

Ray Bagshaw
Mayor

Pamela Henley
Council Member

John Dowless
Council President

Dan Drummond
Council Member

Neil Powell
Council Member

Michael Hendrix
Council Member

**CITY COUNCIL AGENDA
REGULAR MEETING
City Hall – Council Chamber
405 Larue Avenue, Edgewood, Florida
Tuesday, November 18, 2014
6:30 p.m.**

WELCOME! We are very glad you have joined us for today's Council meeting. If you are not on the agenda, please complete an appearance form and hand it to the City Clerk. When you are recognized, state your name and address. The Council is pleased to hear relevant comments; however a five-minute limit has been set by Council. Large groups are asked to name a spokesperson. Robert's Rules of Order guide the conduct of the meeting. **PLEASE SILENCE ALL CELLULAR PHONES AND PAGERS DURING THE MEETING.** "THANK YOU" for participating in your City Government.

A. CALL TO ORDER

B. INVOCATION

C. PLEDGE OF ALLEGIANCE

D. ROLL CALL & DETERMINATION OF QUORUM

E. PRESENTATION(s)

1. **Pg. 1 - 6** – Officer Tim Cardinal – Vehicle Maintenance Software

F. CONSENT AGENDA

1. **Pgs. 7 - 13** – October 21, 2014 – City Council Regular Meeting Minutes
2. **Pgs. 14 - 18** – October 29, 2014 – City Council Workshop Minutes

G. ORDINANCES – FIRST READING & PUBLIC HEARING

1. **Pgs. 19 - 23** - ORDINANCE NO. 2014-09: AN ORDINANCE OF THE CITY OF EDGEWOOD, FLORIDA, AMENDING CHAPTER 34, "LICENSES AND BUSINESS REGULATIONS," CREATING ARTICLE VI "MOBILE VENDING" IN THE CITY OF EDGEWOOD CODE OF ORDINANCES; PROHIBITING MOBILE FOOD SERVICE OPERATIONS AND MOBILE SALES OPERATIONS; PROVIDING EXEMPTIONS; PROVIDING DEFINITIONS; PROVIDING FOR REGULATIONS OF ALLOWED MOBILE FOOD SERVICE OPERATIONS AND MOBILE SALES OPERATIONS; PROVIDING FOR CODIFICATION, SEVERABILITY, AND REPEAL OF CONFLICTING ORDINANCES, AND ESTABLISHING AN EFFECTIVE DATE.

2. **Pgs. 24 - 25** - A RESOLUTION OF THE CITY OF EDGEWOOD, FLORIDA AMENDING THE CITY'S BUDGET FOR THE 2013-2014 FISCAL YEAR; AUTHORIZING THE MAYOR AND/OR HIS DESIGNEE TO TAKE ALL ACTIONS NECESSARY TO IMPLEMENT THE TERMS AND CONDITIONS OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE.

H. PUBLIC HEARINGS (ORDINANCES – SECOND READINGS & RELATED ACTION)

None.

I. UNFINISHED BUSINESS

1. Boise Cascade Special Exception Application
2. RE: Sign Code - Schedule Workshop(s)

J. NEW BUSINESS

1. **Pgs. 26 - 30** - Non- Ad Valorem Assessment Administrative Fee Agreement

K. GENERAL INFORMATION (No action required)

L. CITIZEN COMMENTS

M. BOARDS & COMMITTEES

N. STAFF REPORTS

City Attorney:

Police Chief:

City Clerk:

O. MAYOR & COUNCIL REPORTS

- Mayor Bagshaw
- Council President Dowless
- Council Member Powell
- Council Member Henley
- Council Member Drummond
- Council Member Hendrix

P. ADJOURNMENT

UPCOMING MEETINGS:

December 8, 2014.....Planning & Zoning Board Meeting
December 16, 2014..... City Council Meeting

You are welcome to attend and express your opinion. Please be advised that Section 286.0105, Florida Statutes state that if you decide to appeal a decision made with respect to any matter, you will need a record of the proceedings and may need to ensure that a verbatim record is made. In accordance with the American Disabilities Act (ADA), if any person with a disability as defined by the ADA needs special accommodation to participate in this proceeding, he or she should telephone the City Clerk at (407) 851-2920.

VEHICLE MAINTANCE



EDGEWOOD POLICE DEPARTMENT

Officer Timothy Cardinal

WHY FLEETIO ?

- **Save time**

Fleetio helps us spend less time on fleet tasks and more on our business. It couldn't be easier to enter data or run reports.

- **Collaborate**

Fleet management is based around shared responsibilities. With unlimited users, we can easily work with everyone involved.

- **Make better decisions**

Great data is the key to smart decisions. With Fleetio's powerful reporting tools and analytics, there is no guesswork.

- **Save money**

Fleetio pays for itself and much more. Easily identify inefficient vehicles and ensure that we never miss a scheduled maintenance.

- **Manage from anywhere**

Access our Fleetio account from any internet capable device. Quickly enter data on the go with our mobile version.

- **Great support**

Fleetio's customer service is the best in the business. They value our feedback, and provide a number of ways for you to get in touch.



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Dashboard

Vehicles

Service Entries

Fuel Entries

Issues

Work Orders beta

Parts beta

Service Reminders

Renewal Reminders

People

Vendors

Reports

VEHICLES 3

3 ASSIGNED 6 UNASSIGNED

OPEN ISSUES 1

1 OPEN 0 OVERDUE

SERVICE REMINDERS 0

0 OVERDUE 0 DUE SOON

SERVICE COSTS

Jun Jul Aug Sep Oct Nov

RENEWAL REMINDERS 0

0 OVERDUE 0 DUE SOON

FUEL COSTS

Jun Jul Aug Sep Oct Nov

METER READINGS

Jun Jul Aug Sep Oct Nov

METER READINGS Import Template

RECENT VEHICLES

| Vehicle | Status | Location | Year | Make | Model | Mileage |
|-----------------------|-----------------|-------------------|------|----------|----------------|-----------|
| Car 63 Charger | Unassigned | Edgewood, Florida | 2012 | Chrysler | Charger | 3,022 mi |
| Car 59 Crown Victoria | Unassigned | Edgewood, Florida | 2008 | Ford | Crown Victoria | 33,600 mi |
| Car 58 Crown Victoria | Unassigned | Edgewood, Florida | 2007 | Ford | Crown Victoria | 50,107 mi |
| Car 62 Explorer | Unassigned | Edgewood, Florida | 2006 | Ford | Explorer | 31,206 mi |
| Car 52 F-150 | Ronald Beardlee | Edgewood, Florida | 2011 | Ford | F-150 | 74,131 mi |
| Car 57 Crown Victoria | Unassigned | Edgewood, Florida | 2008 | Ford | Crown Victoria | 71,333 mi |
| Car 61 Crown Victoria | Unassigned | Edgewood, Florida | 2008 | Ford | Crown Victoria | 21,556 mi |
| Car 55 Ranger | Debbie Wallace | Edgewood, Florida | 2007 | Ford | Ranger | 22,757 mi |
| Car 60 Explorer | Chris Francisco | Edgewood, Florida | 2008 | Ford | Explorer | 55,654 mi |

FLEETIO UPDATES

- New** Labels can now be managed by account administrators. NOV 4
- Update** Custom Fields can now be setup as date or checkbox inputs! OCT 2
- Update** Service Entries can now be broken down into labor and parts subtotals. SEP 25
- Update** Resolved issues now appear in the Service Entries by Vehicle Report. SEP 23
- Update** Service Types are now Service Tasks: We just changed the name - they still function the same. SEP 19

Vehicles

- Vehicle List**
Listing of all basic vehicle information.
- Vehicle Details**
Listing of full vehicle profiles & details.
- Utilization Summary**
Shows usage (e.g. distance traveled) per vehicle based on meter entries.
- Vehicle Renewal Reminders**
Lists all date-based reminders for vehicles.
- Vehicle Assignment Log**
Listing of all vehicle-to-person assignment details.
- Status Changes** New
Lists updates to every vehicle's status.

