

**AGENDA  
TAVARES CITY COUNCIL**

**AUGUST 19, 2015  
4:00 P.M.**

**TAVARES CITY HALL COUNCIL CHAMBERS**

*(Members of the public wishing to speak on an item that is on the agenda must fill out a Request to Speak form available from the City Clerk or at the Council Meeting prior to the meeting being called to order. In addition, the Mayor will ask for comment under the agenda item titled "Audience to be Heard" for matters not on the Agenda. For further information contact the City Clerk at (352) 742-6209 or nbarnett@tavares.org)*

**I. INVOCATION & PLEDGE OF ALLEGIANCE**

Pastor Greg Watts, Liberty Baptist Church

**II. CALL TO ORDER**

**III. APPROVAL OF AGENDA**

*(The City Council Agenda is subject to change at the time of the Tavares City Council Meeting)*

**IV. APPROVAL OF MINUTES**

Tab 1) Minutes of August 5, 2015

**V. PROCLAMATIONS/PRESENTATIONS**

Tab 2) Presentation on the Establishment of Future Land Use                      Jacques Skutt  
Designation of County Property located in the Tavares ISBA

**VI. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EXPARTE CONTACTS**

**VII. READING OF ALL ORDINANCES/RESOLUTIONS**

**VIII. CONSENT AGENDA**

**IX. ORDINANCES/RESOLUTIONS**

**FIRST READING**

**SECOND READING**

**RESOLUTIONS**

**X. GENERAL GOVERNMENT**

- Tab 3) Acceptance of Street Lights for Lake Elsie Subdivision      Lori Houghton
- Tab 4) Request to Waive Permit Fee for Turkey Trot Event at YMCA      Jacques Skutt
- Tab 5) Good Citizen Reward Program      Stoney Lubins
- Tab 6) Discount for Public Schools for Tavares Pavilion on the Lake      Tammy Rogers

**XI. AUDIENCE TO BE HEARD**

**XII. FISCAL YEAR 2016 BUDGET WORKSHOP**

- Tab 7) Discussion of City Council Proposed FY 2016 Budget      John Drury

**XIII. OLD BUSINESS**

**XIV. NEW BUSINESS**

**XV. AUDIENCE TO BE HEARD**

**XVI. REPORTS**

- Tab 8) City Administrator Report      John Drury
- Tab 9) Council Reports      City Councilmembers

**F.S. 286.0105**  If a person decides to appeal any decision or recommendation made by Council with respect to any matter considered at this meeting, he will need record of the proceedings, and that for such purposes he 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.

**Individuals with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk at least two (2) working days in advance of the meeting date and time at (352) 253-4546.**

CITY OF TAVARES  
MINUTES OF REGULAR COUNCIL MEETING  
AUGUST 5, 2015  
CITY COUNCIL CHAMBERS  
4:00 p.m.

**COUNCILMEMBERS PRESENT**

**ABSENT**

Kirby Smith, Mayor  
Bob Grenier, Vice Mayor  
Lori Pfister, Councilmember  
Lisa Johnson, Councilmember  
Robert Speaks, Councilmember

**STAFF PRESENT**

John Drury, City Administrator  
Nancy Barnett, City Clerk  
Robert Q. Williams, City Attorney  
Chris Thompson, Public Works Director  
Tammey Rogers, Community Services Director  
Mike Fitzgerald, Community Development  
Stoney Lubins, Police Chief  
Richard Keith, Fire Chief  
Bob Tweedie, Economic Development Director  
Joyce Ross, Public Communications Director  
Lori Tucker, Human Resources Director

**I. CALL TO ORDER**

Mayor Smith called the meeting to order at 4:00 p.m.

**II. INVOCATION AND PLEDGE OF ALLEGIANCE**

Pastor Brooks Braswell, Umatilla First Baptist Church, gave the invocation and led those present in the Pledge of Allegiance.

Mayor Smith advised that there were hearing devices available by the front door. He asked for those who wished to speak on a specific item in the agenda to please fill out the Request to Speak forms and turn into the Fire Chief or City Clerk. He asked that cell phones be muted or turned off.

**III. APPROVAL OF AGENDA**

**MOTION**

1 **Robert Speaks moved to approve the agenda as submitted, seconded by Bob Grenier. The**  
2 **motion carried unanimously 5-0.**

3  
4 **IV. APPROVAL OF MINUTES**

5  
6 **Tab 1) Minutes of July 15, 2015 Regular Council Meeting**

7  
8 **MOTION**

9  
10 **Robert Speaks moved to approve the minutes of July 15, 2015 as submitted, seconded by**  
11 **Bob Grenier. The motion carried unanimously 5-0.**

12  
13 **V. PROCLAMATIONS/PRESENTATIONS**

14  
15 **Tab 2) Presentation by All Star Tavares Babe Ruth Coaches**

16  
17 Ms. Rogers recognized the three head coaches of the Tavares Babe Ruth 9 and Under League,  
18 Coach Michael Hunsinger and Assistant Coaches Travis Gould and Randall Smith. She also  
19 acknowledged Scott Aldrich and Carl Simple, Tavares employees who are responsible for  
20 coordinating the baseball program.

21  
22 Coach Smith stated it was a privilege and honor to coach the boys' team. He said the team of 12  
23 boys showed unity and purpose and achieved the goal of being the undefeated District 11  
24 Champions, the State of Florida runner up and Southeast Regional Quarter finalists. He thanked  
25 the City for supporting their efforts to carry the City's name on this historical run and for  
26 welcoming them to the meeting for recognition. Coach Smith then presented the team's trophies  
27 to the City.

28  
29 Ms. Rogers noted that Randall Smith was recently hired to work at the pavilion.

30  
31 **VI. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EX PARTE**  
32 **COMMUNICATIONS**

33  
34 None.

35  
36 **VII. READING OF ALL ORDINANCES/RESOLUTIONS** - None

37  
38 **VIII. CONSENT AGENDA**

39  
40 Mayor Smith asked if any audience member wished to speak against an item on the Consent  
41 Agenda.

42  
43 **MOTION**

44  
45 **Robert Speaks moved for the approval of the Consent Agenda [Update re: Simply Married**  
46 **Program; and Proposal from DMC for Design, Engineering and Permitting for Woodlea**  
47 **Field Sports Lighting], seconded by Bob Grenier. The motion carried unanimously 5-0.**  
48

1 **XI. GENERAL GOVERNMENT**  
2

3 **Tab 5) Authorization to Enter into a Contract with Tamco for Federal Funding Application**  
4 **for Phase II of the Downtown Stormwater Project**  
5

6 Mr. Hayes summarized the work that has been done in the downtown CRA. Phase I is presently  
7 in progress and the planning is being done for the Phase II portion. This will complete the CRA  
8 north of Alfred to Inn on the Green and from SR 19 to Fred Stover fields. Due to a larger and  
9 more pervious area this phase will be more costly to construct but will provide significant  
10 protection to the existing street and sidewalk infrastructure. The area is prone to flooding which is  
11 attributed to undersized stormwater collection systems.  
12

13 **MOTION**  
14

15 **Lisa Johnson moved to approve the work authorization with Tamco-BV, LLC in the amount**  
16 **of \$40,000, seconded by Bob Grenier. The motion carried unanimously 5-0.**  
17

18 **Tab 6) Approval of Acknowledgement Sign for Pavilion on the Lake**  
19

20 Ms. Rogers stated this is a request to install a plaque acknowledging Mr. Leo G. Coven for his  
21 contribution of building the original pavilion over the lake. She noted Ms. Barnett had distributed a  
22 revised version to City Council with the date of 1914 rather than 1912 for the construction of the  
23 pavilion. The plan is to install the plaque at the front door on the first column to the right of the  
24 main door.  
25

26 Mayor Smith recognized Betty Burleigh. Mrs. Burleigh stated she had a concern about the year  
27 as she believed it was 1913 rather than 1914. She read from the 2013 minutes of the Tavares  
28 Improvement Association reflecting that by July all that was left to construct was the building itself  
29 and that Mr. Coven said it would be done in “two months.” Therefore, Ms. Burleigh said it would  
30 have had to be completed in 1913. She said, however, she has no proof of use of the building in  
31 1913 but according to Carl Duncan’s autobiography, in May 1914 there a high school graduation  
32 was held in the pavilion.  
33

34 Vice Mayor Grenier discussed the documentation he has that reflect a chronological order  
35 outlining the construction and events in the pavilion. He said 1913 was fine as that was when the  
36 construction began.  
37

38 Mr. Drury suggested that Vice Mayor Grenier could provide his information to the Historical  
39 Society and the Historical Society could vote as a Board on a recommendation to the City Council  
40 as to which date should be on the plaque. Vice Mayor Grenier suggested the wording of  
41 “Construction began in 1913 and the Pavilion opened in 1914” if not cost prohibitive. Ms. Smith  
42 said the Historical Society does not know when it was opened.  
43

44 Mayor Smith recommended to table this agenda item until the next meeting.  
45

46 **MOTION**  
47

1 **Lori Pfister moved to table this item until the correct date is available, seconded by Bob**  
2 **Grenier. The motion carried unanimously 5-0.**

3  
4 **Tab 7) Appointment of Representative to the Florida League of Cities**

5  
6 Mayor Smith stated the annual conference of the Florida League of Cities will be held August 13-  
7 15, 2015 in Orlando for which he has a conflict. He asked if another councilmember would like to  
8 attend to represent the City.

