



**LAKE MARY CITY COMMISSION**

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

**Regular Meeting  
AGENDA  
THURSDAY, APRIL 17, 2014 7:00 PM**

- 1. Call to Order**
- 2. Moment of Silence**
- 3. Pledge of Allegiance**
- 4. Roll Call**
- 5. Approval of Minutes: April 3, 2014**
- 6. Special Presentations**
  - A. Proclamation - Children's Mental Health Awareness Month**
  - B. Proclamation - YMCA Healthy Kids® Day**
- 7. Citizen Participation**
- 8. Unfinished Business**
- 9. New Business**

- A. Ordinance No. 1505 - Amending the Code of Ordinances to provide for merging the Board of Adjustment (BOA), Local Planning Agency (LPA) and the Planning and Zoning Board (P&Z) - First Reading (Public Hearing) (Steve Noto, Senior Planner)**
- B. Ordinance No. 1506 - Amending the Code of Ordinances to provide for clarifications to the sign code - First Reading (Public Hearing) (Steve Noto, Senior Planner)**
- C. Seminole County Day Camp Scholarship Program (Bryan Nipe, Parks & Recreation Director)**
- D. Resolution No. 935 - Requiring candidates in municipal elections to file campaign finance reports electronically (Jackie Sova, City Manager)**

**10. Other Items for Commission Action**

**11. City Manager's Report**

**A. Items for Approval**

- a. WineART Wednesdays Food Truck fee**
- b. Surplus equipment - Police**
- c. Surplus equipment - Public Works**

**B. Items for Information**

- a. Monthly department reports**

**12. Mayor and Commissioners Report (2)**

**13. City Attorney's Report**

**14. Adjournment**

**THE ORDER OF ITEMS ON THIS AGENDA IS SUBJECT TO CHANGE**

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

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

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

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

**UPCOMING MEETINGS: May 1, 2014**

1 MINUTES OF THE LAKE MARY CITY COMMISSION WORK SESSION held April 3,  
2 2014, 5:45 P.M., Lake Mary City Commission Chambers, 100 North Country Club Road,  
3 Lake Mary, Florida.

4  
5  
6 Mayor David Mealor Jackie Sova, City Manager  
7 Commissioner Gary Brender Carol Foster, City Clerk  
8 Deputy Mayor George Duryea Dianne Holloway, Finance Director  
9 Commissioner Allan Plank – Absent John Omana, Community Development Dir.  
10 Commissioner Jo Ann Lucarelli Gary Schindler, City Planner  
11 Steve Noto, Senior Planner  
12 Tom Tomerlin, Economic Development Mgr.  
13 Bruce Paster, Public Works Director  
14 Bryan Nipe, Parks & Recreation Director  
15 Steve Bracknell, Police Chief  
16 Mary Campbell, Deputy City Clerk  
17

18 Courtney Miller, Program Manager of reThink and Adam Maul, Vanpool Program  
19 Manager, were also present.

20  
21 The work session was called to order by Mayor David Mealor at 5:47 P.M.

22  
23 I. Items for Discussion

24  
25 A. Continued Discussion of Proposed SunRail Vanpool Grant Options

26  
27 Ms. Sova said this will continue the conversations from two weeks ago. Tom Tomerlin  
28 will point out additional information he has worked on since that time.

29  
30 Mr. Tomerlin said this is a continuation of an item we started discussing at the last  
31 workshop on March 20<sup>th</sup>. We are calling this the Lake Mary Vanpool Grant Program.  
32 The program is attached to the existing Lynx program called the Agency Vanpool. The  
33 word “agency” is there because basically the vanpool is tied to the corridor. The  
34 agreement is between an enrolled employer and the van provider which is VPI.

35  
36 Mr. Tomerlin said the program we are proposing is simple. We are trying to make the  
37 price point associated with the monthly lease payment attractive to the employer. We  
38 are proposing offsetting 50% of the cost associated with the lease payment which is  
39 \$345 per month. The total lease payment is \$690 per month and includes maintenance  
40 and insurance. It does not provide the driver. That is something that would be  
41 arranged between Lynx and the employer. It does not include fuel. There is a mileage  
42 cap associated with each one of those vans and that is a detail we would like to leave  
43 with Lynx and the employer. The City is proposing that we step into that lease  
44 arrangement and make the price point more competitive and appealing to some of our  
45 employers. Most of our larger employers are located towards Interstate 4 and the  
46 associated roadways of Rinehart, International Parkway, and Lake Emma.

1  
2 Mr. Tomerlin said we tweaked the grant program guidelines since the last time the  
3 Commission looked at them. We took Commissioner Plank's suggestion to pay the  
4 agency directly and the agency will then pay Lynx. We added an explicit limit of one  
5 grant per agency per year. The idea there is whatever funding level that this  
6 commission believes is acceptable, we would like to be able to spread that across as  
7 many firms as we can. We did a little minor language cleanup.

8  
9 Mr. Tomerlin said we have had two bookends associated with the funding level. With  
10 \$345 per month that works out to \$4,140 for 12 consecutive months. If we fund up to  
11 six grants that is roughly \$25,000--\$24,840 to be exact. We looked at having a high  
12 level. If we funded 12 grants, it would be about \$50,000 per fiscal year. The actual  
13 dollar amount would work out to \$49,680.

14  
15 Mr. Tomerlin said he talked to some of the Commission about the program and we  
16 believe it's going to give us information about the SunRail. There is still a great deal  
17 unknown about how ridership is going to unfold and how people are going to get  
18 connected to their employers. That "last mile" is discussion on how we get them from  
19 the train station to their place of employment.

20  
21 Mr. Tomerlin said we believe this grant program will provide a good trial balloon that is  
22 going to be able to inform us of what kind of latent demand is out there to get connected  
23 from the SunRail Station stops to their place of employment. One aspect that he  
24 thought is key, especially in his role as the Economic Development Manager, is that this  
25 is a nice economic development tool. It is something we can offer our employers and  
26 say this is a program that is unique at this point to the City of Lake Mary and is a benefit  
27 of locating into the City of Lake Mary. It is an additional incentive attached to having  
28 door-to-door service associated with SunRail.

29  
30 Commissioner Brender asked who would be responsible for the gas.

31  
32 Mr. Tomerlin said that would be the responsibility of the employer.

33  
34 Commissioner Brender said it would not be the people who would be riding in the van.

35  
36 Mr. Tomerlin guessed that could be worked out between the employer and the people  
37 riding the van. He said he didn't know if that level of detail had been worked out.

38  
39 Commissioner Brender said he would like it identified in the write up that this is an  
40 experimental program. He thought they needed better terminology than "trial balloon"  
41 and didn't want people to think since it is a government project it will go on forever. We  
42 need to make sure it is stated it is experimental, it is up to the Commission to fund it,  
43 and we will base the decision on its use. He said he was not against going to 12 but  
44 would make it a performance reward. If we announce this next week and the day after  
45 we have all six vans taken up then he could see going to 12. He was not sure he would  
46 go past that. Let's see how it goes. We have a vested interest in making sure that

1 SunRail does go. He thought it was fair for government to get involved to spur an action  
2 but didn't want it forever. If it grows so quickly that much then we need to rethink what  
3 we are doing. Putting 12 vans on Lake Mary Boulevard doesn't amount to a hill of beans  
4 of difference but putting 50 vans does make a difference.

5  
6 Mr. Tomerlin said there is no problem using the word experimental in the guidelines. By  
7 virtue of the way it is designed it is up to the Board to reauthorize as part of their budget  
8 cycle. At any time it can be canceled during the regular budget process. The way it is  
9 envisioned to be implemented is through the resolution that accepts the program  
10 guidelines. He thought the experimental aspect was implied.

11  
12 Commissioner Brender said he didn't like implications so let's write it down.

13  
14 Mr. Tomerlin said staff is recommending one of three items: (1) Consider the item and  
15 approve it on the regular agenda later this evening. (2) Continue discussing it and move  
16 it to the next April meeting. May 1<sup>st</sup> is when the operation of SunRail occurs. He just  
17 learned that the first two weeks of operation would be free. (3) Deny the program.

18  
19 Deputy Mayor Duryea said let's say Verizon has a bunch of vans and doesn't want to  
20 lease from Lynx. He asked if there was any provision to supplement that.

21  
22 Mr. Tomerlin said that was a great observation. The very large employers have their  
23 own vans. Sometimes they just have one or they might have a couple. If we had to  
24 guess who would latch onto this program is probably the medium size employers with  
25 500 employees or less. The large companies probably have their own van but the price  
26 point of \$345 a month might be a better deal to have a van through us.

27  
28 Deputy Mayor Duryea said something tells him that the larger the company the less  
29 likely they care about how their people get to and from work.

30  
31 Mr. Tomerlin said there are some tax advantages associated with employers providing  
32 that SunRail ticket to their employees.

33  
34 Deputy Mayor Duryea said he hadn't heard any rumblings about any employer being  
35 willing to do that.

36  
37 Ms. Sova said we have been contacted by one company already. That was the next  
38 morning after he saw this on the news.

39  
40 Mr. Tomerlin said there was a little bit of press and a response from one employer that  
41 expressed keen interest in doing this. He said he believed there were quite a few  
42 employers that are probably in a wait-and-see mode. He said that was anecdotal and  
43 didn't know that to be certain.

44  
45 Commissioner Lucarelli said she thought it was a great pilot project. Hopefully it would  
46 encourage privatization naturally. If there are multiple employers in one big office

1 building on International Parkway, it might end up being cheaper for them to partner  
2 amongst themselves and share a mini bus if they have that high a usage. It is a pilot  
3 project and did not want to micromanage it. Let's do it and see what happens,  
4 reevaluate and go from there.

5  
6 Mr. Tomerlin said one of the things appealing about the approach is that it is demand  
7 driven by an employer. It is leaving it to the market as to whether or not this is a good  
8 option. All the City is doing is stepping in and saying let's make this at a price point  
9 where it becomes very appealing.

10  
11 Mayor Mealor asked if anyone had any objection to the resolution being read tonight.  
12 There were no objections from the Board.

13  
14 Mayor Mealor said staff has proposed \$4,140 as a threshold, and six grants would be  
15 about \$25,000 and 12 about \$50,000. We need to gauge demand. He said he had no  
16 problem saying we will allocate "up to" 12 grants (not to exceed 12 X \$4,140) if the  
17 demand is there. It may be we get three or four riders early on. He said Mr. Tomerlin  
18 has in terms of a marketing tool and economic development incentive, here is an  
19 additional tool to tell our story. He asked the threshold the Commission was  
20 comfortable with.

21  
22 Commissioner Brender said he was willing to go \$50,000 but was questioning whether  
23 we want to put it out there as \$50,000 or put it out there as \$25,000 and see how it  
24 goes.

25  
26 Deputy Mayor Duryea said he didn't care what the breakdown is, but there has got to be  
27 an end limit. We could say first come first served and if we run out of money then they  
28 are walking.

29  
30 Mayor Mealor said he had no problem setting up to 12 agencies partnered with the City  
31 with the provision this will be a line item budget discussion and make sure it does not  
32 become an entitlement program.

33  
34 Commissioner Brender said not everybody is going to be signed up May 1<sup>st</sup>. He asked  
35 what if a company comes to us in November saying they decided to get a van.

36  
37 Ms. Sova said it doesn't matter what time of year. It will never be more than \$50,000 in  
38 a fiscal year.

39  
40 Mayor Mealor said if we adopt the resolution we agree the grant program will go up to  
41 12 grants with a maximum of \$4,140 per grant. Once that's done then we just carry  
42 forward.

43  
44 Mr. Tomerlin said the way we envision rolling this out, being uncertain about what kind  
45 of latent interest, is to have a kickoff date of April 21<sup>st</sup> to start accepting applications and  
46 open it up at a certain time.

1  
2 Commissioner Brender said if we do get hit we will have to have first come first served.

3  
4 Mr. Tomerlin answered affirmatively. They will be date stamped as they come in.

5  
6 Commissioner Lucarelli asked Mr. Tomerlin if that was something he would feel  
7 comfortable presenting on Saturday at Family Fun Day.

8  
9 Mr. Tomerlin said he was fine with that and there might be a van there.

10  
11 Mayor Meador said this is an important event for us. Congressman Mica will be there  
12 also. This might be a great time to roll out an additional amenity related to SunRail. The  
13 Sentinel has expressed interest and would like to follow up. If the Commission has no  
14 objection we can adopt the resolution under New Business tonight and Mr. Tomerlin or  
15 the City Manager can reach out with our decision.

16  
17 Mr. Tomerlin said he had a draft press release.

18  
19 Mr. Tomerlin said gas is not covered under the Lynx agreement. He asked Courtney  
20 Miller of reThink if the employers would pay for gas or the riders.

21  
22 Ms. Miller stated it could be either.

23  
24 Ms. Sova said we would like to hear from Courtney on how they are marketing this.

25  
26 Mr. Tomerlin said Courtney did a survey in the Lake Mary-Heathrow area and found that  
27 42% of the respondents said the thing that would get them on SunRail was a shuttle to  
28 get to and from the station. We are seeing some things behind the curtain that make  
29 us believe we are moving in a good direction.

30  
31 Courtney Miller of reThink, 4004 McGuire Boulevard, Orlando, Florida 32803, came  
32 forward. She said we are excited about this and think everyone will be surprised at the  
33 response. We have been actively talking about SunRail and connection options on  
34 Rinehart and International Parkway for sure. It has been a challenge to engage  
35 employees north of AAA Drive along International Parkway, 46A, and Rinehart. When  
36 speaking to employers about the opportunity and how it makes sense to do this for their  
37 employees, what we have found has been fantastic. The employers in this area get it.  
38 It is because they are larger employers and they operate in areas like the northeast and  
39 other areas where alternative commuting is the norm. They are already investing in  
40 their employees up north or in California where it is required that they invest. They are  
41 savvy and they get it. It's this hesitation to commit because of a price point and not  
42 knowing who of their employees are going to step up. We have a meeting next Friday  
43 with Verizon. She didn't think there would be a problem filling those vans.

44  
45 Mr. Tomerlin said he had a conversation with Lynx staff and they are on board with the  
46 program. They believe seeing how this vanpool performs will help with informed

1 decisions with the regular Lynx service, Route 45. There is an extra benefit there that is  
2 going to help us make a case for adjustments to that line if we feel adjustments are  
3 needed to the regular bus service, Link 45.

4

5 There being no further business, the work session adjourned at 6:15 P.M.

6

DRAFT

1 MINUTES OF THE LAKE MARY CITY COMMISSION MEETING held April 3, 2014,  
2 7:00 P.M., Lake Mary City Commission Chambers, 100 North Country Club Road, Lake  
3 Mary, Florida.

4  
5  
6 I. Call to Order

7  
8 The meeting was called to order by Mayor David Mealor at 7:05 P.M.

9  
10 II. Moment of Silence

11  
12 III. Pledge of Allegiance

13  
14 The Pledge of Allegiance was led by Police Lieutenant Mike Biles.

15  
16 IV. Roll Call

17  
18 Mayor David Mealor Jackie Sova, City Manager  
19 Commissioner Gary Brender Carol Foster, City Clerk  
20 Deputy Mayor George Duryea Dianne Holloway, Finance Director  
21 Commissioner Allan Plank – Absent John Omana, Community Development Dir.  
22 Commissioner Jo Ann Lucarelli Tom Tomerlin, Economic Development Mgr.  
23 Bruce Paster, Public Works Director  
24 Bryan Nipe, Parks & Recreation Director  
25 Radley Williams, Recreation Chief  
26 Steve Bracknell, Police Chief  
27 Mike Biles, Police Lieutenant  
28 Katie Reischmann, City Attorney  
29 Mary Campbell, Deputy City Clerk

30  
31 V. Approval of Minutes: March 20, 2014

32  
33 **Motion was made by Commissioner Lucarelli to approve the minutes of the March**  
34 **20, 2014, meeting, seconded by Commissioner Brender and motion carried**  
35 **unanimously.**

36  
37 VI. Special Presentations

38  
39 A. Proclamation – National Public Safety Telecommunications Week

40  
41 The City Attorney read a proclamation proclaiming April 13 – 19, 2014, as National  
42 Public Safety Telecommunications Week.

43  
44 Mayor Mealor presented the proclamation to Lieutenant Mike Biles.

1 Lieutenant Biles thanked the Commission for taking time to recognize these folks. We  
2 have 11 men and women that dispatch for the City of Lake Mary. They are the first line  
3 of defense for the community and do a great job. The quality is unbelievable. He  
4 recognized those who were present: Erin Ward, Dana Theisen, and Yarimar Rivera.

5  
6 Mayor Meador said we pride ourselves on our public safety delivery to the community  
7 and thanked them for a job well done.

8  
9 VII. Citizen Participation

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

12  
13 VIII. Unfinished Business

- 14  
15 A. Ordinance No. 1503 – Amending the Primera PUD and providing for the Fifth  
16 Amended and Restated Developer’s Agreement; Miranda Fitzgerald, Esquire,  
17 applicant – Second Reading (Public Hearing) (Gary Schindler, City Planner)

18  
19 The City Attorney read Ordinance No. 1503 by title only on second reading.

20  
21 Mr. Omana stated staff had nothing further and recommends approval.

22  
23 Mayor Meador asked if anyone wanted to speak in reference to Ordinance No. 1503. No  
24 one came forward and the public hearing was closed.

25  
26 **Motion was made by Commissioner Brender to approve Ordinance No. 1503 on**  
27 **second reading, seconded by Commissioner Lucarelli and motion carried by roll-**  
28 **call vote: Commissioner Brender, Yes; Deputy Mayor Duryea, Yes;**  
29 **Commissioner Lucarelli, Yes; Mayor Meador, Yes.**

- 30  
31 B. Ordinance No. 1504 – Amending Chapter 92 of the Code of Ordinances to  
32 establish fees for Summer Camp – Second Reading (Public Hearing) (Radley  
33 Williams, Recreation Chief)

34  
35 The City Attorney read Ordinance No. 1504 by title only on second reading.

36  
37 Mr. Williams stated staff had nothing further to add.

38  
39 Deputy Mayor Duryea asked how much the fees do not cover.

40  
41 Mr. Williams said the fees proposed are anticipated to meet all the costs of the camp  
42 including staffing, field trips, transportation, and all activities.

43  
44 Ms. Sova said we haven’t had camp for several years but it has always been close to  
45 break even. It’s tight.

1  
2 Mayor Mealor asked if anyone wanted to speak in reference to Ordinance No. 1504. No  
3 one came forward and the public hearing was closed.

4  
5 **Motion was made by Commissioner Lucarelli to approve Ordinance No. 1504 on**  
6 **second reading, seconded by Commissioner Brender and motion carried by roll-**  
7 **call vote: Deputy Mayor Duryea, Yes; Commissioner Lucarelli, Yes;**  
8 **Commissioner Brender, Yes; Mayor Mealor, Yes.**

9  
10 IX. New Business

11  
12 A. Resolution No. 934 – Proposed Lake Mary Vanpool Grant Program (LMVPG)  
13 for SunRail (Tom Tomerlin, Economic Development Manager)

14  
15 The City Attorney read Resolution No. 934 by title only.

16  
17 Mr. Tomerlin asked that the motion include a funding level.

18  
19 Mayor Mealor asked Mr. Tomerlin to summarize the points from the workshop.

20  
21 Mr. Tomerlin said the program is a matching grant to supplement an employer to  
22 participate in the Lynx agency vanpool program. It is a 50% match of \$345 per month  
23 (per grant). It is connecting employees to their place of employment from the SunRail  
24 Station in Lake Mary. The grant program is eligible for the City of Lake Mary only. The  
25 funding amount discussed were monies to support 12 grants. The City's match for 12  
26 consecutive months would be \$4,140 (per grant). It is limited to one grant per employer.  
27 This program will be reevaluated during the budget process.

28  
29 Commissioner Brender asked if the wording "pilot program" was in here somewhere.

30  
31 Mr. Tomerlin said the grant guidelines don't use the word pilot.

32  
33 Ms. Sova said we can make sure when we do our public announcement that it includes  
34 the word pilot.

35  
36 Commissioner Brender said it sounds like a minor point but wanted it on the record this  
37 is not going to be a long-term government giveaway.

38  
39 Mr. Tomerlin suggested in the motion to include the funding level and add the term "pilot  
40 program".

41  
42 **Motion was made by Commissioner Brender to approve Resolution No. 934 with**  
43 **adjusted funding level of \$50,000, or 12 applications, and somewhere in the**  
44 **resolution we add "pilot program", seconded by Commissioner Lucarelli and**  
45 **motion carried unanimously.**

1 X. Other Items for Commission Action

2  
3 There were no items to discuss at this time.

4  
5 XI. Reports:

6  
7 A. City Manager

8  
9 Ms. Sova said she didn't have anything for Commission action but had some  
10 announcements.

11  
12 Ms. Sova said Family Fun Day is this Saturday from 10:00 A.M. to 3:00 P.M. in Central  
13 Park. Come out for a day of fun and entertainment. There will be kids' activities, public  
14 safety demonstrations, the Farmer's Market and much more. Also SunRail will be  
15 offering free tours inside the train and on the platform at the station between 11:00 A.M.  
16 and 1:00 P.M. Representative Mica and Chairman Dallari will be here and there will be  
17 some speaking at 11:15 A.M. to opening the train service to Lake Mary.

18  
19 Ms. Sova said we have invited the consultants who prepared the FDOT/MetroPlan  
20 SunRail Quiet Zone Concept Study to present their findings at the April 17<sup>th</sup>  
21 Commission meeting.

22  
23 Ms. Sova said at the last meeting the Commission addressed a public health and safety  
24 violation at 565 Webster Street. Staff was directed to have the problem rectified. We  
25 had our subcontractor for tree removal go in and remove vines, dead brush, and four  
26 sizable oak trees. There was a snake observed on the property. It took four days at a  
27 cost of \$2,150, and we will place an additional lien for that. The Senior Intervention  
28 Group with Officer Hudson pulled together about 60 volunteers. They filled a roll-off  
29 dumpster in just a few hours but another dumpster has been ordered. They have taken  
30 out the carpet and cabinets inside the house and plan to help her get it back in order.

31  
32 B. Mayor

33  
34 Mayor Mealor had no report at this time.

35  
36 C. Commissioners (1)

37  
38 Commissioner Brender said he attended CALNO at the City of Longwood and they gave  
39 a show and tell of their rider park which is across Church Street from the hospital one  
40 block north of 434. They have made several improvements and next plan on putting in  
41 an amphitheater. They have transplanted the Senator II which is one of the clone trees  
42 taken off the original Senator and have planted that in the park.

43  
44 Commissioner Brender said next month they will be talking about moving the CALNO  
45 meeting to another time and day. That was at the request of the School Board. We

1 know among the seven cities and the County each has a meeting either on Monday,  
2 Tuesday, Wednesday, or Thursday so there is not going to be a perfect night.

3  
4 Deputy Mayor Duryea said he hoped Commissioner Plank was going to get better this  
5 time for good and hoped to see him back here next time.

6  
7 Commissioner Lucarelli said she was officially inducted into Rotary. She has already  
8 helped out at two events. The Rescue Run was a huge success and Taste of Lake  
9 Mary was sold out. We had almost 700 attendees and tons of food. It gets better every  
10 year.

11  
12 Commissioner Lucarelli said to echo what Jackie (Sova) said about Fun Day we always  
13 seem to have a good turnout. Opening ceremonies will be at 10:30 A.M. and at  
14 approximately 11:15 A.M. we will be at the SunRail Station for remarks from  
15 Congressman Mica, the Mayor and a few other people.

16  
17 D. City Attorney

18  
19 Ms. Reischmann said she was sure everyone had seen the blast from the League of  
20 Cities opposing this new public records law, House Bill 1151, which has gone through  
21 the Senate and is moving through the House. It will allow a request to be made to any  
22 city employee anytime and anyplace. Anybody doing anything would have to drop it  
23 and deal with the public records request. It does have some things that are supposed  
24 to help with these requests. They are supposed to make some kind of attempt to  
25 contact the City before they file suit but it is very vague. Hopefully we will get it  
26 modified.

27  
28 Commissioner Brender asked if a firefighter was in the middle of fighting a fire he would  
29 have to stop and deal with the public records request.

30  
31 Ms. Reischmann answered affirmatively.

32  
33 Commissioner Lucarelli asked where this was coming from.

34  
35 **SIDE 1B**

36  
37 Ms. Reischmann said it all has to do with the Chandler brothers. The brothers go  
38 around and ask people like the clerk that's got the jail log that is monitoring who comes  
39 into the jail. They will say show us the log and if she doesn't immediately show it to  
40 them they run off and file suit. That is their full-time occupation. They are trying to help  
41 by having this attempt to contact but at the same time are adding this additional onerous  
42 obligation to respond to every request anytime and anyplace.

43  
44 Mayor Mealor thanked Dr. McLaughlin for representing the Forest.

45  
46 XII. Adjournment

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16

There being no further business, the meeting adjourned at 7:25 P.M.

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

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

ATTEST:

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

DRAFT

Dear Mayor Mealor and City Manager Jackie Sova:

On behalf of The Children's Cabinet of Seminole County and the Families and Communities Together in Seminole (FACTS) Children's Mental Health Initiative, I respectfully request that the City of Lake Mary proclaim May 2014 to be Children's Mental Health Awareness Month at your commission meeting on April 17. Suggested wording is attached and at the bottom of this email.

