



America's Seaplane City™

**AGENDA
TAVARES CITY COUNCIL**

**November 18, 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 from 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

**Brooks Braswell
Pastor Umatilla Baptist Church**

II. CALL TO ORDER

John Drury

III. PROCLAMATION OF ELECTION RESULTS

Nancy Barnett

IV. SWEARING IN OF NEW COUNCILMEMBERS

Chief Lubins

V. CONVENING OF NEW COUNCIL

John Drury

VI. ELECTION OF MAYOR

John Drury

Tab 1) Election of Mayor

VII. ELECTION OF VICE MAYOR

Mayor

Tab 2) Election of Vice Mayor

VIII. APPROVAL OF AGENDA

Mayor

IX. APPROVAL OF MINUTES

Mayor

Tab 3) Approval of Minutes for October 7 and 21, 2015

Mayor

X. SUNSHINE LAW/ETHICS LAW UPDATE

Tab 4) Sunshine & Ethics Law Update

Attorney Williams

XI. PROCLAMATIONS/PRESENTATIONS

XII. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EX-PARTE CONTACTS

**XIII. READING OF ALL ORDINANCES/RESOLUTIONS
INTO THE RECORD**

Nancy Barnett

XIV. CONSENT AGENDA

Tab 5) Designation of Bank

Lori Houghton

Tab 6) Designation of those Authorized to Sign Checks

Lori Houghton

Tab 7) Approval of Interlocal Agreement with Lake County for
Traffic Light Maintenance

Chris Thompson

XV. ORDINANCES/RESOLUTIONS – PUBLIC HEARING

(All Ordinances under First Reading are not discussed, unless otherwise noted, until the
Second Reading)

First Reading

Tab 8) Ordinance #2015-22 – Amendment to Stormwater Fee

Lori Houghton

Second Reading

RESOLUTIONS

Tab 9) Resolution #2015-14 - Final Amendment to Fiscal Year 2015
Budget

Lori Houghton

XVI. GENERAL GOVERNMENT

Tab 10) Status of City Capital Projects

John Drury

Tab 11) Tavares Square Commercial Broker RFP Request

John Drury

Tab 12) Request for Deferral of Impact Fees – Cagan Management
Group

John Drury

- | | |
|---|--------------|
| Tab 13) Approval of Library Expansion Concept Plan | Tammy Rogers |
| Tab 14) Designation of Annual School Concurrency Meeting Meeting Representative | Mayor |
| Tab 15) Request for Assistance for Hickory Point Soccer Team Event | John Drury |
| Tab 16) Golden Triangle Summit Meeting Date | John Drury |

XVII. OLD BUSINESS

XVIII. NEW BUSINESS

XIX. AUDIENCE TO BE HEARD

XX. REPORTS

- | | |
|----------------------------|---------------------|
| Tab 17) City Administrator | John Drury |
| Tab 18) 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.

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: November 18, 2015**

AGENDA TAB NO. 1
SUBJECT TITLE: Election of Mayor

OBJECTIVE: To elect the position of Mayor of City Council

SUMMARY: Section 3.04 of the City Charter states that "The council shall elect from its members, a mayor and vice mayor" and "the city administrator shall conduct the election of the mayor". The Council has traditionally followed Roberts Rules of Order when conducting meeting and elections.

Base on the Roberts Rules of Order process, the City Administrator will open up the floor for nominations of Mayor. Council members will be invited to nominate any council member including themselves. No second is required for a nomination. Once nominations have been completed, the City Administrator will close nominations.

The City Administrator will then offer an opportunity for any council member who wishes to speak to make comment at this time. As the Charter specifically calls for the City Council and not the public to conduct this organizational order of business, the City Administrator does not plan on opening this issue up to public debate and discussion but rather leave that to Council.

Upon completion of Council comment and discussion, if any, the Administrator will request a hand vote (raising of the right arm) for each nominee based on the order in which they were received at time of nomination until three or more votes are made for a nominee.

OPTIONS:

- 1) Have the City Administrator entertain nominations for Mayor and call for the vote in the order in which they are made
- 2) Make a motion for another method of nominations

STAFF RECOMMENDATION: Proceed with the above described format in electing a Mayor.

FISCAL IMPACT: N/A

LEGAL SUFFICIENCY: This has met legal sufficiency.

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: November 18, 2015**

AGENDA TAB NO. 2

SUBJECT TITLE: Election of Vice Mayor

OBJECTIVE:

To elect the position of Vice Mayor of City Council

SUMMARY:

Section 3.04 of the City Charter states that "The council shall elect from its members, a mayor and vice mayor". The Council has traditionally followed Roberts Rules of Order when conducting meeting and elections.

Base on the Roberts Rules of Order process, the Mayor should open up the floor for nominations of Vice Mayor. Council members should be invited to nominate any council member including themselves. No second is required for a nomination. Once nominations have been completed the Mayor should close nominations.