9  
10 Councilmember Pfister indicated she would attend.

11  
12 Mr. Drury noted there are 13 resolutions and one amendment and council direction is needed to  
13 authorize Councilmember Pfister to vote in the affirmative for those resolutions. He said he had  
14 reviewed the resolutions and he recommended that council vote in the affirmative. He reviewed  
15 some of the resolutions.

16  
17 **MOTION**

18  
19 **Robert Speaks moved to approve an affirmative vote by Councilmember Pfister on the 13**  
20 **resolutions and one amendment at the annual conference of the Florida League of Cities,**  
21 **seconded by Lori Pfister.**

22  
23 **The motion carried unanimously 5-0.**

24  
25 **Tab 8) Discount Program for Pavilion on the Lake for Tavares Schools**

26  
27 Ms. Rogers reviewed a proposed policy to allow a discount for the public school organizations.  
28 The policy would offer a 25% discount one time per year per school by a group selected by the  
29 school principal.

30  
31 Mayor Smith recognized Sharon Couture of the Band Boosters.

32  
33 Ms. Couture stated she is from Howey in the Hills, however her children attend Tavares schools.  
34 She said she was present on behalf of the Tavares music program which is a combined program  
35 for the high school and middle school. She thanked Ms. Rogers and Mr. Drury for their assistance  
36 on this process. She said their proposal to the City was to waive the rental fee for a signature  
37 fundraising event that would benefit both the high school and the middle school's programs. She  
38 said her hope is that eventually this event might grow into a jazz festival. She commended the  
39 City for the pavilion and its successful bookings.

40  
41 Ms. Couture said although they appreciated the offer of the discount, that she believed that each  
42 group's request should be considered on its own merit. She requested that the Tavares music  
43 program proposal to waive the fee for the fundraising event be considered separately from the  
44 policy amendment. She said the proposal should be considered differently than a regular event or  
45 fee based event such as a prom. She said this would be an investment to showcase the assets of  
46 the schools and would also be an attraction to potential businesses moving into the city.  
47

1 Councilmember Pfister said if it is a fundraiser (especially for an arts program), the City needs to  
2 take ownership of their schools and she would be willing to waive the fee.

3  
4 Mayor Smith said he felt the request should have been agendized so that the full costs could be  
5 reviewed. Mr. Drury noted Council could bring back the item on fundraisers, and could have two  
6 programs: the one under consideration for the 25% reduction, and a separate program for  
7 waivers for fundraisers.

8  
9 **MOTION**

10  
11 **Lori Pfister moved to deny the policy/plan being recommended regarding the discount,**  
12 **seconded by Bob Grenier.**

13  
14 Vice Mayor Grenier asked for clarification on the principal making the recommendation. Mr. Drury  
15 said the staff's thinking was that there are a lot of clubs and booster groups and the principal  
16 would have knowledge on which group should be eligible to receive the discount. The policy was  
17 being recommended to facilitate the decision. Vice Mayor Grenier asked if Council approved this  
18 policy could the list be reviewed occasionally by Council.

19  
20 Mr. Drury said it could be complaint driven or staff could do an annual report to the Council  
21 showing the revenues and expenses, the number of discounts given, and why.

22  
23 Councilmember Pfister suggested that the 25% be given to any Tavares public school club.

24  
25 Mr. Drury noted he did not know how many legitimate clubs exist and the city would want to make  
26 sure they are legitimate or have some level of endorsement by the school.

27  
28 Mayor Smith asked the cost of running the pavilion per hour. Ms. Rogers said staff is working on  
29 that number. Discussion following on cost of renting the pavilion. Mayor Smith said he would like  
30 to know the cost per hour including the wear and tear and maintenance of the building,  
31 employees' time, electric, etc. He said he did not agree with having the principal pick one group  
32 as he thought it would put the principal in an awkward position. He questioned the fiscal impact  
33 on the agenda summary as being "de minimis" because of the lost revenue.

34  
35 Mr. Drury discussed the annual impact based on the proposed policy (\$1800). Mayor Smith  
36 suggested only allowing the school group to rent it during the week.

37  
38 Mr. Drury said staff needs to know what kind of policy Council is looking for: free, discounted, all  
39 clubs at all schools, role of principal in approving it, etc. Discussion followed whether this should  
40 only be for public schools versus including private schools.

41  
42 **The motion carried 5-0 to deny the policy.**

43  
44 **MOTION**

45  
46 **Lori Pfister moved to re-write the policy to include all public schools, Monday through**  
47 **Thursday at 25% discount, for clubs approved by the principal (the principal providing a**  
48 **list), seconded by Bob Grenier.**

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Vice Mayor Grenier said he wanted clarification on the motion.

**Lori Pfister stated that she wanted a list of clubs (from the principal) and if the club is on the list as a legitimate club and wants to have a dinner, an awards banquet, an arts show (not a fundraiser), etc., the club could approach the person booking the pavilion and if that date is available, it could be booked at a 25% discount, as long as the club is legitimate, Monday through Thursday only.**

Mr. Drury commented that instead of regulating whether they can fundraise or not fundraise, it would be easier to not put any restrictions.

Councilmember Pfister stated she wanted to approach the fundraisers differently and her motion was not meant to address fundraisers. She said if a club wanted to do a fundraiser it needed to be presented separately.

Mr. Drury asked to clarify the motion as follows: **All Tavares public schools, for clubs approved by the principal, Monday through Thursday, if the room is available would receive a 25% discount. Councilmember Pfister responded in the affirmative.**

Mayor Smith asked if there should be a limit on how far out the facility could be booked; i.e. 8 months, or one year. Ms. Rogers suggested one year.

Vice Mayor Grenier asked if anyone schedules weddings Monday through Thursday. Ms. Rogers responded in the affirmative. He noted that if the facility is booked by a discounted club, then it would not be available to a full paying bridal party. Ms. Rogers stated the policy is to do a courtesy hold to anyone for seven days. Within that period the contract must be signed and a deposit must be made or the date will be released and re-sold. The same policy would apply under this scenario.

**Councilmember Pfister added an addendum to her motion, that it would have to be exactly business as usual, deposit made in a timely manner, etc.**

Mr. Drury said the revised policy would be brought back as follows: one year limit on booking ahead, business as usual, including but not limited to deposits and reservations.

Councilmember Pfister suggested that a club should only be entitled to the use of the pavilion once a calendar year. Discussion followed. Councilmember Pfister added that that issue could be re-addressed if needed at another time.

**Vice Mayor Grenier said the motion is to approve just having another policy written. Vice Mayor Grenier re-affirmed that he seconded the motion.**

**The motion carried unanimously 5-0.**

Mayor Smith said the revised policy will come back to Council for consideration.

Councilmember Pfister said she wished to address the fundraiser request.

1 Mr. Drury noted that the public sometimes does not understand why some discussions take time  
2 which is due to the Sunshine Law that does not allow public officials to speak outside a publicly  
3 noticed meeting. He said once full discussion has been held on the issue of fundraising requests,  
4 another policy will be provided at a separate meeting for consideration.

5  
6 **AUDIENCE TO BE HEARD**

7  
8 **Betty Burleigh, 214 N. New Hampshire Avenue**

9  
10 Ms. Burleigh stated the headlines in 1975 stated the Tavares Police Department acquired a  
11 speed gun. "Acting Chief Al Hodges said 'we don't want to write tickets, just want people to slow  
12 down. The police will be mostly giving warnings until people get used to the speed gun but if the  
13 speed is too excessive or in a school speed zone they will be given a ticket, no warning.'"

14  
15 **XI. FISCAL YEAR 2016 BUDGET WORKSHOP – FIVE YEAR CAPITAL PLAN**

16  
17 **Tab 13) Budget Workshop – Presentation and Discussion of Five Year Capital Plan**

18  
19 Mr. Drury reviewed the navigation and organization of the Five Year Capital Plan. He went over  
20 the capital items by function (Table 1), by funding source (Table 2), and by function in further  
21 detail (Table 3)

22  
23 **REQUEST TO SPEAK**

24  
25 Mayor Smith recognized Randall Hokenson to speak. Mr. Hokenson (468 King Way, Tavares)  
26 said he has lived in Fox Run for the past nine years and the roads in Fox Run have not been re-  
27 done. He said the City has done some patching but the roads are in terrible condition. He said he  
28 did not see Fox Run listed on the Five Year Capital Plan.