Fuel

- Fuel Entries by Vehicle**
Listing of fuel entries by vehicle.

Service

- Service Entries by Vehicle**
Listing of service entries by vehicle.
- Service Reminders**
Lists all service reminders.
- Vehicles Without Service**
Lists all vehicles that haven't had a service task(s) performed.

| Vehicle | Location | Min Value | Min Date | Max Value | Max Date | Usage | Avg/Day |
|-----------------------|-------------------|-----------|------------|-------------|------------|-------------|---------|
| Car-58 Crown Victoria | Edgewood, Florida | 15 mi | 05/26/2010 | 90,187 mi | 11/11/2014 | 90,172 mi | 55.3 |
| Car-59 Crown Victoria | Edgewood, Florida | 15 mi | 10/20/2010 | 89,608 mi | 11/12/2014 | 83,583 mi | 56.3 |
| Car-57 Crown Victoria | Edgewood, Florida | 15 mi | 01/06/2010 | 71,533.9 mi | 11/12/2014 | 71,518.9 mi | 40.4 |
| Car-52 F-150 | Edgewood, Florida | 3,473 mi | 05/28/2008 | 72,131 mi | 10/27/2014 | 68,658 mi | 29.3 |
| Car-60 Explorer | Edgewood, Florida | 136 mi | 04/19/2011 | 55,664 mi | 11/08/2014 | 55,528 mi | 42.7 |
| Car-62 Explorer | Edgewood, Florida | 15 mi | 05/04/2013 | 31,086 mi | 11/06/2014 | 31,071 mi | 58.5 |
| Car-55 Ranger | Edgewood, Florida | 10 mi | 07/18/2008 | 23,797 mi | 11/11/2014 | 23,787 mi | 10.3 |
| Car-61 Crown Victoria | Edgewood, Florida | 15 mi | 09/21/2011 | 21,956 mi | 11/11/2014 | 21,941 mi | 19.1 |
| Car-63 Charger | Edgewood, Florida | 171 mi | 06/26/2014 | 3,032 mi | 11/11/2014 | 2,861 mi | 20.7 |

Service Reminders Report

| Status | Service Task | Location | Interval | Next Due | Variance | Interval | Next Due | Variance |
|-------------------------------------|--------------------------------|-------------------|-----------|------------|-------------|-----------|------------|-------------|
| <input checked="" type="checkbox"/> | Transmission Fluid Replacement | Edgewood, Florida | 30,000 mi | 95,252 mi | 23,121.0 mi | 30,000 mi | 95,252 mi | 23,121.0 mi |
| <input checked="" type="checkbox"/> | Oil Change | Edgewood, Florida | 3,000 mi | 74,062 mi | 1,931.0 mi | 3,000 mi | 74,062 mi | 1,931.0 mi |
| <input checked="" type="checkbox"/> | Replace fuel filter | Edgewood, Florida | 15,000 mi | 80,252 mi | 8,121.0 mi | 15,000 mi | 80,252 mi | 8,121.0 mi |
| <input checked="" type="checkbox"/> | Spark Plug Replacement | Edgewood, Florida | 60,000 mi | 125,252 mi | 53,121.0 mi | 60,000 mi | 125,252 mi | 53,121.0 mi |
| <input checked="" type="checkbox"/> | Transmission Fluid Replacement | Edgewood, Florida | 30,000 mi | 30,000 mi | 6,203.0 mi | 30,000 mi | 30,000 mi | 6,203.0 mi |
| <input checked="" type="checkbox"/> | Spark Plug Replacement | Edgewood, Florida | 60,000 mi | 60,000 mi | 36,203.0 mi | 60,000 mi | 60,000 mi | 36,203.0 mi |
| <input checked="" type="checkbox"/> | Oil Change | Edgewood, Florida | 5,000 mi | 25,746 mi | 1,949.0 mi | 5,000 mi | 25,746 mi | 1,949.0 mi |
| <input checked="" type="checkbox"/> | Replace fuel filter | Edgewood, Florida | 15,000 mi | 38,001 mi | 14,204.0 mi | 15,000 mi | 38,001 mi | 14,204.0 mi |
| <input checked="" type="checkbox"/> | Transmission Fluid Replacement | Edgewood, Florida | 30,000 mi | 90,000 mi | 18,466.1 mi | 30,000 mi | 90,000 mi | 18,466.1 mi |
| <input checked="" type="checkbox"/> | Replace fuel filter | Edgewood, Florida | 15,000 mi | 90,000 mi | 18,466.1 mi | 15,000 mi | 90,000 mi | 18,466.1 mi |
| <input checked="" type="checkbox"/> | Spark Plug Replacement | Edgewood, Florida | 60,000 mi | 129,093 mi | 57,559.1 mi | 60,000 mi | 129,093 mi | 57,559.1 mi |
| <input checked="" type="checkbox"/> | Oil Change | Edgewood, Florida | 3,000 mi | 73,362 mi | 1,828.1 mi | 3,000 mi | 73,362 mi | 1,828.1 mi |
| <input checked="" type="checkbox"/> | Replacement | Edgewood, Florida | 90,000 mi | 178,976 mi | 88,789.0 mi | 90,000 mi | 178,976 mi | 88,789.0 mi |

[Dashboard](#) | [Vehicles](#) | [Service Entries](#) | [Fuel Entries](#) | [Issues](#) | [Work Orders](#) | [Parts](#) | [Service Reminders](#) | **Renewal Reminders** | [People](#) | [Vendors](#) | [Reports](#)

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[Search vehicles...](#)