As you may know, in 2010 Seminole County received a six-year federal grant to transform the system of care for children's mental health. On that note, I would like to invite you and all the commissioners and city officials to mark your calendars for a special presentation of Hear Our Voices on Friday, May 9, at 7 p.m. at the Wayne Densch Performing Arts Center in downtown Sanford. The award-winning film tells the inspiring stories of nine children and young adults who are fighting to overcome their mental health issues. Following the film, a local panel will answer questions pertaining to our transformation efforts right here in Seminole County.

Thank you very much for confirming the date of the proclamation.

Warm regards,

Judy Creel

Social Marketing  
Families and Communities Together in Seminole: System of Care for Children's Mental Health

Communications Change Team Co-Chair  
Children's Cabinet of Seminole County  
[www.seminolechildren.org](http://www.seminolechildren.org)



Lake Mary, Florida  
Office of the Mayor  
Proclamation

- Whereas,* mental health is as fundamental as physical health to the overall well-being of all children, youth, and families in Lake Mary; and
- Whereas,* mental health challenges such as bipolar disorder, major depression, obsessive compulsive disorder, and severe anxiety affect one in every five families in Seminole County; and
- Whereas,* treatment success rates for mental illness compare favorably to the rates for chronic physical disorders such as heart disease and cancer; and
- Whereas,* mental illness continues to remain shrouded in stigma and discrimination, creating barriers to full inclusion of all children and youth and keeping those with mental health challenges and their families from seeking care; and
- Whereas,* increased public awareness of children's mental health issues may lead to reduced stigma and discrimination and earlier identification and treatment, leading to lower health care and correctional costs, increased productivity and stronger families and communities; and
- Whereas,* Lake Mary takes pride in upholding the dignity and civil rights of all its children and youth, including those with mental illness.

***NOW, THEREFORE,*** through the authority vested in me as Mayor of the City of Lake Mary, Florida, I, David J. Mealor, do hereby proclaim May 2014 as:

**"CHILDREN'S MENTAL HEALTH AWARENESS MONTH"**

and May 8, 2014, as:

**"NATIONAL CHILDREN'S MENTAL HEALTH AWARENESS DAY"**

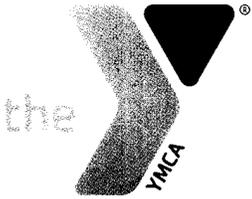
*recognizing that the values of acceptance, dignity and social inclusion for all—including those with mental health challenges—should be promoted throughout our community.*

*Duly proclaimed this 17<sup>th</sup> day of April, A.D., 2014.*



CITY OF LAKE MARY, FLORIDA

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



OUR YOUTH DEVELOPMENT  
FOR THE LIVES  
OF THE WORLD

RECEIVED

APR - 2 2014

CITY CLERK'S OFFICE

March 13, 2014

Mayor David Mealor  
911 Wallace Court  
Lake Mary, FL 32746

Dear Mr. Mayor,

Thank you for the State of the City event this week at the Events Center. It was both informative and enjoyable.

As you know, the YMCA plays a major role in youth development for our community. Over the years, a national YMCA initiative called Healthy Kids Day has inspired hundreds of thousands of children and families to make healthier choices. Whether it was inspiring a family to play together, introducing a child to a new sport or simply motivating a child to eat better, the Y made it possible, with the generous support of community organizations and businesses.

At a time when nearly 75 percent of kids ages five to 10, do not get the recommended 60 minutes of physical activity each day, Healthy Kids Day is more important than ever. Healthy Kids Day activities help improve the nation's health and well-being, and strengthen family and community bonds. It's part of the Y's commitment to healthy living and our promise to help build healthier, stronger home environments.

We would like to elicit your support by proclaiming April 26, 2014, as YMCA Healthy Kids Day. The event will be held from 10am-1pm in the J. Douglas Williams YMCA gymnasium.

Attached you will find a proclamation letter. The event drew over 500 participants last year and we hope to surpass that this year.

Thank you for your consideration to this request.

Sincerely,

Debbie Quick  
Executive Director

**J. DOUGLAS WILLIAMS YMCA FAMILY CENTER**  
665 Longwood-Lake Mary Rd., Lake Mary, FL 32746  
P 407 321 8944  
W [ymcentralflorida.com](http://ymcentralflorida.com)

Supported by



## EXECUTIVE PROCLAMATION

**WHEREAS:** The Y is a cause-driven organization that strengthens community through youth development, healthy living and social responsibility.

**WHEREAS:** A strong community can only be achieved when we invest in our kids, our health and our neighbors.

**WHEREAS:** Healthy Kids Day is part of the Y's commitment to healthy living and our promise to help build healthier, stronger home environments.

**WHEREAS:** Summer is the time for kids to get up, get out and grow, but sometimes when the school year ends, so does a child's exposure to activities that stimulate the body and mind; access to quality activities and resources during the summer months help children learn, grow and achieve their potential; this exciting day challenges families to **Take on Summer** by addressing critical gaps in kids' health and education.

**WHEREAS:** The **J. Douglas Williams YMCA in Lake Mary** is dedicated to providing programs and services to **10,000** youth and adults of all backgrounds from all parts of our community; and

**WHEREAS:** Community-based responses are vital to alleviate the growing epidemic of obesity and physical inactivity, particularly among young people.

**WHEREAS:** YMCA Healthy Kids® Day celebrates kids' health and teaches healthy habits for kids and families, encourages active play, and inspires a lifetime love of physical activity.

**WHEREAS:** On **Saturday, April 26, 2014**, the **J. Douglas Williams YMCA** will sponsor YMCA Healthy Kids Day to help our youth become healthier.

**NOW, THEREFORE, I, David Mealor**, do proclaim that **Saturday, April 26, 2014**, shall be observed as:

### **YMCA Healthy Kids® Day**

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Great Seal of the State/City of \_\_\_\_\_ to be affixed at the State Capitol/City Hall this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_.

X

\_\_\_\_\_  
MAYOR/GOVERNOR



## MEMORANDUM

DATE: April 17, 2014

TO: City Commission

VIA: Jackie Sova, City Manager

FROM: Stephen Noto, Senior Planner

SUBJECT: Ordinance No. 1505 - Amending the Code of Ordinances to provide for merging the Board of Adjustment (BOA), Local Planning Agency (LPA) and the Planning and Zoning Board (P&Z) - First Reading (Public Hearing) (Steve Noto, Senior Planner)

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**REFERENCE:** City Code of Ordinances

**REQUEST:** Based on recent City Commission direction, staff requests that the City Commission revise specific portions of the City of Lake Mary Code of Ordinances related to the Board of Adjustment (BOA), Local Planning Agency (LPA) and the Planning and Zoning Board (P&Z). The purpose of the revisions is to merge the BOA, LPA and the P&Z.

**CITY CODE BACKGROUND:** Currently, Sections 30.20 and 154.31 addresses the Board of Adjustment. Section 30.01 – 30.07 addresses the Local Planning Agency. The Planning and Zoning Board is referenced in two different sections of the Code of Ordinances (Section 30.15 and Section 154.25). In combining the BOA, LPA, and the P&Z, the text contained in Section 30.01-30.07, 30.20, and 154.31 is to be deleted. Additional revisions will be made to 154.06, 154.09, 154.10, 154.23, 154.25, 154.31, 154.45, 154.47, 154.85, and 160.08.

### **DISCUSSION:**

**Board Merger:** The Board of Adjustment is responsible for authorizing variances to Section 154.14 and 154.55-154.66. The BOA meets on Wednesday on an as needed basis; however the BOA has not met since November 2, 2011. The BOA has five (5) members.

The Local Planning Agency is responsible for reviewing and making recommendations regarding the City's comprehensive plan and the land use for specific properties. The LPA meets on Wednesdays on an as needed basis, generally not exceeding 1 or 2 times a year; the last meeting was on January 16, 2013. The LPA has five (5) members.

The Planning and Zoning Board acts upon all land use related issues outside of the comprehensive plan and the future land use designation of specific pieces of property. The P&Z meets on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month, approximately 12-15 times a year. It is comprised of five (5) members and one (1) alternate. In addition to making recommendations to the City Commission, the P&Z reviews and takes action on site plans and final engineering plans for subdivisions. It also acts as the Sign Board of Adjustment, granting or denying variances related to signage.

Staff is proposing to merge the BOA, LPA and the Planning and Zoning Board into one board. On Thursday, February 6, 2014, the City Manager presented the potential combination of the three boards to the City Commission. Seeing the value in having one board that was responsible for reviewing all land use related issues, the City Commission directed staff to propose revisions to the City's Code of Ordinances that would create a single entity to review all land use related issues. The number of members would stay the same: 5 (five) regular members, and one (1) alternate.

With the BOA and LPA meeting less than once a year, and the P&Z having a strong, consistent membership, it is staff's feeling that the P&Z can handle the additional duties that would come with this merger.

**RECOMMENDATION:** Staff recommends that the City Commission adopt Ordinance No. 1505, amendments to Chapters 30.01-30.07, 30.16, 30.20, 154.06, 154.09, 154.10, 154.23, 154.25, 154.31, 154.45, 154.47, 154.85, and 160.08 of the City Code of Ordinances.

**PLANNING AND ZONING BOARD:** At their regular March 25, 2014 meeting, the Planning and Zoning Board voted unanimously, 5-0, to recommended approval of proposed Code amendments.

**ATTACHMENTS:**

- Ordinance No. 1505
- March 25, 2014 Planning and Zoning Board Minutes

**ORDINANCE NO. 1505**

**AN ORDINANCE OF THE CITY OF LAKE MARY, FLORIDA DELETING CHAPTERS 30.01-30.07, 30.20, and 154.31, RESERVING CHAPTERS 30.01-30.15, CREATING CHAPTERS 30.16 AND 160.08, AND AMENDING CHAPTERS 154.06, 154.09, 154.10, 154.23, 154.25, 154.45, 154.47, 154.85 TO MERGE THE BOARD OF ADJUSTMENT, LOCAL PLANNING AGENCY, AND PLANNING AND ZONING BOARD; PROVIDING CODIFICATION, CONFLICTS, SEVERABILITY AND EFFECTIVE DATE.**

WHEREAS, the last Board of Adjustment meeting was held November 2, 2011;  
and

WHEREAS, the last Local Planning Agency meeting was held January 16, 2013;

WHEREAS, due to the changing nature of land development in the City, the Planning and Zoning Board can manage the duties of the Board of Adjustment; and

WHEREAS, due to changes at the State Level of land use planning and management, the Planning and Zoning Board can manage the duties of the Local Planning Agency; and

WHEREAS, on February 6, 2014, the City Commission directed staff to revise the Code of Ordinances to merge the Board of Adjustment, Local Planning Agency, and Planning and Zoning Board;

WHEREAS, the City Commission desires to delete Chapters 30.01-30.07, 30.20, and 154.31, reserve Chapters 30.01-30.15, create Chapters 30.16 and 160.08, and amend Chapters 154.06, 154.09, 154.10, 154.23, 154.25, 154.45, 154.47, and 154.85 to accomplish the merger of these boards.

WHEREAS, the deletion of Chapters 30.01-30.07, 30.20, and 154.31, reservation of Chapters 30.01-30.15, creation of Chapters 30.16 and 160.08, and amendments to Chapters 154.06, 154.09, 154.10, 154.23, 154.25, 154.45, 154.47, and 154.85 have been reviewed by the Planning and Zoning Board, which recommended approval.

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

Section 1. Chapters 30.01-30.07, 30.20, and 154.31, are hereby repealed.

Section 2. Chapters 154.06, 154.09, 154.10, 154.23, 154.25 and 154.25, 154.45, 154.47, and 154.85 are hereby amended as shown in Exhibit "A" attached hereto.

Section 3. Chapters 30.16 and Chapter 160.08 are hereby added as shown in Exhibit "A" attached hereto.

Section 4. 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 5. Conflicts. All ordinances or resolutions or parts of ordinances or resolutions in conflict herewith are hereby repealed to the extent of any conflict.

Section 6. Severability: If any section, sentence, phrase, word or portion of this Ordinance is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word, or portion of this Ordinance not otherwise determined to be invalid, unlawful, or unconstitutional.

Section 7. Effective date. This Ordinance shall take effect immediately upon passage and adoption.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2014.

FIRST READING: April 17, 2014

SECOND READING: May 1, 2014

CITY OF LAKE MARY, FLORIDA

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MAYOR, DAVID J. MEALOR

ATTEST:

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CITY CLERK, CAROL A. FOSTER

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

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CATHERINE REISCHMANN, CITY ATTORNEY

## EXHIBIT "A"

### Proposed Revisions to Chapters 30.01-30.07, 30.16, 30.20, 154.06, 154.09, 154.10, 154.23, 154.25, 154.31, 154.45, 154.47, 154.85, and 160.08

~~Strikethrough~~ = deleted material

Underlined = proposed material

\*\*\* = omitted material

~~30.01 ESTABLISHMENT. The City Commission shall appoint a Local Planning Agency consisting of five qualified electors of the city. The members of this Agency shall come from diverse vocational backgrounds.~~

~~—(A) The initial appointments to the Local Planning Agency shall be as follows:~~

~~—(1) Two members appointed for a term expiring December 31, 1989.~~

~~—(2) Three members appointed for a term expiring December 31, 1990.~~

~~—(B) Thereafter, all appointments shall be made for a term of three years, commencing on the first day of January.~~

~~—(C) The term of any member of the Local Planning Agency shall automatically terminate, without any action by the City Commission at such time as such member shall be absent for three consecutive meetings, regardless of the reason for such absences.~~

~~—(D) No board of the city, the City Commission or City Manager shall have the authority to excuse any absence of any member of any board from a meeting and any such action shall be null and void and without any force and effect.~~

~~—(E) At such time as any member of the Local Planning Agency shall be absent for three consecutive meetings, the City Clerk shall advise the member that his or her term has automatically terminated due to the absences and also advise the City Commission of the same. The City Commission shall forthwith appoint a successor to complete the term of the member so terminated.~~

~~—(F) The automatic removal of a member for reason of absence shall not preclude the reappointment of that member to the vacancy created by the automatic removal and shall not disqualify that member from future service on any board of the city. If the member desires to be reappointed to complete his or her term, he or she shall provide circumstances for missing the meetings, which the City Commission will consider in addition to the member's attendance record for the prior one-year period. However, if the Agency member is removed for reason of absence for a second time within a two-year period, the Agency member shall not be reappointed and shall not be eligible to serve on any advisory board for one year from the date of the last missed meeting.~~

~~—(G) Notwithstanding any term of service established by ordinance for members of the Local Planning Agency, each member shall serve at the discretion of the City Commission and may be removed at any time prior to the expiration of their term of service, without cause, upon the motion of any City Commissioner, provided that the motion shall be approved by a majority vote of the Commission.~~

~~—(H) A member removed under the provisions of division (G) hereof shall not be eligible for reappointment to fill the vacancy created by the member's removal. Further, the member shall be disqualified from serving on any board until the term of service for the position from which the member was removed, pursuant to division (G) hereof has expired.~~

~~30.02 MEETINGS. All meetings of the Local Planning Agency shall be public meetings. Public notice shall be advertised in a newspaper of general circulation in the county at least seven days before a public meeting, and notice of a public meeting shall be placed in three conspicuous places in the city at least seven days prior to a called public meeting. The records of the meetings shall be public records, and a copy of the records shall be kept at City Hall.~~

~~30.03 MEMBERS. Each member of the Local Planning Agency shall be chosen pursuant to the current procedures in existence for selecting the City Planning and Zoning Board and the Building and Zoning Administrator.~~

~~30.04 FUNDING. All funding and financial support for the work of the Local Planning Agency shall require approval by the City Commission. The City Commission shall, if necessary, establish a schedule of fees to be charged by the Local Planning Agency, by a resolution or resolutions duly adopted at any meeting of the City Commission.~~

~~30.05 RULES OF PROCEDURE. The Local Planning Agency shall establish and adopt a set of rules of procedure and choose its officers within 60 days after January 15, 1976. The rules of procedure shall be subject to review, alteration, and amendment by the City Commission. The Building and Zoning Administrator is designated as the technical advisor of the Local Planning Agency.~~

~~30.06 COMPREHENSIVE PLAN. The Local Planning Agency shall have the general responsibility for the conduct of the comprehensive planning program and the preparation of the comprehensive plan, or elements or portions thereof. The Agency shall monitor and oversee the effectiveness and status of the comprehensive plan and recommend to the City Commission changes in the comprehensive plan that may from time to time be required. It shall be the duty of the Local Planning Agency to prepare the comprehensive plan with required elements as provided in F.S. § 163.3161 et seq. Final adoption of the comprehensive plan or any amendment or alteration to it shall be by City Commission approval.~~

~~30.07 PUBLIC PARTICIPATION. The City Commission shall establish by resolution, procedures for providing effective public participation in the comprehensive planning process and particularly in the preparation of the comprehensive plan or elements thereof. The procedures shall provide for the broad dissemination of proposals and alternatives, opportunity for written comments, provisions for open discussion, communication programs, information services, and consideration of and response to public comments.~~

~~\*\*\*\*~~

30.16 COMPREHENSIVE PLAN. The Planning and Zoning Board shall be the "local planning agency" under Chapter 163, and shall have the general responsibility for the conduct of the comprehensive planning program and the preparation of the comprehensive plan, or elements or portions thereof. The Board shall monitor and oversee the effectiveness and status of the comprehensive plan and recommend to the City Commission changes in the comprehensive plan that may from time to time be required. It shall be the duty of the Planning and Zoning Board to prepare the comprehensive plan with required elements as provided in F.S. § 163, as may be amended from time to time. Final adoption of the comprehensive plan or any amendment or alteration to it shall be by City Commission approval.

~~\*\*\*~~

~~30.20 ESTABLISHMENT.~~

~~—(A) The City Commission shall appoint a Board of Adjustment which shall have five members. In addition, the City Commission may appoint one alternate member,~~

~~designating them as such. The alternate members may act in the temporary absence or disability of any regular members or act when a regular member is otherwise disqualified in a particular case that may be presented to the Board. No member or alternate member of the Board of Adjustment shall be a paid or elected official or employee of the city.~~

~~—(B) Members of the Board shall serve for overlapping terms of three years or thereafter until their successors are appointed. Not more than a minority of the terms of the members shall expire in any one year. Any member of the Board of Adjustment may be removed for cause by the City Commission upon written charges and after a public hearing. Any vacancy occurring during the unexpired term of office by any member shall be filled by the City Commission for the remainder of the term. The vacancy shall be filled within 30 days after the vacancy occurs.~~

~~—(C) Terms of service for Board members shall commence on the first day of January.~~

~~—(D) The term of any member of the Board of Adjustment shall automatically terminate, without any action by the City Commission, at such time as the member shall be absent for three consecutive meetings, regardless of the reason for the absences.~~

~~—(E) No board of the city, the City Commission or City Manager shall have the authority to excuse any absence of any member of any board from a meeting and any such action shall be null and void and without any force and effect.~~

~~—(F) At such time as any member of the Board of Adjustment shall be absent for three consecutive meetings, the City Clerk shall advise the member that his or her term has automatically terminated due to the absences and also advise the City Commission of the same. The City Commission shall forthwith appoint a successor to complete the term of the member so terminated.~~

~~—(G) The automatic removal of a member for reason of absence shall not preclude the reappointment of that member to the vacancy created by the automatic removal and shall not disqualify that member from future service on any board of the city. If the member desires to be reappointed to complete his or her term, he or she shall provide circumstances for missing the meetings, which the City Commission will consider in addition to the member's attendance record for the prior one-year period. However, if the Board member is removed for reason of absence for a second time within a two-year period, the Board member shall not be reappointed and shall not be eligible to serve on any advisory board for one year from the date of the last missed meeting.~~

~~—(H) Notwithstanding any term of service established by ordinance for members of the Board of Adjustment, each member shall serve at the discretion of the City Commission and may be removed at any time prior to the expiration of their term of service, without cause, upon the motion of any City Commissioner, provided that the motion shall be approved by a majority vote of the Commission.~~

~~—(I) A member removed under the provisions of division (H) hereof shall not be eligible for reappointment to fill the vacancy created by the member's removal. Further, the member shall be disqualified from serving on any board until the term of service for the position from which the member was removed pursuant to division (H) hereof has expired.~~

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#### § 154.06 VARIANCES; EXCEPTIONS; APPEALS.

(A) Variances. Variances to Chapter 154: Zoning will be in accordance with the powers granted to the Board of Adjustment Planning and Zoning Board. The City Commission may grant a variance from the terms of other sections when the variance will not be contrary to the public interest, and where, owing to special conditions, a literal enforcement of the provisions of that section would result in unnecessary hardship. A variance shall not be granted if it has the effect of nullifying the intent and

purpose of the regulations provided in that section. Furthermore, a variance shall not be granted by the City Commission unless and until:

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#### 154.09 Definitions

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~~"BOARD OF ADJUSTMENT." An official board of the city, the functions and duties of which are described in § 154.31 of this chapter.~~

~~"LOCAL PLANNING AGENCY." The agency designated to prepare and monitor the city comprehensive plan.~~

~~"FORMAL PUBLIC HEARING." A public hearing held with due public notice wherein some official action by the Board of Adjustment is to be taken.~~

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#### 154.10 NONCONFORMING USES

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(C) In any district in which single-family dwellings are permitted, a single-family dwelling and customary accessory buildings may be erected, expanded, or altered on any single lot of record at the effective date of adoption or amendment of these zoning regulations, notwithstanding limitations imposed by other provisions of these zoning regulations. The lot must be in separate ownership and not of continuous frontage with other lots in the same ownership. This provision shall apply even though the lot fails to meet the requirements for area or width, or both, that are generally applicable in the district, provided that yard dimensions and requirements other than those applying to area or width, or both, shall conform to the regulations for the district in which the lot is vacated. Variance of yard requirements shall be obtained only through action of the ~~Board of Adjustment~~ Planning and Zoning Board.

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#### 154.23 FENCES AND WALLS

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~~(4) Variances. All variance requests to § 154.14(B) shall be approved by the Board of Adjustment as prescribed in § 154.31.~~

#### 154.25 Planning and Zoning Board

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(H) Powers and Duties of the Planning and Zoning Board. It shall be the duty of the Planning and Zoning Board:

- (1) To make recommendations to the City Commission on all proposed changes of zoning, to make recommendations to the City Commission on variances to Chapters 156 and 160 and other requests, as well as granting variances to Chapters 154.14 and 154.55 through 154.66, 155, 156 and all appendices according to procedures outlined in the Land Development Code. The Board shall hear and decide appeals where it is alleged there is an error in any order,

requirement, decision, or determination made by the administrative official charged with the enforcement of this chapter.

The Planning and Zoning Board shall have the general responsibility for the conduct of the comprehensive planning program and the preparation of the comprehensive plan, or elements or portions thereof. The Board shall monitor and oversee the effectiveness and status of the comprehensive plan and recommend to the City Commission changes in the comprehensive plan that may from time to time be required. It shall be the duty of the Planning and Zoning Board to prepare the comprehensive plan with required elements as provided in F.S. § 163, as may be amended from time to time. Final adoption of the comprehensive plan or any amendment or alteration to it shall be by City Commission approval.

- (2) With respect to all areas of the Planning and Zoning Board's responsibilities, it shall be the duty of the Board to review applications, take testimony, and examine relevant materials and other review information available to it in order to form a basis for its recommendations to the City Commission.
- (3) To hear and decide appeals where it is alleged there is an error in any order, requirement, decision, or determination made by the administrative official charged with the enforcement of this chapter.
- (4) Variances from the terms of 154.14 and 154.55 through 154.66 shall not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this chapter would result in unnecessary hardship. In order to authorize any variance from the terms of this chapter, the Planning and Zoning Board, and the City Commission on appeal, must and shall find:
  - a. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same zoning districts; and
  - b. That the special conditions and circumstances do not result from the actions of the applicant; and
  - c. That granting the variance requested will not confer on the applicant any special privilege that is denied by the ordinance to other lands, buildings, or structures in the same zoning district; and
  - d. That literal interpretation of the provisions of the ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the ordinance and would work unnecessary and undue hardship on the applicant; and
  - e. That the variance granted is the minimum variance that will make possible the reasonable use of the land, building, or structure; and
  - f. That the grant of the variance will be in harmony with the general intent and purpose of the ordinance, will not be injurious to the neighborhood, or otherwise detrimental to the public welfare.
- (5) In granting any variance, the Board may prescribe appropriate conditions and safeguards in conformity with this chapter. Violation of those conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of this chapter and punishable as provided by this chapter.
- (6) Under no circumstances shall the Board grant a variance to permit a use not generally permitted in the district involved, or any use expressly or by implication

prohibited by the terms of this chapter in that district. However, this section is not intended to diminish the general appeal powers to administrative decisions of the Zoning Administrator, as outlined in division (H) (1) above.

- (7) Nonconforming uses of neighboring lands, structures, or buildings in the same district, and permitted use of lands, structures, or buildings in other districts, shall not be considered grounds for the issuance of a variance.

\*\*\*

(N) Representing others prohibited.

(1) No member of the Planning and Zoning Board shall appear before the Planning and Zoning Board, the Board of Adjustment, or the City Commission as an agent or attorney for another.

\*\*\*

(O) Appeals from Planning and Zoning Board decisions on Sections 154.14 and 154.55 through 154.66.

(1) Any person or persons, jointly or severally, aggrieved by any decision of the Planning and Zoning Board, may, within 30 days after the filing of any decision in the office of the Board, but not thereafter, apply to the courts or the City Commission for relief.

(2) An appeal to the City Commission shall stop all proceedings in furtherance of the action appealed. The City Commission shall fix a reasonable time for the hearing of the appeal; give public notice thereof, as well as due notice to the parties in interest; and decide the same within a reasonable time. Upon the hearing, any party may appeal.