29  
30 Mr. Drury replied that about four years ago the City inventoried all of its roads and developed a  
31 data base with that information. The following year the City budgeted to have each road  
32 evaluated and assigned a grade between 1 and 7. The next step was to develop an annual  
33 budgeted program. The plan was to budget about \$700,000 per year to tackle the road upgrade  
34 program which is about nine million in arrears because for the last 15 to 20 years the roads have  
35 not been repaved. This year there is \$100,000 budgeted and staff will come to Council to  
36 determine which roads to be paved in terms of their condition.

37  
38 Mr. Thompson stated in the next two weeks, the city will be spending \$37,000 in the Fox Run  
39 subdivision to overlay the entrance and the intersections going down Fox Run Blvd. and some  
40 stretches on Myakka. Discussion followed on some of the streets that were repaved during the  
41 stormwater project some years previously.

42  
43 Mayor Smith recommended that Mr. Hokenson meet with Mr. Drury and the staff to discuss the  
44 plan in more detail.

45  
46 **Robert Banta, Wekiva Road, Fox Run**

47

1 Mr. Banta said Mr. Hokenson. had expressed many of his concerns. He said he has been  
2 president of the Fox Run Homeowners since January. Mr. Banta said his concern is how the  
3 process for repairing roads is handled and that they have received different information on this  
4 from the city. He said the belief is that Fox Run has been on a list for repairs to its roads before  
5 but has not seen any results. He said they are glad to hear something is going to happen in the  
6 next few weeks. He asked how the city deals with roads that are in need of repair when the  
7 funding is inadequate.

8  
9 Mr. Drury said the points are well made. He discussed the repaving projects that the city has  
10 undertaken compared to other cities he has been involved with but acknowledged that the roads  
11 are an issue in some of the subdivisions.

12  
13 Mr. Banta reiterated his concern about the process. Mr. Drury said the HOA director can write a  
14 letter asking when the roads are planned to be repaved and the city will respond in writing which  
15 will provide a record. He welcomed Mr. Banta to meet with him and to make his request in writing.

16  
17 Mr. Thompson noted Mr. Banta will be notified when the upcoming repairs will be done. The plan  
18 is for August 17<sup>th</sup> but this will depend on the weather. Mr. Banta asked for a copy of the list that  
19 shows how the roads are ranked. Mr. Drury said that will be provided.

20  
21 **Vance Joachim – Lake County Resident/Writer of Fiscal Ranger Blog**

22  
23 Mr. Joachim said he had two comments for council consideration. 1) With regard to the sales tax  
24 renewal, he recommended not bonding because of the risk of overspending in the first few years  
25 and 2) regarding the CDBG grant, he had sent out an email earlier regarding a County CDBG  
26 grant that requires them to comply with the Fair Housing standards which is a rule that has just  
27 been issued by HUD that is very onerous and could affect the City in the future when it accepts a  
28 CDBG grant. Mr. Joachim also complimented the City on the presentation of its financial  
29 information.

30  
31 **Capital Plan Discussion**

32  
33 Councilmember Pfister asked about Page 6, under Public Buildings, "City Hall Security Program."  
34 Mr. Drury advised that this is funding to improve the layout of the offices at city Hall for security  
35 reasons. He noted the project will be bid out.

36  
37 **Tab 10) Previous Council Workshop: Flagged Items**

38  
39 Mr. Drury noted at the July 1 and 15<sup>th</sup> meeting, Questions and Answers were flagged and  
40 information provided in the backup material. The last flagged item was the issue of the  
41 beautification of Alfred and Caroline Street. Staff is recommending that the City do half the project  
42 this year; i.e. to do the streetscape and landscape for just Caroline Street would be about  
43 \$450,000 and over a 10 year period the debt service would be about \$55,000 depending on the  
44 market next year. One of the possible funding resources would be the excess revenues  
45 anticipated from the state which could be appropriated to a small debt service of about \$450,000  
46 to do the half of the streetscape and then the following year Alfred Street could be considered.

1 Councilmember Pfister said she felt it was important to finish this project and she thought this  
2 would be a fair way to accomplish it.

3  
4 **XII. OLD BUSINESS**

5  
6 **Tab 11) Update on Hanging Flower Basket Program**

7  
8 Mr. Thompson reported that the program began earlier this year with a prototype Seaplane  
9 themed double plant hanger filled with flowers. There has been positive public support. Funding  
10 was acquired from Economic Development in the amount of \$6700 for the purchase of the  
11 hangers, baskets, and planting materials for Phase 1; Phase II will be another \$6500 for 16  
12 additional locations. Mr. Thompson noted he had provided a map that shows the present and  
13 future locations. He said the landscape specialist, Tracy Anderson, is the staff member who  
14 envisioned this project and carried it out.

15  
16 Mayor Smith he loves the program but was disappointed that it did not include Caroline and  
17 Alfred Street. He said if it is continued on those streets it will help out with the beautification of the  
18 road and will help bring downtown further out.

19  
20 Councilmember Speaks said he was glad to see that the baskets will be placed on West Main  
21 Street.

22  
23 **Tab ) Request for Update by Councilmember Johnson on Parking for Main Street**  
24 **Businesses during Events**

25  
26 Mr. Tweedie stated he had met with Chief Lubins to discuss a program. Five areas and six events  
27 have been identified: Dragonboat Races, Classic Raceboat Regatta, Sunnyland Boat Show,  
28 Planes, Trains & BBQ; and the two Seaplane Fly-Ins which are the largest contributors to the  
29 traffic and parking issues on Main Street. Portable sign stanchions with weighted bases will be  
30 purchased with "two hour parking only" notations which will be deployed prior to the event in the  
31 morning when barricades are placed. The Police Department will video the area at the beginning  
32 and will then make routine patrols throughout the event.

33  
34 **XIII. NEW BUSINESS**

35  
36 Ms. Johnson said that Mt. Dora has a safe driving rewards program and that she would like  
37 Council to direct the staff to investigate this program for use in Tavares. She said the police in Mt.  
38 Dora are stopping citizens who are doing well and this would be an opportunity to build up the  
39 morale for the Tavares Police Department.

40  
41 Mr. Drury said staff can come back with a program for Council consideration. Councilmember  
42 Pfister said she did not like to copy other programs and she thought the Police in Tavares were  
43 doing a great job. Mayor Smith said he would agree if it did not take too much staff time.

44 **Consensus for staff to look at this program and bring back information to Council.**

45  
46 **XIV. AUDIENCE TO BE HEARD**

47  
48 **XV. REPORTS**

1  
2 **Tab 14) City Administrator**  
3

4 Mr. Drury said he had nothing to add other than the meetings coming up. He thanked  
5 Councilmember Pfister for agreeing to attend the Florida League of Cities annual conference.  
6

7 **City Clerk**  
8

9 Ms. Barnett reminded those present of the Red Gala in September put on by the Chamber of  
10 Commerce. Vice Mayor Grenier said he would not be attending due to a conflict.  
11

12 **Economic Development**  
13

14 **Finance Director**  
15

16 **Public Communications Director**  
17

18 Ms. Ross announced this was her last Council Meeting due to her decision to retire and that she  
19 had turned in her resignation. She extended her thanks to the Council and all the staff members  
20 for her positive experience during the past five years.  
21

22 **Community Services Director**  
23

24 **City Attorney**  
25

26 Attorney Williams congratulated Ms. Ross noting that when she was hired Mr. Drury had advised  
27 the Council to give her a year and they would see the wisdom of the decision to have a Public  
28 Communications Director. He said Ms. Ross has been a joy to work with and the fact that  
29 Tavares has been in the paper so frequently with such good press has been due to her work.  
30

31 **Tab 15) City Council**  
32

33 **Councilmember Pfister**  
34

35 Councilmember Pfister thanked Ms. Ross. She noted she had been a naysayer originally about  
36 the position and she was wrong. She said Ms. Ross had done a spectacular job.  
37

38 **Vice Mayor Grenier**  
39

- 40
- 41 • Thanked Ms. Ross and congratulated her on her retirement plans.
  - 42 • Noted in the last few weeks the Council has had positive feedback about the Fire  
43 Department and the Police Department, and Public Works on how they are serving the  
44 citizens. He said it is important to remember that the City is here to serve the residents  
45 and the staff is aware of that.
  - 46
  - 47 • Recently attended the 107<sup>th</sup> birthday party for Anita Doebler, a Tavares resident in a local  
48 facility. He said Ms. Doebler had great stories and is a wonderful person.

- Attended the Tavares theater at Bridges this past Friday and encouraged everyone to attend. He said he saw Steel Magnolias and it was a wonderful production.
- Thanked Mr. Thompson for the continued efforts to improve Squibb Park.
- This Friday is Purple Heart Day. He said he is writing a new book on Central Florida's World War II veterans which has been very inspiring to him. Two weeks ago he interviewed Bill Cumbaa in Leesburg who received two Silver Stars and three Purple Hearts for his service.

**Councilmember Speaks**

Councilmember Speaks wished Ms. Ross best wishes on retiring. Councilmember Speaks reiterated the comments of Vice Mayor Grenier on commending the staff.