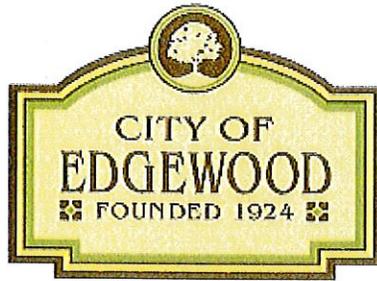
Service Reminders Report

Service Task | Vehicle

| Status | Service Task | Location | Interval | Next Due | Variance | Interval | Next Due | Variance |
|-------------------------------------|--------------------------------|-------------------|-----------|------------|-------------|-----------|------------|-------------|
| <input checked="" type="checkbox"/> | Transmission Fluid Replacement | Edgewood, Florida | 30,000 mi | 95,252 mi | 23,121.0 mi | 30,000 mi | 95,252 mi | 23,121.0 mi |
| <input checked="" type="checkbox"/> | Oil Change | Edgewood, Florida | 3,000 mi | 74,062 mi | 1,931.0 mi | 3,000 mi | 74,062 mi | 1,931.0 mi |
| <input checked="" type="checkbox"/> | Replace fuel filter | Edgewood, Florida | 15,000 mi | 80,252 mi | 8,121.0 mi | 15,000 mi | 80,252 mi | 8,121.0 mi |
| <input checked="" type="checkbox"/> | Spark Plug Replacement | Edgewood, Florida | 60,000 mi | 125,252 mi | 53,121.0 mi | 60,000 mi | 125,252 mi | 53,121.0 mi |
| <input checked="" type="checkbox"/> | Transmission Fluid Replacement | Edgewood, Florida | 30,000 mi | 30,000 mi | 6,203.0 mi | 30,000 mi | 30,000 mi | 6,203.0 mi |
| <input checked="" type="checkbox"/> | Spark Plug Replacement | Edgewood, Florida | 60,000 mi | 60,000 mi | 36,203.0 mi | 60,000 mi | 60,000 mi | 36,203.0 mi |
| <input checked="" type="checkbox"/> | Oil Change | Edgewood, Florida | 5,000 mi | 25,746 mi | 1,949.0 mi | 5,000 mi | 25,746 mi | 1,949.0 mi |
| <input checked="" type="checkbox"/> | Replace fuel filter | Edgewood, Florida | 15,000 mi | 38,001 mi | 14,204.0 mi | 15,000 mi | 38,001 mi | 14,204.0 mi |
| <input checked="" type="checkbox"/> | Transmission Fluid Replacement | Edgewood, Florida | 30,000 mi | 90,000 mi | 18,466.1 mi | 30,000 mi | 90,000 mi | 18,466.1 mi |
| <input checked="" type="checkbox"/> | Replace fuel filter | Edgewood, Florida | 15,000 mi | 90,000 mi | 18,466.1 mi | 15,000 mi | 90,000 mi | 18,466.1 mi |
| <input checked="" type="checkbox"/> | Spark Plug Replacement | Edgewood, Florida | 60,000 mi | 129,093 mi | 57,559.1 mi | 60,000 mi | 129,093 mi | 57,559.1 mi |
| <input checked="" type="checkbox"/> | Oil Change | Edgewood, Florida | 3,000 mi | 73,362 mi | 1,828.1 mi | 3,000 mi | 73,362 mi | 1,828.1 mi |
| <input checked="" type="checkbox"/> | Replacement | Edgewood, Florida | 90,000 mi | 178,976 mi | 88,789.0 mi | 90,000 mi | 178,976 mi | 88,789.0 mi |

[http://secure.fleetio.com/80915a6027/vehicle_renewal_reminders](#)

5:23 AM 11/12/2014



REGULAR CITY COUNCIL MEETING – OCTOBER 21, 2014

CALL TO ORDER

On Tuesday, October 21, 2014, Council President Dowless called the Edgewood City Council meeting to order at 6:30 p.m. The invocation was given by Pastor Fowler followed by the Pledge of Allegiance led Noah Justice, Boy Scout Troop 23.

The following attendance is noted:

CITY COUNCIL MEMBERS

Ray Bagshaw, Mayor (Quorum)
John Dowless, Council President
Neil Powell, D.D.S., Council Member
Pam Henley, Council Member
Dan Drummond, Council Member

ABSENT

Mike Hendrix, Council Member

STAFF

Bea Meeks, City Clerk
Chris Francisco, Police Chief
Drew Smith, City Attorney
Ellen Hardgrove, AICP

City Clerk Meeks announced a quorum with all Council members present except for Council Member Hendrix. *On the Motion of Council Member Drummond; Seconded by Council Member Powell, Council unanimously excused Council Member Hendrix absence (4/0)*

PRESENTATION(s)

Mayoral Proclamation – Week of the Family

Mayor Bagshaw recognized Lynn Whitcomb and presented her with a Proclamation recognizing Week of the Family. Ms. Whitcomb accepted the Proclamation and said she was leaving some flyers for the community regarding family day.

Changing the order of the Agenda, Council President Dowless asked if anyone was in attendance representing Boise Cascade; there was no one.

UNFINISHED BUSINESS

City Attorney Smith said that the item should be scheduled again time certain.

RESULT: APPROVED [UNANIMOUS] to place Boise Cascade Special Exception application on the November 18, 2014 Agenda.

MOVER: Council Member Powell
SECONDER: Council Member Drummond
AYES: Council Members Powell, Drummond, Henley and Dowless

CONSENT AGENDA

- 1. September 23, 2014 – City Council Regular Meeting Minutes

RESULT: APPROVED [UNANIMOUS]

MOVER: Council Member Powell
SECONDER: Council Member Drummond
AYES: Council Members Powell, Drummond, Henley and Dowless

Council President Dowless asked if Council had any objections to another change in the order of the Agenda, there being no objections, Council President Dowless moved to Agenda item (J-2); Russell Home Site Plan. Council President Dowless referred to Planner Hardgrove, who provided her report on the redevelopment of the Russell Home. Planner Hardgrove said the Planning & Zoning Board recommended approval in their October 13, 2014 meeting, with all conditions from Planner Hardgrove and Engineer Sebaali, and the Board added two additional conditions for a total of thirteen conditions. Engineer Sebaali addressed the changes related to the location of the dumpster and the drainage. Engineer Sebaali said that following the Planning & Zoning Board meeting and their discussion regarding drainage, the engineer for the Russell Home added an under-drain. This revision is shown in the plan provided in Council Members’ agenda packet.

Council President Dowless took a moment to explain to Boy Scout Troop 23 the process as it relates to the Russell Home site plan.

Council President asked for public comments. The City Clerk confirmed that there were no speaker forms, and no one requested to speak.

RESULT: APPROVED [UNANIMOUS]

MOVER: Council Member Powell
SECONDER: Council Member Drummond
AYES: Council Members Powell, Drummond, Henley and Dowless

ORDINANCES – FIRST READING & PUBLIC HEARING

2014-09 - AN ORDINANCE OF THE CITY OF EDGEWOOD, FLORIDA, AMENDING CHAPTER 34, "LICENSES AND BUSINESS REGULATIONS," CREATING ARTICLE VI "MOBILE VENDING" IN THE CITY OF EDGEWOOD CODE OF ORDINANCES; PROHIBITING MOBILE FOOD SERVICE OPERATIONS AND MOBILE SALES OPERATIONS; PROVIDING EXEMPTIONS; PROVIDING DEFINITIONS; PROVIDING FOR REGULATIONS OF ALLOWED MOBILE FOOD SERVICE OPERATIONS AND MOBILE SALES OPERATIONS; PROVIDING FOR CODIFICATION, SEVERABILITY, AND REPEAL OF CONFLICTING ORDINANCES, AND ESTABLISHING AN EFFECTIVE DATE.

City Attorney Smith gave the first reading of Ordinance 2014-09 in title only.

In response to Council President Dowless, City Attorney Smith confirmed that vendors can be in parking lots as long as they do not take up the required parking spaces. He said the paragraph Council President Dowless is referring to is for the purpose of traffic circulation.

Council Discussion:

Council Member Drummond questioned if a notarized document is necessary. Chief Francisco said his officers cannot act if there is no notarized document allowing a vendor permission to be on the property. Discussion was held regarding a limitation of a 30-day permit, and no more than three permits by owner/vendor on the same property in a calendar year. The mobile operation has to be removed from the property; it cannot remain over night. Council asked that the following items be addressed in the Ordinance:

- Verification by owner/lessee
- No overnight mobile vendor
- 30-day permit (owner/vendor) 3 times in a calendar year
- Monday-Friday (9 to 9) (special permit if they want to go outside of hours)
- Ice cream truck exception
- For profit organizations

It was the Consensus of Council for the Ordinance to be revised per their discussion and place on the November Agenda for first reading.

