



TUSCAWILLA LIGHTING AND BEAUTIFICATION DISTRICT ADVISORY COMMITTEE

REGULAR MEETING AGENDA
WEDNESDAY, APRIL 17, 2019 AT 5:15 PM

CITY HALL - COMMISSION CHAMBERS
1126 EAST STATE ROAD 434, WINTER SPRINGS, FLORIDA

CALL TO ORDER

Roll Call
Invocation
Pledge of Allegiance
Approval of the Agenda

AWARDS AND PRESENTATIONS

100. Not Used

INFORMATIONAL AGENDA

200. Not Used

PUBLIC INPUT

Anyone who wishes to speak during Public Input on any Agenda Item or subject matter will need to fill out a "Public Input" form. Individuals will limit their comments to three (3) minutes, and representatives of groups or homeowners' associations shall limit their comments to five (5) minutes, unless otherwise determined by the Tuscawilla Lighting and Beautification District Advisory Committee.

CONSENT AGENDA

300. Approval Of Minutes From The Wednesday, January 16, 2019 Regular Meeting

Attachments: [Minutes](#)

PUBLIC HEARINGS AGENDA

400. Not Used

REGULAR AGENDA

500. Discuss The FY 2018-2019 Year-To-Date Expense Report As Well As Provide Input Regarding The Budgetary Needs For The Next Fiscal Year

Attachments: [Expense Report](#)

501. Discuss Information Regarding Landscaping Throughout The Tuscawilla Lighting And Beautification District

Attachments: None

REPORTS

PUBLIC INPUT

Anyone who wishes to speak during Public Input on any Agenda Item or subject matter will need to fill out a "Public Input" form. Individuals will limit their comments to three (3) minutes, and representatives of groups or homeowners' associations shall limit their comments to five (5) minutes, unless otherwise determined by the Tuscawilla Lighting and Beautification District Advisory Committee

ADJOURNMENT

PUBLIC NOTICE

This is a Public Meeting, and the public is invited to attend and this Agenda is subject to change. Please be advised that one (1) or more Members of any of the City's Advisory Boards and Committees may be in attendance at this Meeting, and may participate in discussions.

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City of Winter Springs at (407) 327-1800 "at least 48 hours prior to meeting, a written request by a physically handicapped person to attend the meeting, directed to the chairperson or director of such board, commission, agency, or authority" - per Section 286.26 *Florida Statutes*.

"If a person decides to appeal any decision made by the board, agency, or 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 Section 286.0105 *Florida Statutes*.

CITY OF WINTER SPRINGS, FLORIDA
MINUTES
TUSCAWILLA LIGHTING AND BEAUTIFICATION
DISTRICT ADVISORY COMMITTEE
REGULAR MEETING
JANUARY 16, 2019

UNAPPROVED

CALL TO ORDER

The Regular Meeting of Wednesday, January 16, 2019 of the Tuscawilla Lighting and Beautification District Advisory Committee was called to Order by Chairperson at 5:15 p.m. in the Commission Chambers of the Municipal Building (City Hall, 1126 East State Road 434, Winter Springs, Florida 32708).

Roll Call:

Chairperson Tom Vagnini, present
Vice-Chairperson Elaine Johnson, present
Committee Member Terri Bivona, present
Committee Member Ellen Paul, present
Committee Member Jesse Phillips, present
Assistant to the City Clerk Antonia DeJesus, present

A moment of silence was followed by the Pledge of Allegiance.

No changes were made to the Agenda.

REGULAR AGENDA – PART I

REGULAR

500. Office Of The City Clerk

The Office Of The City Clerk Is Requesting The Tuscawilla Lighting And Beautification District Advisory Committee Hold An Election For The Position Of Chairperson For Calendar Year 2019.

“I NOMINATE TOM VAGNINI TO REMAIN AS CHAIRPERSON.” MOTION BY VICE-CHAIRPERSON JOHNSON. SECONDED BY COMMITTEE MEMBER BIVONA. DISCUSSION.

VOTE:

**VICE-CHAIRPERSON JOHNSON: AYE
CHAIRPERSON VAGNINI: AYE
COMMITTEE MEMBER BIVONA: AYE
COMMITTEE MEMBER PHILLIPS: AYE
COMMITTEE MEMBER PAUL: AYE
MOTION CARRIED.**

UNAPPROVED

REGULAR

501. Office Of The City Clerk

The Office Of The City Clerk Is Requesting The Tuscawilla Lighting And Beautification District Advisory Committee Hold An Election For The Position Of Vice-Chairperson For Calendar Year 2019.

**“I’LL NOMINATE ELAINE [JOHNSON] TO REMAIN AS VICE-CHAIRPERSON.”
MOTION BY COMMITTEE MEMBER PAUL. SECONDED BY CHAIRPERSON
VAGNINI. DISCUSSION.**

VOTE:

COMMITTEE MEMBER PHILLIPS: AYE

COMMITTEE MEMBER PAUL: AYE

VICE-CHAIRPERSON JOHNSON: AYE

COMMITTEE MEMBER BIVONA: AYE

CHAIRPERSON VAGNINI: AYE

MOTION CARRIED.