The Mayor should then offer an opportunity for any council member who wishes to speak to make comment at this time. As the Charter specifically calls for the City Council and not the public to conduct this organizational order of business, the Mayor does not need to open this issue up to public debate and discussion but rather can leave that to Council.

Upon completion of Council comment and discussion, The Mayor should request a hand vote (raising of the right arm) for each nominee based on the order in which they were received at time of nomination until three or more votes are made for a nominee.

OPTIONS:

- 1) Have the Mayor entertain nominations for Vice Mayor and call for the vote in the order in which they are made
- 2) Make a motion for another method of nominations

STAFF RECOMMENDATION: N/A

FISCAL IMPACT: N/A

LEGAL SUFFICIENCY:

This has met legal sufficiency.

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Tab 3

CITY OF TAVARES
MINUTES OF REGULAR COUNCIL MEETING
OCTOBER 7, 2015
CITY COUNCIL CHAMBERS
4:00 p.m.

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COUNCILMEMBERS PRESENT

ABSENT

Kirby Smith, Mayor
Lori Pfister, Councilmember
Lisa Johnson, Councilmember
Robert Speaks, Councilmember

Bob Grenier, Vice Mayor

STAFF PRESENT

John Drury, City Administrator
Nancy Barnett, City Clerk
Robert Q. Williams, City Attorney
Tammey Rogers, Community Services Director
Jacques Skutt, Director of Community Development
Chief Stoney Lubins, Police Department
Richard Keith, Fire Chief
Bob Tweedie, Economic Development Director
Lori Tucker, Human Resources Director
Brad Hayes, Director of Utilities
Chris Thompson, Director of Public Works

I. CALL TO ORDER

Mayor Smith called the meeting to order at 4:02 p.m.

II. INVOCATION AND PLEDGE OF ALLEGIANCE

Pastor Rick Fountain, First Baptist Church of Tavares, 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 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 Police Chief or City Clerk. He asked that cell phones be muted or turned off.

III. APPROVAL OF AGENDA

1 Mayor Smith asked if there were any changes to the agenda. Mr. Drury responded there were
2 none.

3
4 **MOTION**

5
6 **Robert Speaks moved to approve the agenda, seconded by Lori Pfister. The motion**
7 **carried unanimously 4-0.**

8
9 **IV. APPROVAL OF MINUTES**

10
11 **Tab 1) Minutes of September 3, 2015 Regular Council Meeting and Public Hearing and**
12 **September 16, 2015 Regular Council Meeting and Public Hearing**

13
14 **MOTION**

15
16 **Lori Pfister moved to approve the minutes of September 3, 2015 and September 16, 2015,**
17 **seconded by Robert Speaks. The motion carried unanimously 4-0.**

18
19 **V. PROCLAMATIONS/PRESENTATIONS**

20
21 **Tab 2) Lake County Children's Memorial Garden**

22
23 Mr. Drury welcomed Jennifer Dempsey who he noted had been his Administrative Assistant for
24 many years. He said Ms. Dempsey will be giving a presentation on the Lake County Children's
25 Memorial Garden located on the shores of Lake Idamere in Tavares. He noted that Nick Buchholz
26 was also present to speak.

27
28 Ms. Dempsey said that in 2011, her son Nicholas was killed in a jet ski accident on Lake Joanna.
29 She said she and her children had received grief counseling through Cornerstone Hospice. She
30 discussed the issue of depression and anxiety associated with loss noting that she had found
31 being out in nature had been very healing. She approached Mr. Buchholz with the idea of a
32 memorial garden. She said Mr. Buchholz was very supportive and Cornerstone agreed to be the
33 non-profit partner. She said the Lake County Commissioners had also approved the project. She
34 then showed the concept plan of the park and memorial garden. She discussed the process that
35 had gone into the design based around the concept of the stages of grief.

36
37 Nick Buchholz, Executive Director for Cornerstone Hospice Foundation, provided information on
38 the services provided by Hospice. He said Cornerstone is proud of being able to provide services
39 above and beyond traditional Hospice care. He described the other children services that
40 Cornerstone provides and noted this park will compliment those services.