**Councilmember Johnson**

Councilmember Johnson congratulated Ms. Ross on her retirement. She thanked the City and staff for the swift cleanup after the storm microburst that occurred recently downtown.

**City Clerk**

Ms. Barnett said in addition to work as Communications Director, Ms. Ross has been an excellent staff trainer, and the best she has ever worked with in that capacity.

**Mayor Smith**

Mayor Smith told Ms. Ross she would be missed and he hoped she would stay long enough to train the next Public Communications Director. He said it had been an honor to get to know her professionally and she had done a fantastic job.

Mayor Smith noted that today in 1861 the United States levied its first income tax at 3% to anyone who made more than \$800.00 per year.

**Adjournment**

There was no further business and the meeting was adjourned at 6:01 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Nancy A. Barnett, City Clerk, MMC

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**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
AUGUST 19, 2015**

**AGENDA TAB NO. 2**

**SUBJECT TITLE: Presentation- Joint Planning with Lake County – Coordination of Future Growth Plans within the ISBA Area**

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**OBJECTIVE:**

To present to Council staff's program to coordinate with Lake County consistent and compatible development regulations and future growth plans within the ISBA Boundary Area.

**SUMMARY:**

The recently adopted ISBA agreement with Lake County included a commitment for Tavares and Lake County to work jointly to amend development regulations and future growth plans within the ISBA area to avoid inconsistencies and incompatibilities. This coordination will involve not only city and county staff and officials but also residents and property owners within the unincorporated portions of the ISBA area. The agreement anticipates that this effort may take up to 3 years to finalize, resulting in a Joint Planning Agreement that would establish the nature of growth patterns and land uses envisioned in the unincorporated ISBA over the 20 year life of the agreement.

Staff desires to make a brief presentation to City Council regarding this endeavor and to answer any questions.

**OPTIONS**

1. That City Council receives the presentation.
2. That City Council does not receive the presentation.

**STAFF RECOMMENDATION:**

Staff recommends that City Council receives staff's presentation on this matter.

**FISCAL IMPACT**

N/A

**LEGAL REVIEW**

This agenda summary has been approved for legal sufficiency.

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**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
DATE OF MEETING: August 19, 2015**

**AGENDA TAB NO. 3**

**SUBJECT TITLE: Lake Elsie Subdivision Streetlights**

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**OBJECTIVE:**

To consider accepting responsibility of monthly electric charges for street lights at Lake Elsie Reserve Subdivision

**SUMMARY:**

By way of background, the City Council approved acceptance of the Final Plat of Lake Elsie Reserves Subdivision with dedicated right-of-ways on July 18, 2007. The maintenance bond for the city infrastructure was returned on August 11, 2010. Street lights for subdivisions are not included in the public infrastructure dedications or part of the maintenance bond.

The Finance Department has received a request from Sentry Management Inc. on behalf of the Lake Elsie Reserve Homeowner's Association, Inc. requesting that the City assume responsibility for the monthly cost for street lights within the subdivision. The Lake Elsie Reserve Subdivision Plat includes 84 lots; the subdivision is at build-out.

It has been the practice of the City to assume the standard cost of monthly street light charges for a new subdivision once the public infrastructure has been accepted by the City Council, and upon receiving a written request from the homeowner's association. Duke Energy has stated that the subdivision is currently being billed for 27 lights and 27 poles at a monthly cost of \$793.20.

**OPTIONS:**

- 1) Move to **not approve** monthly electrical charges of approximately \$793.23 per month for street lights within the Lake Elsie Reserve subdivision.
- 2) Move to **accept** the Lake Elsie Reserve Homeowner's Association request to assume monthly electrical charges for street lights within the Lake Elsie Reserve Subdivision effective September 1, 2015 as per past practice.
- 3) Move to develop an assessment for all future street light costs.

**STAFF RECOMMENDATION:**

Staff recommends that Council discuss the various options.

**FISCAL IMPACT:**

Annual charges are estimated at \$9,518.76

Lake Elsie Reserve Homeowners Association, Inc.  
C/O Sentry Management, Inc.  
1928 Salk Avenue  
Tavares, Florida 32778  
352-343-5706, Ext. 214 – Fax 352-343-5123  
[cpierson@sentrymgt.com](mailto:cpierson@sentrymgt.com)

July 21, 2015

Lori Houghton  
201 E. Main Street  
Second Floor  
Tavares, FL 32778

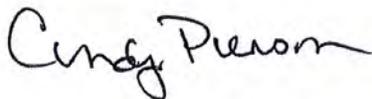
RE: Lake Elsie Reserve HOA Lights

Dear Ms. Houghton,

The Board of Directors of Lake Elsie Reserve in Tavares is requesting the City of Tavares take over their lights in their community. Attached is the bill from Duke Energy.

Please let me know if there is any other information needed. Please contact me by email or by phone.

Sincerely,



Cindy Pierson, CAM  
Behalf of the Board of Directors  
Lake Elsie Reserve HOA, Inc.

## Lori Houghton

---

**From:** Somner, Scott [Scott.Somner@duke-energy.com]  
**Sent:** Tuesday, August 04, 2015 2:41 PM  
**To:** Lori Houghton  
**Subject:** RE: Lake Elsie Reserave HOA INC

Hello Lori, looking at inventory on account #00020-40299, shows 27-lights and 27-poles. Paying \$792.32 per/month.  
Scott

---

**From:** Lori Houghton [<mailto:lhoughton@tavares.org>]  
**Sent:** Tuesday, August 04, 2015 11:12 AM  
**To:** Somner, Scott  
**Subject:** Lake Elsie Reserave HOA INC

**\*\*\* Exercise caution. This is an EXTERNAL email. DO NOT open attachments or click links from unknown senders or unexpected email. \*\*\***

Good Morning Mr. Somner,

The Lake Elsie Reserve Homeowner's Association has requested that the City to take over the monthly cost for Street Lights in their subdivision. I will be taking this to the City Council for their review and approval.

Could you please forward me the historical cost details, and the monthly cost that the City could expect to pay each month.

Thanks.

Lori

Lori Houghton  
Finance Director  
*Coming together, sharing together, working together, succeeding together!*  
201 E. Main Street  
Tavares, FL 32778  
Ph: 352-742-6212  
Fax: 352-742-6351



America's Seaplane City™



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Please Note: Florida has a very broad Public Records Law. Most written communications to or from State and Local Officials regarding State or Local business are public records available to the public and media upon request. Your email communications, including your email address, may therefore be subject to public disclosure.

Confidentiality Notice: This message and any attachments are for the sole use of the intended recipient(s) and may contain confidential and privileged information that is exempt from public disclosure. Any unauthorized review, use, disclosure, or



RECEIVED

JUL 27 2015

STATEMENT OF SERVICE

JULY 2015

ACCOUNT NUMBER

00020 40299

DIVN 80

FOR CUSTOMER SERVICE OR PAYMENT LOCATIONS CALL: 1-877-372-8477

WEB SITE: www.duke-energy.com

TO REPORT A POWER OUTAGE: 1-800-228-8485

LAKE ELSIE RESERVE HOA INC

1928 SALK AVE TAVARES FL 32778

SERVICE ADDRESS 0000 BRANDYWINE DR LITE, RESERVE AT LK ELSIE

DUE DATE TOTAL AMOUNT DUE AUG 13 2015 792.32

NEXT READ DEPOSIT AMOUNT DATE ON OR ON ACCOUNT ABOUT 1,590.00

PIN: 091296416

METER READINGS

Handwritten notes and signatures including 'Lake Elsie', 'RETURN TO PM', 'VENDOR # 14', 'PAY DATE 7/31/15', 'TOTAL \$ 792.32', 'COA 6290', 'AMT \$ 792.32', 'DIV', 'DESCRIPTION 6290', 'APPROVAL PM', 'DM'.

Table with columns for item description and amount. Includes 'PAYMENTS RECEIVED AS OF JUL 13 2015 760.52 THANK YOU', 'LS-1 017 LIGHTING SER COMPANY OWNED/MAINTAINED', 'BILLING PERIOD .06-22-15 TO 07-22-15 30 DAYS', 'CUSTOMER CHARGE 1.19', 'ENERGY CHARGE 1323 KWH @ 2.52600¢ 33.42', 'FUEL CHARGE 1323 KWH @ 4.33200¢ 57.31', '\*TOTAL ELECTRIC COST 91.92', 'EQUIPMENT RENTAL FOR: 27 DEC CONC VIC II 16, 27 SV ACR 9500', 'FIXTURE TOTAL 589.95', 'MAINTENANCE TOTAL 46.44', 'GROSS RECEIPTS TAX 2.36', 'MUNICIPAL FRANCHISE FEE 4.22', 'MUNICIPAL UTILITY TAX 5.04', 'STATE AND OTHER TAXES ON ELECTRIC 7.84', 'SALES TAX ON EQUIPMENT RENTAL 44.55', 'TOTAL CURRENT BILL 792.32', 'TOTAL DUE THIS STATEMENT \$792.32'.