(P) Time limit. Any variance granted by the Planning and Zoning Board or City Commission shall expire one year after the effective date of the action by the Planning and Zoning Board or City Commission, unless a development application or development permit based upon and incorporating the variance is approved or action is taken by the applicant which concludes the need for the variance within that one year period. A maximum extension of six months may be granted provided good cause is shown and provided the conditions of the variance approval have not changed. An application for extension shall be filed with the Planning and Zoning Board or City Commission at least 30 days prior to the expiration of the one year period. An extension may be granted without public hearing. A reapplication administration fee shall be charged in an amount equal to the amount of the original application fee.

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#### § 154.31 BOARD OF ADJUSTMENT.

~~—(A) Establishment. The City Commission shall appoint a Board of Adjustment which shall have five members. In addition, the City Commission may appoint one alternate member, designating them as such.~~

~~—(B) Terms. The members shall serve a term of three years commencing on the first day of January.~~

~~—(1) To the extent that the term of any present member of the Board of Adjustment shall expire at midnight, October 31, 1988, the term of that member is hereby extended to 12:00 midnight of the Sunday immediately preceding the first day of the first month following the month of assumption of office by City Commissioners newly elected in the general election of 1988. To the extent that their term shall so expire, and to the extent~~

that their successors in office have not been duly appointed by that time, then and in that event, they shall serve until their successors are duly appointed and qualified.

~~—(2) To the extent that the term of any present member of the Board of Adjustment shall expire at midnight, October 31, 1989, the term of that member is hereby extended to 12:00 midnight of the Sunday immediately preceding the first day of the first month following the month of assumption of office by City Commissioners newly elected in the general election of 1989. To the extent that their term shall so expire, and to the extent that their successors in office have not been duly appointed by that time, then and in that event, they shall serve until their successors are duly appointed and qualified.~~

~~—(3) To the extent that the term of any present member of the Board of Adjustment shall expire at midnight, October 31, 1990, the term of that member is hereby extended to 12:00 midnight of the Sunday immediately preceding the first day of the first month following the month of assumption of office by City Commissioners newly elected in the general election of 1990. To the extent that their term shall so expire, and to the extent that their successors in office have not been duly appointed by that time, then and in that event, they shall serve until their successors are duly appointed and qualified.~~

~~—(C) Qualification of members. Members shall be electors of the city and shall be chosen from persons in a position to represent the public interest, and shall come from diverse vocational backgrounds.~~

~~—(D) Alternates. Alternate members may act in the absence or disability of any regular member, or may act when a regular member is disqualified.~~

~~—(E) Compensation and expenses of members. Members shall receive no salary or fees for service on the Board, but may receive actual and necessary expenses incurred in the performance of their duties of office, payable in a manner determined by the City Commission.~~

~~—(F) Officers. The Board shall select a Chairperson and Vice Chairperson in January of each year from among its members, and may create and fill other offices as it may determine.~~

~~—(G) Powers and duties. The Board of Adjustment shall have the following powers and duties:~~

~~—(1) To hear and decide appeals where it is alleged there is an error in any order, requirement, decision, or determination made by the administrative official charged with the enforcement of this chapter.~~

~~—(2) The Board of Adjustment may authorize such variance from the terms of § 154.14 and §§ 154.55 through 154.66 as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this chapter would result in unnecessary hardship. In order to authorize any variance from the terms of this chapter, the Board of Adjustment, and the City Commission on appeal, must and shall find:~~

~~—(a) That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same zoning districts; and~~

~~—(b) That the special conditions and circumstances do not result from the actions of the applicant; and~~

~~—(c) That granting the variance requested will not confer on the applicant any special privilege that is denied by the ordinance to other lands, buildings, or structures in the same zoning district; and~~

~~—(d) That literal interpretation of the provisions of the ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the ordinance and would work unnecessary and undue hardship on the applicant; and~~

~~—(e) That the variance granted is the minimum variance that will make possible the reasonable use of the land, building, or structure; and~~

~~—(f) That the grant of the variance will be in harmony with the general intent and purpose of the ordinance, will not be injurious to the neighborhood, or otherwise detrimental to the public welfare.~~

~~—(3) In granting any variance, the Board may prescribe appropriate conditions and safeguards in conformity with this chapter. Violation of those conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of this chapter and punishable as provided by this chapter.~~

~~—(4) Under no circumstances shall the Board grant a variance to permit a use not generally permitted in the district involved, or any use expressly or by implication prohibited by the terms of this chapter in that district. However, this section is not intended to diminish the general appeals powers to administrative decisions of the Zoning Administrator, as outlined in division (G)(1) above.~~

~~—(5) Nonconforming uses of neighboring lands, structures, or buildings in the same district, and permitted use of lands, structures, or buildings in other districts, shall not be considered grounds for the issuance of a variance.~~

~~—(H) Appeals from Board of Adjustment decisions.~~

~~—(1) Any person or persons, jointly or severally, aggrieved by any decision of the Board of Adjustment, may, within 30 days after the filing of any decision in the office of the Board, but not thereafter, apply to the courts or the City Commission for relief.~~

~~—(2) An appeal to the City Commission shall stop all proceedings in furtherance of the action appealed. The City Commission shall fix a reasonable time for the hearing of the appeal; give public notice thereof, as well as due notice to the parties in interest; and decide the same within a reasonable time. Upon the hearing, any party may appeal.~~

~~—(I) Time limit. Any variance granted by the Board of Adjustment or City Commission shall expire one year after the effective date of the action by the Board of Adjustment or City Commission, unless a development application or development permit based upon and incorporating the variance is approved or action is taken by the applicant which concludes the need for the variance within that one year period. A maximum extension of six months may be granted provided good cause is shown and provided the conditions of the variance approval have not changed to such an appropriated or desirable. An application for extension shall be filed with the Board of Adjustment of City Commission at least 30 days prior to the expiration of the one year period. An extension may be granted without public hearing. A reapplication administration fee shall be charged in an amount equal to the amount of the original application fee.~~

~~—(J) Voting.~~

~~—(1) All regular members of the Board are voting members.~~

~~—(2) A quorum of the Board necessary to conduct official business shall consist of three members present in person. No action of the Board of Adjustment shall be valid or binding unless adopted by an affirmative vote of three or more members.~~

~~—(3) Each regular member shall vote on each matter presented for a vote before the Board unless that vote is excused or prohibited by law.~~

~~—(K) Conflict and disclosure.~~

~~—(1) No member of the Board of Adjustment shall vote in his official capacity upon any matter which grants to the member special private gain, or shall knowingly vote in an official capacity upon any measure which adds to the special gain of any principal by whom the member is retained.~~

~~—(2) Any member having a conflict of interest as defined by state statutes shall, prior to the vote being taken, state the nature of interest in the matter, and, within 15 days~~

~~after the vote occurs, disclose the nature of the interest as a public record in a memorandum filed with the City Clerk, who shall incorporate the memorandum as part of the minutes of that meeting.~~

~~—(L) Representing others prohibited.~~

~~—(1) No member of the Board of Adjustment shall appear before the Board of Adjustment, the Planning and Zoning Board, or the City Commission as agent or attorney for another.~~

~~—(2) Nothing herein shall prevent a member from representing himself before any of the above boards or the City Commission.~~

\*\*\*

#### 154.45 RULES FOR INTERPRETATION OF DISTRICT BOUNDARIES

\*\*\*

(I) Other cases. In cases not covered above, or where the property or street layout existing on the ground is at variance with that shown on the official zoning map, the Zoning Administrator shall interpret the official zoning map in accord with the intent and purpose of these zoning regulations. Appeals from the interpretation of the Zoning Administrator shall be only to the ~~Board of Adjustment~~ Planning and Zoning Board in conformity with these zoning regulations.

\*\*\*

#### 154.47 Variances

Variances to the zoning regulations will be in accordance with the powers granted to the ~~Board of Adjustment~~ Planning and Zoning Board, as outlined in Chapter 154.25 (H).

\*\*\*

#### 154.85 APPEALS FROM PLANNING DEPARTMENT DECISIONS

\*\*\*

(B) An appeal to the City Commission shall stop all activity in furtherance of the decision appealed. The City Clerk shall give public notice thereof, in the same manner as appeals from decisions of the ~~Board of Adjustment~~ Planning and Zoning Board. The City Commission shall decide the same within a reasonable time.

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### Chapter 160 Resource Protection Standards

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#### 160.08 Variances to this Chapter

Variances to the requirements outlined in the Chapter shall be heard by the City Commission, on recommendation by the Planning and Zoning Board, as outlined in 154.06 and 154.25. Variances will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this chapter would result in unnecessary hardship. In order to authorize any variance from the terms of this chapter, the City Commission must and shall find:

- a. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same zoning districts; and
- b. That the special conditions and circumstances do not result from the actions of the applicant; and
- c. That granting the variance requested will not confer on the applicant any special privilege that is denied by the ordinance to other lands, buildings, or structures in the same zoning district; and

- d. That literal interpretation of the provisions of the ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the ordinance and would work unnecessary and undue hardship on the applicant; and
- e. That the variance granted is the minimum variance that will make possible the reasonable use of the land, building, or structure; and
- f. That the grant of the variance will be in harmony with the general intent and purpose of the ordinance, will not be injurious to the neighborhood, or otherwise detrimental to the public welfare.

In granting any variance, the City Commission may prescribe appropriate conditions and safeguards in conformity with this chapter. Violation of those conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of this chapter and punishable as provided by this chapter.

1 VIII. New Business  
2

- 3 A. 2014-ZTA-01: Recommendation to the City Commission regarding a Zoning  
4 Text Amendment merging the Board of Adjustment (BOA) and Local Planning  
5 Agency (LPA) into the Planning and Zoning Board (P&Z); Applicant: City of  
6 Lake Mary/Community Development Department (Public Hearing)  
7

8 Juan (John) A. Omana, Jr., Community Development Director, announced this  
9 item is legislative in nature; that a Legislative Sign-In Sheet (see attached) was  
10 located at the back of the chambers for any interested party to sign in order to be  
11 kept abreast of this matter.  
12

13 Stephen Noto, Senior Planner, presented Item A. and the related Staff Report.  
14 There was nothing on the overhead projector. He said, the item that is before  
15 you, 2014-ZTA-01, is based on direction we received from City Commission and  
16 City Administration. We don't have very many LPA or Board of Adjustment  
17 meetings anymore. The last Board of Adjustment meeting was on November 2,  
18 2011. The last LPA meeting was last January, but we do not anticipate having  
19 very many of those due to the legislation that has changed at the State level and  
20 the way comprehensive planning is going nowadays. We feel that the P&Z can  
21 handle the LPA workload just fine. And, we feel the same way about the Board  
22 of Adjustment. That being said, we have a host of revisions to the Code that  
23 essentially gets rid of the Board of Adjustment and the Local Planning Agency,  
24 and it amends the text to give the powers of both boards directly to the Planning  
25 and Zoning Board.  
26

27 Mr. Noto stated, the item that was handed to you by Diana -- the page that has  
28 154.09, 154.10, 23, 25, 45, and 85, those are anomalies we found this week after  
29 we completed the Staff Report. The initial thought was to take care of the  
30 sections where Board of Adjustment was outlined, which was Section 30.20 and  
31 154.31, and then 30.01 to 30.07, which dealt with the LPA. Well, we were  
32 dealing with a fence issue on Monday and we noticed this Section 4 about  
33 variances -- it didn't even have anything to do with the Fences and Walls section.  
34 So, it was just kind of a strange placement. And, I thought, well, we better check  
35 out -- to make sure there are not just these random mentions of the Board of  
36 Adjustment. Well, wouldn't you know it there were multiple. So, what we are  
37 asking is, based on your recommendation to the Commission, if you find to  
38 approve our original Recommendation that is in the Staff Report and the  
39 Ordinance, that it includes this one page of inclusions, and we'll change the  
40 Ordinance and such before it goes to City Commission.  
41

42 Mr. Noto concluded his presentation by saying, that's all I have. If you have any  
43 specific questions about the specific amendments -- the request has already

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been reviewed by the City Attorney. She just had us make a couple of little changes. So, it's, pretty much, geared to go before the Commission in the April cycle and we are recommending approval.

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

The Board was curious if they were going to be getting raises.

Mr. Noto deferred to Mr. Omana.

Mr. Omana answered negatively.

Chairman Hawkins commented, nice try. It hasn't gone up in 20 years. Why would it go up in the 21<sup>st</sup> year.

Member Fitzgerald commented, anytime you streamline bureaucracy, I'm all for it.

Member Miller asked, the members of those other organizations, how do they feel about this? The LPA and Board of Adjustment?

Mr. Noto responded, based on the direction we received from the Commission – basically, they said the P&Z would continue to exist as it does today. We received no negative feedback from the other boards.

**MOTION:**

**Member Schofield moved to recommend approval to the City Commission the request by City of Lake Mary/Community Development Department regarding a Zoning Text Amendment merging the Board of Adjustment (BOA) and Local Planning Agency (LPA) into the Planning and Zoning Board (P&Z), consistent with staff's Recommendation listed in the Staff Report and to include the page submitted by Mr. Noto with 154.09 DEFINITIONS listed at the top (see attached). Member Miller seconded the motion, which carried unanimously 5-0.**

## **154.09 DEFINITIONS**

~~"FORMAL PUBLIC HEARING." A public hearing held with due public notice wherein some official action by the Board of Adjustment is to be taken.~~

## **154.10 NONCONFORMING USES**

(C) In any district in which single-family dwellings are permitted, a single-family dwelling and customary accessory buildings may be erected, expanded, or altered on any single lot of record at the effective date of adoption or amendment of these zoning regulations, notwithstanding limitations imposed by other provisions of these zoning regulations. The lot must be in separate ownership and not of continuous frontage with other lots in the same ownership. This provision shall apply even though the lot fails to meet the requirements for area or width, or both, that are generally applicable in the district, provided that yard dimensions and requirements other than those applying to area or width, or both, shall conform to the regulations for the district in which the lot is vacated. Variance of yard requirements shall be obtained only through action of the ~~Board of Adjustment~~ Planning and Zoning Board.

## **154.23 FENCES AND WALLS**

~~(4) Variances. All variance requests to § 154.14(B) shall be approved by the Board of Adjustment as prescribed in § 154.31.~~

## **154.25 PLANNING AND ZONING BOARD**

(N) Representing others prohibited.

(1) No member of the Planning and Zoning Board shall appear before the Planning and Zoning Board, ~~the Board of Adjustment~~, or the City Commission as an agent or attorney for another.

## **154.45 RULES FOR INTERPRETATION OF DISTRICT BOUNDARIES**

(I) Other cases. In cases not covered above, or where the property or street layout existing on the ground is at variance with that shown on the official zoning map, the Zoning Administrator shall interpret the official zoning map in accord with the intent and purpose of these zoning regulations. Appeals from the interpretation of the Zoning Administrator shall be only to the ~~Board of Adjustment~~ Planning and Zoning Board in conformity with these zoning regulations.

## **154.85 APPEALS FROM PLANNING DEPARTMENT DECISIONS**

(B) An appeal to the City Commission shall stop all activity in furtherance of the decision appealed. The City Clerk shall give public notice thereof, in the same manner as appeals from decisions of the ~~Board of Adjustment~~ Planning and Zoning Board. The City Commission shall decide the same within a reasonable time.

**LEGISLATIVE SIGN-IN SHEET**  
3/25, 2014  
**PLANNING AND ZONING BOARD MEETING**  
(please print)

**THOSE SIGNING WILL RECEIVE A COURTESY COPY INFORMATION STATEMENT CONCERNING PUBLICATIONS OF DCA'S NOTICE OF INTENT.**

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

**Address** \_\_\_\_\_

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

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

**Address** \_\_\_\_\_

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**Address** \_\_\_\_\_

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



## MEMORANDUM

DATE: April 17, 2014

TO: City Commission

VIA: Jackie Sova, City Manager

FROM: Stephen Noto

SUBJECT: Ordinance No. 1506 - Amending the Code of Ordinances to provide for clarifications to the sign code - First Reading (Public Hearing (Stephen Noto, Senior Planner)

---

**REFERENCE:** City Code of Ordinances

**REQUEST:** On December 20, 2012, the City Commission adopted revisions to the sign code that allowed for the use of temporary banners by new businesses. Since that time, staff has found that clarifying language is needed regarding the location of these temporary banners. Having said that, staff is proposing to add a number 20 under prohibited signs, as well as a sentence regarding the location of banner signs.

**RECOMMENDATION:** Staff recommends that the City Commission adopt Ordinance No. 1506, amendments to Chapter 155, Appendix I.

**PLANNING AND ZONING BOARD:** At their regular March 25, 2014 meeting, the Planning and Zoning Board voted unanimously, 5-0, to recommend approval of the clarifications to the sign code.

**ATTACHMENTS:**

- Ordinance No. 1506
- March 25, 2014 Planning and Zoning Board Minutes

**ORDINANCE NO. 1506**

**AN ORDINANCE OF THE CITY OF LAKE MARY, AMENDING CHAPTER 155, APPENDIX I, SECTIONS 5 AND 6 TO PROVIDE CLARIFYING LANGUAGE; PROVIDING CONFLICTS, SEVERABILITY AND EFFECTIVE DATE.**

WHEREAS, on December 20, 2012, the City Commission adopted Ordinance No. 1476 which allowed for the use of temporary banners by new businesses; and

WHEREAS, staff has found the need to add clarifying language to the sign code to ensure a balanced application to all new businesses; and

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

SECTION 1. Chapter 155, Appendix I, Section 5 (B) (20) and Section 6 (E) (3) (a) are hereby created;

Section 2. Conflicts. All ordinances or resolutions or parts of ordinances or resolutions in conflict herewith are hereby repealed to the extent of any conflict.

Section 3. Severability: If any section, sentence, phrase, word or portion of this Ordinance is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word, or portion of this Ordinance not otherwise determined to be invalid, unlawful, or unconstitutional.

Section 4. Effective date. This Ordinance shall take effect immediately upon passage and adoption.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2014.

FIRST READING: April 17, 2014

SECOND READING: May 1, 2014

CITY OF LAKE MARY, FLORIDA

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MAYOR, DAVID J. MEALOR

ATTEST:

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CITY CLERK, CAROL A. FOSTER

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

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CATHERINE REISCHMANN, CITY ATTORNEY

## EXHIBIT "A"

### PROPOSED REVISION TO CHAPTER 155, APPENDIX I, SECTIONS 5 and 6

~~Strikethrough~~ = deleted material

Underlined = proposed material

\*\*\* = omitted material

Chapter 155, Appendix I

\*\*\*

§5 Exempt and Prohibited Signs

\*\*\*

(B) Prohibited Signs

\*\*\*

(20) Banner Signs, except for new businesses as expressly allowed in Section 6 (E) (3)

\*\*\*

§6 Exempt and Prohibited Signs

\*\*\*

(E) Temporary Signs

\*\*\*

(3) Banner signs. A business receiving a new local business tax receipt may erect a temporary banner sign for the first 30 days of business for new businesses only, with approval of the Community Development Director and after obtaining the regguired banner sign permit. Banner signs are required to be removed within 48 hours of the expiration of the permit.

(a) Temporary banner signs shall be located at the store-front of the new business.

1 B. 2014-ZTA-02: Recommendation to the City Commission regarding a Zoning  
2 Text Amendment providing for clarifications to the Sign Code; Applicant: City of  
3 Lake Mary/Community Development Department (Public Hearing)  
4

5 Stephen Noto, Senior Planner, presented Item B. and the related Staff Report.  
6 There was nothing on the overhead projector. He said, this is a quick clarification  
7 staff requested. We amended the Sign Code in late 2012 to allow temporary  
8 banners for new businesses so they could have banners for 30 days. We have  
9 been working with this section of the Code, the amendments, for about a year  
10 now, and one thing that we found that needed some extra clarity was where can  
11 the banners go on the properties. The intent was that they would be at the store-  
12 front level; that they wouldn't be on poles out in the grass.  
13

14 Mr. Noto concluded his presentation by saying, essentially, that is what this  
15 amendment is for, to clarify that the banner signs will be at the storefront. We  
16 haven't had any challenges with business owners when we asked them to place  
17 the banner there. They were fine with that. We just wanted to make sure we  
18 have the clarity in the Code to back that up.  
19

20 Mr. Noto announced that this item will move forward to the City Commission's  
21 April cycle.  
22

23 Chairman Hawkins requested Mr. Noto define a banner.  
24

25 Mr. Noto read aloud from the Sign Code that the definition of a banner sign is any  
26 sign applied to cloth, canvas, paper, or fabric of any kind including foil.  
27

28 Chairman Hawkins questioned if there was a size.  
29

30 Mr. Noto replied, yes. The size of – and we would consider this a temporary  
31 sign, so it's based upon the zoning district that the business is located in.  
32

33 Member Fitzgerald asked, what about wrapped vehicles parked on their own  
34 property? Where do you stand with those?  
35

36 Mr. Noto answered, that is not considered a banner. I believe we have a  
37 separate section that deals with – here we go. Under Section 5B, which is  
38 prohibited signs, number 6, is signs attached to or painted on vehicles when  
39 these vehicles are not regularly used to make deliveries, pickups, or are not  
40 otherwise actively used and are parked or located in such a way as to advertise.  
41

DRAFT

1 Chairman Hawkins stated, you know you see along an interstate somewhere  
2 somebody parks a semi-tractor trailer truck in the middle of a field with a sign on  
3 it to get around -- that's what that refers to.  
4

5 Chairman Hawkins opened the hearing to public comment. Hearing none, he  
6 closed that portion and entertained board discussion and/or a motion.  
7

8 Member Miller questioned Chairman Hawkins if he had an opinion on this.  
9

10 Chairman Hawkins answered, no, I think it's fine. I'm glad it's clarified so they  
11 don't stick it between two trees on Lake Mary Boulevard. It's something we  
12 should have caught.  
13

14 Member Miller said, I just always worry about what you think when we're talking  
15 about signs.  
16

17 Member Fitzgerald stated, that's what I thought about my whole drive over.  
18

19 Chairman Hawkins said, so did I, and I gave Steve a list of ten signs for him to  
20 check on.  
21

22 Alternate York asked, if you have, like, teenagers advertising a car wash, or  
23 something like that, and they're holding up a sign on the side of the street, is that,  
24 like, all directed by this?  
25

26 Mr. Noto responded, no. No, it's not. They can continue to do so.  
27

28 **MOTION:**  
29

30 **Member Schofield moved to recommend approval to the City Commission**  
31 **the request by City of Lake Mary/Community Development Department**  
32 **regarding a Zoning Text Amendment providing for clarifications to the Sign**  
33 **Code, consistent with staff's Recommendation listed in the Staff Report. Vice**  
34 **Chairman Taylor seconded the motion, which carried unanimously 5-0.**  
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**LEGISLATIVE SIGN-IN SHEET**  
3/25, 2014  
**PLANNING AND ZONING BOARD MEETING**  
(please print)

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

Address \_\_\_\_\_

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

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

Address \_\_\_\_\_

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

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

Address \_\_\_\_\_

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

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

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

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

Address \_\_\_\_\_

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

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

Address \_\_\_\_\_

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



## MEMORANDUM

DATE: April 17, 2014  
TO: City Commission  
VIA: Jackie Sova, City Manager  
FROM: Gunnar Smith, Recreation and Events Center Manager  
SUBJECT: Seminole County Day Camp Scholarship Program

---

Seminole County, through the Department of Economic Opportunity (DEO) has been approved to set aside funds for a Day Camp Scholarship Program. The purpose of this Day Camp Scholarship Program is to provide a safe environment for youth and in turn enable working parents to maintain employment during the summer months. Additionally this program will enable youth to avoid risk-taking behavior for a defined period of time.

The funds under the program are intended to target families that meet the following criteria:

- \* Household must reside in Seminole County
- \* Household income must be at or below 125% of the Federal Poverty Limit
- \* Children must reside in Seminole County 50% of the time
- \* Children must be between the ages of 5-15

The attached agreement between Seminole County and the City of Lake Mary will allow Seminole County to identify up to 4 eligible children per session in the Lake Mary area to attend the Lake Mary Summer Camp. The City will in turn bill the County for the camp enrollment costs, which will be reimbursed to the City.

### **RECOMMENDATION:**

Request Commission authorize Mayor to execute Day Camp Provider Agreement allowing for up to 4 scholarship children to attend the Lake Mary Summer Camp with Seminole County reimbursing the City for enrollment costs.

Attached:

1. Day Camp Provider Agreement

## **DAY CAMP PROVIDER AGREEMENT**

**THIS AGREEMENT** is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between **SEMINOLE COUNTY**, a political subdivision of the State of Florida, whose address is Seminole County Services Building, 1101 East First Street, Sanford, Florida 32771, hereinafter referred to as "COUNTY", and the **CITY OF LAKE MARY**, a Florida Municipal Corporation, whose address is 100 North Country Club Road, Lake Mary, Florida 32746, hereinafter referred to as "DAY CAMP PROVIDER".