Council President Dowless asked if Council had any objections to another change in the order of the Agenda, there being no objections, Council President Dowless moved to Agenda item (H-1) Ordinance 2014-08.

PUBLIC HEARINGS (ORDINANCES – SECOND READINGS & RELATED ACTION)

ORDINANCE 2014-08 - AN ORDINANCE OF THE CITY OF EDGEWOOD, FLORIDA, ENACTING AND APPROVING OF THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF EDGEWOOD AND THE CENTRAL FLORIDA POLICE BENEVOLENT ASSOCIATION FOR THE TERM OCTOBER 1, 2014, TO SEPTEMBER 30, 2017; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

City Attorney Smith gave the first reading of Ordinance 2014-08 in title only.

Motion by Council President Dowless to approve the second and final reading of Ordinance 2014-08; Seconded by Council Member Drummond.

Council President Dowless opened for public hearing; there were no comments from the audience.

Council Discussion:

Council Member Henley expressed her concerns regarding the 320 capped hours. Chief Francisco said the prior contract allowed for the officers to accrue as much as they wanted to and the 320 hour cap does not allow this to happen.

The Motion passed with the following roll-call vote (4/0):

| | |
|----------------------------------|--------------|
| <i>Council Member Drummond</i> | <i>Favor</i> |
| <i>Council Member Powell</i> | <i>Favor</i> |
| <i>Council Member Henley</i> | <i>Favor</i> |
| <i>Council President Dowless</i> | <i>Favor</i> |

ORDINANCE 2014-10 - AN ORDINANCE OF THE CITY OF EDGEWOOD, ORANGE COUNTY, FLORIDA; PROVIDING FOR A FUTURE LAND USE MAP AMENDMENT TO THE COMPREHENSIVE PLAN CHANGING THE DESIGNATION OF PROPERTY TOTALING 10.293 ACRES, MORE OR LESS, WHICH PROPERTY HAS ORANGE COUNTY PARCEL I.D. NUMBERS 13-23-29-0000-00-009, 13-23-29-0000-00-024, AND 13-23-29-0000-00-005, FROM LOW DENSITY RESIDENTIAL TO COMMERCIAL TO CORRECT A SCRIVENER'S ERROR; PROVIDING FOR CONFLICTING ORDINANCES, PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

City Attorney Smith read Ordinance 2014-10 in title only.

Planner Ellen Hardgrove gave a report regarding the scrivener's error and the need to correct as it relates to the Future Land Use Map. Upon approval of the first reading, Planner Hardgrove said Staff will forward to the Department of Economic Opportunity.

Council President Dowless opened for public comments; there were none.

Motion by Council Member Drummond to approve the first reading of Ordinance 2014-10; Seconded by Council Member Henley.

The Motion passed with the following roll-call vote (4/0):

| | |
|----------------------------------|--------------|
| <i>Council Member Powell</i> | <i>Favor</i> |
| <i>Council Member Henley</i> | <i>Favor</i> |
| <i>Council President Dowless</i> | <i>Favor</i> |
| <i>Council Member Drummond</i> | <i>Favor</i> |

RESOLUTION 2014-09: RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF EDGEWOOD FOR THE ADOPTION OF THE CITY OF EDGEWOOD'S CAFETERIA PLAN.

City Attorney Smith read Resolution 2014-09 in title only.

Motion by Council Member Drummond to approve the first reading of Resolution 2014-09; Seconded by Council Member Powell.

Council President Dowless opened for public comments; there were none. There were no comments from Council

The Motion passed with the following roll-call vote (4/0):

| | |
|----------------------------------|--------------|
| <i>Council Member Drummond</i> | <i>Favor</i> |
| <i>Council President Dowless</i> | <i>Favor</i> |
| <i>Council President Powell</i> | <i>Favor</i> |
| <i>Council Member Henley</i> | <i>Favor</i> |

NEW BUSINESS

Holland & Reilly, CPA – Engagement Letter

Council President Dowless referred to Mayor Bagshaw. Mayor Bagshaw confirmed that Council approved a budget amount of \$23,500 for the City's annual audit. The Engagement Letter indicates the fee as \$21,000, if it is a single audit.

Motion by Council Member Drummond to accept the Engagement Letter and authorize the Mayor to sign; Seconded by Council Member Henley.

Council President Dowless opened for public comments; there were none.

Unanimously approved (4/0)

GENERAL INFORMATION (No action required)

A. CITIZEN COMMENTS

None.

B. BOARDS & COMMITTEES

C. STAFF REPORTS

City Attorney:

City Attorney Smith asked Council if they would like to address the Sign Code as a discussion item. Council President Dowless suggested holding a workshop for the discussion. City Attorney Smith said Council will be given a draft Ordinance. He said he and City Clerk Meeks will coordinate several workshops after the General election on November 4th.

Police Chief:

Chief Francisco gave a monthly and quarterly report power point presentation. Chief Francisco noted a recent demotion within his department. Council Member Henley questioned succession planning and noted that the Mayor was going to answer her question. Mayor Bagshaw confirmed the goal is to have a deputy chief. Chief Francisco said that a Deputy Chief will not be a union employee. Council Member Henley said she spoke with a Sergeant, who is in drop, and she had a concern with his age and that he is going to retire. Mayor Bagshaw responded with the history of the City that has made it very difficult for certain things to happen in the City, including training. City Clerk Meeks clarified the FRS pension and investment plan. ***Consensus of Council to hold a meeting outside of a Council meeting (closed meeting) regarding personnel.*** Council Member Drummond asked if Council Member Henley will meet with Mayor Bagshaw first, and if not satisfied, then hold a closed meeting. It was agreed that Council member Henley will meet with the Mayor.

City Clerk:

- City Clerk Meeks reported to Council that in the past, there was a form for Council Members and other Board members to sign to obtain a copy of the Code Book. She said she has always kept a log to account for who has a book, and isn't comfortable with the form. ***It was the consensus of Council that City Clerk Meeks maintain a log, and not have a form signed.***
- City Clerk Meeks noted that Council Member Drummond's birthday is October 23rd.
- City Clerk Meeks said she will be out of office on October 22nd.

D. MAYOR & COUNCIL REPORTS

Mayor Bagshaw

- Mayor Bagshaw reported on the number of calls that Orange County Fire & Rescue responds to in the City, including ambulance calls.
- He reported that there will be a car show held in conjunction with the Farmers Market on October 23, 2014.
- Reported that the Police Department will hold a Trick or Treat night on October 31, 2014.

Council President Dowless

- Reminded Council of the Urban Land Institute workshop scheduled for October 29, 2014, from 3 p.m. to 5 p.m.

Council Member Powell

No report.

Council Member Henley

No report.

Council Member Drummond

Council Member Drummond thanked Boy Scout Troop 23 for attending the meeting.

Council Member Hendrix

- Absent.

| |
|--------------------|
| ADJOURNMENT |
|--------------------|

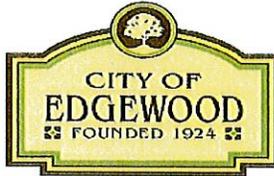
Having no further business or discussion, the meeting adjourned at 8:58 p.m.

ATTEST:

John Dowless
Council President

Bea L. Meeks, MMC, CPM
City Clerk

Approved by Council on _____.



October 29, 2014
WORKSHOP WITH URBAN LAND INSTITUTE
3:00 P.M.