41
42 Mr. Drury commended Mr. Buchholz and Ms. Dempsey on this project. Mayor Smith thanked
43 them for their presentation and for choosing the Tavares location.
44

1 **VI. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EX PARTE**
2 **COMMUNICATIONS**
3

4 Attorney Williams sworn in those who wished to give testimony on Resolution #2015-13 – Vacate
5 of Old Lane Park and Jackson Plat south of Slim Haywood/North of Camp Road. Council
6 indicated no ex parte communications.
7

8 **VII. READING OF ALL ORDINANCES/RESOLUTIONS**
9

10 Ms. Barnett read Resolution #2015-13 by title only:
11

12 **RESOLUTION 2015-13**
13

14 **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF TAVARES,**
15 **FLORIDA, VACATING ALL LOTS, BLOCKS, STREETS, ROADS, AND RIGHTS-**
16 **OF-WAY FOR A PORTION OF THE PLAT OF “PLAT OF LAND OF LANE AND**
17 **JACKSON AND OTHERS” AS RECORDED IN PLAT BOOK 7, PAGE 52**
18 **PUBLIC RECORDS OF LAKE COUNTY, FLORIDA; TOGETHER WITH ALL**
19 **LOTS, BLOCKS, STREETS, ROADS, AND RIGHTS-OF-WAY FOR A PORTION**
20 **OF THE PLAT OF “TOWN PLAT OF LANE PARK” AS RECORDED IN PLAT**
21 **BOOK 1, PAGE 39, PUBLIC RECORDS OF SUMTER COUNTY, FLORIDA,**
22 **SUBJECT TO THE RULES AND REGULATIONS ORDAINED BY THE CITY OF**
23 **TAVARES COUNCIL; PROVIDING FOR AN EFFECTIVE DATE.**
24
25

26 **VIII. CONSENT AGENDA**
27

28 Mayor Smith asked if anyone in the audience objected to the item in the Consent Agenda.
29

30 **MOTION**
31

32 **Robert Speaks moved for the approval of the Consent Agenda [Air Boss Contract for**
33 **Monster Splash], seconded by Lisa Johnson. The motion carried unanimously 4-0.**
34

35 **IX. ORDINANCES/RESOLUTIONS**
36

37 **Tab 4) Resolution #2015-13 – Vacate of Lane Park and Lane Jackson Plat of Circa 1887**
38 **Superimposed over Shanti Niketan Phase 4 – South of Slim Haywood/North of Camp Road**
39

40 Mr. Skutt stated this resolution vacates two very old plats: the plat of Lane Jackson and a Portion
41 of the Town Plat of Lane Park. These are plats from the 1800's and the resolution will vacate all
42 the lots, blocks, streets, roads, rights of ways, etc. within the boundary of the Shanti Niketan
43 Phase 4 property. The property is south of Slim Haywood, North of Camp Road. There are no
44 public utilities existing in any of the right of ways. This will help to clear up the title to the property.

1 On September 17th, the Planning & Zoning Board voted to recommend approval unanimously and
2 staff recommends approval.

3
4 **MOTION**

5
6 **Lori Pfister moved to approve Resolution #2015-13 for the partial vacation of the Plat of**
7 **Lane and Jackson and Others and the Town Plat of Lane Park, seconded by Robert**
8 **Speaks. The motion carried unanimously 4-0.**

9
10 **XI. GENERAL GOVERNMENT**

11
12 **Tab 5) Jones Brothers Lease Extension Request – Second Amendment**

13
14 Mr. Tweedie advised this is a request from Jones Brothers to extend their current lease for
15 commercial seaplane operations at the Tavares Seaplane Base and to amend the payment
16 provisions of that agreement. Their original 2010 agreement was renewed last year for an
17 extension to 2019. They recently have obtained their Part 135 FAA air charter certificate, the first
18 ever air charter certificate for operations at the Tavares Seaplane Base and as such they have
19 requested to extend their lease to facilitate their future business development plans. This
20 agreement will extend their lease term until September of 2024 with a slight reduction in the
21 annual rental increase from \$25.00 to \$20.00 a month.

22
23 **MOTION**

24
25 **Lori Pfister moved to approve the Jones Brothers Lease Agreement Second Amendment,**
26 **seconded by Robert Speaks.**

27
28 Councilmember Speaks asked for clarification on the amount of the lease agreement.

29
30 Mr. Tweedie said the current amount is \$545 a month and it will be a \$20.00 a month increase
31 per year.

32
33 **The motion carried unanimously 4-0.**

34
35 Mayor Smith expressed his appreciation for the city's relationship with the Jones Brothers.

36
37 **Tab 6) Interlocal Agreement with Lake County for the Alfred Street Stormwater & Road**
38 **Maintenance Agreement**

39
40 Mayor Smith stated that he had a conflict on this matter which is that his family owns part of the
41 affected property. Attorney Williams concurred. Mayor Smith passed the gavel to Councilmember
42 Pfister.