### **WITNESSETH:**

**WHEREAS**, COUNTY has received Community Services Block Grant funding in the amount of EIGHTY-EIGHT THOUSAND AND NO/100 DOLLARS (\$88,000.00), hereinafter referred to as the Grant, from the State of Florida Department of Economic Opportunity for day camp scholarships for eligible individuals residing in Seminole County, Florida; and

**WHEREAS**, in response to the needs of these individuals, COUNTY may issue vouchers for day camp scholarships, hereinafter referred to as "Day Camp Scholarship Vouchers", for income eligible individuals residing in Seminole County, Florida, hereinafter referred to as "Camper", participating in a COUNTY program for payment of day camp tuition and other specified expenses for short-term day camp services provided by DAY CAMP PROVIDER; and

**WHEREAS**, the purpose of this Agreement is to identify the COUNTY approved day camp programs to be delivered by the DAY CAMP PROVIDER; establish the costs associated with the approved day camp programs; describe the processes and procedures that will be followed if an eligible Camper receives a Day Camp Scholarship Voucher from COUNTY for enrollment in one of the DAY CAMP PROVIDER's approved day camp programs; and identify the operating procedures governing payment for the day camp programs; and

**WHEREAS,** COUNTY has statutory authority to disburse the Grant under this Agreement,

**NOW, THEREFORE,** in consideration of the mutual understandings and covenants set forth herein, the receipt and sufficiency of which are hereby acknowledged, COUNTY and DAY CAMP PROVIDER agree as follows:

**Section 1. Term.** This Agreement becomes effective upon execution by all parties and terminates on September 30, 2014, unless otherwise terminated pursuant to the terms of this Agreement.

**Section 2. Responsibilities.** COUNTY and DAY CAMP PROVIDER hereby specifically agree to the following:

(a) COUNTY shall solely determine whether Seminole County residents interested in day camp services are eligible for Day Camp Scholarship Vouchers in accordance with applicable Federal and State income eligibility and other program criteria, including the Scope of Services attached hereto and incorporated herein as Exhibit A. Only those Campers determined eligible and in need of day camp services by COUNTY shall be issued a Day Camp Scholarship Voucher for day camp services; provided, however, sufficient funds are available, in COUNTY's determination, to cover COUNTY's portion of the day camp costs. All terms and conditions of this Agreement are subject to continued Grant fund availability.

(b) COUNTY shall not guarantee any referrals, set aside any day camp scholarships, or budget any funds whatsoever for any day camp programs offered by the DAY CAMP PROVIDER. All decisions regarding the issuance of a Day Camp Scholarship Voucher shall be made on a case by case basis by COUNTY, taking into consideration the information available, including, but not limited to the assessed needs of the Camper and any additional costs to the Camper. COUNTY shall, in its sole discretion, determine whether to issue a Day Camp Scholarship Voucher for any

approved day camp program offered by a particular DAY CAMP PROVIDER. A matrix of approved day camp programs is attached hereto and incorporated herein as Exhibit B.

(c) DAY CAMP PROVIDER shall deliver the day camp program in accordance with the day camp program description in effect at the time the Camper enrolls in the particular day camp program.

(d) DAY CAMP PROVIDER shall immediately notify COUNTY in writing of any changes in the approved day camp program, including but not limited to the day camp description and program cost described in Exhibit F prior to the enrollment of any COUNTY sponsored Camper.

(e) DAY CAMP PROVIDER agrees to accept the Day Camp Scholarship Voucher and bill COUNTY for the agreed upon day camp costs at no more than the total of the Day Camp Scholarship Voucher or the total published cost of the specific day camp services for municipal residents, whichever is less. The amount of the Day Camp Scholarship Voucher shall be determined by COUNTY up to a maximum amount of ONE THOUSAND ONE HUNDRED TWENTY-FIVE AND NO/100 DOLLARS (\$1,125.00) of the cost of day camp tuition per Camper to DAY CAMP PROVIDER. COUNTY shall pay no other costs or fees that are not specified in this Agreement and included on the Day Camp Scholarship Voucher. Payments for tuition and/or other approved costs will be made only for those Campers receiving a valid signed COUNTY Day Camp Scholarship Voucher. The Camper must be enrolled in and receiving day camp services designated on the Day Camp Scholarship Voucher before the COUNTY Day Camp Scholarship Voucher is considered valid. If the Camper does not begin day camp, DAY CAMP PROVIDER shall immediately return the Day Camp Scholarship Voucher to COUNTY. COUNTY will not pay DAY CAMP PROVIDER for a week in which the Camper does not attend at least one (1) day.

(f) The COUNTY Day Camp Scholarship Voucher shall be issued for a limited time frame not to exceed an eight (8) week period.

(g) Campers receiving a Day Camp Scholarship Voucher from COUNTY shall be enrolled by DAY CAMP PROVIDER only in the approved day camp program for the designated period of time specified on the COUNTY Day Camp Scholarship Voucher. At no time shall DAY CAMP PROVIDER allow a COUNTY Camper to switch day camp programs or to extend his/her day camp services at COUNTY's cost.

(h) DAY CAMP PROVIDER shall provide COUNTY a record of completion of the day camp program by the Camper within ten (10) business days of said completion. This information shall be released to COUNTY based on Camper's authorization as outlined on the Day Camp Scholarship Voucher. DAY CAMP PROVIDER shall provide COUNTY a completed Monthly Report within ten (10) days of the end of the month. A copy of the Monthly Report is attached hereto and incorporated herein as Exhibit C.

(i) DAY CAMP PROVIDER shall refer COUNTY Campers back to COUNTY in the event that the Camper or DAY CAMP PROVIDER is unable to continue the day camp services specified in the Day Camp Scholarship Voucher. DAY CAMP PROVIDER shall also notify COUNTY in writing of this occurrence.

(j) DAY CAMP PROVIDER agrees that each Camper receiving a Day Camp Scholarship Voucher for day camp services shall be evaluated by the DAY CAMP PROVIDER for all financial aid eligibility normally available to DAY CAMP PROVIDER's Campers. A Camper eligible for assistance shall not be discriminated against in receipt of such financial aid solely due to his/her receipt of a COUNTY Day Camp Scholarship Voucher.

(k) It is the responsibility of DAY CAMP PROVIDER to provide sufficient oversight to prevent misapplication of funds that results in double payment of any charges or the utilization of Federal, State or COUNTY funds when other funds could have been used for the same purpose.

**Section 3. Payment.**

(a) DAY CAMP PROVIDER shall submit to COUNTY a written invoice in the form of Exhibit E, Request for Payment, and all necessary supporting documentation for the approved day camp tuition and other identified and included costs once a Camper possessing a valid signed Day Camp Scholarship Voucher is enrolled in a day camp program. This invoice must be supported by a copy of the COUNTY Day Camp Scholarship Voucher and any receipts, as applicable. Each CAMPER shall be identified by name and costs associated with each Camper shall be itemized. The Monthly Invoice, Exhibit E, is due to COUNTY by the 10<sup>th</sup> day of the following month. The payment request shall be addressed to:

Day Camp Provider Reimbursement Request  
Department of Community Services  
Seminole County  
534 West Lake Mary Boulevard  
Sanford, Florida 32773

Invoices accepted for payment shall be paid within thirty (30) days of receipt. Invoices not accepted for payment due to inconsistencies, errors, or failure to submit supporting documentation, shall be returned to DAY CAMP PROVIDER for correction and resubmission.

(b) The COUNTY Day Camp Scholarship Voucher shall specify the expenses that will be paid for with funds administered by COUNTY. DAY CAMP PROVIDER shall adhere to the plan of action established by the Day Camp Scholarship Voucher.

**Section 4. Refunds.**

(a) The DAY CAMP PROVIDER shall, in conformity with its established refund policies, refund such monies for day camp tuition and fees paid by COUNTY for Campers who

enroll in and begin a day camp program, but drop out of day camp. Refunds due for tuition and fees paid under this Agreement shall be made payable to COUNTY at the address provided in Section 6 herein. DAY CAMP PROVIDER shall refund to COUNTY any Grant funds used for ineligible purposes under the laws, rules and regulations governing the use of these Grant funds. A separate email advising COUNTY that a refund is being mailed shall be sent by DAY CAMP PROVIDER to COUNTY at [ocarter@seminolecountyfl.gov](mailto:ocarter@seminolecountyfl.gov).

(b) In accordance with Section 215.34(2), Florida Statutes, if a check or other draft is returned to COUNTY for collection, DAY CAMP PROVIDER shall pay to COUNTY a service fee of FIFTEEN AND NO/100 DOLLARS (\$15.00) or five percent (5%) of the face amount of the returned check or draft, whichever is greater.

#### **Section 5. Access and Retention of Public Records.**

(a) The parties shall comply with the public records laws of the State of Florida and the non-confidential portions of all financial records, supporting documents, and any other documents pertinent to this Agreement shall be available for inspection by any person in accordance with Chapter 119, Florida Statutes. DAY CAMP PROVIDER shall comply with Federal and State law to ensure the confidentiality of personal information including name, Social Security Number, Social Security benefit data, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, home address, phone number and medical information of each Camper receiving a COUNTY Day Camp Scholarship Voucher.

(b) DAY CAMP PROVIDER shall have in place an official process for investigating and reporting lost or stolen confidential information. Any infraction or potential infraction of State and/or Federal laws related to the loss or theft of confidential information shall immediately be reported to the COUNTY in writing.

(c) The parties hereto shall retain all financial records, supporting documents, and any other documents pertinent to this Agreement for a period of five (5) years after the termination or expiration date, whichever is earlier, or such longer period as may be required by Federal or State law.

**Section 6. Notices.** All notices, consents, approvals and required reports which any party shall be required or shall desire to make or give pursuant to this Agreement, shall be given in writing and delivered to the below designated persons by First Class United States mail or facsimile transmission, proof of delivery and receipt retained by the sending party:

**For COUNTY:**

Seminole County  
Department of Community Services  
534 West Lake Mary Boulevard  
Sanford, Florida 32773

**For DAY CAMP PROVIDER:**

City of Lake Mary  
100 North Country Club Road  
Lake Mary, Florida 32746

Either of the parties may change, by written notice as provided above, the person or address for receipt of notice.

**Section 7. Termination.**

(a) This Agreement may be terminated for convenience at any time by either party with thirty (30) days written notice. In the event of such termination, there shall be no interruption in services for COUNTY sponsored Campers already enrolled in day camp through the period paid for by the Day Camp Scholarship Voucher issued and paid. DAY CAMP PROVIDER has thirty (30) days after the effective date of the termination for convenience to bill for any payments due. DAY

CAMP PROVIDER shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination.

(b) Either party may terminate this Agreement in writing when it has been determined that the other party has failed to comply with any of the terms specified herein or has violated any stipulations of this Agreement. The obligation of COUNTY to make all payments due under this Agreement for all enrollments prior to the effective date of termination of this Agreement shall survive termination unless DAY CAMP PROVIDER fails to perform. If DAY CAMP PROVIDER fails to perform, in whole or in part, COUNTY may serve a termination notice that shall be effective as provided in Section 6 herein. In the event of such termination, COUNTY shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by COUNTY within thirty (30) days of termination date. Refunds due for any payments made for services that have not been provided must be received by COUNTY within thirty (30) days of the termination date. The obligation of DAY CAMP PROVIDER to refund to COUNTY any payments made for services that have not been provided shall survive termination of this Agreement.

**Section 8. Indemnification.**

(a) Each party to this Agreement is responsible for all personal injury and property damage attributable to the negligent acts or omissions arising out of this Agreement of that party and the officers, employees and agents thereof.

(b) The parties further agree that nothing contained herein shall be construed or interpreted as denying to any party any remedy or defense available to such parties under the laws of the State of Florida, nor as a waiver of sovereign immunity of COUNTY and DAY CAMP PROVIDER beyond the waiver provided for in Section 768.28, Florida Statutes.

(c) The waiver of a provision herein by either party shall not constitute the further waiver of said provision or the waiver of any other provisions.

**Section 9. Assignment and Third Party Beneficiaries.** Assignment of this Agreement by either party is expressly prohibited. There are no third party beneficiaries to this Agreement.

**Section 10. Mandated Conditions.**

(a) Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida and the parties consent to venue in the Circuit Court in and for Seminole County, Florida, as to State actions and the United States District Court for the Middle District of Florida as to Federal actions.

(b) Accuracy of Submittals. The validity of this Agreement is subject to the truth and accuracy of all the information, representations, and materials submitted or provided by the DAY CAMP PROVIDER in this Agreement, in any later submission or response to a COUNTY request, or in any submission or response to fulfill the requirements of this Agreement. All of said information, representations, and materials are incorporated by reference. The inaccuracy of the submissions or any material changes shall, at the option of COUNTY and with thirty (30) days written notice to DAY CAMP PROVIDER, cause the termination of this Agreement and the release of COUNTY from all its obligations to DAY CAMP PROVIDER.

(c) Counterparts. This Agreement may be executed in any number of counterparts, any one of which may be taken as an original.

(d) Other Regulations. DAY CAMP PROVIDER agrees to comply with the Americans With Disabilities Act (Public Law 101-336, 42 U.S.C. Section 12101 et seq.) and the Florida Civil Rights and Fair Housing Acts (Sections 760.01-760.37, Florida Statutes), which prohibit discrimination by public and private entities on the basis of disability in employment,

public accommodations, transportation, State and local government services, and telecommunications.

(e) Unauthorized Workers. COUNTY will not intentionally award publicly-funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e) [Section 274A(e) of the Immigration and Nationality Act (“INA”)]. COUNTY shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by DAY CAMP PROVIDER of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of this Agreement by COUNTY.

(f) Lobbying Prohibition.

(1) No funds or other resources received from COUNTY under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Florida Legislature or any State agency.

(2) DAY CAMP PROVIDER certifies, by its signature to this Agreement, that to the best of his or her knowledge and belief:

(A) No Federal appropriated funds have been paid or will be paid, by or on behalf of DAY CAMP PROVIDER, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

(B) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of

any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, DAY CAMP PROVIDER shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying".

(g) Incorporation of Laws, Rules, Regulations and Policies.

(1) DAY CAMP PROVIDER and COUNTY shall be governed by applicable Federal and State laws, rules, regulations and policies.

(2) DAY CAMP PROVIDER shall comply with the State of Florida, Department of Economic Opportunity Federally-Funded Subgrant Agreement, as amended, attached hereto and incorporated herein as Exhibit D.

**Section 11. Entire Agreement.** This Agreement constitutes the entire agreement between the parties hereto with respect to the specific matters contained herein and supersedes all provisions discussions, understandings and agreements relating hereto and cannot be changed except in writing signed by each of the parties to this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the dates set forth below the respective signatures.

ATTEST:

CITY OF LAKE MARY

\_\_\_\_\_  
CAROL FOSTER, City Clerk

By: \_\_\_\_\_  
DAVID MEALOR, Mayor

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

*[Balance of this page left intentionally blank; signatures continued on page 12]*

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
SEMINOLE COUNTY, FLORIDA

\_\_\_\_\_  
MARYANNE MORSE  
Clerk to the Board of  
County Commissioners of  
Seminole County, Florida.

By: \_\_\_\_\_  
ROBERT DALLARI, Chairman

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

For the use and reliance  
of Seminole County only.

As authorized for execution by the Board of County  
Commissioners at its \_\_\_\_\_, 20\_\_\_\_,  
regular meeting.

Approved as to form and  
legal sufficiency.

\_\_\_\_\_  
County Attorney

Attachments:

- Exhibit A – Scope of Services
- Exhibit B – Day Camp Program Matrix
- Exhibit C – Monthly Report
- Exhibit D – State of Florida, Department of Economic Opportunity Federally-Funded Subgrant Agreement Community Services Block Grant and Modification of Agreement
- Exhibit E – Request for Payment
- Exhibit F – Day Camp Description and Program Cost

MCC/sjs

4/2/14

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**EXHIBIT A**  
**SCOPE OF SERVICES**

Generally:

The Community Services Block Grant - (CSBG) includes a \$411,271 appropriation for Seminole County through the Department of Economic Opportunity (DEO). Of this funding \$88,000.00 has been approved for a Day Camp Scholarship Program. The purpose of the Day Camp Scholarship Program is to provide a safe environment for youth to enable working parents to maintain employment during the summer months. Additionally, this program will enable youth to avoid risk-taking behavior for a defined period of time.

The funds under the program are intended to target families that meet the following criteria:

- Household must reside in Seminole County; and
- Household's income must be at or below 125% of the Federal Poverty Limit (see chart below);

In addition, the household's child(ren) must meet the following criteria to be determined eligible:

- Child(ren) must reside in Seminole County (at least 50% of the time); and
- Child(ren) must be between the ages of five (5) and fifteen (15).

**125% of Federal Poverty Limit (Effective 4/1/2014)**

1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
<b>\$14,588</b>	<b>\$19,633</b>	<b>\$24,738</b>	<b>\$29,813</b>	<b>\$34,888</b>	<b>\$39,963</b>	<b>\$45,038</b>	<b>\$50,113</b>

Specific Obligations:

1. SUBRECIPIENT shall reserve at a minimum the amount of spaces for eligible campers as specified in the Inter-Agency Day Camp Agreement, Exhibit B – Day Camp Provider Matrix.
2. The SUBRECIPIENT will provide services listed by their agency as outlined in the Inter-Agency Day Camp Agreement, Exhibit B - Day Camp Provider Matrix, for the equivalent of a Day Camp Scholarship.
3. COUNTY shall ensure that the households receiving assistance meet all of the following conditions:
  - a. Households receiving assistance meet the program eligibility as described above.
  - b. Process invoiced payments within 30 days of receipt.
4. Administrative Costs. There will be no Administrative Cost reimbursements connected to this agreement.
5. No SUBRECIPIENT board member, employee or any related family member of either shall receive or obtain gain, profit, or benefit in the form of a commissions, fees, or payment for any other related product or service funded under this Agreement.
6. SUBRECIPIENT shall submit completed monthly reports for the months of June, July and August of 2014 in the form of Exhibit C to the Inter-Agency Agreement to the

COUNTY by the tenth (10<sup>th</sup>) day of July, August and September for the previous month. The following categories apply:

- a. Number of jobs created or retained.
  - i. Tracks the jobs created or retained because of the receipt of CSBG Day Camp Scholarships.
  - ii. Track the amount of hours each job (position) worked on a weekly basis.
- b. Number of campers receiving a Day Camp Scholarship for the month and how many completed the program.
  - i. Measures program success in contributing to parent's maintaining employment and youth avoiding risk-taking behavior for a defined period of time.

**Exhibit B - Day Camp Program Matrix**

Agency	Number of Scholarships	Value of Scholarships	Weekly Charge	Scholarships include	Camper Ages	Location	Dates of Camp	Camp Hours
City of Altamonte Springs	10*	\$500.00	\$500/summer	Camp and select field trips	6 to 12	Westmonte Park	June 2, 2014-August 1, 2014	7:00 AM-6:00 PM
				Camp and select field trips	13 to 15	Teague Middle School	June 2, 2014-August 1, 2014	7:00 AM-6:00 PM
City of Casselberry	25*	\$760.00	\$95/week	Camp and field trips	Entering 1st-Entering 7th Grade	Casselberry Elementary	June 2, 2014-July 25, 2014	7:00 AM-6:00 PM
City of Longwood	10*	\$855.00	\$95/week	Camp, field trips, and t-shirt	Entering 1st grade-8th grade	Longwood Elementary School	June 2, 2014-August 1, 2014	7:30 AM-6:00 PM
	24* (20 Elementary and 4 middle school)							
City of Oviedo		\$1,300.00	\$130/weekly + \$15 Non-resident Fee	Camp, field trips and t-shirt	Ages 6 to 13	Riverside Park	June 2, 2014-August 8, 2014	7:30AM-6:00PM
City of Sanford	10*	\$575.00	\$70/weekly	Camp and Lunch	6 to 12	Riverwalk Academy	June 9, 2014-August 1, 2014	7:30 AM-5:30 PM
City of Winter Springs	10*	\$990.00	\$110/weekly	Camp, field trips (3x/week), camp t-shirt, lunch (1x/week)	Entering Grades 1-6	Winter Springs Civic Center	June 2, 2014-August 1, 2014	7:30AM-5:30PM
Seminole County Leisure Services	2 weekly*	\$2,352.00	\$147/weekly	Camp	7 to 12	Ed Yarbrough Nature Center	June 2 - 6, 2014 June 9 - 13, 2014 June 16 - 20, 2014 June 23 - 27, 2014 July 7 - 11, 2014 July 14 - 18, 2014 July 21 - 25, 2014 July 28 - August 1, 2014	7:30AM-5:30PM
Seminole County Police Athletic League (PAL)	60*	\$965.00	\$100/weekly + \$65 registration fee	Camp and an occasional extra field trip	Completed kindergarten to 8th grade	Juvenile Enforcement Center	June 2, 2014-August 1, 2014	7:00 AM-6:00 PM
Seminole County School Board	40*	\$1,168.00	\$127/week + \$25 registration fee	Camp, lunch, and field trips	Kindergarten-5th Grade	Red Bug Lake Elementary Crystal Lake Elementary Strenstrom Elementary Spring Lake Elementary	June 2, 2014-August 1, 2014	7:00 AM-6:00 PM
City of Lake Mary	4*	\$1,125.00	\$250/week for 2 week sessions \$125/week for 1 week session	Camp, field trips, and lunch on field trip days	6 to 11	Lake Mary Community Center	June 2-13, 2014 June 16-27, 2014 June 30-July 11, 2014 July 14-25, 2014 July 28-August 1, 2014	7:30 am-5:30 pm

\*Up to the number of scholarships available for each camp depending upon demand and funding availability. If reserved spots are not filled with county approved campers by May 12, 2014, each day camp provider reserves the right to open the spots to the general public.



II. Campers and Day Camp Scholarship Information:

Month	Number of Campers Receiving Day Camp Scholarships	Number of Campers Completing Day Camp	Number of Campers Not Completing Day Camp	Reasons for Campers Not Completing Day Camp
June 2014				
July 2014				
August 2014				

III. Employment Information:

Month	Number of Jobs Created	Number of Jobs Retained
June 2014		
July 2014		
August 2014		

Program Representative Signature: \_\_\_\_\_

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

MODIFICATION OF AGREEMENT  
BETWEEN  
FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY  
AND

Seminole County, Florida

This Modification is made and entered into by and between the State of Florida, Department of Economic Opportunity ("the Department"), and Seminole County, Florida ("the Recipient") to modify Department Contract Number 14SB-0D-06-69-01-025 ("the Agreement").

WHEREAS, the Department and the Recipient have entered into the Agreement, pursuant to which the Department has provided a sub-grant of \$175,282 to the Recipient; and

WHEREAS, FY 2013 carryover funds are available to increase the amount of the funding granted to the Recipient; and

WHEREAS, additional funds have become available to increase the amount of the funding granted to the Recipient; and

WHEREAS, the modified sub-grant is now \$411,271.

NOW, THEREFORE, in consideration of the mutual promises of the parties contained herein, the parties agree as follows:

Page 4 of 17 Funding Considerations hereby modified as read as follows

(a) This is a cost-reimbursement Agreement. The Recipient shall be reimbursed for costs incurred in the satisfactory performance of work hereunder in an amount not to exceed \$411,271, subject to the availability of funds and appropriate budget authority. The Recipient is authorized to incur costs in an amount not to exceed \$345,831 until further notification is received by the Department. As funds and budget authority are available, changes to the costs the Recipient may incur will be accomplished by notice from the Department to the Recipient's contact person identified in Attachment H, Recipient Information. The terms of the Agreement shall be considered to have been modified to allow the Recipient to incur additional costs upon the Recipient's receipt of the written notice from the Department.

This revised contract amount includes:

- A. \$ 175,282 Current CSBG Allocation (FY 2013-2014)
  - B. \$ 155,718 Carryover from FY 2013
  - C. \$ 80,271 Base Increase (FY 2013-2014)
  - D. \$ 411,271 Total (Amended CSBG Allocation)
2. If applicable, Attachment H, Recipient Information, Attachment I, Budget Summary, Attachment J, Subrecipient Information, Attachment K, Budget Detail, Attachment L, Secondary Administrative Expenses and Attachment M, 2013-2014 CSBG Community Action Workplan are hereby deleted in their entirety and replaced with Amended Attachment H, Recipient Information, Amended Attachment I, Budget Summary, Amended Attachment J, Subrecipient Information, Amended Attachment K, Budget Detail, Amended Attachment L, Secondary Administrative Expenses, Amended Attachment M, 2013-2014 CSBG Community Action Workplan and attached hereto and incorporated by reference.

3. Exhibit 2, Special Audit Requirements is hereby deleted in its entirety and replaced with Amended Exhibit 2, Audit Requirements and attached hereto and incorporated by reference.
4. All provisions of the Agreement being modified and any attachments thereto in conflict with this Modification shall be and are hereby changed to conform with this Modification, effective as of the date of the last execution of this Modification by both parties.
5. All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.

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FY 2014 CSBG AGREEMENT  
AMENDED EXHIBIT 2  
AUDIT REQUIREMENTS

The administration of resources awarded by DEO to the recipient may be subject to audits and/or monitoring by DEO as described in this section.

MONITORING

In addition to reviews of audits conducted in accordance with OMB Circular A-133 and Section 215.97, Fla. Stat., as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by DEO staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by DEO. In the event DEO determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by DEO staff to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDITS

**PART I: FEDERALLY FUNDED**

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

1. In the event that the recipient expends \$300,000 (\$500,000 for fiscal years ending after December 31, 2003) or more in Federal awards in its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. EXHIBIT 1 to this agreement indicates Federal resources awarded through DEO by this agreement. In determining the Federal awards expended in its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from DEO. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.
3. If the recipient expends less than \$300,000 (\$500,000 for fiscal years ending after December 31, 2003) in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the recipient expends less than \$300,000 (\$500,000 for fiscal years ending after December 31, 2003) in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from the recipient resources obtained from other than Federal entities).

4. Although the audit provisions of OMB Circular A-133 ordinarily do not apply to for-profit sub recipients, in the case of Federal funding provided by the U.S. Department of Health and Human Services, Circular A-133 does apply. See 45 C.F.R. 74.26 for further details.
5. A web site that provides links to several Federal Single Audit Act resources can be found at:  
<http://harvester.census.gov/sac/sainfo.html>.