COUNCIL MEMBERS:

Ray Bagshaw, Mayor
John Dowless, Council President
Neil Powell, DDS, Council Member
Dan Drummond, Council Member
Mike Hendrix, Council Member

ABSENT:

Pam Henley, Council Member

STAFF:

Bea L. Meeks, City Clerk
Chris Francisco, Police Chief

URBAN LAND INSTITUTE:

Kellee Seif, ULI Administrator
Steve Flanagan, Commercial Real Estate
Chair, Steve Miller, Planner
Pauline Eaton, Economic Development
John Jennings, Landscape Architect
Jim Sellen, ULI

Council President Dowless opened the workshop at 3:05 p.m. and introduced Jim Sellen, who introduced the members of the Technical Advisory Panel (TAP). Mr. Sellen referred the meeting to Mr. Steve Miller, TAP chair. Mr. Miller explained what the Committee did in preparation for the Workshop, including a tour that they took of the City. Mr. Miller referenced the City's Master Plan done in 2001 and said that what the TAP group does is different from the Master Plan. Mr. Miller gave a PowerPoint presentation and the following is noted/highlighted:

1. What can be done to Orange Avenue to accommodate the growth of SunRail. Mr. Miller said Orange County Commissioner Pete Clark met briefly with the Committee to discuss this.
2. Issue of vacant land was discussed during the tour. Took into account the impact of the vacant land.
3. Mr. Miller referred to the (7) questions that Mr. Sellen took from a meeting with Mayor Bagshaw and Council President Dowless.
 1. How does Edgewood create an identity for the area along Orange Avenue?
 2. What can the City do to incentivize the repurposing of existing commercial centers?
 3. How would annexation along Orange Avenue fit and should the City do it?
 4. What can the City do to calm traffic along Orange Avenue?
 5. What can the City do to address the use of specific, key vacant parcels, to assure they develop in a quality manner?
 6. How should the city collaborate with adjacent jurisdictions to create an identity for Edgewood a commercial district along Orange Avenue.
 7. What are the analogue cities that have successfully addressed similar issues as Edgewood?

HIGHLIGHTS:

1. Commissioner Pete Clark indicated there could be collaboration with Orange County, as well as FDOT.
2. If you are a community wanting to grow and attract higher uses, you need to understand the marketplace. Mr. Miller said that they did not see any market research data.
3. John Jennings said it is important to understand the highest and best use, have zoning opportunities to change density. He said the City needs to understand who would be “knocking on the City’s door”. Where are soft spots to identify opportunities. Need to be a clear consensus of the direction the Community wants to go. Create Identity/Define Vision is the first step. Referred to Orange Avenue as a “zipper”.
4. Do you create a CRA?
5. Mr. Jennings said the real key is “partnership”; be open and engaging.

(Steve Miller, Chair)

6. Discussed Edgewood’s identity. He said this place doesn’t say City to them. City Clerk Meeks said the City was initially chartered as a Town.

7. Identify and create community values.
8. CRA/MSTU-if you don't have paid employees for the City to drive economic development. He said CRA/MSTU is an economic mechanism (revenue). He said the City needs to create an action plan.
9. Mr. Miller said creating an identity comes through the vision process.
10. Need to partner with Orange County and DOT for traffic calming devices.
11. He said the vacant land is what the City should deal with first.
12. No blight in Edgewood.
13. Successful Analogue Cities: City of Sanford, City of Casselberry, Village of Tequesta, Town of Jupiter and City of Oldsmar. Mr. Miller gave brief background regarding these analogue Cities; noting Edgewood is a lot like the City of Casselberry.
14. Pauline Eaton said she creates Main Street Districts for the City of Orlando. She explained CRA and MSTU as a funding source.
15. She said the Farmers Market is a good source for creating a sense of community. She said that from a business perspective, this is taking away business.
16. Agreed with Bonnie Bagshaw in that the City needs a person to continue through the transition.
17. Mr. Miller said they have given the City a lot of ideas and the Panel will take the information, tweak it and put together in a report for the City.
18. Referenced "market driven", and being essential to know how to incentivize.
 - Do a market analysis to include sub-region that the City is in; what value does the City want?
 - When you have a vision plan, then you can brand the City.
 - Focus on some key things that will change the community, i.e. Winter Park Village changed the 17-92 corridor and that changed Winter Park.
 - Need to partner, have some type of district or approach to generate the revenue and organizational staff. Who will provide the continuity.
19. Mayor Bagshaw commended Jim Sellen for putting the Panel together. He said his eyes were opened up when Jim Miller was talking about City, Town and Village. He said the density was recently amended, to allow for higher density.

20. Council President Dowless asked; (1) When can Council expect the report, and are there guidelines? Jim said “yes” there will be guidelines. He said the City should have a report in approximately two weeks.
21. Council Member Powell asked if TV would be a means to advertise the City. Jim Sellen said social media is available, and not expensive.
22. Council Member Drummond asked if the Edgewood District is good. Members thought it was confusing and confining. Steve Miller said he didn’t think it is bad but whatever the City has, stick to it.
23. In response to Council President Dowless, Pauline Eaton said she worked with business owners and property owners.
24. Action plan follows visioning, then determine funding and the person who will oversee it.
25. Resident Chris Rader said destination is way people know where you are. He said you have to have destination in your branding.
26. Council Member Drummond provided a copy of the Mission Statement, and wanted to know if this could be addressed. It was agreed that the Mission Statement focused on residential.

Steve Miller said the process starts with:

1. Where are we now?
2. Where are we going?
3. Where do we want to go?
4. How do we get there?

Pauline Eaton said what people want and what the market supports may not be the same.

Having no further discussion, the workshop adjourned at 4:50 p.m.

ATTEST:

John Dowless
Council President

Bea L. Meeks, MMC
City Clerk

Approved by Council on _____.

DRAFT

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ORDINANCE NO. 2014-09

AN ORDINANCE OF THE CITY OF EDGEWOOD, FLORIDA, AMENDING CHAPTER 34, "LICENSES AND BUSINESS REGULATIONS," CREATING ARTICLE VI "MOBILE FOOD SERVICE OPERATIONS" IN THE CITY OF EDGEWOOD CODE OF ORDINANCES; REQUIRING PERMITS AND PROVIDING REGULATIONS APPLICABLE TO MOBILE FOOD SALES AND SERVICE OPERATIONS; PROHIBITING MOBILE FOOD SALES AND SERVICE OPERATIONS FROM PARKING, STOPPING OR STANDING ON RIGHTS OF WAY FOR THE PURPOSE OF CONDUCTING SALES; PROVIDING EXCEPTIONS; PROVIDING FOR CODIFICATION, SEVERABILITY, AND REPEAL OF CONFLICTING ORDINANCES, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Edgewood hereby finds that mobile food service operations and mobile sales operations present unique challenges; and

WHEREAS, the City Council finds that mobile food service operations and mobile sales operations that park or stop on or adjacent to rights-of-way, can create threats to vehicular and pedestrian safety; and

WHEREAS, the City Council finds that mobile food service operations and mobile sales operations that utilize private property can create disruptions to traffic flow, parking and pedestrian safety; and

WHEREAS, the City Council finds that by regulating certain aspects of mobile food service operations and requiring permits, the City can most effectively address the unique challenges presented by such operations and best protect the public health, safety and welfare.

(NOTE: underline text denotes additions, ~~strikethrough~~ text denotes deletions and asterisks "*" * *" denote sections of the existing Ordinance which remain unaltered and not reprinted herein).