43
44 Attorney Williams said this is an area that is part of Old US 441 from Disston out to Dora Avenue.
45 That part of the road is currently under the County jurisdiction. On the south side of the road is a

1 mobile home park called Tranquil Court. The city discovered that there is a large old stormwater
2 culvert that runs from Alfred Street down to Lake Dora, under the Tranquil Court Trailer Park and
3 under some homes. It was discovered when some of the pipes began to cave in. Staff believed it
4 it was installed in the 1940's by FDOT and then FDOT turned over the road to Lake County. The
5 City took the position therefore that it belonged to the County however the County took the
6 position that it belonged to Tavares because it drains most of the City of Tavares in that part of
7 the City. The city then had a study done to determine the contributing sources to the flow which
8 identified three parties: the City, Tranquil Court Mobile Park (which Mayor Smith's family has
9 recently purchased), and Lake County through its participation in the paving of Alfred Street.
10 Using the percentages put forth in the study, a resolution was developed with a method of
11 apportioning the cure: the city will slip line the pipe on the inside which is about \$75,000 to
12 78,000; the County's share of that is approximately \$46,000, and the property owners will pay
13 their share. In return the County has requested that the City take over that part of the road for
14 maintenance which will be milled and resurfaced by the County. There will be a separate
15 agreement with the property owner at the next meeting.

16
17 **MOTION**

18
19 **Robert Speaks moved to approve the Interlocal Agreement with Lake County for the Alfred**
20 **Street Infrastructure Agreement, seconded by Lisa Johnson. The motion carried**
21 **unanimously 3-0 with Mayor Smith abstaining from the vote.**

22
23 Acting Mayor Lori Pfister passed the gavel back to Mayor Smith.

24
25 **Tab 7) Tavares Square (Clerk's Building) Project Update**

26
27 Mr. Tweedie gave an update on this project as follows:

28
29 *There are two aspects of this project: One (1) is the proposal process for redevelopment and the*
30 *second (2nd) is the demolition progress.*

31
32 *The request for proposals (RFP) solicitation was published on August 30th, 2015 with a due date*
33 *of October 30th 2015. The notice was advertised in local newspapers as well as regional, national*
34 *and international publications which attracted the attention of various interested parties. For*
35 *example the Orlando Chinese Chamber Of Commerce has requested proposals packages to*
36 *distribute in China to solicit additional competitive proposals for consideration at their upcoming*
37 *trade mission to China. Calls from around the United States, Canada, England, Taiwan, India and*
38 *Australia have been received requesting additional information. A public non mandatory*
39 *informational meeting was held on Tuesday September 29th at which a few people attended*
40 *virtually through the internet and a handful attended in person. The proposals will be brought to*
41 *Council at a future date.*

42
43 *The demolition project is proceeding well. The asbestos removal is underway. Fire suppression*
44 *and Freon have been removed. The electric, sewer, and water services have been terminated.*
45 *The large historical plaque was carefully removed by City Public Works staff and is stored at*

1 *Public Works. A professional photograph of the mural has been taken as well. The Generator has*
2 *been sold for \$25,000 and will be removed in two weeks. The demolition of the structure will also*
3 *begin in two weeks and take one week to complete. Removal of rubble and grading of the area*
4 *will take an additional three (3) weeks. This puts the project complete around the middle of*
5 *November.*

6
7 **Tab 8) Approval to Ratify Disposals for Obsolete Vehicles and Equipment**

8
9 Ms. Houghton stated this is to request ratification of equipment disposals for auction of surplus
10 vehicles and equipment that have become obsolete and reached useful life. The city had eight
11 vehicles, two pickup beds and two generators that were identified. The Fleet Manager
12 recommended disposal of these items and they had been stored for an extended period of time
13 and had presented storage deficiencies. They were presented for public auction through Gov
14 Deals. This process generally realizes about 110% of the Blue Book value.

15
16 **MOTION**

17
18 **Lori Pfister moved to approve the list of the surplus items provided to Council and to ratify**
19 **the authorization of these items for sale through an online auction, seconded by Robert**
20 **Speaks. The motion carried unanimously 4-0.**

21
22 **Tab 9) Policy on Waiving Pavilion Fees for School Fundraisers**

23
24 Ms. Rogers noted that at the August 5th meeting a representative from the Band Booster Club
25 came to Council to request a waiver for the user fee for the Pavilion for a fundraising event for the
26 high school band. Council requested a policy on this issue. She noted that there is currently a
27 policy that allows a 25% discount on an unlimited use basis for the elementary, middle, and high
28 schools use of the pavilion if the group has been endorsed by their principals. Historically the
29 Lake County School System has use of other city facilities (i.e. the Tavares Civic Center, the
30 Ingraham Center, the TRA room, and the Fred Stover Baseball and softball complex). Additionally
31 the city provides in kind or monetary support to the Lake County School Board's events such as
32 the Renaissance Faire, No Duck left Behind, and the Children's Arts & Cultural Event in Wooton
33 Park. Staff recommends that Council maintains the current policy which gives unlimited use for all
34 activities at 25% discount.

35
36 Mayor Smith invited Vance Joachim to speak on this item. Mr. Joachim stated that the Pavilion
37 program was sold as an enterprise product with a business plan. He said it is unfair to the tax
38 payers who supported that plan to give discounts from the revenue stream to pay that debt. He
39 spoke in favor of discounts if budgeted separately and identified.

40
41 Mayor Smith spoke in support of the 25% discount as determined previously by Council policy.