## PART II: STATE FUNDED

This part is applicable if the recipient is a non-state entity as defined by Section 215.97(2), Fla. Stat.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such recipient (for fiscal years ending September 30, 2004 or thereafter), the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Fla. Stat.; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this agreement indicates state financial assistance awarded through DEO by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from DEO, other state agencies, and other non-state entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a non-state entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1, the recipient shall ensure that the audit complies with the requirements of section 215.97(8), Fla. Stat.. This includes submission of a financial reporting package as defined by section 215.97(2), Fla. Stat., and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$500,000 in state financial assistance in its fiscal year (for fiscal years ending September 30, 2004 or thereafter), an audit conducted in accordance with the provisions of section 215.97, Fla. Stat., is not required. In the event that the recipient expends less than \$500,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of section 215.97, Fla. Stat., the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).
4. Additional information regarding the Florida Single Audit Act can be found at:  
<http://www.myflorida.com/fsaa/statutres.html>.

## PART III: OTHER AUDIT REQUIREMENTS

*(NOTE: This part would be used to specify any additional audit requirements imposed by the State awarding entity that are solely a matter of that State awarding entity's policy (i.e., the audit is not required by Federal or State laws and is not in conflict with other Federal or State audit requirements). Pursuant to Section 215.97(8), Florida Statutes, State agencies may conduct or arrange for audits of state financial assistance that are in addition to audits conducted in accordance with Section 215.97, Florida Statutes. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.)*

N/A

#### PART IV: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by Part I of this Exhibit shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the recipient directly to each of the following at the address indicated:
  - A. DEO at each of the following addresses:

Electronic copies (preferred): [Audit@deo.myflorida.com](mailto:Audit@deo.myflorida.com)

or

Paper (hard copy):  
Department of Economic Opportunity  
MSC # 130, Caldwell Building  
107 East Madison Street  
Tallahassee, FL 32399-4126
  - B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse) at the following address:

<http://harvester.census.gov/fac/collect/ddeindex.html>
  - C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.
2. Pursuant to Section .320 (f), OMB Circular A-133, as revised, the recipient shall submit a copy of the reporting package described in Section .320(c), OMB Circular A-133, as revised and any management letter issued by the auditor, to DEO at each of the following addresses:

Electronic copies (preferred): [Audit@deo.myflorida.com](mailto:Audit@deo.myflorida.com)

or

Paper (hard copy):  
Department of Economic Opportunity  
MSC # 130, Caldwell Building  
107 East Madison Street  
Tallahassee, FL 32399-4126
3. Copies of financial reporting packages required by PART II of this Exhibit shall be submitted by or on behalf of the recipient directly to each of the following:
  - A. DEO at each of the following addresses:

Electronic copies (preferred): [Audit@deo.myflorida.com](mailto:Audit@deo.myflorida.com)  
or  
Paper (hard copy):  
Department of Economic Opportunity  
MSC # 130, Caldwell Building  
107 East Madison Street  
Tallahassee, Fl. 32399-4126

B. The Auditor General's Office at the following address:

Auditor General  
Local Government Audits/342  
Claude Pepper Building, Room 401  
111 West Madison Street  
Tallahassee, FL 32399-1450  
Email Address: [flaudgen\\_localgovt@aud.state.fl.us](mailto:flaudgen_localgovt@aud.state.fl.us)

4. Copies of reports or the management letter required by Part III of this Exhibit shall be submitted by or on behalf of the recipient directly to:

A. DEO at each of the following addresses:  
N/A

5. Any reports, management letter, or other information required to be submitted to DEO pursuant to this Agreement shall be submitted timely in accordance with OMB Circular A-133, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
6. Recipients, when submitting financial reporting packages to DEO for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local governmental entities) or 10.650 (non-profit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

#### PART V: RECORD RETENTION

1. The recipient shall retain sufficient records demonstrating its compliance with the terms of this Exhibit for a period of five (5) years from the date the audit report is issued, or five (5) state fiscal years after all reporting requirements are satisfied and final payments have been received, whichever period is longer, and shall allow DEO, or its designee, CFO, or Auditor General access to such records upon request. In addition, if any litigation, claim, negotiation, audit, or other action involving the records has been started prior to the expiration of the controlling period as identified above, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the controlling period as identified above, whichever is longer. The recipient shall ensure that audit working papers are made available to DEO, or its designee, CFO, or Auditor General upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by DEO.

IN WITNESS WHEREOF, the parties hereto have executed this document as of the dates set out herein.

**RECIPIENT**

**STATE OF FLORIDA  
DEPARTMENT OF ECONOMIC OPPORTUNITY**

\_\_\_\_\_  
(Type Legal Name of Recipient)

By: \_\_\_\_\_

\_\_\_\_\_  
(Type Name and Title Here)

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

\_\_\_\_\_  
Federal Identification Number

\_\_\_\_\_  
DUNS\* Number

\*Data Universal Numbering System

By: \_\_\_\_\_

William B. Killingsworth, Director  
Division of Community Development

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

Approved as to form and legal  
sufficiency, subject only to full and  
proper execution by the parties

Office of the General Counsel  
Department of Economic Opportunity

By: \_\_\_\_\_

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

**FY2014 CSBG AGREEMENT  
AMENDED ATTACHMENT H  
RECIPIENT INFORMATION**

FEDERAL FISCAL YEAR: 2014 CONTRACT PERIOD: October 1, 2013 through September 30, 2014

Instructions: Complete the blanks highlighted in yellow. For item II, put an "X" in whichever highlighted box applies to your agency.

I. RECIPIENT: Seminole County Government CONTRACT #: 14SB-0D-06-69-01-025

II. RECIPIENT CATEGORY:  Non-Profit  Local Government

III. COUNTY(IES) TO BE SERVED WITH THESE FUNDS: Seminole County  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. GENERAL ADMINISTRATIVE INFORMATION**

a. Executive Director or Chief Administrator: Valmarie H. Turner, Director, Seminole County Community Assistance  
Address: 534 W. Lake Mary Boulevard City: Sanford, FL Zipcode: 32773  
Telephone: 407-665-2301 Fax: 407-665-2309  
Cell: \_\_\_\_\_ Email: vturner@seminolecountyfl.gov  
*Mailing address if different from above*

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_, FL Zipcode: \_\_\_\_\_  
b. Chief Elected Official for Local Governments or President/Chair of the Board for Nonprofits:  
Name: Robert Dallari Title: Chairman, Seminole County Board of County Commissioners  
Address\*: 111 E. 1st Street City: Sanford, FL Zipcode: 32771  
Telephone: 407-665-7215 Fax: 407-665-7958 Email: fmacdona@d@seminolecountyfl.gov  
*\*Enter home or business address, telephone numbers and email other than the Recipient's*

c. For Public Agencies: Chair of Community Action Board  
Name: N/A Title: \_\_\_\_\_  
Address\*: \_\_\_\_\_ City: \_\_\_\_\_, FL Zipcode: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
*\*Enter home or business address, telephone numbers and email other than the Recipient's*

d. Official to Receive State Warrant:  
Name: Maryanne Morse Title: Clerk of the Circuit Court, Seminole County Clerk of the Courts  
Address: PO Box 8099 City: Sanford, FL Zipcode: 32772-8099

e. Recipient Contacts  
1. Program: Name: Olivette Carter Title: Division Manager, Seminole County Community Assistance  
Address: 534 W. Lake Mary Boulevard City: Sanford, FL Zipcode: 32773  
Telephone: 407-665-2363 Fax: 407-665-2309  
Cell: \_\_\_\_\_ Email: ocarter@seminolecountyfl.gov

2. Fiscal: Name: Jeff Aldridge Title: Financial Business Administrator, SC Community Services  
Address: 534 W. Lake Mary Boulevard City: Sanford, FL Zipcode: 32773  
Telephone: 407-665-2393 Fax: 407-665-2358  
Cell: \_\_\_\_\_ Email: jaldridge@seminolecountyfl.gov

f. Person(s) authorized to sign reports:  
Name: Valmarie H. Turner Title: Director, Seminole County Community Services  
Name: Olivette Carter Title: Division Manager, Seminole County Community Assistance  
Name: Tamara P. Johnson Title: Program Manager, Seminole County Community Assistance

g. Agency's FEID Number: 596000856 h. Agency's DUNS Number: 067834358'

V. AUDIT DUE DATE: Audit(s) are due by the end of the Ninth month following the end of the agency's fiscal year.  
Recipient Fiscal Year: October 1, 2013 thru September 30, 2014 Audit Due to DEO: June 30, 2015

FY2014 CSBG AGREEMENT  
AMENDED ATTACHMENT I  
BUDGET SUMMARY

RECIPIENT: Seminole County Government

CONTRACT: 14SB-0D-06-69-01-025

NOTE: Use only whole dollar amounts; no cents. Round all figures up to nearest whole dollar.

A	B	C	D	E
CSBG FUNDS ONLY BUDGET CATEGORY	Last Approved Budget	Amended Budget** (includes current allocation plus base increase)	Carryover Amount from 2012-2013	TOTAL CSBG FUNDS (Col C + D)
1 MODIFIED CSBG Grant Funds (Totals)	175,282.00	255,553.00	155,718.00	411,271.00
<b>ADMINISTRATIVE</b>				
2 RECIPIENT EXPENSES (Salaries + Fringe, Rent, Utilities, Other)	13,349.00	36,972.00	0.00	36,972.00
3 SUBRECIPIENT EXPENSES (Salaries + Fringe, Rent, Utilities, Other)				0.00
4 TOTAL ADMINISTRATIVE EXPENSES (Line 2 + Line 3)*	13,349.00	36,972.00	0.00	36,972.00
5 ADMINISTRATIVE EXPENSE PERCENT (Cell 4C divided by cell 14C) x 100)		9%	VALUE IN 4C MAY NOT EXCEED 15% OF CELL 14C	
<b>PROGRAM</b>				
6 RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES	157,596.00	360,397.00	0.00	360,397.00
7 RECIPIENT OTHER PROGRAM EXPENSE (Salaries + Fringe, Rent, Utilities, Other)	4,337.00	13,902.00	0.00	13,902.00
8 SUBTOTAL RECIPIENT PROGRAM EXPENSE (Line 6 + Line 7)	161,933.00	374,299.00	0.00	374,299.00
9 SUBRECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES				0.00
10 SUBRECIPIENT OTHER PROGRAM EXPENSE (Salaries + Fringe, Rent, Utilities, Other)				0.00
11 SUBTOTAL SUBRECIPIENT PROGRAM EXPENSE (Line 9 + Line 10)	0.00	0.00	0.00	0.00
12 TOTAL PROGRAM (Line 8 + Line 11)	161,933.00	374,299.00	0.00	374,299.00
13 SECONDARY ADMINISTRATIVE EXPENSES*				0.00
14 GRAND TOTAL EXPENSE (Line 4 + Line 8 + Line 11)	175,282.00	411,271.00	0.00	411,271.00

\*The amounts in Cells 4D and 13D CANNOT EXCEED the corresponding unspent administrative balance from your FY 2012-2013 Contract closeout.

\*\*Make desired adjustments to last approved CSBG budget and include base increase amount in Column C.

FY2014 CSBG AGREEMENT  
 AMENDED ATTACHMENT J  
 SUBRECIPIENT INFORMATION AND BUDGET SUMMARY  
 (Complete this page for each subrecipient by providing information in the yellow-highlighted fields.)

RECIPIENT:  
 Seminole County Government

CONTRACT:  
 14SB-0D-06-69-01-025

**SUBRECIPIENT INFORMATION**

SUBRECIPIENT NAME: N/A

MAILING ADDRESS:

\_\_\_\_\_, FL ZIP \_\_\_\_\_

STREET ADDRESS (IF DIFFERENT):

\_\_\_\_\_, FL ZIP \_\_\_\_\_

CONTACT PERSON'S NAME AND TITLE:

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

**SUBRECIPIENT BUDGET SUMMARY**

*Instructions: The following line items (3, 9, 10 and 11) must correspond to Amended Attachment I, Budget Summary. If there is more than one subrecipient, it is the Recipient's responsibility to ensure that the total of all subrecipient budgets add correctly. Expenditures must be detailed in Amended Attachment K.*

CSBG FUNDED PROGRAMS ONLY EXPENSE CATEGORY	CSBG FUNDS
<b>SUBRECIPIENT ADMINISTRATIVE EXPENSES:</b>	
3. SUBRECIPIENT <i>(Salaries/Frings, Rent, Utilities, Travel, Other)</i>	\$0.00
<b>SUBRECIPIENT PROGRAM EXPENSES:</b>	
9. SUBRECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES	\$0.00
10. SUBRECIPIENT OTHER PROGRAM EXPENSE <i>(Salaries/Frings, Rent, Utilities, Travel, Other)</i>	\$0.00
11. SUBTOTAL SUBRECIPIENT PROGRAM EXPENSES (Line 9 + Line 10)	\$0.00
<b>TOTAL SUBRECIPIENT EXPENSES: (Line 3 + Line 11)</b>	<b>\$0.00</b>

The Recipient must have a written agreement with all subrecipients. The agreement must meet the requirements of Section 14 of this agreement. A copy of the unsigned agreement with the subrecipient must be forwarded to DEO for review and approval along with this agreement. See OMB Circular A-133.210, Subrecipient Vendor Determination, for further clarification.

**FY2014 CSBG AGREEMENT  
AMENDED ATTACHMENT K  
BUDGET DETAIL**

RECIPIENT: Seminole County Government

14SB-0D-06-69-01-025

BUDGET SUMMARY LINE ITEM NUMBER	NATIONAL PERFORMANCE INDICATORS (Direct Client Assistance Only)	EXPENDITURE DETAIL Round UP line item totals to dollars. Do NOT use cents and decimals in totals.	AMOUNT OF CSBG FUNDS BUDGETED
		<b>ADMINISTRATIVE EXPENSES</b>	
		<b>RECIPIENT ADMIN. EXPENSES</b>	
2		Travel: 3 employees and 2 CSBG Board Member to attend ROMA training: Per Diem: 1000 miles @ .560 per mile = \$ 560.00 3 employees to attend FACA Conference: Per Diem: \$ 675 miles @ .560 per mile = \$ 378.	
		TOTAL TRAVEL: \$	938
		OTHER:	938
		Operating Supplies (Toner, Ink Cartridges): \$ 2500	2,500
		Office Supplies (Paper, Folders): \$ 1500	1,500
		Transpiration - Postage: \$ 300	300
		Building Lease: \$3091	3,091
		Florida Association for Community Action (FACA) members	1,200
		ROMA Training Registration: \$200 x 5= \$1000	1,000
		FACA Conference Registration: \$ 350 x 3 = \$ 1050	1,050
		Employee Training: (Case Management) = \$ 1500	750
		Community Needs Assessment: \$ 22,000	22,000
		Advertisement/Newspaper: CSBG Board meetings and Program -Advertisements\$378 x 8= \$2,642	2,643
2		<b>TOTAL RECIPIENT ADMIN EXPENSES</b>	<b>36,972</b>
		<b>PROGRAM EXPENSES</b>	
		<b>RECIPIENT DIRECT CLIENT ASSISTANCE</b>	
6	N.P.I. 1.2(A)	<b>Training Scholarship for Vocational and Technical Education</b> Approximately 40 customers will receive training competencies required to attain, maintain, or increase employment. Vocational Training: 40 x \$ 3,475 (avg) = \$ 139,034 ; TAFE/GED: 20 x \$30 (avg) = \$600	139,634
	N.P.I. 1.2(D) 1.2 (E), 6.3 (B3),	<b>Child Care Assistance</b> Approximately 58 eligible children will receive Scholarships before and after school ( 44 x \$1,280 per child) Approximately 121 eligible children will receive for Summer Camp programs. (\$ 727.00 per child x 121)	74,225
	N.P.I. 6.4 (A)		88,000
	N.P.I. 1.2 (F)	<b>Family Self-Sufficiency Program (FSSP) Rent and Utility</b> 10 families enrolled in the FSSP will receive Rent/utility Employment. ( 600 x 10 x 5 months=\$15,000; 600x 10x 3	24,000
	N. P.I. 6.2 (C)	<b>Emergency Rent/Utility Assistance</b> 30 households will receive Emergency one-time rent/utility 30 x \$1,100 to alleviate barriers to employment	33,000
	N.P.I. 1.2 (F), 6.2 (	<b>Transportation Assistance</b> Approx. 170 bus passes will be purchased to assist FSSP ( twenty (20) 30-day passes @ \$50.00 ea=\$1,000; 75 (75) 7-\$2.00 ea=\$ 200.00	1,538
		<b>TOTAL RECIPIENT DIRECT CLIENT ASSISTANCE</b>	<b>360,397</b>
		<b>RECIPIENT OTHER PROGRAM EXPENSES</b>	
7		Case Management database Maintenance Reports and upgr Easy Track Software purchase, training and Maintenance (FSSP participants and other eligible clients) (\$3,995; training \$4,350; and annual maintenance cost	3,062.00 10,840
		<b>TOTAL RECIPIENT OTHER PROGRAM EXPENSES</b>	<b>13,902</b>
		<b>GRAND TOTAL:</b>	<b>411,271</b>

FY2014 CSBG AGREEMENT  
 AMENDED ATTACHMENT L  
 SECONDARY ADMINISTRATIVE EXPENSES

Secondary Administrative Expense Requested: Yes  No  CONTRACT: 14SB-0D-06-69-01-025

RECIPIENT: Seminole County Government

INSTRUCTIONS: If requesting Secondary Administrative Expenses, you must supply the following information for each secondary program for which administrative expenses are being requested. A "secondary program source" is the non-CSBG program that will receive administrative support from the use of CSBG funds. See Attachment A, Section (6), and Attachment E, Section D(10) for additional information.

BUDGET INFORMATION	Name of Secondary Program		Total of Programs								
	Grant Dates Start: End:		Grant Dates Start: End:		Grant Dates Start: End:		Grant Dates Start: End:		Grant Dates Start: End:		
1. Total cash budget for secondary program:	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$0.00
2. Maximum percent administrative expense including indirect cost allowed by secondary program:		0.00%		0.00%		0.00%		0.00%		0.00%	
3. Total administrative expense approved by secondary program funding source: (1)	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	
4. CSBG secondary administrative expense requested: (2)	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	
5. Total administrative expenses (Line 3 & 4)	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	
6. Percent of total administrative expense to total budget (Line 5 / Line 1). This total cannot exceed 15% of Line 1		#DIV/0!									
7. National Performance Indicator (NPI) supported by this secondary administrative funding. (From Attachment M, CSBG Community Action Workplan		NPI #									

(1) The Recipient must take full advantage of all administrative and indirect dollars allowed by the secondary program's funding source before CSBG secondary administrative expenses are requested. For each secondary administrative program, provide documentation of the maximum administrative limits of the secondary program and a copy of the contract budget detailing the amount of the contract and the administrative funds provided by the secondary source.

(2) You are required to provide budget detail in Attachment I, Line 13 for the amount(s) on Line 4 above for each program.

**FY2014 CSBG AGREEMENT  
MODIFIED ATTACHMENT M  
CSBG COMMUNITY ACTION WORKPLAN**

CONTACT: Olivette Carter      PHONE: 407.665.2363      EMAIL: ocarter@seminolecountyfl.gov

RECIPIENT: Seminole County Government      CONTRACT: 14SB-0D-06-69-01-025

A.	B	C	D
NPI	OUTCOME	Original Expected To Be Achieved # of Participants	Modified To Be Achieved # of Participants
1.1	Employment - The number and percentage of low-income participants in Community Action employment initiatives who get a job or become self-employed, as measured by one or more of the following:		
A.	Unemployed and obtained a job	10	10
B.	Employed and maintained a job for at least 90 days	0	10
C.	Employed and obtained an increase in employment income and/or benefits	0	0
D.	Achieved "living wage" employment and / or benefits	0	0
1.2	Employment Supports - The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from Community Action as measured by one or more of the following:		
A.	Obtained skills/competencies required for employment	31	40
B.	Completed ABE/GED and received certification or diploma	6	0
C.	Completed post-secondary education program and obtained certificate or diploma	25	25
D.	Enrolled children in before or after school programs	39	58
E.	Obtained care for child or other dependent	0	200
F.	Obtain access to reliable transportation and/or driver's license	0	0
G.	Obtained health care services for themselves or a family member	0	0
H.	Obtained safe and affordable housing	32	86
I.	Obtained food assistance	0	0
J.	Obtained non-emergency LIHEAP energy assistance	0	0
K.	Obtained other non-emergency WX energy assistance	0	0
L.	Obtained other non-emergency energy assistance (State/local/private energy programs. Do Not include LIHEAP or WX)	0	0
M.	Obtained identification or work permit documentation for employment (social security card, work permit, etc.)	25	42
1.3	Economic Asset Enhancement and Utilization - The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of Community Action assistance and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by one or more of the following:		
<b>Enhancement:</b>			
A.	Participants in tax preparation programs who qualified for any type of Federal or State tax credit.	0	0
B.	Participants obtaining court-ordered child support payments.	0	0
C.	Number enrolled in telephone lifeline and/or energy discounts with agency assistance.	0	0
<b>Utilization:</b>			
D.	Participants demonstrating ability to complete and maintain a budget for over 90 days	0	0
E.	Participants opening an Individual Development Account (IDA) or other savings account	0	0
F.	Participants who increased their savings through IDA or other savings account	0	0
G.	Number capitalizing a small business with accumulated savings	0	0
H.	Number pursuing post-secondary education with savings	0	0
I.	Number purchasing a home with accumulated savings	0	0
J.	Number purchasing other assets with accumulated savings	0	0

Community Improvement and Revitalization - Increase in, or safeguarding of, threatened opportunities and community resources or services for low-income people in the community as a result of Community Action projects/initiatives or advocacy with other public and private agencies as measured by one or more of the following:				# of Projects	# of Oppor	# of Projects	# of Oppor
2.1				0	0	0	0
A. Jobs created, or saved, from reduction or elimination in the community				0	0	0	0
B. Accessible living wage jobs created, or saved from reduction or elimination in the community				0	0	0	0
C. Safe and affordable housing units created in the community				1	13	1	13
D. Safe, affordable housing units in the community preserved or improved through Community Action or advocacy				31	62	3	73
E. Accessible, safe and affordable health care services/facilities for low-income people created or saved.				0	0	0	0
F. Accessible, safe & affordable child care/child development placement opportunities created or saved.				0	0	0	0
G. Accessible before/after school program placement opportunities for low-income families created or saved.				0	0	0	0
H. Accessible new/preserved/expanded transportation resources available to low-income people (public/private)				0	0	0	0
I. Accessible new/preserved/increased educational and training placement opportunities for low-income people				0	0	0	0
2.2 Community Quality of Life and Assets - The quality of life and assets in low-income neighborhoods are improved by Community Action initiative or advocacy as measured by one or more of the following:				# of Initiatives	# of Assets	# of Initiatives	# of Assets
A. Increase in community assets due to a change in law/regulation/policy, resulting in better quality of life				0	0	0	0
B. Increase in availability/preservation of community facilities (schools libraries, community centers, etc.)				0	0	0	0
C. Increase in the availability or preservation of community services to improve public health and safety				0	0	0	0
D. Increase in the availability or preservation of commercial services within low-income neighborhoods				0	0	0	0
E. Increase in or preservation of neighborhood quality-of-life resources				0	0	0	0
For each entry, provide a description of what asset, service, or facility is being reported on the EXPLANATION TAB							
2.3 Community Engagement - The number of community members working with Community Action to improve conditions in the community				# of Participants	# of Participants	# of Participants	# of Participants
A. Community members mobilized to participate in community revitalization and anti-poverty initiatives				12	12	12	12
Hours donated by low-income people				# of Hours	# of Hours	# of Hours	# of Hours
a) Serve on the CAA Board of Directors				24	24	30	30
b) Serve on Head Start Policy Councils				0	0	0	0
c) Serve on Family Center / Parent Councils				0	0	0	0
d) Serve on other CAA Advisory Boards, councils, or committees				0	0	0	0
e) Serve on other community advisory or governing boards or committees as a CAA representative				24	24	0	0
f) Assist with program activities and logistics				0	0	0	0
g) Participate in advocacy to meet agency and community goals				0	0	0	0
h) Participate in advocacy to influence policies/practices of government and/or private entities				0	0	0	0
i) Other CAA clients or low-income persons volunteer with the agency.				0	0	0	0
Total volunteer hours from low income people				48	48	30	30
Hours donated by non low-income people				# of Hours	# of Hours	# of Hours	# of Hours
a) General Public				914	914	2,077	2,077
b) CAA non-low-income board members				40	40	60	60
c) Other non-profit or government agencies				0	0	0	0
d) Business Community				0	0	0	0
e) Other				0	0	0	0
Total volunteer hours from non low-income people				954	954	2,137	2,137
Total number of volunteer hours donated to the agency				1,002	1,002	2,167	2,167
2.4 Employment Growth from ARRA Funds - The number of jobs created or saved at least in part by ARRA funds, in the community				Number of Jobs	Number of Jobs	Number of Jobs	Number of Jobs
A. Jobs created, at least in part, by ARRA funds				0	0	0	0
B. Jobs saved, at least in part, by ARRA funds				0	0	0	0