AWARDS AND PRESENTATIONS

AWARDS AND PRESENTATIONS

100. Not Used

INFORMATIONAL AGENDA

INFORMATIONAL

200. Not Used

PUBLIC INPUT

Chairperson Vagnini opened “Public Input”.

No one spoke.

Chairperson Vagnini closed “Public Input”.

UNAPPROVED

CONSENT

CONSENT

300. Office Of The City Clerk

The Office Of The City Clerk Is Requesting The Tuscawilla Lighting And Beautification District Advisory Committee To Review And Approve The Wednesday, October 17, 2018 Tuscawilla Lighting And Beautification District Advisory Committee Regular Meeting Minutes.

“I’LL MAKE A MOTION TO APPROVE THE LAST MINUTES.” MOTION BY VICE-CHAIRPERSON JOHNSON. SECONDED BY COMMITTEE MEMBER BIVONA. DISCUSSION.

VOTE:

COMMITTEE MEMBER PHILLIPS: AYE

COMMITTEE MEMBER PAUL: AYE

VICE-CHAIRPERSON JOHNSON: AYE

COMMITTEE MEMBER BIVONA: AYE

CHAIRPERSON VAGNINI: AYE

MOTION CARRIED.

PUBLIC HEARINGS AGENDA

PUBLIC HEARINGS

400. Not Used

REGULAR AGENDA – PART II

REGULAR

502. Public Works/Utility Departments – Urban Beautification Division

The Public Works/Utility Departments – Urban Beautification Division Requests That The Tuscawilla Lighting And Beautification District Advisory Committee Receive A Year To Date Budget Review And Enter Into A Discussion.

Ms. Kelly Balagia, Budget Analyst, Finance and Administrative Services Department, introduced the agenda item and reviewed a year-to-date budget expense report. Ms. Balagia also commented on fiscal year changes and capital funds and noted, “Sufficient monies exist.”

On another note, Ms. Balagia introduced Mr. Guy Meyers, Construction Project Manager, Finance and Administrative Services Department, and Ms. Aneta Barton, Compliance Officer, Finance and Administrative Services Department.

UNAPPROVED

REGULAR

503. Public Works/Utility Departments – Urban Beautification Division

The Public Works/Utility Departments – Urban Beautification Division Requests That The Tusawilla Lighting And Beautification District Advisory Committee Receive And Discuss Information Regarding Landscaping Throughout The Tusawilla Lighting And Beautification District.

Mr. Meyers gave an overview of the scope of his duties, provided an update of recent work completed, and noted, “We’re in pretty good shape.” Mr. Meyers also noted positive input he had received from residents.

Much discussion followed on maintenance and monitoring of the Winter Springs Boulevard medians, plant selection and replacement, pH levels, monthly meetups with individual committee members and staff, plant material throughout the Tusawilla Lighting and Beautification District, how to inform staff of issues, the improvements made at the Oviedo/Winter Springs city limits, the entrance to the Tusawilla Country Club, the Committee’s involvement with plant selection, and vendor and staff’s discretion making decisions.

Mr. Tom Enright, Branch Manager, BrightView Landscape Development, Inc., 4777 Old Winter Garden Road, Orlando, Florida: commented on upcoming tasks that were to be completed in the near future including grass cutbacks and replanting material.

Comments followed on committee member involvement, recent staff changes, the lighting in the entrance fountain pools, and streetlights that were in need of repair.

PUBLIC INPUT

Chairperson Vagnini opened “Public Input”.

Mr. Kevin McCann, 1109 Pheasant Circle, Winter Springs, Florida: welcomed new staff members and commented on Duke Energy, strategic planning regarding the beautification of the entrance fountain areas, and fiscal responsibility.

Remarks followed on irrigation and landscaping surrounding the entrance fountain areas.

Chairperson Vagnini closed “Public Input”.

UNAPPROVED

ADJOURNMENT

Chairperson Vagnini adjourned the Regular Meeting at 6:09 p.m.

RESPECTFULLY SUBMITTED:

ANTONIA DEJESUS
ASSISTANT TO THE CITY CLERK

NOTE: These Minutes were approved at the _____, 2019 Tusawilla Lighting and Beautification District Advisory Committee Regular Meeting.