Payment of your bill prior to the above due date will avoid a late payment charge of \$5.00 or 1.5%, whichever is greater.

ENERGY USE

DAILY AVG. USE - 44 KWH/DAY
USE ONE YEAR AGO - 41 KWH/DAY
\*DAILY AVG. ELECTRIC COST - \$24.28





**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
AUGUST 19, 2015**

**AGENDA TAB NO. 4**

**SUBJECT TITLE: Special Event Permit-YMCA Turkey Trot 5k Event  
Request to Waive the \$250 Special Event Fee**

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**OBJECTIVE:**

To consider a request from the YMCA to waive the special event fee for their Turkey Trot 5k event.

**SUMMARY:**

Staff has received a Special Event application from the Golden Triangle YMCA for its 3<sup>rd</sup> annual 5k run to be held on November 26, 2015. No city services, staff or equipment is being requested. The application has been processed and staff is prepared to issue the permit for this event. The permit fee for special events outside the Downtown Entertainment District is \$250. Ms. Kristi Kay, Wellness Director of the YMCA, has requested that this fee be waived. A copy of this request is attached to this summary.

City Council has waived the fee for this event in the two preceding years.

**OPTIONS:**

1. That City Council moves to waive the permit fee for the YMCA Turkey Trot Event.
2. That City Council moves to deny the requested fee waiver.

**STAFF RECOMMENDATION:**

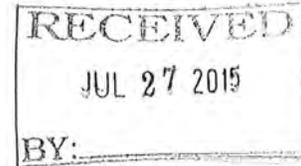
Staff recommends that City Council moves to approve the requested fee waiver for the YMCA's 5k special event.

**FISCAL IMPACT**

The \$250 permit fee would not realized.

**LEGAL SUFFICIENCY:**

Approved for legal sufficiency.



July 27, 2015

Jacques Skutt  
City of Tavares  
Community Development Director  
201 E. Main Street  
Tavares, FL 32778

Dear Mr. Skutt

Thank you very much for your support the past 2 years in waiving the program fee of \$250. I am asking again this, our 3<sup>rd</sup> Annual Turkey Trot 5K, to please consider waiving our fee.

The YMCA's goal is to build upon the success of this community event and truly create another signature date for the city of Tavares. We anticipate 500 runners and expect it to grow. The Y is committed to providing our community members with quality, family events. This year we would like to add the City of Tavares logo to our race shirts in exchange for the program fee. This would be a bigger way to say 'THANK YOU' to you and the City of Tavares for the continued support.

The Y is a non for profit and all proceeds of our Turkey Trot will be dispersed directly back to our Tavares citizens through our scholarship programs to help those in need.

Sincerely,

Kristi Kay  
Wellness Director

**Golden Triangle YMCA • 1465 David Walker Drive • Tavares, FL 32778  
352-343-1144 • 352-742-2101 fax • [www.centralfloridaymca.org](http://www.centralfloridaymca.org)**

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Mission Statement

*The purpose of this Association is to improve lives of all in Central Florida by connecting individuals, families and communities with opportunities based on Christian values that strengthen Spirit, Mind and Body.*

**Internal Revenue Service  
Director, Exempt Organizations  
Rulings and Agreements**

**Department of the Treasury  
P.O. Box 2508  
Cincinnati, Ohio 45201**

Date: **JUL 09 2007**

Central Florida Young Mens Christian Assoc.  
433 N Mills Ave  
Orlando, FL 32803-5721

**Person to Contact:**  
Renee Norton, ID# 31-07347  
**Contact Telephone Numbers:**  
877-829-5500 Phone  
513-263-3756 FAX  
**Federal Identification Number:**  
59-0624430

Dear Sir or Madam:

This modifies our letter dated May 1946. In that letter we determined that your organization is exempt under section 501(a) of the Internal Revenue Code, as an organization described in section 501(c)(3). We determined that you were not a private foundation within the meaning of section 509(a) of the Code because you were an organization described in section 509(a)(2) of the Code.

In your letter dated May 11, 2007, you requested classification as an organization described in section 509(a)(2) of the Code. Based on the information you provided, we have determined that you meet the requirements for the requested foundation classification. Accordingly, we have granted your request and modified your foundation status to reflect an organization described in section 509(a)(2).

Your exempt status under section 501(a) of the Internal Revenue Code, as an organization described in section 501(c)(3) remains in effect.

Grantors and contributors may rely on this determination until the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(2) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of such status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(2) organization.

Because this letter could help resolve any questions about your exempt status and/or foundation status, you should keep it with your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely,



Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements



## Consumer's Certificate of Exemption

DR-14  
R. 04/11

Issued Pursuant to Chapter 212, Florida Statutes

85-8012620831C-2	07/31/2013	07/31/2018	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

CENTRAL FLORIDA YOUNG MENS CHRISTIAN  
ASSOCIATION INC  
433 N MILLS AVE  
ORLANDO FL 32803-5721

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



## Important Information for Exempt Organizations

DR-14  
R. 04/11

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

HELPING YOU  
LIVE BETTER

Kristi Kay  
Wellness Director  
Golden Triangle YMCA Family Center  
1465 David Walker Road, Tavares, FL 32778  
P 352 343 1144 W ymcacentralflorida.com  
E kKay@cfymca.org



SPECIAL EVENT  
PERMIT APPLICATION

City of Tavares  
201 E. Main Street, Tavares, FL 32778  
Phone: (352) 742-6213 Fax: (352) 742-6087

RECEIVED  
Date Received JUL 27 2015

Permit Number 15-959

Use this form for any event where the anticipated attendance exceeds 300 people per day.  
Examples of Special Events include, but are not limited to: Parades, Festivals, Carnivals,  
Runs/Races/Walks, Art Shows, Concerts, Special Musical Presentations, Street Dances, Photography  
Shoots, Contests/Competition/Sporting Events and Fireworks Displays.

Completed application with all necessary attachments is required thirty (30) days prior to the actual event.  
For information call (352) 742-6213.

Organization: Golden Triangle YMCA Name/Nature of Event: YMCA Turkey Trot

Event Category (See attached City Event Policy). Circle appropriate event category:

(1) City Organized (2) Full City Supported (3) Limited City Supported (4)  Non-City Supported

Webpage: YMCA TurkeyTrot.com

Location of event (Attach Site Plan): 1465 David Walker Rd. Tavares, FL 32778

Description of Event (Attach a Detailed Event Schedule):

This is an event held on Thanksgiving Day @ 8 AM. It is an organized walk / run for families and community members.

Date: Nov. 26<sup>th</sup>, 2015 Set-Up Time 5 AM to 7 AM Actual Event Times 8 AM to 10 AM Take Down Time 10 AM to Noon

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

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

Has this event been held in the past? Yes If so, when was the last event? Thanksgiving Day 2014

Individual Contact for Activity/Event: Kristi Kay Email Address: KKay@CFYMCA.org

Cell Phone 352-602-0604 Office Phone 352-343-1144 Fax: \_\_\_\_\_

Address: 1465 David Walker Rd. Tavares, FL 32778

Major Sponsor(s): TBA Promoter(s): Greater Events (Daniel

Cell Phone or Contact #: 352-551-9811 Email Address: daniel@greaterevents.com  
(If different from "Individual Contact") Moore's

**Items 1-3 marked yes require City Council approval.**

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. <b>Crowd:</b> Is anticipated crowd size 2,000 or more? Actual anticipated number: <u>300</u>  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. <b>Streets/Traffic:</b> Will any street(s) or sidewalk(s) be closed? (If yes, provide location on site plan.) Signs, barricades and traffic control plans will be the responsibility of the applicant and will be required in conjunction with City of Tavares Police Department, Department of Transportation and Emergency Services review and approval.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. <b>Noise:</b> Will there be amplified music or entertainment? If yes, please attach type(s) of entertainment and time(s) of performance(s). Indicate stage location(s) on site plan.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 4. <b>Fireworks:</b> Is this a public _____ or private _____ display? Applicant must comply with State Law F.S. 791: and NFPA 1123 and obtain any applicable Lake County permit.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. <b>Banners, Signs, etc.:</b> Will exterior banners, balloons, signs or other types of advertising techniques be used? Temporary signs may only be placed in accordance with the Sign Ordinance.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. <b>Alcoholic Beverages:</b> Will alcoholic beverages be sold _____ or consumed _____ on the premises? (If yes, please check one or both.) A copy of the Florida Beverages Commission permit is required at the time of application and prior to event approval.<br>Permit Holder: _____<br>Division of Alcoholic Beverages and Tobacco: (407) 245-0785.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. <b>Security:</b> Will private security be provided to protect exhibits, equipment or facilities brought on-site for the event? Name of Company: <u>LCSD</u>   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 8. <b>Private Property:</b> Does the applicant own the property where the event is to be held? If not, please attach a letter of permission from the property owner.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 9. <b>Public Safety:</b> Will Police and Emergency Services Personnel be requested? (Based on responses to questions, certain Public Safety personnel may be required i.e., Police, First aid, Paramedics, emergency services, fire, etc.) Once staffing needs are determined, applicant will be required to provide copies of its contracts detailing obligated public safety personnel staff necessary to assist with the event. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 10. <b>Tents/Canopies:</b> Will tents or canopies be used? If yes, indicate on site plan the tent size, location and type of surface on which the tent(s) will be installed and intended use of each tent.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 11. <b>Air Conditioning Units/Power Generators:</b> Will exterior air conditioning units or power generating equipment be operated from vehicles or trailers? If yes, indicate location of equipment on site plan.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 12. <b>Food/Cooking:</b> Will food be cooked _____ catered _____ on-site during this event? Indicate on site plan the location of vendors and cooking equipment to be used. (Appropriately rated fire extinguishers required.) The applicant is responsible for obtaining required food permits from the Florida Department of Business and Professional Regulation-Division of Hotel and Restaurant Management- 850-787-1395.     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

**13. Sanitary Facilities:**

Will temporary sanitary facilities be provided? If yes, indicate location on site plan.