3.1 Community Enhancement through Maximum Feasible Participation -The number of volunteer hours donated to Community Action		# of Hours	# of Hours
Total number of volunteer hours donated by low-income individuals (only) to Community Action		48	30
Community Empowerment Through Maximum Feasible Participation - The number low-income people mobilized as a direct result of Community Action initiative to engage in activities that support and promote their own well-being and that of their community, as measured by one or more of the following:			
A. Low-income people in formal, decision-making, community organizations, government, boards or councils		3	3
B. Low-income people acquiring businesses in their community as a result of Community Action		0	0
C. Low-income people purchasing their own home in their community as a result of Community Action		0	0
D. Low-income people in non-governance community activities/groups created/supported by Community Action		0	0
Expanding Opportunities Through Community-Wide Partnerships - The number of organizations, both public and private, that Community Action actively works with as a result of CSBG ARRA, to expand resources and opportunities in order to achieve family and community outcomes.			
A. Non-Profit		28	28
B. Faith Based		0	0
C. Local Government		7	7
D. State Government Entity		2	2
E. Federal Government Entity		1	1
F. For-Profit Business or Corporation		12	12
G. Consortiums/Collaboration		0	0
H. Housing Consortiums/Collaboration		0	0
I. School Districts		1	1
J. Institutions of post secondary education/training		4	4
K. Financial/Banking Institutions		30	11
L. Health Service Institutions		3	48
M. State-wide associations or collaborations		3	3
Others: Please identify:		1	1
N. 1)			
2)			
Total unduplicated number of organizations CAA works with to promotes family and community outcomes		89	113
		124	141

5.1 Agencies Leverage External Resources to Increase Their Capacity to Serve

Table 1 Broadening the Resource Base		Planned	Planned
A. Community Services Block Grant (CSBG)		175,282	411,271
B. Federal Government Resources -- Other than CSBG			
a)	Weatherization Assistance program funded by DOE through DCA	0	0
b)	LIHEAP - Fuel Assistance (HHS)	0	0
c)	LIHEAP - Weatherization (HHS)	0	0
d)	Head Start (HHS)	0	0
e)	Early Head Start (HHS)	0	0
f)	Older Americans Act (HHS)	0	0
g)	SSBG (HHS)	0	0
h)	Medicare/Medicaid (HHS)	0	0
i)	Temporary Assistance to Needy Families (TANF)	0	0
j)	Child Care Development Block Grant from (CCDBG)	0	0
Other HHS Resources (List in order of size. Give the name of the source and the CFDA number. Do not use abbreviations. All HHS CFDA's start with "93.")			
1)		0	0
2)		0	0
3)		0	0
4)		0	0
j)	Women, Infant and Children (WIC)(USDA)	0	0
m)	USDA non-food programs (e.g. rural development)	0	0
n)	All other USDA Food Programs	0	0
o)	CCDBG federal, state or local	0	0
p)	Housing Programs funded by HUD	1,761,371	1,761,371
1)	Section 8	0	0
2)	Section 202	0	0
3)	Home tenant based assistance	0	0
4)	HOPE for Homeowners Program (H4H)	0	0
5)	Emergency Shelter Grant Program (ESGP)	0	0
6)	Continuum of Care (CofC)	123,876	123,876
q)	All other HUD programs including homeless programs	254,111	0
r)	Employment and Training Programs (US DOL)	534,330	534,330
s)	Other US DOL programs	0	0
t)	Corporation for National and Community Service (CNCS) programs	0	0
u)	FEMA	0	0
v)	Transportation (US DOT)	0	0
w)	Department of Education (EDU)	0	0
x)	Department of Justice (DOJ)	0	0
y)	Department of Treasury	0	0
z)	Other Federal Sources: List by name of funding source and the CFDA Number. Do not use abbreviations.	0	0
1)		0	0
2)		0	0
3)		0	0
4)		0	0
<b>TOTAL: NON-CSBG FEDERAL RESOURCES</b>		<b>2,673,688</b>	<b>2,419,577</b>

<b>C. State Resources (Non-federal, state-appropriated funds)</b>		
a) State appropriated funds used for the same purpose as federal CSBG funds	0	0
b) State Housing and Homeless Programs (including housing tax credits)	695,450	695,450
c) State Nutrition Programs	0	0
d) State Day Care and Early Childhood Programs	0	0
e) State Energy Programs	0	0
f) State Health Programs	0	0
g) State Youth Development Programs	0	0
h) State Employment and Training Programs	0	0
i) State Head Start Programs	0	0
j) State Senior Services	0	0
k) State Transportation Programs	0	0
l) State Education Programs	0	0
m) State Community, Rural and Economic Development Programs	0	0
n) State Family Development Programs	0	0
o) Other State Funded programs: List by name of funding source. Do not use abbreviations.	0	0
1)	0	0
2)	0	0
3)	0	0
4)	0	0
<b>TOTAL: STATE RESOURCES</b>	<b>695,450</b>	<b>695,450</b>
<b>D. Local Government Resources</b>		
a) Amount of unrestricted funds appropriated by local government	6,179,112	6,179,958
b) Amount of restricted funds appropriated by local government	786,000	786,000
c) Value of Contract Services	0	0
d) Value of in-kind goods/services received from local government	0	0
e) Other Local Government Resources: Give description or name of program. Do NOT abbreviate.	0	0
1)	0	0
2)	0	0
3)	0	0
4)	0	0
<b>TOTAL: LOCAL GOVERNMENT RESOURCES</b>	<b>6,965,112</b>	<b>7,581,958</b>
<b>E. Private Sector Resources</b>		
a) Funds from Foundations, Corporations, United Way, other non-profits	0	0
b) Other donated funds	0	0
c) Value of donated items, food, clothing, furniture, etc.	0	0
d) Value of in-kind services received from businesses	0	0
e) Payments by clients for services	0	0
f) Payments by private entities for goods or services for low-income clients or communities	0	0
g) Other Private Sector Resources	0	0
1)	0	0
2)	0	0
3)	0	0
4)	0	0
<b>TOTAL: PRIVATE SECTOR RESOURCES</b>	<b>0</b>	<b>0</b>
<b>TOTAL NON-CSBG RESOURCES (Federal+State+Local Government+Private Sector)</b>	<b>10,334,250</b>	<b>10,696,985</b>
<b>TOTAL CSBG Funds</b>	<b>175,282</b>	<b>411,271</b>
<b>TOTAL AGENCY BUDGET</b>	<b>10,509,532</b>	<b>11,108,256</b>

Table 2   Agency Increase Staff Capacity to Achieve Results Through Training			
	Staff	Hrs	Hrs
A. Staff who work with customers in self-sufficiency program receive training specific to case management	1	4	64
B. Staff who work with customers in self-sufficiency programs receive training specific to family development	0	0	0
C. Staff who work with grants/contract management receive training to expand/update/upgrade their skills	0	0	0
D. Fiscal staff attend training on OMB Circular or audit compliance	1	24	24
E. Fiscal staff receive accounting, data collection or management training.	3	24	3
F. Program staff receive data collection or management training.	1	0	0
G. Staff of management receive ROMA training from a certified ROMA trainer.	1	15	32
H. Other training received by staff or management.	0	0	0
<b>Total Staff and Management Training (Totals for A through H above.)</b>	<b>6</b>	<b>68</b>	<b>123</b>
J. Board members receive training related to their roles and responsibilities.	0	0	0
K. Board members receive ROMA training from a certified ROMA trainer.	0	0	32
L. Other training received by CAA Board members.	0	0	0
<b>Total Board Member Training (Total of J through L.)</b>	<b>0</b>	<b>0</b>	<b>32</b>
Table 3   AGENCY DEVELOPMENT - Agency Increases its Capacity to Achieve Results Through Training			
	Resources	Resources	Resources
The number of human capital resources available			
A. Number of C-CAPs	0		
B. Number of Certified ROMA Trainers	0		
C. Number of Certified Family Development Trainers	0		
D. Number of Certified Child Development Trainers	0		
E. Agency staff obtained other credential that increase their capacity to achieve results (explain in narrative)	0		
F. Number of staff and management attending trainings	27		
G. Number of board members attending trainings	9		
H. Hours of staff and management trainings	918		
I. Hours of board members in training	9		
Table 4   Agency Increases Ability to Measure and Track Clients' Progress Toward Self-Sufficiency. Indicate with an "X" the ONE statement in A and B that BEST describes your organization.			
Client Intake Process			
A.	1. A common in-take process and common ID# is used for all clients	X	X
	2. A common in-take process and common ID# is used for some clients	0	0
	3. A separate in-take process and/or separate ID# is used for each program administered	0	0
Client/Customer Measure Progress toward Achievement of Self-Sufficiency			
B.	1. Agency utilizes a databases for all clients for use in intake and assessment and provision of services	X	X
	2. Agency utilizes databases for some clients for use in intake and assessment and provision of services	0	0
	3. Agency uses database for all client intake/assessment/provision of services & outcome measurement	0	0
	4. Agency uses database for some client intake/assessment/service provision & outcome measurement	0	0
Computer programs used to manage client information and track client progress			
C.	1. Client social service tracker		
	2. easy trak		
	3.		
	4.		
	5.		

Table 5 Agency Organizes & Operates Programs, Services and Activities Toward accomplishing Family and Community Outcomes. (Answer Yes or No for each.)		
Agency has the capacity to report client/customer progress toward self-sufficiency		
A.	1. Agency can report outcomes that measure progress without use of an outcome scale.	yes
	2. Agency utilizes outcome scales to measure client movement toward self-sufficiency	no
	3. Agency has capacity to derive unit cost statistics: cost/service delivered or cost of service per client	yes
	4. Agency has capacity to derive unit cost statistics for effectiveness: cost per outcome delivered	no
Agency has provided ROMA training within the past 2 years by a certified ROMA trainer		
B.	1. At least half of the Agency board has received ROMA training	no
	2. Agency management staff has received ROMA training	yes
	3. Agency supervisory staff has received ROMA training	no
	4. Agency line staff has received ROMA training	yes
Agency programs achieved accreditation demonstrating they meet or exceed nationally recognized standards		
C.	1. Early childhood care and education sites receive NAEYC or other recognized forms of accreditation	no
	2. Programs achieve other form of recognized accreditation.	no
Agency is implementing ROMA tools and management practices		
D.	1. Agency has adopted and implemented logic models for key programs and activities	yes
	2. Agency programs and activities are evaluated using ROMA principals	no
	3. FOCAS & IS Survey reports are provided to, reviewed & discussed with board members at least quarterly.	yes
6.1 Independent Living - The number of vulnerable individuals receiving services from Community Action who maintain an independent living situation as a result of those services:		# of Individuals Assisted
A.	Senior Citizens (55 years old or older)	1,100
	Individuals with Disabilities	800
B.	1. Ages 0 - 17	342
	2. Ages 18 - 54	0
	3. Ages 55 and Over	342
	4. Age Unknown	0
	NOTE: Seniors are also included within the "55 and Over" category	0
	Emergency Assistance - The number of low-income individuals served by Community Action, who sought 6.2 emergency assistance and the number of those individuals for whom assistance was provided, including such services as:	# of Individuals Assisted
A.	Emergency Food	0
B.	Emergency Fuel or Utility payments (including LIHEAP or other public or private funding source)	333
C.	Emergency Rent or Mortgage Assistance	117
D.	Emergency Car or Home Repair (i.e. structural, appliance, heating system, etc.)	344
E.	Emergency Temporary Shelter	0
F.	Emergency Medical Care	24
G.	Emergency Protection from Violence	125
H.	Emergency Legal Assistance	129
I.	Emergency Transportation	0
J.	Emergency Disaster Relief	12
K.	Emergency Clothing	0
L.	Provide translation assistance in order for person to receive emergency services	0
		# of Individuals Achieving Outcome
		333
		200
		400
		0
		25
		125
		230
		0
		170
		0
		0
		0

Child and Family Development - The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs who achieve program goals, as measured by one or more of the following:		# of Individuals Achieving Outcome	# of Individuals Achieving Outcome
<b>Infant and Child</b>			
<b>6.3</b>			
A.	1) Infants and children obtain age appropriate immunizations, medical and dental care	0	0
	2) Infants and children health and physical development are improved as a result of adequate nutrition	0	0
	3) Children participate in pre-school activities to develop school readiness skills.	0	0
	4) Children participating in pre-school activities are developmentally ready for Kindergarten or 1st Grade	0	0
<b>Youth</b>			
	1) Youth improve health and physical development	0	0
	2) Youth improve social/emotional development	0	0
	3) Youth avoid risk-taking behavior for a defined period of time	39	121
	4) Youth have reduced involvement with criminal justice system	0	0
	5) Youth increase academic, athletic or social skills by participating in before or after school programs	220	350
<b>Adult</b>			
C.	1) Parents and other adults learn and exhibit improved parenting skills	0	0
	2) Parents and other adults learn and exhibit improved family functioning skills	0	0
<b>Family Supports - Low-income people who are unable to work, especially seniors, adults with disabilities, and caregivers, for whom barriers to family stability are reduced or eliminated as measured by one or more of the following:</b>			
<b>6.4</b>			
A.	Enrolled children in before or after school programs	39	0
B.	Obtained care for child or other dependent	0	0
C.	Obtained access to reliable transportation and/or driver's license	0	0
D.	Obtained health care services for themselves or a family member	2,579	163
E.	Obtained safe and affordable housing	14	61
F.	Obtained food assistance	950	617
G.	Obtained non-emergency LIHEAP energy assistance	0	0
H.	Obtained non-emergency WX energy assistance	0	0
I.	Obtained other non-emergency energy assistance (State/local/private energy program. Do NOT include LIHEAP or WX.	0	0
<b>6.5 Service Counts - The number of services provided to low-income individuals and/or families as measured by one or more of the following</b>			
A.	Food Boxes	# of Services	# of Services
B.	Pounds of Food	1,923	1,884
C.	Units of Clothing	0	0
D.	Rides Provided	76	100
E.	Information and Referral Calls	3,447	3,447



THE CITY OF  
**LAKE MARY**  
PARKS & RECREATION DEPARTMENT



# 2014 Youth Summer Camp

**CAMP DATES:**

June 2<sup>nd</sup> – August 1<sup>st</sup>  
(no camp on July 4<sup>th</sup>)

**CAMP HOURS:**

7:30am – 5:30pm

7:30am DROP OFF  
9:00am Camp Begins  
5:00pm Camp Ends  
5:30pm Final Pick-up

**LOCATION:**

Community Center  
140 E. Wilbur Ave  
Lake Mary, FL 32746

**REGISTRATION:**

Begins April 7<sup>th</sup>!

Call 407-585-1494  
for more information!

**CAMP FEES:**

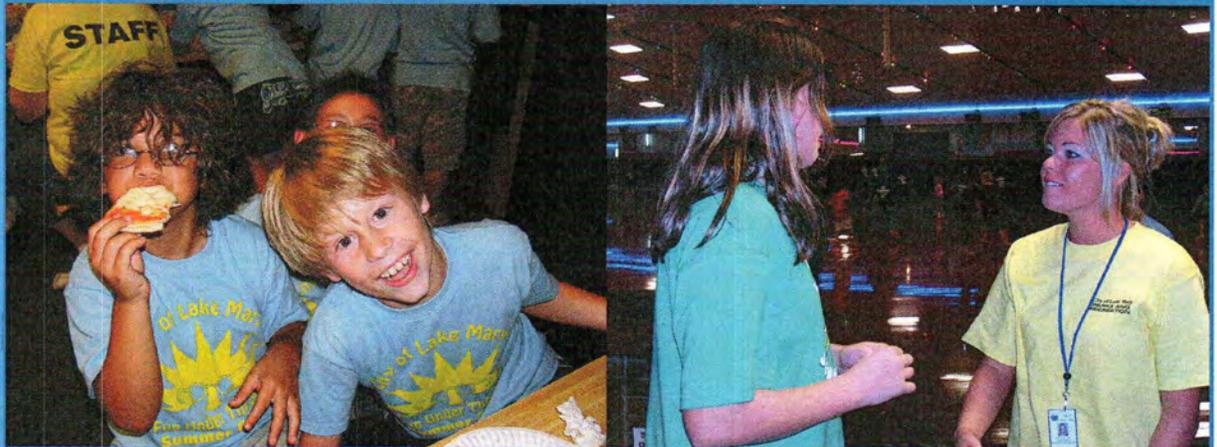
Two-week Sessions

Lake Mary Resident  
\$200/session

Non-Resident  
\$250/session

The Lake Mary Parks & Recreation Department is proud to announce the return of the YOUTH SUMMER CAMP Program starting this summer! The Summer Camp Program will be run out of the new Lake Mary Community Center and will be available to children ages 6 years-old to 11 years-old.

**THREE FIELD TRIPS PER WEEK!**



[www.LakeMaryFL.com/parks-and-recreation](http://www.LakeMaryFL.com/parks-and-recreation)



City of Lake Mary, FL (Official)  
Call 407-324-3065 for more information.





## **MEMORANDUM**

DATE: April 17, 2014

TO: City Commission

VIA: Jackie Sova, City Manager

FROM: Carol Foster, City Clerk

SUBJECT: Resolution No. 935 - Requiring candidates in municipal elections to file campaign finance reports electronically (Jackie Sova, City Manager)

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The Seminole County Supervisor of Elections has requested that municipalities have their candidates utilize his website and submit all campaign reports electronically using the "Online Treasurer Reporting System". In the past, we have asked that candidates file electronically but the reports were not deemed "filed" until the paper copy was filed with the City Clerk. The Florida Legislature significantly increased the frequency that candidates are required to file reports under Section 106.07, Florida Statutes, this past November and it is anticipated that they will require electronic filing within the next two years.

Section 106.07(2)(a)2, Florida Statutes, expressly authorizes a municipality to impose electronic filing requirements on its own officers and candidates. The electronic report filing would be beneficial to candidates in that it expedites required reporting and minimizes potential errors on the reports as well as alleviates the need to have the paper report submitted to the City Clerk's office by 5:00PM on the due date. Computer ownership is not necessary for candidates as they may input their reports using a computer available at City Hall, at the Supervisor of Elections Office or at one of the five public libraries.

### RECOMMENDATION:

The Commission adopt Resolution No. 935 requiring candidates for municipal elections to file campaign finance reports electronically.

RESOLUTION NO. 935

A RESOLUTION OF THE CITY OF LAKE MARY, FLORIDA, REQUIRING ALL CANDIDATES IN MUNICIPAL ELECTIONS TO FILE CAMPAIGN FINANCE REPORTS ELECTRONICALLY WITH THE SEMINOLE COUNTY SUPERVISOR OF ELECTIONS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Seminole County Supervisor of Elections has requested that all candidates for municipal office in Seminole County utilize the Online Treasurer Reporting System provided by the Seminole County Supervisor of Elections Office; and

WHEREAS, the City of Lake Mary is granted authority under Section 106.07(2)(a)2, Florida Statutes, which allows political subdivisions, by ordinance or resolution, to require that all candidates for municipal office file campaign reports electronically; and

WHEREAS, the City of Lake Mary finds and determines that uniform electronic filing of campaign finance reports by all candidates will facilitate expanded public access to campaign finance information.

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

1. All candidates for elected office in the City of Lake Mary shall electronically file their campaign treasurer's reports required by State law utilizing the Seminole County Supervisor of Elections Office's electronic filing system.
2. Effective Date: This Resolution shall take effect immediately upon passage and adoption.

PASSED and adopted this 17th day of April 2014.

CITY OF LAKE MARY, FLORIDA

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DAVID J. MEALOR, MAYOR

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CAROL A. FOSTER, CITY CLERK



## **CITY MANAGER'S REPORT**

DATE: April 17, 2014  
TO: City Commission  
FROM: Jackie Sova, City Manager  
SUBJECT: City Manager's Report

---

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

1. WineART Wednesdays Food Truck Fee.
2. Surplus equipment – Police.
3. Surplus equipment – Public Works.

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

1. Monthly department reports.



## **CITY MANAGER'S REPORT**

DATE: April 17, 2014  
TO: City Commission  
FROM: Bryan Nipe, Parks and Recreation Director  
SUBJECT: WineART Wednesdays Food Truck fee

---

WineArt Wednesdays is an event held on the first Wednesday of each month by the City and community partners in Central Park. Since its inception, WineART has invited food trucks to participate. Currently the food truck promoter brings in 3 to 4 trucks per event. The promoter has indicated that the current City fee of \$50 per truck is cost prohibitive to some food trucks and if reduced, more trucks would be interested in attending. They are requesting the City reduce the current fee of \$50 per truck to \$25 per truck, and in turn they will bring 8 trucks. Staff feels that more food trucks will be an additional draw for the event. To accommodate more food trucks, the mulched Farmers Market area will be used and the paver parking will be freed up for artists and seating.

**Recommendation:**

Staff recommends the Mayor and City Commission approve staff reducing the food truck fee from \$50 to \$25 per event.



## **CITY MANAGER'S REPORT**

DATE: April 17, 2014  
TO: City Commission  
FROM: Lieutenant Mike Biles  
SUBJECT: Surplus equipment - Police

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The following items listed below are of no future value or use to the Police Department:

LEA-Tactical Recording System with Tactical Repeater and Portable Cassette Recorder. City property numbers for this device and its components are: 001993, 001961 and 001962.

Wireless Guardian 2000 Surveillance Camera System. City property number 001894.

Two RCA VCR Recorder/Players. City property numbers 001472 and 001474.

25 inch Memorex Television. City property number 001476

### **RECOMMENDATION:**

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



## **CITY MANAGER'S REPORT**

DATE: April 17, 2014  
TO: City Commission  
FROM: Bruce Paster, P.E., Director of Public Works  
SUBJECT: Surplus equipment - Public Works

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**DISCUSSION:** Staff is requesting that the following three out of service items be declared surplus so that they may be properly disposed of:

Item 1 – Unit #2233, a 2000 Nissan Maxima. This vehicle was received from Seminole County through a drug seizure and was used by PD for stakeouts. The vehicle has over 120,000 miles on it and it is no longer economical to repair.

Item 2 – Public Works soil plate compactor, model WP-1550. This plate compactor has reached the end of its useful life.

Item 3 – Public Works jumping jack soil compactor, Wacker model BS527. This compactor has reached the end of its useful life.

**RECOMMENDATION:**

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



## MEMORANDUM

DATE: April 17, 2014  
TO: Mayor & City Commission  
FROM: Bryan Nipe, Parks and Recreation Director  
THRU: Jackie Sova, City Manager  
SUBJECT: March 2014 Parks and Recreation Report Summary

---

### Recreation:

- Soccer Shots is implementing a new clinic for 2 year old toddlers Fridays during lunch beginning April 18<sup>th</sup>. This is based on recent requests from parents with younger children interested in getting them active.
- A NEW Recreation Guide is being developed to highlight all Parks and Recreation opportunities for residents and visitors. Completely underwritten through sponsors, the guide will be complete and ready for distribution in May 2014.

### Events Center:

- 6.5% increase in revenue over this point in FY 2013.
- Honored to be the host site for the funeral reception for Officer German from Windermere PD.

### Senior Center:

- The new membership program has been implemented - 349 total new member signups, 25% are Lake Mary residents (no charge for residents).
- New classes that are starting in April are Laughter Yoga, Couples Country Western Dancing and Beginner/Improver Line Dancing.

### Tennis Center:

- 152 Members – up from 132 in February 2013.

### Community Events:

- WineART Wednesdays – First Wednesday of the month.
- Farmers Market revenue is up 10% over year to date in FY '13.
- Lake Mary Family Fun Day is scheduled for April 5<sup>th</sup>. 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 26<sup>th</sup> and will run through downtown Lake Mary.

### Grounds and Facilities:

- The Lake Mary Community Center is under construction with an anticipated opening of May 1, 2014.
- Staff is working with a local designer to bring conceptualls and probable costs for the City Hall waterfront improvements to Commission for direction. Concepts to be completed in early June.

### Parks and Recreation Accreditation:

- The National Accreditation team is scheduled to visit for a 3 day review of the City's standards in May 2014.