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF EDGEWOOD, FLORIDA:

SECTION 1. Legislative findings and intent. The findings set forth in the recitals above are hereby adopted as legislative findings pertaining to this Ordinance.

SECTION 2. Chapter 34, "Sales", Article VI, "Mobile Food Service Operations" is hereby created as follows:

Sec. 34-140. Definitions.

46 For the purposes of this article, the following terms, phrases, words, and their derivations
47 shall have the meanings given in this section. When not inconsistent with the context, words
48 used in the present tense include the future, words in the plural number include the singular
49 number, and words in the singular number include the plural number. The word "shall" is always
50 mandatory and not merely directory.

51
52 Calendar Quarter shall mean the division of the calendar year into four equal parts
53 consisting of: 1) January through March, 2) April through June, 3) July through September, and
54 4) October through December.

55
56 Mobile Food Preparation and Service Operation shall mean the sale or service of food
57 for profit from a portable stand, vehicle or trailer; provided when such food has been cooked or
58 prepared within or upon such portable stand, vehicle or trailer. Each such stand, vehicle or
59 trailer shall be considered a mobile food preparation and service operation. As defined herein,
60 Mobile Food Preparation and Service Operation shall not include any operation conducted not-
61 for-profit, including recreational or charitable stands. The City may request documentation of
62 not-for-profit status prior to issuing any permit hereunder.

63
64 Mobile Prepackaged Food Sales Operation shall mean the sale of prepackaged food for
65 profit that requires no additional cooking or preparation from a portable stand, vehicle or trailer.
66 Each such stand, vehicle or trailer shall be considered a mobile prepackaged food service
67 operation. As defined herein, Mobile Prepackaged Food Sales Operation shall not include any
68 operation conducted not-for-profit, including recreational. The City may request documentation
69 of not-for-profit status prior to issuing any permit hereunder.

70
71 Mobile Food Service Operations shall mean mobile food preparation and service
72 operations and mobile prepackaged food sales operations, collectively.

73
74 Sec. 31-141. Permit Required, Application

75
76 a) No person shall operate a mobile food service operation nor permit a mobile food
77 service operation to be operated on private property within the City without first
78 obtaining a permit from the City.

79
80 b) Applications for mobile food service operations shall be made on a form provided by
81 the City executed by the owner of the mobile food service operation and the owner or
82 tenant of the property upon which the mobile food service will be operated. The
83 application shall include at a minimum:

84
85 1) A copy of the driver's license for each person authorized to operate a vehicle or
86 trailer used in connection with the mobile food service operation;

87
88 2) A copy of all licenses required for the operation of the mobile food service
89 operation; and

90

91 3) A map or survey of the property on which the mobile food service operation
92 will be conducted showing the location of any proposed stand, vehicle or trailer
93 used by the mobile food service operation as well as all parking spaces, vehicular
94 traffic aisles and pedestrian sidewalks.

95
96 c) The applicant for a mobile food service operation permit shall pay a non-refundable
97 application fee to the City in an amount established by resolution of the City Council.

98
99 d) Permits for mobile food service operations shall be valid for a period of thirty days
100 from the date of issuance.

101
102 e) No more than one permit per calendar quarter will be issued to any single mobile food
103 service operation. The date of issuance of the permit, not the term of the permit, shall be
104 the determining factor in calculating maximum permits per quarter.

105
106 f) No more than one permit per calendar quarter will be issued for a mobile food service
107 operation to be conducted on any single parcel of private property. The date of issuance
108 of the permit, not the term of the permit, shall be the determining factor in calculating
109 maximum permits per quarter.

110
111 Sec. 31-142. Operation upon Private Property.

112
113 Mobile food service operations shall be allowed to operate on private property within
114 the City subject to the following conditions and regulations:

115
116 1) Mobile food service operations shall only be allowed to operate upon
117 developed private property located with C1, C2, C3, Industrial or Commercial PD
118 zoning designations upon which is located a business that has been issued a
119 business tax receipt by the City.

120
121 2) The operator of the mobile food service operation shall maintain a copy of the
122 mobile food service operation permit at the stand, vehicle or trailer at all times
123 during operation.

124
125 3) No more than one mobile food service operation shall be located upon a single
126 parcel at any one time. In the event that the City observes more than one mobile
127 food service operations on a single parcel at the same time, the City shall require
128 all mobile food service operations to cease on said parcel until only one mobile
129 food service operation is located on such parcel.

130
131 4) Mobile food service operations shall not be located in any driveway aisles, no-
132 parking zones, handicapped parking spaces, landscaped area, loading areas, or
133 parking lanes, nor may mobile food service operations impede the on-site
134 circulation of motor vehicles or pedestrians.

136 5) The utilization of any off-street parking spaces by a mobile food service
7 operation must not cause the site to become deficient in the number of required
138 off-street parking spaces.

139
140 6) No mobile food service operation shall sell or offer products or services for
141 sale on private property before 9:00 a.m. or after 9:00 p.m.
142

143 Sec. 31-143. Operation upon Public Property.
144

145 a) Subject to the following exceptions, no mobile food service operation shall be allowed
146 to park, stop or stand for the purpose of selling or offering for sale any products or
147 services upon any public property, including rights-of-way, within the City.
148

149 1) A mobile prepackaged food service operation shall be allowed to stop or stand on
150 public rights-of-way for the purpose of selling or offering for sale prepackaged food.
151 Such mobile prepackaged food service operation shall not stop or stand in a single
152 location for more than five minutes in any sixty minute period while selling or
153 offering for sale products or services.
154

155 2) A mobile food service operation shall be allowed to park, stop or stand on public
156 property when such mobile food service operation is invited and authorized to operate
157 at an event conducted or sponsored by the City of Edgewood or when such mobile
158 food service operation is included in the permit for a special event for which a special
159 event permit has been issued by the City of Edgewood pursuant to Chapter 49 of the
160 Code of Ordinances.
161

162 b) Notwithstanding the foregoing, no mobile food service operation shall under any
163 circumstances stop, park or stand on the right-of-way or adjacent to the right-of-way of
164 S.R. 527 for the purpose of selling or offering for sale any products or services.
165

166 Sec. 31-144. Enforcement.
167

168 The City of Edgewood may enforce the provisions of this article through any legal means
169 including prosecuting violations of this article pursuant to F.S. Ch. 162, issuance of civil
170 citations, or instituting legal action.
171

172 **SECTION 3. Codification.** It is the intent of the City Council of the City of Edgewood
173 that the provisions of this Ordinance shall be codified. The codifier is granted broad and liberal
174 authority in codifying the provisions of this Ordinance and renumbering subsections consistent
175 with this Ordinance.
176

177 **SECTION 4. Severability.** If any section, sentence, clause or phrase of this Ordinance
178 is held to be invalid or unconstitutional by a Court of competent jurisdiction, then said holding
179 shall in no way affect the validity of the remaining portions of this Ordinance.
180

RESOLUTION NO. 2014-10

A RESOLUTION OF THE CITY OF EDGEWOOD, FLORIDA AMENDING THE CITY'S BUDGET FOR THE 2013-2014 FISCAL YEAR; AUTHORIZING THE MAYOR AND/OR HIS DESIGNEE TO TAKE ALL ACTIONS NECESSARY TO IMPLEMENT THE TERMS AND CONDITIONS OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, at its regular meeting on September 23, 2013, the City Council of the City of Edgewood, Florida adopted Resolution No. 2013-08 approving the annual budget for Fiscal Year 2013/2014; and

WHEREAS, it is appropriate to provide for certain transfers, appropriations and authorizations based upon previous and anticipated expenditures and revenues,

WHEREAS, the City Council has determined that it is necessary to amend the budget to reflect these changes,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EDGEWOOD, FLORIDA AS FOLLOWS:

SECTION 1. BUDGET AMENDMENT: The City Council of the City of Edgewood, Florida amends the Fiscal Year 2013/2014 budget as shown on Schedule "A", which is attached hereto and incorporated by reference herein.