42
43 **MOTION**

44

1 **Lori Pfister moved to approve Option 2) Discount policy for school fund raising activities**
2 **similar to the current discount policy at a 25% discounted rate. The motion was seconded**
3 **by Robert Speaks. The motion carried unanimously 4-0.**
4

5 Mr. Drury spoke in support of Mr. Joachim's recommendation.
6

7 **Tab 10) Reappointment to Lake County Action Agency**
8

9 Mayor Smith recommended the reappointment of Art Swanton to the Lake County Action Agency.
10

11 **MOTION**
12

13 **Robert Speaks moved for approval of the Mayor's suggestion, seconded by Lori Pfister.**
14 **The motion carried unanimously 4-0.**
15

16 **Tab 11) Wayfinding Program – Signage Update**
17

18 Mr. Skutt explained that the purpose of the Wayfinding Program for signage is to direct travelers
19 to the City's Downtown events, businesses, and Seaplane Base and to do so in a manner that
20 promotes and identifies the brand as America's Seaplane City. The program has been
21 approached in a number of different ways: signs on the turnpike, gateway feature, FDOT
22 approved wayfinding signage, kiosk signs, branded alleyway signs and street signs. Mr. Skutt
23 noted he had summarized the city's progress in each aspect in his report provided in the agenda.
24 He then reviewed the status of each project as follows:
25

- 26 • The turnpike sign has now been installed at Exit 285; a southbound sign at 289 has been
27 approved and is scheduled for installation.
28
- 29 • FDOT has approved the wayfinding program which allows the city to install 13 seaplane
30 branded roadside signs along state and city roads. Last fiscal year four signs were
31 installed along SR 441 at the intersections of Sinclair and St. Clair Abrams; a fifth sign at
32 SR 19 and Main Street on the Dora Canal will be installed. He discussed the future
33 locations of the remaining signs.
34
- 35 • The gateway feature is presently being fabricated by Don Bells Signs will be placed at the
36 east boundary of Waterman Hospital to replace the older dated sign that was recently
37 removed. It will be accented with neon lights to emphasize the brand and visibility. Staff is
38 also working on concept plans for the second gateway feature that will be located at the
39 Chris Daniels Memorial Fountain which will be brought to Council for approval.
40
- 41 • Funding for two digital retrofitted signs has been identified in future projects and will be
42 considered for inclusion in next year's budget.
43
- 44 • Street name signs: In the past two years over 2000 outdated faded street name signs
45 have been replaced through an Interlocal Agreement with Lake County Traffic Operations.

- 1
2 • Alleyway Signs: Historic alleyway signs are installed as alleyways are brick paved. To
3 date 12 alleyways have been identified.
4

5 Mr. Drury thanked Mr. Skutt, Ms. Maraviglia, and Mr. Thompson for their hard work on the
6 signage project which has helped to put Tavares on the map.
7

8 **XI. OLD BUSINESS**
9

10 Councilmember Pfister said she wished to comment about the parking downtown. She said she
11 had had a downtown merchant request again that during the County Commission meetings that
12 signs are put up that state “two hour parking.”
13

14 **XII. NEW BUSINESS**
15

16 **XIII. AUDIENCE TO BE HEARD**
17

18 Ms. Burleigh reported that Vice President Tom Russ of the Tavares Historical Society had
19 recently passed away. She said his obituary reads “He left this earth on a train going to heaven
20 on September 20th.” Ms. Burleigh read some of Mr. Russ’s accomplishments as follows:
21

22 *“He served in the army as an officer in the Adjutant General Corp. He lived in Virginia Beach 35*
23 *years and he owned private schools serving 990 students K through 12. In 1966 he founded*
24 *Chesapeake College, a two year college and in 1972 it became part of the Virginia Community*
25 *College system. He was appointed to the Chesapeake Hospital Authority which built the first*
26 *hospital in the new city of Chesapeake, Virginia. He collected Lionel trains and has left this legacy*
27 *to our Historical Society for when we move into the depot. Tom and his wife Delores were King*
28 *and Queen of the George fest Parade in 2013. He was truly a great man and he will be missed.”*
29

30 Mayor Smith commented that he was lucky to visit Mr. Russ’s home and view his collection of
31 trains which is phenomenal and he looked forward to the collection being with the Historical
32 Society.
33

34 **Patsy Umlauf, 2805 Wekiva Road**
35

36 Ms. Umlauf stated she was surprised that no one had mentioned an Australian pilot, Michael
37 Smith, who had traveled half way around the world and had arrived at the Seaplane Base
38 recently. She said she had attended his slide show at the Pavilion and it was highly interesting
39 and entertaining.
40