# MEMO



TO: Bryan Nipe, Director of Parks & Recreation

FROM: Radley Williams, Recreation Chief

DATE: April 9, 2014

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

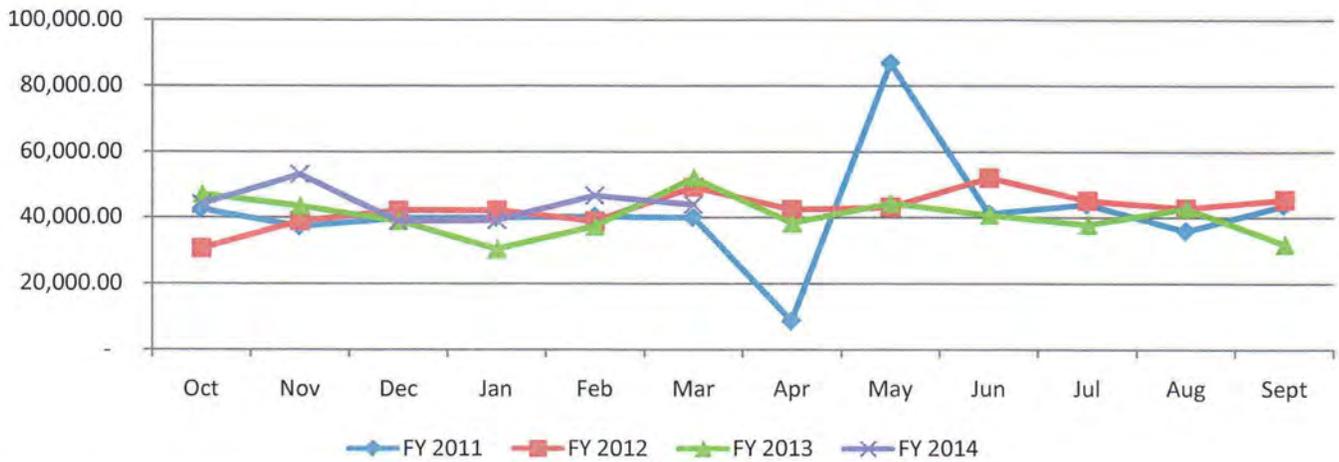
ACTIVITY	CURRENT MONTH	THIS MONTH LAST YEAR	CURRENT YTD	PREVIOUS YTD
<b>EVENTS CENTER</b>				
non-revenue uses	11	14	61	65
rentals	23	27	146	138
revenue	\$ 43,896.75	\$ 52,232.16	\$ 265,842.01	\$ 249,633.55
expenses	\$ 23,300.73	\$ 20,927.49	\$ 172,077.74	\$ 154,531.03

<b>SENIOR CENTER</b>				
non-revenue uses	2/5.0 hrs	1/3.0 hrs	20/45 hrs	17/40.75 hrs
rentals	3	2	11	9
classes	129	129	688	673
individual participants	2444	1945	12,627	10,231
revenue	\$ 4,325.65	\$ 1,015.89	\$ 19,350.72	\$ 14,203.75
expenses	\$ 7,212.28	\$ 8,126.84	\$ 47,688.05	\$ 50,209.49

<b>TENNIS CENTER</b>				
memberships	152	132		
revenue	\$ 1,574.65	\$ 3,157.07	\$ 7,561.35	\$ 24,722.02
expenses	\$ 7,707.61	\$ 11,551.92	\$ 24,120.43	\$ 37,087.35

<b>OTHER REVENUES</b>				
Farmers Market	\$ 2,182.56	\$ 1,873.44	\$ 13,683.04	\$ 12,440.28
Skate Park	\$ 302.81	\$ 404.46	\$ 1,824.58	\$ 1,982.52
Splash Park	\$ 1,141.49	\$ 72.64	\$ 1,603.76	\$ 72.64
Park Rentals	\$ 75.00	\$ 250.00	\$ 427.83	\$ 625.00
Sports Complex	\$ 1,422.50	\$ 1,311.34	\$ 19,232.58	\$ 15,585.58
Leagues	\$ 3,575.00	\$ 4,225.00	\$ 8,125.00	\$ 9,750.00
Concession (Trailhead & Sports Comp.)	\$ 864.17	\$ -	\$ 3,841.24	\$ 323.52
<b>TOTAL OTHER REVENUES</b>	\$ 9,563.53	\$ 8,136.88	\$ 48,738.03	\$ 40,779.54

## Events Center Revenue Trends



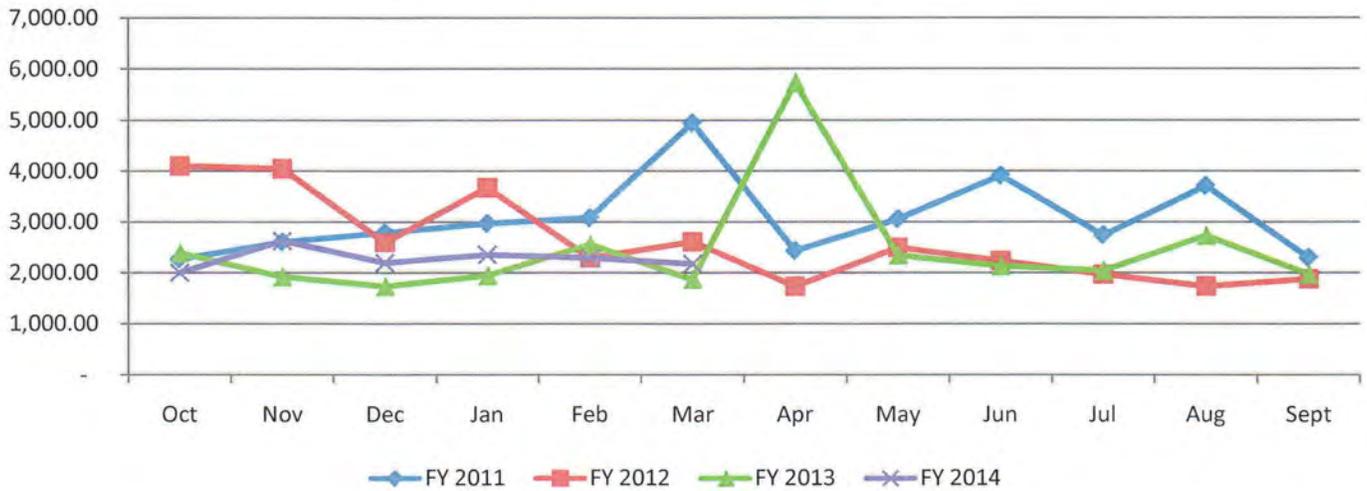
	Revenue				Expenses			
	FY 2011	FY 2012	FY 2013	FY 2014	FY 2011	FY 2012	FY 2013	FY 2014
Oct	42,516.89	30,627.71	47,245.73	44,065.85	-	36,241.32	31,837.02	33,735.16
Nov	37,193.51	38,877.40	43,518.38	53,192.78	-	25,134.01	30,195.88	33,869.05
Dec	39,694.57	42,152.14	38,953.78	38,834.05	-	32,478.58	22,787.78	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	46,647.89	-	24,109.15	21,878.20	24,903.08
Mar	39,915.11	49,320.02	52,232.16	43,896.75	-	23,711.04	20,927.49	23,300.73
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	265,842.01	-	347,547.82	317,888.23	172,077.74

Profit/Loss Estimate		
FY 2012	FY 2013	FY 2014
499,972.84	513,448.41	265,842.01
(347,547.82)	(317,888.23)	(172,077.74)
(32,430.60)	(36,139.21)	(19,105.34)
119,994.42	159,420.97	74,658.93

Revenues YTD  
 minus Operating Costs YTD  
 minus Maintenance Staff Costs YTD  
**Profit/Loss Estimate\***

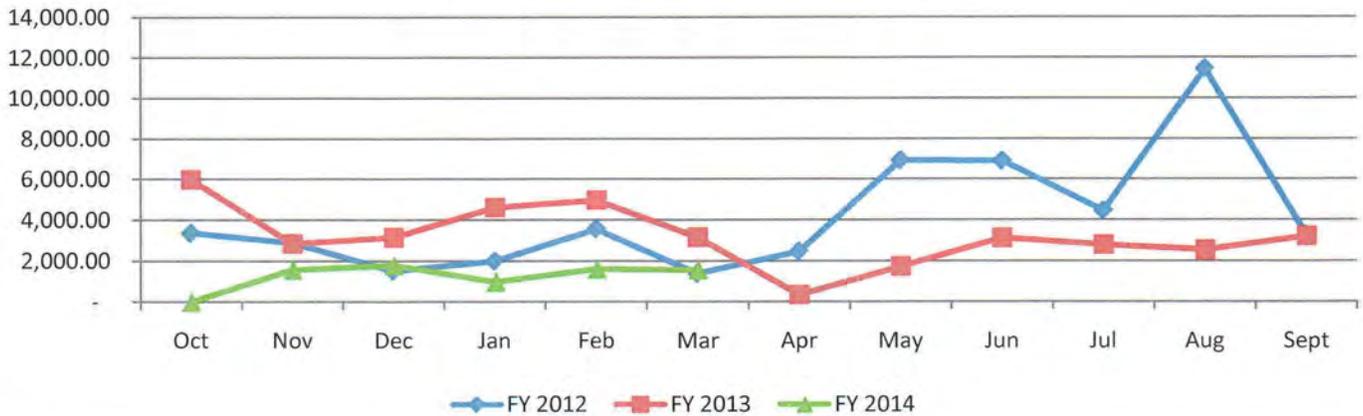
\* Estimated Profit/Loss does not include repayment of bond.

## Farmers Market Revenue Trends



Revenue								
	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Oct	2,270.00	4,104.73	2,397.46	2,007.08				
Nov	2,610.00	4,044.57	1,922.86	2,633.02				
Dec	2,791.00	2,597.40	1,737.12	2,200.46				
Jan	2,972.20	3,674.53	1,951.12	2,359.45				
Feb	3,083.01	2,290.38	2,558.28	2,300.47				
Mar	4,945.00	2,615.00	1,873.44	2,182.56				
Apr	2,435.00	1,734.74	5,740.29					
May	3,060.80	2,495.66	2,350.07					
Jun	3,913.11	2,234.34	2,138.48					
Jul	2,745.20	1,967.66	2,046.19					
Aug	3,711.00	1,737.15	2,738.65					
Sept	2,301.40	1,882.43	1,973.84					
	36,837.72	31,378.59	29,427.80	13,683.04	-	-	-	-

## Tennis Center Revenue Trends

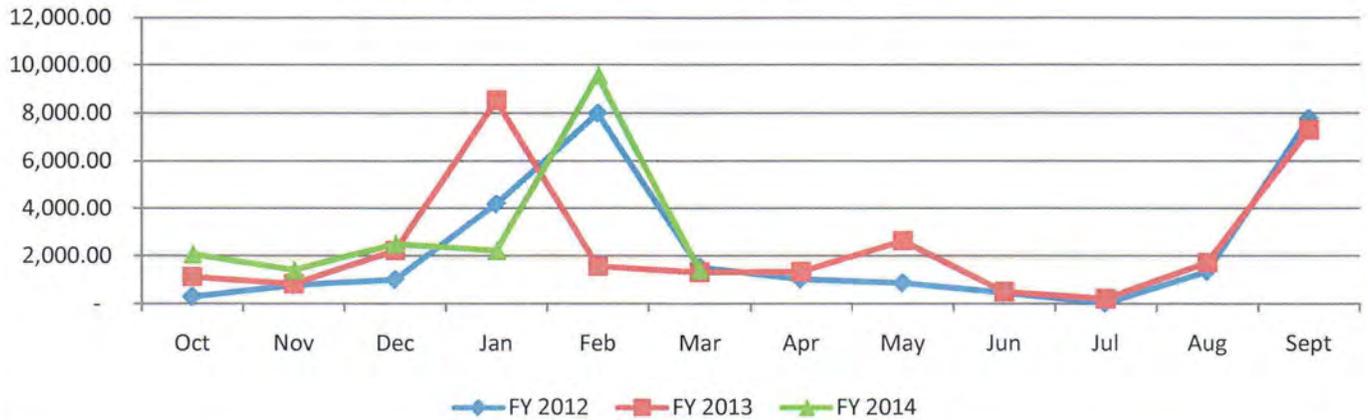


	Revenue				Expenses			
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2012	FY 2013	FY 2014	FY 2015
Oct	3,375.69	5,981.39	-		4,475.29	6,432.02	2,865.60	
Nov	2,899.54	2,848.98	1,589.00		4,319.82	3,484.87	5,795.89	
Dec	1,513.79	3,152.74	1,793.00		5,081.00	4,758.23	2,482.87	
Jan	2,011.99	4,615.52	985.25		4,468.32	5,950.04	3,142.24	
Feb	3,564.81	4,966.32	1,619.45		3,926.30	4,910.27	2,126.22	
Mar	1,395.36	3,157.07	1,574.65		10,603.54	11,551.92	7,707.61	
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	7,561.35		80,816.29	58,252.01	24,120.43	

Profit/Loss Estimate			
FY 2012	FY 2013	FY 2014	FY 2015
50,230.69	38,435.04	7,561.35	-
(80,816.29)	(58,252.01)	(24,120.43)	-
(8,107.68)	(8,357.26)	(6,481.01)	-
(38,693.28)	(28,174.23)	(23,040.09)	-

Revenues YTD  
 minus Operating Costs YTD  
 minus Maintenance Staff Costs YTD  
**Profit/Loss Estimate**

## Sports Complex Rental Revenue Trends



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	9,577.77					
Mar	1,527.08	1,311.34	1,422.50					
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	19,232.58	-	-	-	-	-

**WORK ORDER EXPENSES**

TYPE	Mar-14	YTD	Mar-13	YTD	Mar-14	YTD	Mar-13	YTD
LABOR	47%	40%	45%	27%	\$ 6,090.51	\$ 22,519.21	\$ 4,344.81	\$ 27,922.74
MATERIALS	33%	25%	35%	17%	\$ 4,288.54	\$ 22,508.72	\$ 3,323.78	\$ 19,691.81
CONTRACTOR	20%	35%	20%	56%	\$ 2,449.00	\$ 26,313.28	\$ 1,941.50	\$ 44,074.04
<b>TOTALS</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>\$12,828.05</b>	<b>\$ 71,341.21</b>	<b>\$ 9,610.09</b>	<b>\$ 91,688.59</b>

**WORK ORDERS BY BUILDING**

FACILITY	Mar-14	YTD	Mar-13	YTD
CITY HALL	8	79	7	62
COMMUNITY CENTER	9	9	0	0
EVENTS CENTER	7	44	5	37
EMPLOYEE HEALTH CLINIC	1	4	0	5
FLEET	1	7	1	8
FRANK EVANS MUSEUM	0	7	1	11
LIBERTY PARK	1	1	0	2
MUNICIPAL COMPLEX	12	51	9	38
PARKS BUILDING	3	22	3	15
POLICE DEPARTMENT	6	37	6	38
PUBLIC WORKS BUILDING	3	25	1	23
SPORTS COMPLEX	1	19	1	11
STATION #33	1	20	2	18
STATION #37	1	14	2	12
TENNIS CENTER	0	18	1	10
TRAILHEAD PARK	1	4	2	8
WATER TREATMENT PLANT	2	10	1	11
<b>TOTALS</b>	<b>57</b>	<b>371</b>	<b>42</b>	<b>309</b>

**WORK ORDERS BY CATEGORY**

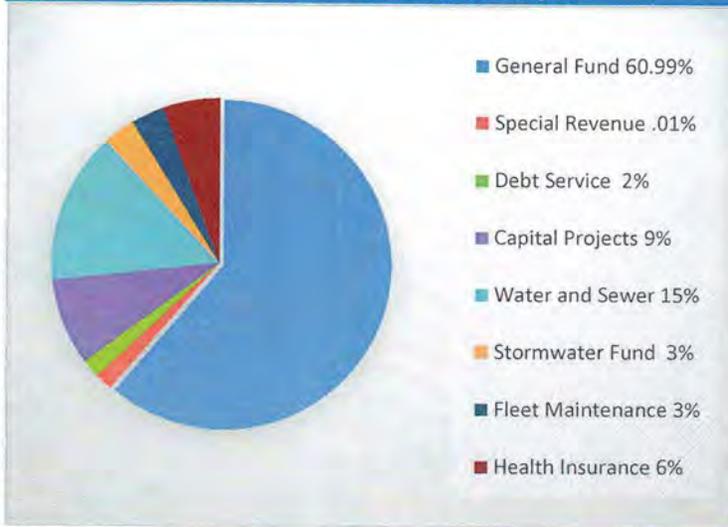
FACILITY	Mar-14	YTD	Mar-13	YTD
APPLIANCES	3	16	6	16
DOORS - INT, EXT, & HARDWARE	3	22	3	18
ELECTRICAL	20	130	11	93
FIRE ALARM SYSTEMS	2	9	1	4
FIRE SPRINKLER SYSTEMS	0	0	0	0
HVAC	6	26	0	22
JANITORIAL	1	15	1	5
MISCELLANEOUS	9	50	6	25
PAINT - INTERIOR & EXTERIOR	0	2	0	7
PEST CONTROL	2	5	2	6
PLUMBING	4	32	3	23
PREVENTATIVE MAINTENANCE	7	63	8	87
SECURITY SYSTEMS	0	1	1	2
SEPTIC TANKS	0	0	0	0
VENDING	0	0	0	1
<b>TOTALS</b>	<b>57</b>	<b>371</b>	<b>42</b>	<b>309</b>

# City of Lake Mary

## Budget Snapshot as of March 31, 2014

(41.67% of fiscal year elapsed)

### Fiscal Year 2013 - 2014 Adopted Budget



### General Fund Revenues

Revenues	Budget	Year-to-Date	%
Ad Valorem Taxes	\$ 6,083,271	\$ 5,772,990	94.9%
Franchise & Utility Taxes	6,072,270	2,413,847	39.8%
Business Tax Receipts	119,500	113,462	94.9%
Permits	997,577	563,518	56.5%
Fines & Forfeitures	68,933	51,789	75.1%
Intergovernmental	1,425,105	621,883	43.6%
Charges for Services	1,288,150	669,489	52.0%
Investment Income/Other	287,000	124,472	43.4%
Operating Transfers In	985,000	492,500	50.0%
<b>Total Revenues</b>	<b>\$ 17,326,806</b>	<b>\$ 10,823,950</b>	<b>62.5%</b>

### General Fund Expenditures

Expenditures	Budget	Year-to-Date	%
City Commission	\$ 96,147	\$ 43,292	45.0%
City Manager	586,465	215,348	36.7%
City Attorney	95,000	35,548	37.4%
City Clerk	226,596	103,487	45.7%
General Government	698,269	363,390	52.0%
Risk Management	15,550	10,791	69.4%
Finance	496,993	239,899	48.3%
Information Systems	213,454	109,759	51.4%
Community Development	612,329	273,512	44.7%
Building	488,410	217,827	44.6%
Facilities Maintenance	369,481	124,553	33.7%
Police Operations	4,906,162	2,256,278	46.0%
Fire Combat	4,516,235	2,016,641	44.7%
Fire Prevention	342,023	148,947	43.5%
Support Services	951,630	397,603	41.8%
PW Admin & Engineering	226,636	101,996	45.0%
Streets/Sidewalks	505,822	187,381	37.0%
Parks & Recreation	1,725,552	695,136	40.3%
Events Center	373,035	172,078	46.1%
Community Center	100,431	32,030	31.9%
Senior Center	114,354	47,688	41.7%
Tennis Center	49,166	24,120	49.1%
Transfers Out	3,019,921	1,509,960	50.0%
<b>Total Expenditures</b>	<b>\$ 20,729,661</b>	<b>\$ 9,327,264</b>	<b>45.0%</b>
<i>Fund Balance Forward</i>	15,527,056	17,541,260	113.0%
<b>Current Fund Balance</b>	<b>\$ 12,124,201</b>	<b>\$ 19,037,946</b>	<b>157.0%</b>

### Debt Service Funds

Revenues	Budget	Year-to-Date	%
Transfers In	\$ 631,921	\$ 315,960	50.0%
<b>Expenditures</b>			
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	14,443	40.3%
Cemetery Sales	4,000	1,500	37.5%
Fines & Forfeitures	12,000	9,421	78.5%
Investment Income/Other	5,650	2,789	49.4%
<b>Total</b>	<b>\$ 57,460</b>	<b>\$ 28,153</b>	<b>49.0%</b>

### Expenditures

	Budget	Year-to-Date	%
Training	\$ 18,000	\$ 12,008	66.7%
Operating & DARE	12,500	7,276	58.2%
Contributions	13,000	1,600	12.3%
Capital	297,005	82,249	27.7%
Heritage Park	220,000	3,500	1.6%
Cemetery Operations	9,175	1,402	15.3%
<b>Total</b>	<b>\$ 569,680</b>	<b>\$ 108,035</b>	<b>19.0%</b>

<i>Fund Balance Forward</i>	1,118,062	1,004,102	89.8%
<b>Current Fund Balance</b>	<b>\$ 605,842</b>	<b>\$ 924,220</b>	<b>152.6%</b>

### Capital Projects Fund

Revenues	Budget	Year-to-Date	%
Investment Income	\$ 6	\$ 1,190	19833.3%
Grants	-	-	0.0%
Intergovernmental/Other	255,600	493,634	193.1%
Transfers In	2,130,000	1,065,000	50.0%
<b>Total</b>	<b>\$ 2,385,606</b>	<b>\$ 1,559,824</b>	<b>65.4%</b>

### Expenditures

	Budget	Year-to-Date	%
Capital Projects	2,891,822	1,139,309	39.4%
<b>Total</b>	<b>\$ 2,891,822</b>	<b>\$ 1,139,309</b>	<b>39.4%</b>
<i>Fund Balance Forward</i>	510,495	801,493	157.0%
<b>Current Fund Balance</b>	<b>\$ 4,279</b>	<b>\$ 1,222,008</b>	<b>28558.3%</b>

### Water and Sewer Fund

Revenues	Budget	Year-to-Date	%
Water Sales	\$ 2,100,000	\$ 866,657	41.3%
Sewer Revenue	1,850,000	917,545	49.6%
Reclaimed Water	200,000	108,436	54.2%
Water Impact Fees	40,400	37,293	92.3%
Sewer Impact Fees	17,400	1,050	6.0%
Investment Income/Other	180,500	102,605	56.8%
<b>Total</b>	<b>\$ 4,388,300</b>	<b>\$ 2,033,586</b>	<b>46.3%</b>

### Expenditures

	Budget	Year-to-Date	%
Operating Expenses	1,581,184	624,161	39.5%
Capital Projects	1,125,000	322,404	28.7%
Wholesale swr/reclaimed	1,325,000	552,330	41.7%
Transfers Out	1,027,000	513,500	50.0%
<b>Total</b>	<b>\$ 5,058,184</b>	<b>\$ 2,012,395</b>	<b>39.8%</b>

<i>Beg Unrestrict Net Assets</i>	14,029,242	14,264,472	101.7%
<b>Available Net Assets</b>	<b>\$ 13,359,358</b>	<b>\$ 14,285,663</b>	<b>106.9%</b>

### Stormwater Utility Fund

Revenues	Budget	Year-to-Date	%
Stormwater Fees	\$ 382,103	\$ 188,043	49.2%
Interest/Other	4,000	2,842	71.1%
<b>Total</b>	<b>\$ 386,103</b>	<b>\$ 190,885</b>	<b>49.4%</b>

### Expenditures

	Budget	Year-to-Date	%
Operating Expenses	239,889	96,396	40.2%
Capital Projects	807,500	59,471	7.4%
<b>Total</b>	<b>\$ 1,047,389</b>	<b>\$ 155,867</b>	<b>14.9%</b>
<i>Unrestricted Net Assets</i>	847,712	972,479	114.7%
<b>Available Net Assets</b>	<b>\$ 186,426</b>	<b>\$ 1,007,497</b>	<b>540.4%</b>

### Fleet Maintenance Internal Service Fund

Revenues	Budget	Year-to-Date	%
Fleet Transfers & Income	\$ 990,619	\$ 373,930	37.7%

### Expenditures

	Budget	Year-to-Date	%
Operating Costs	\$ 282,656	\$ 127,142	45.0%
Vehicle Purchases	\$ 792,700	\$ 223,454	28.2%

### Health Insurance Internal Service Fund

Revenues	Budget	Year-to-Date	%
Charges for Service/Other	\$ 1,864,998	\$ 862,726	46.3%

### Expenditures

	Budget	Year-to-Date	%
Health Insurance Expense	\$ 1,629,600	\$ 695,999	42.7%
Health Clinic Expense	\$ 247,694	\$ 82,085	33.1%

**City of Lake Mary, Florida**  
**General Fund Revenues**  
**As of March 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	5,772,990	94.90%
	Franchise & Utility:							
313-10	Duke Energy - Franchise	1,283,358	1,224,950	1,219,190	1,128,047	1,150,078	343,071	29.83%
313-11	FP&L - Franchise	586,291	545,433	576,381	535,600	525,181	176,367	33.58%
313-40	Propane - Franchise	7,090	10,010	7,700	5,864	8,240	4,471	54.26%
313-70	Solid Waste - Franchise	402,902	419,745	420,000	428,368	428,033	215,342	50.31%
	Total Franchise	2,279,641	2,200,138	2,223,271	2,097,879	2,111,532	739,251	35.01%
314-10	Duke Energy - Utility	1,348,464	1,249,357	1,281,040	1,288,610	1,273,877	591,148	46.41%
314-11	FP&L - Utility	607,667	601,224	586,393	648,297	618,847	283,551	45.82%
314-20	Telecommunications	2,025,484	2,011,704	1,970,830	2,093,587	2,030,020	778,118	38.33%
314-80	Propane Gas - Utility	45,535	47,512	45,080	40,838	37,994	21,779	57.32%
	Total Utility	4,027,150	3,909,797	3,883,343	4,071,332	3,960,738	1,674,596	42.28%
	Total Franchise & Utility	6,306,791	6,109,935	6,106,614	6,169,211	6,072,270	2,413,847	39.75%
	Licenses and Permits:							
321-60	Business Tax Receipts	119,026	115,373	119,000	118,964	119,500	113,462	94.95%
322-10	Building Permits	501,449	851,192	755,000	1,543,828	915,000	451,710	49.37%
322-20	Electrical Permits	31,702	63,819	50,040	45,976	37,017	58,265	157.40%
322-30	Plumbing Permits	12,861	43,687	31,625	30,639	20,069	23,240	115.80%
322-40	Mechanical Permits	23,054	25,243	18,750	32,685	25,491	30,303	118.88%
	Total Licenses & Permits	688,092	1,099,314	974,415	1,772,092	1,117,077	676,980	60.60%
	Fines & Forfeitures:							
351-10	Court Fines	66,172	59,132	38,670	69,858	51,083	26,969	52.79%
351-30	False Alarm Fees	1,850	4,225	2,016	3,950	2,850	100	3.51%
351-50	Violation of Local Ordin.	12,901	7,810	7,000	33,586	15,000	24,720	164.80%
	Total Fines & Forfeitures	80,923	71,167	47,686	107,394	68,933	51,789	75.13%
	Intergovernmental:							
312-41	Local Option Gas Tax	204,746	224,965	244,939	249,978	241,466	103,706	42.95%
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	142,119	47.16%
335-14	Mobile Home License	35	108	50	114	80	12	15.00%
335-15	Alcoholic Beverage Lic.	20,566	9,829	9,500	5,572	13,000	10,266	78.97%
335-18	1/2 Cent Sales Tax	795,364	800,439	824,124	834,141	857,575	362,320	42.25%
	Firefighter Supplement	10,580	11,200	10,320	11,740	11,640	3,460	29.73%
	Total Intergovernmental	1,318,753	1,325,373	1,373,523	1,397,236	1,425,105	621,883	43.64%