Yes No

**14. Trash:** Will additional refuse containers/dumpsters be provided?

**15. Insurance Requirement:** (Events on City property or City co-sponsored). Please provide the City of Tavares with a Certificate of Insurance for property and liability coverage of the event, naming the City as additional insured.

**16. Request for Use of City Services, Staff or Equipment:** Will you be requesting the use of any City services, assistance from any City staff, or use of any City owned equipment? Please note that this request must be approved by the City Administrator and the applicant may incur a cost for the use of these.

Indicate your needs by checking the appropriate box.

- Trash Pickup \$85/hr
- Trash Containers \$10/day/each
- Stage (4'x8') \$95/day
- First Aid Station \$30/hr
- Police/Security \$30/hr (6 hour minimum)
- Generator \$50/day
- Light Tower \$100/day

- Custodial (Restroom Cleaning) \$30/hr
- Bleachers \$600/day/each
- Fencing/Barricades \$30.00 per 8 linear feet/day
- Port-a-Let (Regular) \$85.00/day/each
- Port-a-Let (Handicap) \$150.00/day/each
- Wash Station \$75.00/day/each
- Other \_\_\_\_\_

**DURING REVIEW BY VARIOUS CITY DEPARTMENTS, ADDITIONAL CONDITIONS MAY BE IMPOSED. THIS PERMIT IS VALID ONLY FOR THE TIME INDICATED ON THIS PERMIT. IN THE EVENT THAT THE APPLICANT FAILS TO FULFILL THE REQUIREMENT(S) AS SET FORTH IN THIS PERMIT OR FAILS TO OBTAIN PROPER AUTHORIZATION TO PROCEED, IF CONDITIONS HAVE CHANGED, OR THE EXPECTED OUTCOMES, IMPACTS, OR SPECIFICATIONS, INCLUDING BUT NOT LIMITED TO TIME AND ACTIVITIES, THE PERMIT MAY BE CANCELLED BY THE CITY ADMINISTRATOR AND THE ACTIVITY SHALL CEASE IMMEDIATELY.**

I, the undersigned, will indemnify, defend and hold harmless, the City of Tavares, its agents, employees, officers and any and all other associates, from and against any and all actions, in law or in equity, from liability or claims for damages, demands or judgments to any person or property which may result now or in the future from the conduct of this event.

The undersigned has read and voluntarily signed the release and waiver of liability and Indemnity Agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