41 **Lou Buigas, 206 W. Main Street**
42

43 Ms. Buigas reminded those present of Rocktoberfest on October 10th at 3:00 p.m.
44

45 **XIV. REPORTS**

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

4 Mr. Drury said he had updated his list of events which includes the "shoulder events" (Monster
5 Splash, HydroDrag races) that the Economic Development Department is trying to build up to fill
6 in the gap during the off-season.
7

8 Mr. Drury commented on the Australian pilot whose plane was built in Tavares and some of the
9 stories he had shared.
10

11 **City Clerk**
12

13 Ms. Barnett stated she and her husband would be going to Maine in the upcoming week to meet
14 with her son Frank Barnett who has been hiking the past six months on the AT. Mr. Drury
15 commended Frank for hiking the entire Appalachian Trail from Georgia to Maine. He noted
16 Attorney Williams is also a hiker and has done about a third of the trail with former Mayor Glenn.
17

18 **Public Works Director**
19

20 **Utility Director**
21

22 **Fire Chief**
23

24 **City Attorney**
25

26 Attorney Williams noted that one of the issues with the Pavilion to keep it as a city functioning
27 building is that it has to have a certain amount of public purpose to retain its status as a tax
28 exempt property. He said the policy approved today will bolster additional community use.
29

30 **Tab 15) City Council**
31

32 **Councilmember Pfister**
33

34 **Councilmember Speaks**
35

36 **Councilmember Johnson**
37

38 Councilmember Johnson said she is excited about the upcoming "shoulder events." She
39 commended the staff for organizing the "UnboLievable" Halloween event.
40

41 **Mayor Smith**
42

43 Mayor Smith stated "Rifles Rails and History" was a fantastic event. He commended Vice Mayor
44 Grenier and his participants who had done a great job portraying the historical events. He said it

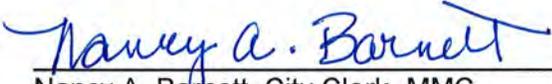
1 was exciting to meet the Camp honoring Confederate General Kirby Smith of Jacksonville
2 organized by the Sons of Confederate Veterans.

3
4 Mayor Smith said in 1895 the first cartoon comic strip was printed in the newspaper and today is
5 National Frappe Day.

6
7 **Adjournment**

8
9 There was no further business and the meeting was adjourned at 5:08 p.m.

10
11 Respectfully submitted,

12
13 
14 _____
15 Nancy A. Barnett, City Clerk, MMC

CITY OF TAVARES
MINUTES OF REGULAR COUNCIL MEETING
OCTOBER 21, 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
Robert Q. Williams, City Attorney
Susie Novack, Deputy City Clerk
Bob Tweedie, Economic Development Director
Brad Hayes, Utility Director
Lori Houghton, Finance Director
Lori Tucker, Human Resources Director
Chris Thompson, Public Works Director
Tammey Rogers, Community Services Director
Richard Keith, Fire Department
Jacques Skutt, Director of Community Development
Stoney Lubins, Police Chief

I. INVOCATION AND PLEDGE OF ALLEGIANCE

John Barham, Pastor, First United Methodist Church of Tavares, gave the invocation and led those present in the Pledge of Allegiance.

II. CALL TO ORDER

Mayor Smith called the meeting to order at 4:00 p.m. He advised that there were hearing devices available. He asked for those who wished to speak on a specific item on the agenda to please fill out the Request to Speak forms and turn into the Police Chief or Deputy City Clerk. He asked that cell phones be muted or turned off.

III. APPROVAL OF AGENDA

Mayor Smith asked if there were changes to the agenda; there were none.

MOTION

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

3
4 **IV. APPROVAL OF MINUTES**

5
6 **Tab 1) City Council Regular Meeting – October 7, 2015**

7
8 Mayor Smith noted the minutes of the October 7, 2015 Regular City Council Meeting will be
9 deferred to the next meeting.

10
11 **V. PROCLAMATIONS/PRESENTATIONS**

12
13 **Tab 2) Update on the Closest (Fire) Unit Portion of the ISBA**

14
15 Chief Keith provided a PowerPoint update on the first quarter of the Closest Fire Unit Response
16 portion of the ISBA with Lake County with a total reimbursement to the city in the amount of
17 \$8,550. Chief Keith reviewed the fee schedule and boundaries. He noted the information would
18 be included in the monthly department reports, and that the program reduces response times.

19
20 **Tab 3) Tavares Chamber of Commerce Presentation on Weekend Coverage**

21
22 Janet Noack, President, Tavares Chamber of Commerce, said the Chamber Board created a
23 focus group to formulate a plan of action on how Saturday opening/hours would be coordinated.
24 She said that they have had to shift their focus due to the staff transition period, and they have
25 built covering Saturday hours as a task in the job description for the new Executive Director. She
26 said the Chamber Board has also mandated the Executive Director to attend all City Council
27 meetings. She said that when the new Director is on board, the Chamber would like to come
28 back and provide a plan of action at that time.