SECTION 2. EFFECTIVE DATE. This Resolution shall become effective immediately upon its passage and adoption.

PASSED and ADOPTED by the City Council of the City of Edgewood, Florida on the **18th** day of **November**, 2014.

JOHN DOWLESS, COUNCIL PRESIDENT

ATTEST:

Bea L. Meeks, MMC, CPM
City Clerk

| | YTD Actual Activity | Total Budget | Budget Variance | Total Amendment | Final Budget | Final Variance |
|------------------------------------|------------------------|---------------------|---------------------|--------------------|---------------------|------------------|
| REVENUES | | | | | | |
| * TOTAL TAX REVENUE | 1,744,094.48 | 1,674,984.00 | (69,110.48) | 67,000.00 | 1,741,984.00 | 2,110.48 |
| * TOTAL LICENSES AND PERMITS | 267,452.37 | 236,800.00 | (30,652.37) | 25,000.00 | 261,800.00 | 5,652.37 |
| * TOTAL GRANT FUNDING | 8,858.00 | 4,500.00 | (4,358.00) | 4,000.00 | 8,500.00 | 358.00 |
| * TOTAL INTER-GOVERNMENTAL REVENUE | 488,591.34 | 459,630.00 | (28,961.34) | 26,000.00 | 485,630.00 | 2,961.34 |
| * TOTAL CHARGES FOR SERVICE | 342,332.72 | 318,500.00 | (23,832.72) | 18,500.00 | 337,000.00 | 5,332.72 |
| * TOTAL FINES | 805,008.81 | 853,685.00 | 48,676.19 | (50,000.00) | 803,685.00 | 1,323.81 |
| * TOTAL MISCELLANEOUS REVENUE | 42,973.70 | 11,475.00 | (31,498.70) | 31,000.00 | 42,475.00 | 498.70 |
| * TOTAL NON-REVENUE SOURCES | - | - | - | - | - | - |
| * TOTAL REVENUES | <u>3,699,311.42</u> | <u>3,559,574.00</u> | <u>(139,737.42)</u> | <u>121,500.00</u> | <u>3,681,074.00</u> | <u>18,237.42</u> |

| | | | | | | |
|--------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------------------|
| EXPENDITURES | | | | | | |
| * TOTAL CITY HALL | 1,004,801.48 | 832,795.00 | (172,006.48) | 175,000.00 | 1,007,795.00 | 2,993.52 |
| CONTINGENCY FUND | 720.00 | 51,635.00 | 50,915.00 | (50,000.00) | 1,635.00 | 915.00 |
| * TOTAL POLICE DEPARTMENT | 1,659,171.43 | 1,641,297.00 | (17,874.43) | 18,000.00 | 1,659,297.00 | 125.57 |
| * TOTAL CAPITAL OUTLAY GRANTS | 32,112.74 | 10,000.00 | (22,112.74) | 23,000.00 | 33,000.00 | 887.26 |
| * TOTAL FIRE CONTROL | 526,027.13 | 530,000.00 | 3,972.87 | (2,500.00) | 527,500.00 | 1,472.87 |
| * TOTAL PROTECTIVE INSPECTIONS | - | - | - | - | - | - |
| * TOTAL PHYSICAL ENVIRONMENT | 265,102.09 | 308,500.00 | 43,397.91 | (42,000.00) | 266,500.00 | 1,397.91 |
| * TOTAL MISCELLANEOUS EXPENDITURES | - | - | - | - | - | - |
| Transfer to road & street | 160,000.00 | - | (160,000.00) | 160,000.00 | 160,000.00 | - |
| * TOTAL CAPITAL IMPROVEMENT PROJECTS | - | - | - | - | - | - |
| * TOTAL EXPENDITURES | <u>3,647,934.87</u> | <u>3,374,227.00</u> | <u>(273,707.87)</u> | <u>281,500.00</u> | <u>3,655,727.00</u> | <u>7,792.13</u> |
| * EXCESS RECEIPTS OVER DISBURSEMENTS | <u>51,376.55</u> | <u>185,347.00</u> | <u>133,970.45</u> | <u>(160,000.00)</u> | <u>25,347.00</u> | <u>10,445.29</u> |
| Beginning Fund Balance | 3,503,368.45 | 3,503,368.45 | - | 3,503,368.45 | 3,503,368.45 | - |
| Ending Fund Balance | 3,554,745.00 | 3,688,715.45 | 133,970.45 | 3,343,368.45 | 3,528,715.45 | 10,445.29 |

| | | | | | | |
|---------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|-----------------|
| Roads & Streets Fund | | | | | | |
| Total Revenues | 107,375.00 | 101,003.00 | (6,372.00) | 6,000.00 | 107,003.00 | (372.00) |
| TRANS FROM GEN. FUND | 160,000.00 | - | (160,000.00) | 160,000.00 | 160,000.00 | - |
| Total Revenues and Transfers in | <u>267,375.00</u> | <u>101,003.00</u> | <u>(166,372.00)</u> | <u>166,000.00</u> | <u>267,003.00</u> | <u>(372.00)</u> |

| | | | | | | |
|----------------------------|-------------------|-------------------|-------------------|-----------------|-------------------|-----------------|
| ROADS & STREETS | | | | | | |
| * TOTAL ROADS & STREETS | <u>290,943.76</u> | <u>286,350.00</u> | <u>(4,593.76)</u> | <u>6,000.00</u> | <u>292,350.00</u> | <u>1,406.24</u> |
| Increase/decrease | (23,568.76) | (185,347.00) | (161,778.24) | 160,000.00 | (25,347.00) | (1,778.24) |
| Fund balance- beginning | 25,722.89 | 25,722.89 | - | 25,722.89 | 25,722.89 | - |
| Ending FB | 2,154.13 | (159,624.11) | (161,778.24) | 185,722.89 | 375.89 | (1,778.24) |

SCHEDULE "A"

HON. RICK SINGH, CFA
ORANGE COUNTY PROPERTY APPRAISER

200 S. Orange Avenue, Suite 1700 • Orlando, Florida 32801-3438 • (407) 836-5044



"Exceeding Excellence"

November 10, 2014



Bea Meeks
City of Edgewood
405 Larue Ave
Edgewood, FL 32809

Subject: Non-Ad Valorem Assessment Administrative Fee Agreement & Invoice

Dear Bea,

The attached Non-Ad Valorem Assessment Administration Agreement and fee invoice are in reference to my letter of April 28, 2014 regarding the billing of a fee, designed to recoup some of the administrative costs incurred by my office associated processing non-ad valorem assessments on the Orange County tax roll.

If you accept the attached agreement, please sign and return to the attention of Roger Ross at my office. I will then sign and return a copy of the signed agreement to you. The invoice is self-explanatory and is based upon your most recent certified non-ad valorem roll.

If you have any questions, please contact Roger Ross, Director of Customer Service & Tax Roll Coordination at (407)836-5074 or rross@ocpafl.org. We are eager to continue serving you and thank you for your continued service to our residents and property owners.