16th Kay  
Signature of Applicant

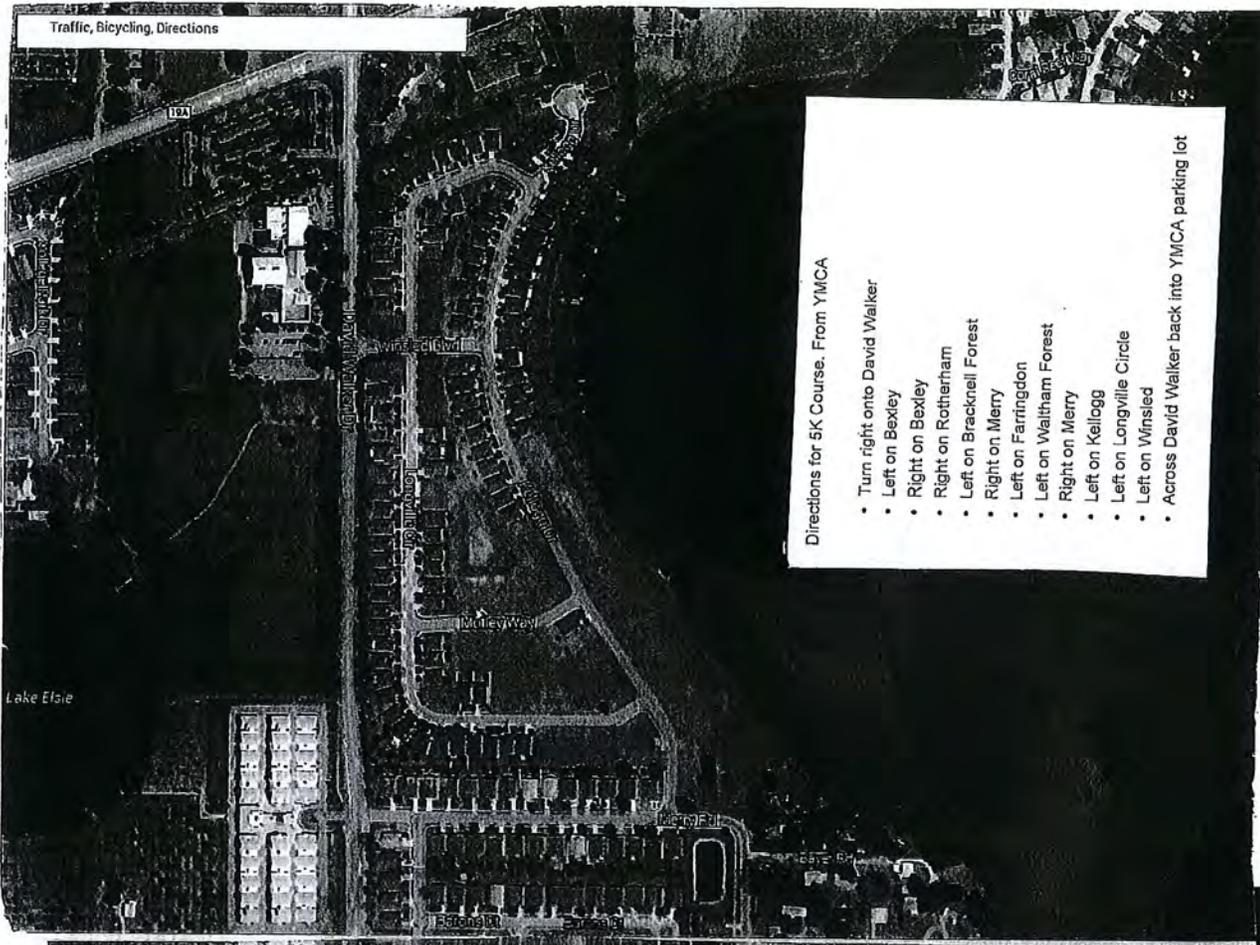
7/27/2015  
Date

Comments: \_\_\_\_\_

\_\_\_\_\_  
City Administrator

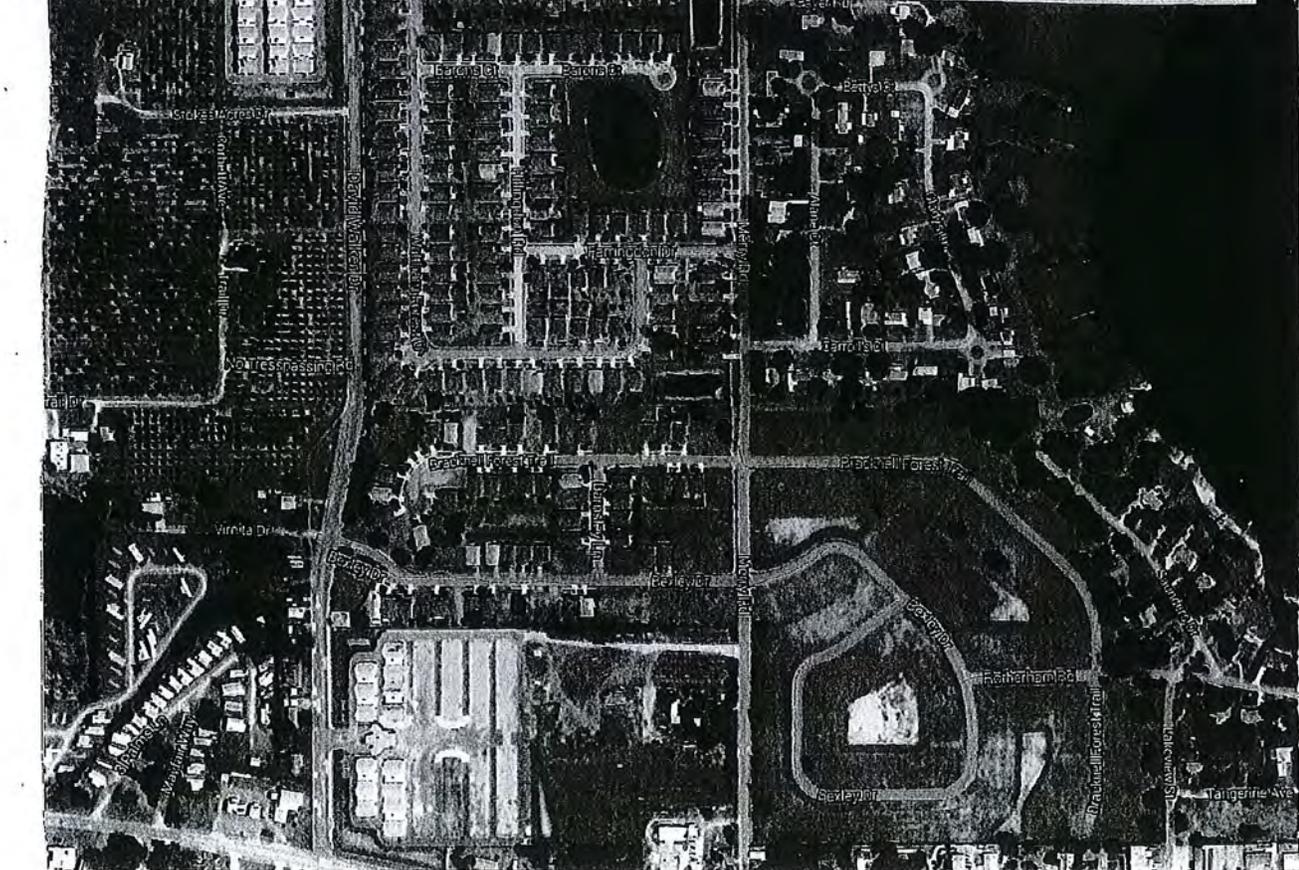
\_\_\_\_\_  
Date

Comments: \_\_\_\_\_



Directions for 5K Course. From YMCA

- Turn right onto David Walker
- Left on Bexley
- Right on Bexley
- Right on Rotherham
- Left on Bracknell Forest
- Right on Merry
- Left on Farrington
- Left on Waltham Forest
- Right on Merry
- Left on Kellogg
- Left on Longville Circle
- Left on Winsled
- Across David Walker back into YMCA parking lot





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/30/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Provinsure 9700 International Dr  Orlando FL 32819		<b>CONTACT NAME:</b> Faila Sershon <b>PHONE (A/C, No, Ext):</b> (407) 370-0776 <b>FAX (A/C, No):</b> (407) 370-0931 <b>E-MAIL ADDRESS:</b> fsershon@provinsure.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>NAIC #</b>	
<b>INSURED</b> Central Florida YMCA, Inc. 433 N. Mills Avenue  Orlando FL 32803		<b>INSURER A:</b> The North River Insurance Co 21105 <b>INSURER B:</b> United States Fire Insurance Co 21113 <b>INSURER C:</b> RetailFirst Insurance Company 10700 <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER: Master

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			506-881335-6	6/1/2015	6/1/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 Employee Benefits \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			506-881335-6	6/1/2015	6/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Underinsured motorist \$ 1,000,000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$			5821037145	6/1/2015	6/1/2016	EACH OCCURRENCE \$ 25,000,000 AGGREGATE \$ 25,000,000
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	520-20730	1/1/2015	1/1/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 --See Next Page--

**CERTIFICATE HOLDER****CANCELLATION**

City of Tavares 201 E. Main Street Tavares, FL 32778	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE Stephen Bacot/FaiSer <i>Stephen Ashman</i>
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FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**June 10, 2015**

**Dear Golden Triangle Community Members:**

**The Golden Triangle YMCA is hosting our 3<sup>rd</sup> Annual Turkey Trot on Thanksgiving Day. This event is designed to draw families and community members together in a fun fitness environment. ALL proceeds go to help fund our scholarship program which provides membership opportunities to those that otherwise could not afford it. This program benefits local children, families and our seniors! Your donation of any shape, form or size would be greatly appreciated! A gift of \$500 will get website recognition and a gift of \$1000 will get website recognition and a t-shirt logo. A gift of \$2500 will get website, t-shirt recognition along with 10 race entries. Please consider supporting our community efforts to spread health and wellness through this fun event. We are a non for profit organization and I have enclosed a letter with exemption proof. All contributions are tax deductible and VERY MUCH appreciated!**

**Please feel free to contact me with any questions at 352-602-0604 or email me at [KKay@CFYMCA.org](mailto:KKay@CFYMCA.org).**

**Kristi Kay, Wellness Director**



YMCA OF CENTRAL FLORIDA

# 3<sup>rd</sup> Annual 2015

## Turkey Trot 5K

**Thanksgiving Day @ 8:00AM**

**\*Pre-register at [www.YMCATurkeyTrot.com](http://www.YMCATurkeyTrot.com)\***



**\$20**—Family/Team rate of 4 or more  
(paper registration only)

**\$25**—Adults

**\$18**—Ages 14 and under

Ages 9 and under are free!

*Best Costume Contest!!!*

Awards for age groups and overall male/female

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**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
DATE OF MEETING: August 19, 2015**

**AGENDA TAB NO. 5**

**SUBJECT TITLE: Good Citizen Recognition Program**

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**OBJECTIVE:** To provide an update on a council request involving the reward of good driving behavior.

**SUMMARY:** At the August 5, 2015 council meeting a suggestion was brought up where an officer would present a "coupon" for motorists that were obeying traffic laws. Although such a program represents a good intention on behalf of the department, there are some concerns that could develop. If a person was to be "stopped" for good driving and the officer noticed something illegal, a conundrum may ensue for the legitimacy of the stop in light of prosecution. Additionally, the program would entail (based on Mt. Dora's program) at least two officers which for Tavares means taking officers away from their patrol areas. In addition, if anything (e.g. accident) would happen during the stop, the city could be liable since the driver was not actually doing anything illegal.

In lieu of the "Mt. Dora Program" the city could to institute a program that would not entail any of the concerns of the above by recognizing citizens who have demonstrated an act that was helpful to their fellow citizens and/or the police department. That person would then be offered an opportunity to be recognized before city council with a certificate. For example, a citizen turns in a wallet with cash inside of it or a citizen helps a lost child. When these acts come to the attention of the department, a sergeant, lieutenant and the chief would review them for commendation. This would also open up the possibilities beyond just good driving behavior.

**OPTIONS:**

1. Move to Institute the "Mount Dora" program.
2. Move to Institute the city council good citizen certificate program

**STAFF RECOMMENDATION:** Staff recommends option 2

Move to institute the City Council Good Citizen Certificate Program

**FISCAL IMPACT:** N/A

**LEGAL SUFFICIENCY:** Option 1 is not recommended by the city attorney.  
Option 2 is legally sufficient.

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
DATE OF MEETING: August 19, 2015**

**AGENDA TAB NO. 6**

**SUBJECT TITLE: AMENDED -- Expanded Use of Pavilion on the Lake by Tavares Public Schools (elementary, middle, and high schools)**

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**OBJECTIVE:** To consider a policy to provide discounts to Tavares Public schools for use of the Pavilion on the Lake.

**SUMMARY:** At the City Council meeting on August 5, 2015, City Council members requested that staff bring forth a policy that allows for a discounted rate for use of the Pavilion on the Lake to Tavares public school groups, clubs, and organizations.

The policy will include the following:

- All public schools in Tavares are eligible for the discount
  - Tavares Elementary, Middle, and High
- Bookings to be scheduled Mon-Thurs only and as the building is available
- 25% discount
- Eligibility listing will be requested from the school principal on an annual basis and will include only those groups, clubs, or organizations that are authorized by the principal
- Interaction with school groups will be "Business as usual"
  - Only Preferred Caterers are used at these events
  - 7-day courtesy hold will be granted at which time a contract and a deposit must be received or date will be released to the public
  - A security deposit and the remaining payment is due in full 60 days prior to event
  - The rental block is as stated, however, additional hours may be purchased
  - Reservations may be made up to one-year in advance

Council requested information on the cost of operating the pavilion. The Finance Department will provide a summary of the costs to operate the Pavilion at the meeting on August 19th.

**OPTIONS:**

- 1) Move to approve a policy to allow 25% discount to school principal authorized Tavares public school clubs, groups, or organizations Monday to Thursdays as available, no further out than one year, and based on the operational policies of the pavilion with regard to deposit and use of caterers.
- 2) Do not approve policy

**STAFF RECOMMENDATION:**

Move to approve a policy to allow 25% discount to school principal authorized Tavares public school clubs, groups, or organizations Monday to Thursdays as available, no further out than one year, and based on the operational policies of the pavilion with regard to deposit and use of caterers.