29
30 TJ Fish, Tavares Chamber of Commerce, said that the Chamber moved to the Train Station to be
31 a part of the vibrant downtown that is being created, and that they would like to find creative ways
32 to capitalize on the tourism base by partnering with the City, downtown businesses and the
33 entertainment district to package and market what is offered in Tavares. He said that the
34 Chamber Board members will be taking the time on Saturdays, throughout the Executive Director
35 transition period, to study the ebb and flow of visitors through the downtown, determine peak
36 hours when staffing might be most effective, as well as determining what can be accomplished
37 internally. He offered the opportunity to assist on Saturdays to the Council. Mr. Fish noted that
38 the Chamber was hoping to provide a full weekend coverage presentation, but due to the
39 unanticipated transition period they would like to come back with their results at a later date.

40
41 Mayor Smith asked for questions from Council.

42
43 Councilmember Pfister noted her support for tabling the Saturday coverage to a later date. She
44 said that the funding would remain in the budget.

45
46 Discussion was held regarding the time frame to hire and train for the Executive Director position.
47 Mayor Smith said that he would be willing to assist on Saturdays through the transition. Mr. Fish

1 said the board would be meeting again within two weeks and would be working on a plan and
2 schedule for the next steps.

3
4 Mayor Smith asked the Chamber to provide advanced copies of their plan so that Council can
5 review prior to discussion.

6
7 Mr. Drury said that he is proud of the Chamber for merging three core missions; Chamber, Visitor
8 Center and Special Events. He said in larger communities they are run by separate
9 organizations.

10
11 **VI. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EXPARTE CONTACTS**

12
13 Attorney Williams said there are two quasi judicial matters before the Council [Tab 5 – Ordinance
14 2015-12 Annexation and Rezoning of 48.8 Acres on the South Side of Old US 441, and Tab 6 –
15 Ordinance 2015-13 Adoption of Large Scale Future Land Use Amendment of 46.8 Acres on the
16 South Side of Old US 441]. Those who wished to provide testimony on Ordinance 2015-12 and
17 Ordinance 2015-13 were sworn in by Attorney Williams.

18
19 Attorney Williams asked Council if they have had any exparte communications with anyone for or
20 against the rezoning application. Mayor Smith said that he had communications at the time of the
21 first reading [July 15, 2015 City Council meeting]. Attorney Williams said those are on record and
22 asked if any Councilmembers has had any conversations since the first hearing. There were
23 none.

24
25 **VII. READING OF ALL ORDINANCES/RESOLUTIONS – GENERAL GOVERNMENT**

26
27 Ms. Novack read the following Ordinance at second reading into the record.

28
29 **ORDINANCE 2015-12**

30
31 **AN ORDINANCE AMENDING THE BOUNDARIES OF THE CITY OF TAVARES**
32 **BY ANNEXING UNDER THE TERMS AND CONDITIONS OF THE INTERLOCAL**
33 **SERVICE BOUNDARY AGREEMENT BETWEEN THE CITY OF TAVARES AND**
34 **LAKE COUNTY APPROXIMATELY 46.80 ACRES OF VACANT NON-**
35 **CONTIGUOUS PROPERTIES GENERALLY LOCATED ON THE SOUTH SIDE**
36 **OF OLD US HIGHWAY 441, EAST OF DAVID WALKER ROAD; REZONING**
37 **THE PROPERTIES FROM COUNTY R-1 (RURAL RESIDENTIAL) AND**
38 **COUNTY R-2 (ESTATE RESIDENTIAL) TO CITY RSF-2 (SINGLE FAMILY**
39 **RESIDENTIAL); SUBJECT TO THE RULES, REGULATIONS AND**
40 **OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL;**
41 **PROVIDING FOR AN EFFECTIVE DATE.**

42
43
44 **ORDINANCE 2015-13**

45
46 **AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE**
47 **TAVARES COMPREHENSIVE PLAN FUTURE LAND USE MAP 2020,**

1 PROVIDING FOR A CHANGE OF FUTURE LAND USE DESIGNATION ON
2 APPROXIMATELY 46.80 ACRES OF VACANT PROPERTIES FROM COUNTY
3 URBAN HIGH TO CITY LOW DENSITY RESIDENTIAL FOR NON-
4 CONTIGUOUS PROPERTIES GENERALLY LOCATED ON THE SOUTH SIDE
5 OF OLD US HIGHWAY 441, EAST OF DAVID WALKER ROAD; PROVIDING
6 FOR SEVERABILITY AND CONFLICTS; PROVIDING FOR TRANSMITTAL;
7 AND PROVIDING FOR AN EFFECTIVE DATE.
8

9 **VIII. CONSENT AGENDA**

10
11 Mayor Smith asked if anyone in the audience would like to speak on consent agenda item Tab 4.
12