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

Account Code	Description	2011 Actual	2012 Actual	2013 Budget	2013 Y-T-D	2014 Budget	2014 Y-T-D	% FYTD
<b>Charges for Services:</b>								
341-80	County Business License		10,715	11,000	10,836	11,500	8,418	73.20%
341-21	Zoning Fees	12,665	21,798	15,000	22,074	19,000	7,202	37.91%
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	18,811	35.49%
342-60	Rescue Transport Fees	657,144	609,044	465,000	597,065	495,000	306,516	61.92%
347-10	Community/Events Center Rent	499,973	513,448	495,000	489,532	500,000	265,842	53.17%
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	13,683	44.14%
347-40	Skate Park Fees	16,296	8,819	13,500	4,221	4,000	1,825	45.63%
347-45	Splash Park Fees	23,504	24,274	25,000	22,811	25,000	1,604	6.42%
347-50	Park Rentals	675	630	800	1,082	850	428	50.35%
347-60	Sports Complex Rentals	24,658	27,330	25,000	29,288	27,500	19,233	69.94%
347-70	Softball Leagues	16,875	13,930	17,000	16,575	17,500	8,125	46.43%
347-80	Concession Revenues	5,444	679	1,750	2,435	1,800	3,841	213.39%
347-90	Tennis Center Revenues	52,204	50,231	54,000	40,729	24,000	7,561	31.50%
	<b>Total Charges for Services</b>	<b>1,449,481</b>	<b>1,378,562</b>	<b>1,206,250</b>	<b>1,334,311</b>	<b>1,288,150</b>	<b>669,489</b>	<b>51.97%</b>
<b>Other:</b>								
361-10	Interest	229,730	192,570	132,000	(1,038)	135,000	62,390	46.21%
363-10	Streetlighting	32,802	32,780	32,000	32,484	32,000	15,496	48.43%
364-00	Sale of Capital Assets	15815	51,917	-	388	-	136	-
369-00	Other Miscellaneous Rev.	113,923	160,060	133,400	126,900	120,000	46,450	38.71%
	<b>Total Other Revenue</b>	<b>392,270</b>	<b>437,327</b>	<b>297,400</b>	<b>158,734</b>	<b>287,000</b>	<b>124,472</b>	<b>43.37%</b>
<b>Transfers In:</b>								
381-00	Transfers from W&S	850,000	850,000	900,000	900,000	985,000	492,500	50.00%
381-00	Transfers from Cemetery FD		125,000					
	<b>Total Transfers In</b>	<b>850,000</b>	<b>125,000</b>	<b>900,000</b>	<b>900,000</b>	<b>985,000</b>	<b>492,500</b>	<b>50.00%</b>
	<b>Total General Fund Revenue</b>	<b>17,556,995</b>	<b>16,494,389</b>	<b>16,849,000</b>	<b>17,868,336</b>	<b>17,326,806</b>	<b>10,823,950</b>	<b>62.47%</b>
	<b>Carry-forward Fund Balance</b>	<b>15,145,583</b>	<b>15,066,183</b>	<b>16,369,093</b>	<b>16,369,093</b>	<b>15,527,056</b>	<b>17,541,260</b>	<b>112.97%</b>
	<b>Total Available</b>	<b>\$ 32,702,578</b>	<b>31,560,572</b>	<b>33,218,093</b>	<b>34,237,429</b>	<b>32,853,862</b>	<b>28,365,210</b>	<b>86.34%</b>

FINANCE DEPARTMENT  
MONTHLY REPORT  
March 2014

<b>Purchasing/AP Activity</b>	<b>Mar-14</b>	<b>FYTD</b>	<b>Mar-13</b>	<b>FYTD</b>
Purchase Orders Encumbered	34	292	27	264
Bids/RFPs Processed	2	4	0	3
Express Purchase Orders Processed	9	72	14	63
Express P.O. - Average \$ Value	\$164		\$145	
Checks Issued to Vendors	208	1,265	298	1,355
P-Card Transactions	480	1,732	269	1,541
P-Card Average \$ Value	\$120		\$116	

<b>Accounting/Payroll Activity</b>				
Journal entries Prepared and Posted	46	251	39	214
Items Deposited	2,865	16,613	2,990	18,190
Deposited Items Returned	4	14	5	26
Credit/Debit Card transactions	480	2,662	391	2,031
Credit/Debit Card Sales	\$71,183	\$396,621	\$50,732	\$267,492
Employees Paid	382	2,527	379	2,626

<b>Utilities Activity</b>				
Utility Refund Checks	21	105	47	143
Utility Turn-offs for Non-payment	15	103	17	123
Door Hangers for Non-pay prepared	138	793	127	772
Delinquent Letters Mailed Out	355	2,112	379	2,277
Utility Service Complaints Handled	24	114	14	124
Garbage Service Complaints Handled	18	71	10	66
Existing Utility Accounts Closed	58	358	65	383
New Utility Accounts Opened	57	383	66	384
Utility Bank Draft Customers	1,098		1,029	
Electronic Utility Payments	1,176		1,006	
Paperless Billing Customers	711		568	
Current Residential Water Customers	4,728		4,716	
Current Residential Sewer Customers	2,585		2,546	
Current Residential Garbage Customers	4,901		4,834	
Current Commercial Water Customers	451		441	
Current Commercial Sewer Customers	384		377	
Current Commercial Garbage Customers	242		241	

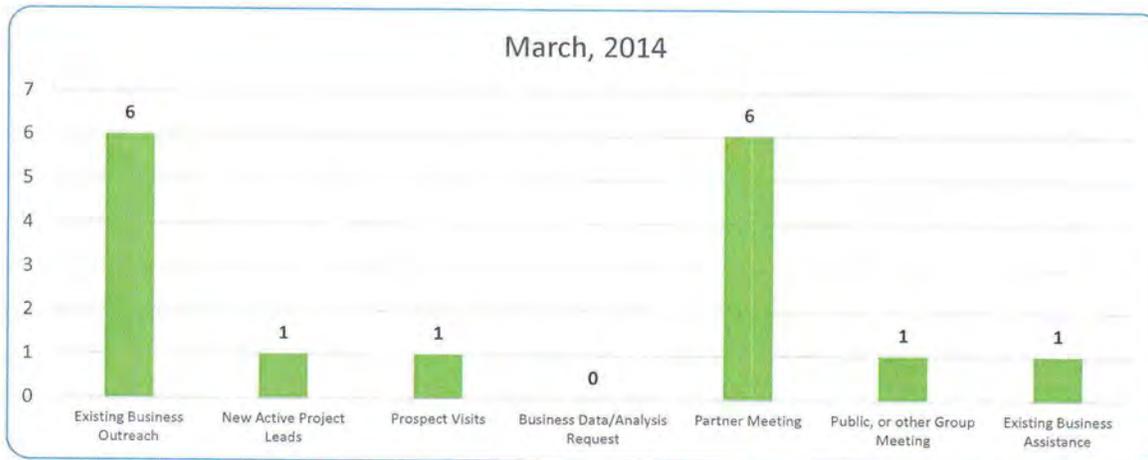
<b>IT Activity</b>				
Helpdesk tickets logged	170	678		
Computer/Server/Network tickets	159	647		
Cell Phone tickets	5	26		
Helpdesk tickets resolved	164	675		
Average resolution time (days)	1			
Intranet/Website Updates	12	55		
Unique Website Visitors	19,904	89,828		

<b>Items of Interest During Reporting Period</b>
FY2013 Comprehensive Annual Financial Report presented to Commission

City of Lake Mary -  
Economic Development Activity Report  
Activity Summary

City of Lake Mary, Economic Development Activity Summary	
March, 2014	
Activity Code	Explanation
Existing Business Outreach	Existing business outreach meeting or interview
New Active Project Leads	Meetings associated with new projects that develop into follow-up action or incentive
Prospect Visits	Meeting with business potentially interested in relocating or expanding in Lake Mary
Business Data/Analysis Request	Data and analysis request processed
Partner Meeting	Meeting with Economic Development partners
Public, or other Group Meeting	Public Meetings, or other group meeting
Existing Business Assistance	Existing business assistance with problem, and follow-up

Activity Count	March, 2014
Existing Business Outreach	6
New Active Project Leads	1
Prospect Visits	1
Business Data/Analysis Request	0
Partner Meeting	6
Public, or other Group Meeting	1
Existing Business Assistance	1
<b>Total Count</b>	<b>16</b>



**Milestones:**

- Initiated the development of a marketing document identifying "opportunity sites" throughout the City. The audience for this document will be geared toward out-of-market firms interested in the City of Lake Mary. Projected completion and printing of the document is late Summer 2014.
- Development of a grant program, to be administered by the City, involving a subsidy to help offset the cost of leasing a Vanpool Van from LYNX. This program is an economic development tool by helping existing firms utilize SunRail - a new transportation mode.
- Administered 75 surveys in the downtown area of the City. The results of these surveys will be tabulated and shared with the City Commission. These results will help inform future downtown development and identify business needs in the area.
- Exploration of a new grant database and management system.

City of Lake Mary -  
Economic Development Activity Report

<b>Activity Detail - as of 3/26</b>			
<b>City of Lake Mary, Economic Development Activity Log</b>			
<b>March, 2014</b>			
<b>Name</b>	<b>Date</b>	<b>Activity Code</b>	<b>Explanation</b>
Tom	4/3/14	Partner Meeting	Meeting with tourism development manager to discuss visitor traffic and efforts to attract more visitors to the area.
Tom	4/3/14	Partner Meeting	Bi-monthly meeting of SEDEN - Seminole Economic Development and Education Network. Forum addressed healthcare in the local economy.
Tom	4/3/14	Existing Business Outreach	Meeting with key personnel from Axium Healthcare.
Tom	4/4/14	Partner Meeting	Discussed SunRail commuter options with ReThink of FDOT.
Tom	4/5/14	Existing Business Outreach	Distribute downtown business surveys. (total distribution, n=75)
Tom	4/6/14	Public, or other Group Meeting	State of the City
Tom	4/7/14	Partner Meeting	Lunch meeting with City economic development partners.
Tom	4/12/14	Partner Meeting	Meeting with new VP of Regional Campuses at UCF to discuss future SEDEN topic of continuing
Tom	4/12/14	Existing Business Outreach	Meeting with group of Commercial Realtors to discuss functionality of new economic development website <a href="http://www.seminolesites.com">www.seminolesites.com</a>
Tom	4/13/14	Partner Meeting	Meeting with Aci to discuss TOD in downtown Lake Mary.
Tom	4/14/14	Prospect Visits	Telephone call with new company prospect interested in Lake Mary (Confidential Project CM).
Tom	4/14/14	Existing Business Outreach	Meeting with downtown business and Regional Chamber representative in downtown Lake
Tom	4/14/14	New Active Project Leads	Responded to a lead concerning a Fortune 500 company interested in a build to suit option of up to 200,000 square feet.
Tom	4/17/14	Existing Business Outreach	Meeting with Citizens Bank Rep to discuss Lake Mary business.
Tom	4/20/14	Existing Business Outreach	Meeting with approximately 10 firms on Lake Mary Blvd. for business retention.
Tom	4/20/14	Existing Business Assistance	Discussed signage issues with firm.

# Human Resources

## March 2014 Report

<b>Employment</b>	<b>03/14</b>	<b>YTD</b>	<b>03/13</b>	<b>YTD</b>
Applications received/acknowledged	60	134	42	472
New Hire Orientations	0	6	5	20
Resignations/Terminations	0	6	1	14
Current Vacancies (FT/PT Employment Opportunities)	6	13	2	18
Positions filled in house	1	5	0	3
Positions filled outside	0	6	5	20
Surveys Conducted/Completed	10	41	4	15
Employee Evaluations	17	89	11	78
Employee Verifications	9	29	5	21
Personnel Actions Initiated	49	179	54	198
Grievances Filed	0	1	0	0
Employee Insurance Assistance	3	24	4	24
Current Full Time Employees	177		174	
Current Part Time Employees	17		19	
<b>Special Projects</b>				
Insurance renewals				
<b>Insurance</b>	<b>03/14</b>	<b>YTD</b>	<b>03/13</b>	<b>YTD</b>
On the Job Injuries - Medical Attention Required	0	3	0	0
On the Job Injuries - No Medical Attention Required	1	1	0	2
City Vehicle Accidents Reported - Under \$500	2	7	0	5
City Vehicle Accidents Reported - Over \$500	0	2	1	2
Loss/Damage Reports - Under \$500	1	6	0	6
Loss/Damage Reports - Over \$500	0	1	0	2
Damage to City Property by Others - Under \$500	0	0	0	0
Damage to City Property by Others - Over \$500	0	0	1	2
Liability/Claimant Incident Reports - Under \$500	3	4	0	0
Liability/Claimant Incident Reports - Over \$500	0	2	0	2
Special Hearings/Mediations	0	0	0	1

**CITY CLERK'S OFFICE MONTHLY REPORT  
MARCH 2014**

	FY 2014		FY 2013	
	MARCH 14	YTD	MARCH 13	YTD
MINUTES PREPARED (SETS)	1	9	3	11
ORDINANCES CREATED	0	0	0	0
ORDINANCES PREPARED	1	3	0	2
RESOLUTIONS CREATED	0	0	0	0
RESOLUTIONS PREPARED	0	0	1	3
PROCLAMATIONS PREPARED	2	7	7	14
PUBLIC HEARING NOTICES PUBLISHED	1	3	0	2
OCCUPATIONAL LICENSES				
NEW	16	115	17	161
RENEWALS	3	188	8	373
TRANSFERS	7	31	2	20
REVENUE GENERATED	\$1,310.00	\$24,311.00	\$1,907.50	\$33,563.00
FOOD TRUCKS LICENSED (WineART Wednesday)	3	16	9	30
REVENUE GENERATED	\$150.00	\$670.00 (\$100 CREDIT FROM 9/14/13)	\$450.00	\$1,500.00
CITY ELECTIONS HELD	0	0	0	0
DOCUMENTS RECORDED	2	14	4	18
RECORDS DESTROYED (CUBIC FEET)	0	0	0	0



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



## **Monthly Report**

### **March 2014**

#### **Administration and Emergency Operations**

We responded to 314 emergency alarms, had 148 transports, and logged over 808 hours of training during the month of March.

Emergency Operations personnel had an additional 66 public contacts for sharps boxes, blood pressures, child car seat installations, public relations, etc.

Administration continued working on data and statistics for transport fees.

#### **Fire Prevention**

Fire Prevention conducted 279 combined inspections and 69 plan reviews.

Activities included - follow up on fire sprinkler and false alarm issues at several buildings, fire alarm inspections with UL Auditor, worked on inspection software, and ordered material for National Fire Safety Council.

Attended First Step, DRC, Special Needs, Verizon and Station House Status meetings.

Provided opening comments at Fire Alarm Convention at Events Center.

Assisted Central Florida ICC Office with a tour of a project under construction.

#### Public Education Events –

Conducted training for Boy Scouts for merit badge.

Station Tour – Lake Mary Montessori Academy – 100 persons

Fire Extinguisher Training – UCP School – 23 persons

Attended Lake Mary Elementary Arts Festival with table display – 300 in attendance

Conducted 10 – 911 Tests at local businesses.

# PUBLIC WORKS UPDATE

**March 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, complete.
3. Parking on E. Wilbur, design complete, construction on hold. Design of parking lot for Community Building under way.

## Water Treatment – 434

1. 12-month average daily water demand 2.93 million gallons (6% 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 end of May 2014.
3. Air stripper media replacement No. 1 complete, Nos. 2 & 3 scheduled for April.

## Water Distribution/Wastewater Collection – 435

1. Meter Change-out Program – ongoing.
2. Large meter testing completed in February.
3. Continuing decommission of galvanized water mains downtown.
4. Lift station pump maintenance program – all stations have been repaired/modified; we are experiencing a 25% reduction in electric use over 2011.
5. New lift station SCADA system, Santis Engineering, installation to begin in April.
6. Lake Mary Blvd/TOD sewer design complete, working on permitting.

	Mar-14	FYTD	Mar-13	FYTD
Work Orders Completed	31	159	21	141
Sidewalks Repaired (Feet)	480	1,860	0	515
Street Signs Installed	14	83	5	81
Streets Paved (Miles)	0	3	0	0
Paved Streets Maintained (Asphalt - Tons)	5.50	19.50	9.50	40
Millions Gallons Treated	89	517	98	545
New Water Meters Installed	0	22	4	21
Waterlines Installed (Feet)	0	230	0	0
Waterline Breaks Repaired	20	116	15	71
Meters Exchanged	14	181	58	324
Turn-On/Turn-Off (Customer Request)	115	741	131	767
Turn-Offs/Non-Payment	15	103	17	123
Water System Dist. Valves Exercised	20	160	30	80
Vehicle Preventative Maint. Inspections	48	290	44	277
Vehicles/Equipment Serviced	96	482	78	536

# Monthly Report – MARCH 2014

## Community Development Department

TO: City Commission

FROM: Gary Schindler, City Planner *AS*

VIA: Jackie Sova, City Manager *JS*

DATE: April 17, 2014

RE: Planning and Development Activity



### FY2013-2014 WORKLOAD DATA

	2013		2014	
	MARCH	Total YTD	MARCH	Total YTD
Land Use Amendments	0	1	0	0
Rezoning	0	0	1	4
Conditional Use	0	1	0	1
Subdivisions/Plat	0	3	0	4
Site Plans	1	6	1	5
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	0	1
Development Agreements, New	0	1	0	0
DRC Reviews	0	4	0	3
Home Occupation Review	4	26	4	27
Business License Review	20	149	24	149
Arbor Permits (non-development related)	13	72	16	78
Zoning Verification Letters	1	7	0	3
Site Permits Issued	2	4	0	5
Building Permits Review	59	233	36	192
Number of Pages Scanned	0	0	0	0

#### Significant Meetings and Issues

March 2 – Meeting with resident of the Forest regarding trees  
 March 3 – State of the City Preparatory Meeting, Arbor Board  
 March 4 – Rethink Meeting  
 March 5 – Meeting regarding West Wilbur Avenue property  
 March 6 – State of the City  
 March 7 – Primera Meeting

- March 10 – City Hall A/V Meeting, Weldon Blvd Improvements Meeting**
- March 11 – Goat Island Meeting at Sanford**
- March 12 – MetroPlan Board Meeting**
- March 17 - Meeting to discuss subdivision of a tract on Crystal Lake**
- March 18 – Waterside 2 First Step Meeting**
- March 20 – Two First Step Meetings**
- March 21 – Seminole State College/Weldon Blvd Improvements Meeting**
- March 24 – Seminole County Public Schools Planning Technical Advisory Committee Meeting**
- March 25 – First Step Meeting**
- March 26 – MetroPlan Bike Ped Advisory Board, Grace United Methodist Church Landscape Meeting**
- March 27 – Online Seminar**
- March 28 – MetroPlan Transportation Technical Committee Meeting**

# Building Division Monthly Report March 2014

## Community Development Department



TO: City Commission  
 FROM: Joe Lancaster, Building Official  
 Bobbie Jo Keel, Permit/Zoning Coordinator  
 VIA: Jackie Sova, City Manager  
 DATE: April 2, 2014

### FY2014-2015 WORKLOAD DATA

BUILDING PERMITS ISSUED					BUILDING PERMIT VALUATIONS			
ACTIVITY - PERMIT TYPE	Mar-14	YTD	Mar-13	YTD	Mar-14	YTD	Mar-13	YTD
COMMERCIAL - NEW	1	3	0	0	\$ 100,500	\$ 725,099	\$ -	\$ 624,599
COMMERCIAL - ALTERATION	8	66	8	18	\$ 258,586	\$ 3,191,893	\$ 269,222	\$ 11,993,997
RESIDENTIAL - NEW	0	13	2	19	\$ -	\$ 340,598	\$ 340,598	\$ 681,196
RESIDENTIAL - ALTERATION	11	47	12	21	\$ 400,099	\$ 516,089	\$ 48,706	\$ 222,184
ELECTRICAL - NEW/ALTERATION	20	108	23	38	\$ 44,261	\$ 2,117,445	\$ 567,025	\$ 2,641,609
ELECTRICAL - TEMP/PREPOWER	6	49	9	5	\$ 200	\$ 1,900	\$ 900	\$ 4,000
MECHANICAL - NEW/ALTERATION	35	142	17	33	\$ 235,799	\$ 851,362	\$ 180,373	\$ 3,047,052
PLUMBING - NEW/ALTERATION	16	72	9	24	\$ 166,029	\$ 1,092,735	\$ 76,656	\$ 1,446,192
ROOFING - TILE, METAL & FLAT	5	44	0	7	\$ 34,296	\$ 1,023,465	\$ 526,775	\$ 1,631,744
RE-ROOFING	18	58	17	18	\$ 526,775	\$ 932,623	\$ 163,161	\$ 749,573
SWIMMING POOL	2	35	2	2	\$ 92,399	\$ 246,225	\$ 87,492	\$ 263,762
SCREEN ENCLOSURE	2	12	2	0	\$ 11,191	\$ 40,304	\$ 14,528	\$ 68,659
FENCE	7	24	4	12	\$ 33,389	\$ 60,162	\$ 10,316	\$ 43,314
SIGN	7	22	4	12	\$ 4,305	\$ 21,269	\$ 9,957	\$ 30,217
FOUNDATION ONLY	0	0	0	1	\$ -	\$ -	\$ -	\$ -
DEMOLITION	0	0	2	3	\$ -	\$ 4,000	\$ 6,700	\$ 10,700
<b>TOTALS</b>	<b>138</b>	<b>695</b>	<b>111</b>	<b>213</b>	<b>\$ 1,907,829</b>	<b>\$ 13,765,513</b>	<b>\$ 2,302,409</b>	<b>\$ 25,418,873</b>

BUILDING INSPECTIONS PERFORMED				
TYPE	Mar-14	YTD	Mar-13	YTD
BUILDING	224	1080	196	395
ELECTRICAL	111	418	64	167
MECHANICAL	59	264	27	77
PLUMBING	66	231	54	86
<b>TOTALS</b>	<b>460</b>	<b>2464</b>	<b>341</b>	<b>1277</b>

### MAJOR PROJECTS

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

1. L-8 Williston Parke-Bill Harkins
2. Residentail SFD 8-Lots East of Waterside
3. Crossings Church
4. 3112 W. Lk Mary Blvd.-Office



# Lake Mary Police Department

## MONTHLY REPORT- MARCH 2014

	FY 2014 MAR	FY 2014 YTD	FY 2013 MAR	FY 2013 YTD
<b>Monthly Call Volume</b>	4,475	29,337	4,279	25,923
<b>Response Times (in minutes)</b>				
Priority 1	3.77		4.00	
Priority 2	4.00		5.56	
Priority 3	7.56		9.46	

<b>UCR Crimes</b>				
Murders	0	0	0	0
Sex Offenses, Forcible	0	2	0	2
Robbery	0	2	0	0
Assault/Battery	6	42	9	53
Burglary	6	28	6	33
Theft, all other	18	93	22	126
Motor Vehicle Theft	2	4	1	5
Theft of Motor Vehicle Parts	1	9	3	16
Arson	0	0	0	0
D.U.I.	6	15	3	17

<b>Total Arrests</b>				
Adults	44	196	37	223
Juveniles	1	17	6	34

<b>Traffic Calls</b>				
Crashes	52	308	58	339
Criminal Citations	12	84	17	104
Citations- non criminal	311	1,805	307	1,962
Parking citations	10	64	4	28
K9 Deployments	4	53	4	27
Agency Assist; outside Jurisdiction	48	318	39	226

<b>Alarms</b>				
Total	67	547	104	612
Business	34	352	71	420
Residential	33	195	33	192

<b>Total Responses to City Ordinance Violations</b>				
	37	164	42	250



## Lake Mary Police Department IMPORTANT EVENTS

### Patrol Division

All patrol units participated in the funeral for Officer Robert German.

Lake Mary Celebrates was a success!

Ofc. Smith participated in the Honor Guard Academy at Oaklawn.

Sgt. Pratt and Pfc Napier participated in the State of the City static display.

Special Ops took part in the Click It Or Ticket campaign.

Pfc's McDaniel and Napier qualified on the new BMW motorcycles.

Ofc. Wheeler and Urs completed all state required K-9 training. They are now in service as dual purpose K-9 Unit.

### Criminal Investigations Division

Inter-agency Intel meetings were attended by all detectives.

Two arrests were made during a tobacco/alcohol enforcement detail.

Ofc. Hudson and Det. Umana assisted with Active Shooter and Bomb/Explosive training at Lake Mary Prep, along with Officer Hudson.

Det. Umana gave a presentation at Seminole State on Law Enforcement careers and Safety.

CID received training in Officer Involved Shooting, M-4 Rifle, as well as Enforcer, Finder and Café Pawn (internet investigative tools).

27 young people attended a CPR Babysitting class hosted by CID's Bianca Gillett.

Det. Umana attended SART (Sexual Abuse Response Team), Multi-Disciplinary Team (Elder Abuse) and Safehouse Meetings.

### Community Relations Division

Community Relations provided two Self Defense Classes for Women, assisted by Detectives Riddle and Umana.

Ofc. Hudson attended a Crime Prevention event at Home Depot.

Seniors Intervention Group assisted a family by cleaning out a hoarder's home.

Ofc. Hudson completed three Security Surveys in March.

Ofc. Hudson attended Terrorist Bombing Response in New Mexico.