**FISCAL IMPACT:** Based on requests received

**LEGAL SUFFICIENCY:** Legally sufficient

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
DATE OF MEETING: August 19, 2015**

**AGENDA TAB NO. 7**

**SUBJECT TITLE: Budget Workshop**

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**OBJECTIVE:** To present the Fiscal Year 2016 Final Budget Workshop.

**SUMMARY:** Council previously held three (3) budget workshops on July 1, July 15 and August 5<sup>th</sup> at which the General Fund Budget, Enterprise Fund Budgets and Capital Program budgets were presented and discussed. A maximum tentative millage rate was also set at 6.6166 to support the general fund budget and .0468 for the debt service budget.

The Council flagged items, asked questions as did the Public after which city staff researched and provided answers to those flagged items and questions (see attached). At this fourth budget workshop an opportunity is provided to Council to further discuss the budgets.

In September the Council will hold two additional public budget meeting at which the Public will be invited to discuss the budget and the Council will vote on them as well as the final millage rate).

**RECOMMENDATION:** It is recommended that the Council discuss the budgets.

**I. WORKSHOP COMMENTS AND QUESTIONS FROM  
THE CITY COUNCIL:**

1. What are the repair costs and down time expenditures in FY2014-2015 for the pumper being replaced in the budget?
  - ✓ Staff stated that so far the City has spent \$11,000 in FY2014-2015 on the pumper.
  - ✓ Staff provided the Council with worksheet of detailed costs.
  - ✓ Staff provided an overview of the Pumper's condition and the effects of the down time for the Fire Department.
2. Council asked "what are our employee salaries compared to surrounding communities?"
  - ✓ Staff stated that staff gathered information from surrounding cities on pay ranges for various city positions. She provided Council with a worksheet (attached).
3. Page 16: "what are Capital Outlay and Other?"
  - ✓ Staff explained that the page is a summary of all General Fund Departments with columns showing the various expenditure types.
  - ✓ The first column is Personal Service Costs including wages and benefits.
  - ✓ The second column is the Operating Expenditures – expenditures required for service delivery.
  - ✓ The last column called "Capital Outlay and Other" includes expenditures for capital outlay, debt service, community grants, and transfers.
4. Page 50: "the capital lease went up when it was running steady for the two previous years."
  - ✓ Debt service for the Chiller (\$250,000) is anticipated to be purchased with the Fire Truck and vehicle utilizing a capital lease. Lease payments for the Chiller accounts for the increase. Fire vehicle lease payments are included in the Fire Department on page 131.
5. Please provide information on the Chillers:
  - ✓ A/C Chiller Replacement – this is for the Air Conditioning Unit at City Hall. The current unit was purchased in 1998, and is beyond its original life expectancy.
6. Page 79: "who are Quorum Services?"
  - ✓ Quorum Services provide Building Permit Review, and Building Inspection services for the City.
7. P 245, account 572-34-10: "what is the rate study for, and what are the benefits."
  - ✓ This is for a rate study for General Government Impact Fees including Police, Fire, and Parks. The last study was done in 2005. Water and Wastewater studies

are completed every five years. It is necessary for the City to review and ensure that current fees are appropriate.

8. Page 359: "are the costs of the new hoses due to FAA safety requirements included in the costs of the fueling system."
  - ✓ Staff confirmed that was correct.
9. Page 353, account 512-81-10, stating miscellaneous grants are set at \$2,500. The \$1,000 of unused money in the current budget should be included in the FY2016 Budget.
  - ✓ Staff stated that staff would make that correction.
10. Please prepare a worksheet to show the value of ad valorem receipts for various millage rates.
  - ✓ Staff has provided Council with the requested information (see attached).
11. Council asked if some of the cuts could be added back to the budget if tweaks are made to the budget.
  - ✓ Yes. If the millage rate remains unchanged, Council would need to exchange an included item for a "cut" item.
  - ✓ Yes. Council could raise the millage rate to fund "cut" items.
12. Council stated that the \$1,000 that was mentioned for the Community Grants is already in the budget.
  - ✓ Staff will review and make corrections if needed (\$3500 has been budgeted).
13. Council asked "what is the "Holiday Festival"?"
  - ✓ Holiday Festival, Light-up, Christmas Event are all the same event.
  - ✓ As requested by Council, staff will make sure that the event is noted in the budget as the "Christmas Event" and not the Holiday Event.

## July 15, 2015

1. Please provide information on the vehicles included in the Proposed Proprietary Fund Budgets.
  - ✓ Staff has provided detailed information for each vehicle requested – "Proprietary Vehicle Replacement Information Detail."
    - Water Division
      - Forklift
      - Replacement vehicle for unit #828
    - Wastewater Division
      - Small SUV Vehicle
      - Replacement vehicle for unit #820
    - Stormwater Division
      - Small street sweeper
    - Solid Waste Division

- Replacement Vehicle for unit #614
2. Can the Solid Waste vehicles be rehabbed versus replacing vehicles?
    - ✓ Staff states that the Solid Waste Division does rehab Solid Waste Collection vehicles; money for rehabbing two vehicles is included in the budget.
    - ✓ The vehicle being requested is not a collection.
    - ✓ Further information is included in the "Proprietary Vehicle Replacement Information Detail."
  3. Please provide more information for the requested security alarm and security cameras for the Pavilion on the Lake.
    - ✓ Staff states that the cameras will be used as follows:
      - 2 cameras on the back decks
      - 1 camera outside on the balcony
  4. What were the results of the discussion with the Property Appraiser concerning the Pavilion on the Lake?
    - ✓ The City Administrator stated that the Property Appraiser has stated that there will be no taxation on the pavilion because the facility has a valid public purpose which is consistent with other facilities in neighboring cities. The City Administrator further stated that the Mayor was instrumental and met with the Property Appraiser to review the issue.
  5. Please provide information concerning the gift shop at the Pavilion on the Lake.
    - ✓ Customers have noted their desire to have items available for sale at the Pavilion on the Lake for those occasions when an important item is needed, but has been forgotten. In addition some small souvenir items such as t-shirts and hats (etc.) may be appropriate for customers to purchase to commemorate their special event. The Pavilion has some cabinet furniture that would be perfect for displaying items for sale. Staff anticipates a small inventory as the gift shop purpose is to meet customer service needs as a full service facility.
  6. Are additional flower baskets going down on the west side of Main Street? They need to be finished all the way down Main Street; what monies have been used, and what amount is needed to finish the project?
    - ✓ In the current fiscal year, 2015, \$6,068 in the TIF Fund has been used for the baskets and plants.
  7. Some light poles on Main Street are black and others look gray. Why?
    - ✓ Staff is investigating the reason for the disparity in pole color. Color differences at this time may be related to fading, finishing, different type of pole, etc.
    - ✓ Staff is also researching the cost to paint the poles so that all poles are black.

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
AUGUST 19, 2015**

**AGENDA TAB NO. 8**

**SUBJECT TITLE: City Administrator Report**

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**OBJECTIVE:** To inform Council on city related matters.

**SUMMARY: Will be presented at meeting**

**UPCOMING MEETINGS: (check with Susie Novack for any last minute changes)**

- Regular City Council Meeting – Thursday, September 3, 2015 – 4:00 pm.  
And Public Hearing on the 2015-2016 FY Budget
- Code Enforcement Meeting – cancelled for August
- Library Board – September 16, 2015 - Library Conference Room – 2:00 p.m.
- Planning & Zoning Board – August 20, 2015 – City Council Chambers – 3:00 p.m.
- Lake Sumter MPO – August 26, 2015 – 2 p.m. MPO Board Room, Leesburg
- Lake County League of Cities Luncheon Meeting – September 11, 2015 – 12:00

**EVENTS**

- September 10 - Tavares Chamber of Commerce Red Gala Event – Lake Receptions 5:30 pm to 9:30 pm
- September 25-27 – Rifles, Rails & History – Wooton Park
- October 24, 2015 – Monster Splash
- October 23-24, 2015 – Howl-o-Fest
- October 31 – November 1 2015 – HydroDrags World Championships
- Z- Fest 2015 – November 7, 2015 – 9:00 a.m. – Wooton Park
- November 3, 2015 – City Election
- November 12, 2015 – Taste of Tavares – Tavares Pavilion on the Lake – 6:00 p.m.
- November 13-15 – CRA Fall Thunder Regatta
- Christmas Parade & Celebration – December 5, 2015

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**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
AUGUST 19, 2015**

**AGENDA TAB NO. 9**

**SUBJECT TITLE: City Councilmembers Report**

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**OBJECTIVE:**

To inform Council on city related matters.

**SUMMARY:**

Council will be offered an opportunity to provide a report at the meeting.

**OPTIONS:**

N/A

**STAFF RECOMMENDATION:**

N/A

**FISCAL IMPACT:**

N/A

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