Very truly yours,

RICK SINGH, CFA
Orange County Property Appraiser



[Facebook.com/OCPA](https://www.facebook.com/OCPA)



www.ocpafl.org



[@RickSinghOCPA](https://twitter.com/RickSinghOCPA)

NON-AD VALOREM ASSESSMENT ADMINISTRATION AGREEMENT

An AGREEMENT made this 10th day of November, 2014 between **RICK SINGH, CFA**, as Orange County Property Appraiser (Property Appraiser) and the **City of Edgewood, Florida**, a municipality (Taxing Authority), and is effective upon acceptance by both parties and through September 30, 2015.

1. The Taxing Authority desires to use the services of the Property Appraiser to maintain non-ad valorem assessments on the tax roll and the Property Appraiser is prepared to do so, on behalf of the Taxing Authority. Each party represents that it has satisfied all conditions necessary to enter into this agreement.

2. The Property Appraiser agrees to perform the following service for the Taxing Authority:

A. Create a Non-Ad Valorem Assessment Roll for the Taxing Authority for the 2015 tax roll year using data provided annually to the Property Appraiser's Office by the Taxing Authority per attached Calendar For Implementation Of Non-Ad Valorem Assessment Roll.

B. Provide the Taxing Authority with a data file in a compatible format no later than April 1, containing all parcels within the boundaries of the Taxing Authority to be used for the Taxing Authority's planning purposes in establishing its non-ad valorem assessments. Provide subsequent files or reports at request of the Taxing Authority.

C. Receive from the Taxing Authority its proposed or adopted non-ad valorem assessment levy for each type of property and extend that amount against each parcel of real property as stipulated by Taxing Authority.

D. Include the Taxing Authority's non-ad valorem assessments on the Notice Of Proposed Property Taxes And Proposed or Adopted Non-Ad Valorem Assessments mailed to all property owners in August of each year.

E. Receive from the Taxing Authority, corrections or changes to the roll and update the Non-Ad Valorem Assessment Roll for tax bills on or before September 15 of each year, the statutory deadline for certification of non-ad valorem assessments.

F. Deliver the Taxing Authority's Non-Ad Valorem Assessment Roll to the Orange County Tax Collector's Office so that tax bills mailed on or about November 1 will include the Taxing Authority's non-ad valorem assessment levies.

3. Taxing Authority agrees to perform the following acts in connection with this agreement:

A. Advise the property owners within the Taxing Authority in an appropriate and lawful manner of the Taxing Authority's intention to utilize the Uniform non-ad valorem assessment method described in Sections 197.3631 through 197.3635, Florida Statutes, and carry out its responsibilities under said sections.

B. Timely provide the Property Appraiser with information required to prepare the Uniform Non-Ad Valorem Assessment Roll per the Calendar For Implementation Of Non-Ad Valorem Assessment Roll.

C. Advise the property owners within the Taxing Authority as appropriate that the Property Appraiser's office is acting in a ministerial capacity for the Taxing Authority in connection with the non-ad valorem assessments.

D. Preparation and delivery of certificate of corrections directly to Tax Collector, with copy to Property Appraiser, for any corrections to a certified final tax roll.

4. The Taxing Authority shall use its best efforts in furnishing the Property Appraiser with up-to-date data concerning its boundaries, proposed assessments and other information as requested from time to time by the Property Appraiser and necessary to facilitate his making the assessment in question. The Property Appraiser shall, using the information provided by the Taxing Authority, place the District's non-ad valorem assessments, as made from time to time and certified to him, on properties within the district.

5. The Property Appraiser shall be compensated by the Taxing Authority for the administrative costs incurred in carrying out this Agreement. These costs include, but are not limited to labor, printing, forms, office supplies, computer equipment usage, postage, programming or any other associated costs.

On November 10, 2014, an administrative fee will be invoiced to the Taxing Authority equivalent to \$1 per parcel assessed with a non-ad valorem tax. Parcel counts supporting the invoiced fee will be determined based upon the most current certified non-ad valorem assessment roll. Any new assessments added to the tax roll that were not previously certified and invoiced an administrative fee, will be separately invoiced on or around July 15 and prior to mailing of the Notice of Proposed Property Taxes in August.

6. The specific duties to be performed under this agreement and their respective timeframes are contained in the Calendar For Implementation Of Non-Ad Valorem Assessment Roll, which is incorporated herein by reference.

7. This agreement constitutes the entire agreement between the parties and can only be modified in writing.

8. All parts of this Agreement not held unenforceable for any reason shall be given full force and effect.

9. All communications required by this agreement shall be in writing and sent by first class mail, email or facsimile to the other party.

Notices to the Taxing Authority shall be addressed to:

Bea Meeks, City Clerk
City of Edgewood
405 Larue Avenue
Edgewood, FL 32809
bmeeks@edgewood-fl.gov
(407)851-2920

Notices to the Property Appraiser shall be addressed to:

Roger Ross, Dir. Tax Roll & Customer Service
Orange County Property Appraiser
200 S. Orange Ave., Suite 1700
Orlando, FL 32802
rross@ocpafl.org
(407)836-5074

10. TERMINATION. This Agreement may be terminated by either party upon written notice. Such notice shall be received no later than July 1 of the tax year in which assessments were to appear on the tax roll. Property Appraiser will perform no further work after the written termination notice is received.

ORANGE COUNTY PROPERTY APPRAISER

Signed _____
Rick Singh, CFA

Date _____

CITY OF EDGEWOOD

Name _____

Signed _____

Date _____

CALENDAR FOR IMPLEMENTATION OF NON-AD VALOREM ASSESSMENTS

April 1st - Property Appraiser to provide the Taxing Authority with an electronic file that includes parcel ID and any other information applicable or requested. Taxing Authority may request this file at any time after January 1st, but must understand that many splits/ combos, annexations, etc., may not be reflected early in the tax year and subsequent files may be necessary. If any additional information is required at any time by Taxing Authority, it should be requested of the Property Appraiser by Taxing Authority, allowing for a reasonable turnaround time. The file shall be in an ascii file, text or excel file, unless another format is requested and agreed upon between parties.

June 1

- Property Appraiser issues Best Estimate of Taxable Value letters to all Taxing Authorities.

July 1

- Property Appraiser certifies Preliminary tax roll to all taxing authorities.
- Taxing Authority reviews all assessments and provides final approval for Notice of Proposed Property Taxes (TRIM)

July 15

- Property Appraiser to invoice Administrative Fee for new parcels assessed and in excess of prior year certified non-ad valorem assessment roll parcel count.

July 31

- Taxing Authority adopts its proposed millage rate and submits to the Property Appraiser for TRIM.

August 24

- Last day Property Appraiser can mail TRIM notices to all property owners on the tax roll.

September 3 - September 18

- Taxing Authority holds initial public budget hearing.

September 15

- Taxing Authority certifies final non-ad valorem assessment roll to Property Appraiser on or before September 15 with any changes, additions or deletions to the non-ad valorem assessment roll since the TRIM notices.

October 1

- Property Appraiser to mail new Non-Ad Valorem Assessment Administration Agreement and invoice for non-ad valorem assessment processing for subsequent tax roll, based upon most recent certified non-ad valorem assessment roll parcel count.

October 15

- Property Appraiser delivers the Taxing Authority non-ad valorem assessment roll to the Tax Collector for collection of taxes on November 1 tax bills.