TLBD Maintenance Fund

Quarterly Meeting - April 17, 2019

Select Expense Accounts

FY2019 - YTD thru 03.31.2019

Account	Vendor	Date	Amount	
Fountains 545210-001		Budget	\$14,394.00	
FOUNTAIN DOCTOR (monthly fountain maint; lightbulb replacement)		11/05/2018	25.00	Install new capacitor (North and South)
		12/10/2018	650.00	Monthly maint October
		12/04/2018	800.00	Monthly maint Nov; bulb replacement
		01/02/2019	650.00	Monthly maint December
		01/22/2019	100.00	Bulbs replacement
		02/04/2019	140.00	Bulbs replacement; backwash hoses replacement
		02/04/2019	650.00	Monthly maint January
		03/08/2019	650.00	Monthly maint February
		43555	650.00	Monthly maint March
		YTD Expense Total	\$4,315.00	
		Encumbered	\$1,385.00	
		End Balance	\$8,694.00	
Grounds 545270		Budget	\$167,900.00	
	BRIGHTVIEW	11/19/2018	16,573.44	Oct/Nov monthly maint; irrigation repair
		01/11/2019	9,199.02	Dec monthly maint; irrigation repair
		02/22/2019	44,195.88	Jan/Feb monthly maint; mulch instalation
		02/26/2019	\$1,990.79	Fall Flower rotation
		03/08/2019	\$8,081.72	Mar monthly maint
		YTD Expense Total	\$80,040.85	
		Encumbered	\$66,177.90	Includes Winter Springs Blvd Plant replacement
		End Balance	\$21,681.25	

Account	Vendor	Date	Amount	
Signs/Walls 545270-004		Budget	\$8,500.00	
	M&M FLAGS & BANNERS	11/28/2018	231.98	Two flags
		YTD Expense Total	\$231.98	
		Encumbered	\$0.00	
		End Balance	\$8,268.02	
Contract Admin 530341		Budget	\$9,170.00	
		03/04/2019	\$1,475.00	1st qtr
		03/31/2019	\$1,475.00	2nd qtr
		YTD Expense Total	\$2,950.00	
		Encumbered	\$5,875.00	
		End Balance	\$345.00	
Utilities 540430		Budget	\$51,720.00	
	SEMINOLE COUNTY			
	(Irrigation for Howell Creek/Deer Run)	10/24/2018	18.34	
		11/14/2018	24.55	
		12/20/2018	38.04	
		01/23/2019	36.49	
		02/13/2019	37.65	
		03/19/2019	36.49	
	CITY OF WINTER SPRINGS	10/12/2018	965.51	Vistawilla-Tuscora-Trotwood-Fountain
	(Irrigation)	10/17/2018	1,085.04	Seneca-Shetland-Dyson-Medians 21, 22, 23-Fountain
		11/16/2018	1,086.29	Vistawilla/Planter L&R TLBD, Tuscora/434, WSB/Tuska, Tusk/Trotwood
		12/04/2018	1,016.74	Seneca-Shetland-Dyson-Medians 21, 22, 23-Fountains
		12/19/2018	1,151.64	Vistawilla/Planter L&R TLBD, Tuscora/434, WSB/Tuska, Tusk/Trotwood
		12/19/2018	1,050.39	Seneca-Shetland-Dyson-Medians 21, 22, 23-Fountains
		01/11/2019	1,570.03	Vistawilla/Planter L&R TLBD, Tuscora/434, WSB/Tuska, Tusk/Trotwood
		01/28/2019	1,162.47	Seneca-Shetland-Dyson-Medians 21, 22, 23-Fountains
		02/18/2019	1,446.97	Vistawilla/Planter L&R TLBD, Tuscora/434, WSB/Tuska, Tusk/Trotwood
		02/20/2019	1,277.82	Seneca-Shetland-Dyson-Medians 21, 22, 23-Fountains
		03/14/2019	1,635.57	Vistawilla/Planter L&R TLBD, Tuscora/434, WSB/Tuska, Tusk/Trotwood

Account	Vendor	Date	Amount	
		03/26/2019	1,008.54	Seneca-Shetland-Dyson-Medians 21, 22, 23-Fountains
	DUKE ENERGY	11/27/2018	2,659.69	Low voltage entrance lighting-October
		11/28/2018	2,645.07	Low voltage entrance lighting-November
		12/27/2018	2,714.84	Low voltage entrance lighting-December
		12/27/2018	27.76	Correcting journal 113099-599764
		01/29/2019	2,737.49	Low voltage entrance lighting-January
		02/26/2019	2,878.73	Low voltage entrance lighting-February
		03/26/2019	2,743.76	Low voltage entrance lighting-March
		YTD Expense Total	\$31,055.91	
		Encumbered	\$0.00	
		End Balance	\$20,664.09	

Streetlights 540434		Budget	\$232,440.00	
	DUKE ENERGY	11/27/2018	19,210.79	Streetlights-October
		11/28/2018	19,210.79	Streetlights-November
		12/27/2018	19,263.39	Streetlights-December
		01/29/2019	\$19,233.10	Streetlights-January
		02/26/2019	\$19,214.02	Streetlights-February
		03/26/2019	\$19,209.23	Streetlights-March
		YTD Expense Total	\$115,341.32	
		Encumbered	\$0.00	
		End Balance	\$117,098.68	