13 **MOTION**

14
15 **Lori Pfister moved for approval of the Consent Agenda [Tab 4 - Approval of Lake County**
16 **Capital Funding Grant Extension Amendment for Wooton Park Expansion Project],**
17 **seconded by Bob Grenier. The motion carried unanimously 4-0, with Lisa Johnson absent**
18 **from the Council Chambers.**
19

20 **IX. ORDINANCES/RESOLUTIONS**

21
22 **FIRST READING**

23
24 **SECOND READING**

25
26 **Tab 5) Ordinance 2015-12 – Annexation & Rezoning of 46.8 Acres – South Side of Old**
27 **US441 – Charlie Johnson Builders**
28

29 Mr. Skutt said this is an application for annexation and rezoning to RSF-2, Residential Single
30 Family, of approximately 46.80 acres of property located on the south side of Old U.S. Highway
31 441, east of David Walker Drive.
32

33 On July 15, 2015 City Council tabled consideration of this application until after an anticipated
34 amendment to the Land Development Regulations creating a new single family zoning district
35 (RSF-2) was passed and adopted. This new zoning district was approved by City Council on
36 September 16. He said the public meeting tonight has been advertised in the newspaper as well
37 as a mail out to the affected property owners in accordance with State Statutes and City of
38 Tavares regulations. He said this amended more restricted proposed ordinance is presented
39 tonight for the second and final reading. The City and applicant have given consideration to the
40 comments received from neighboring residents during the July 15th City Council meeting. The
41 following refinements and additions have been made to this application:
42

- 43 1. The proposed zoning is now RSF-2 (Single Family Residential). Multi-Family development is
44 not a permitted use in this zoning district.
- 45 2. A proposed emergency access connecting to Fairvista Drive has been eliminated. The
46 subdivision will have only one access point located off Old 441 at the existing rail crossing.
47 The Fire Chief has confirmed that this is acceptable.

- 1 3. An Engineered Conceptual Subdivision Plan has been submitted. The number of proposed
- 2 lots has been reduced to 122 homes (attached).
- 3 4. A traffic impact study was performed by Don Griffey Engineering. The study confirms that
- 4 there is sufficient excess capacity on Old 441 to accommodate this development (attached).
- 5 5. Ray and Associates, Planning & Environmental, has been enlisted to insure that all
- 6 environmental state regulations and permitting requirements are observed and obtained in
- 7 accordance with applicable law.
- 8

9 He said that Mr. Ray is available for questions. He said that he understands that an Eagles nest
10 that was discussed at previous meetings is not within the area of impact for this subdivision. One
11 June 18th the Planning and Zoning Board voted 5-1 to recommend that City Council approves
12 Ordinance 2015-12 and staff recommends approval.

13
14 Mayor Smith noted that no one from the audience requested to speak.

15
16 Mayor Smith asked for comments from Council.

17
18 **MOTION**

19
20 **Lori Pfister moved for approval, seconded by Bob Grenier. The motion carried**
21 **unanimously 5-0.**

22
23 **Tab 6) Ordinance 2015-13 – Adoption of Large Scale Future Land Use Amendment – 46.8**
24 **Acres on South Side of Old US441 – Charlie Johnson Builders**

25
26 Mr. Skutt said Ordinance 2015-13 is a Future Land Use Map Amendment changing the same
27 property just annexed from County Urban High to City Low Density Residential. One June 18,
28 2015 the Planning and Zoning Board in its capacity as the Local Planning Agency voted
29 unanimously to recommend that City Council move to approve this amendment. On July 1, 2015
30 the Council approved the transmission of this amendment to the state for review. The
31 Department of Economic Opportunity has reviewed this amendment and they identified no
32 comments related to important State resources and facilities within the Department's authorized
33 scope of review that will be adversely impacted by the amendment if adopted. Staff recommends
34 that City Council move to approve the adoption of Ordinance 2015-13, Large Scale
35 Comprehensive Plan Amendment.

36
37 Mayor Smith noted that no one from the audience requested to speak.

38
39 Mayor Smith asked for questions from Council.

40
41 Vice Mayor Grenier asked for confirmation that this is one family, one structure. Attorney
42 Williams confirmed. He said it is under the new zoning ordinance and cannot be altered without
43 Council's approval.

44
45 Councilmember Pfister said that the reason why she is supporting this Ordinance is because the
46 City will have more control and there could be many more homes under the County zoning.

47

1 Vice Mayor Grenier noted his appreciation that the builder followed through with what the Council
2 had previously asked.

3
4 **MOTION**

5
6 **Lori Pfister moved for approval, seconded by Bob Grenier.**

7
8 Mayor Smith asked if there was any further discussion. He said this will start the redevelopment
9 of the Old U.S. 441 corridor.

10
11 **The motion carried unanimously 5-0.**

12
13 **RESOLUTIONS**

14
15 **X. GENERAL GOVERNMENT**

16
17 **Tab 7) Approval of Contract with Musco Lighting to Construct Sports Field Lighting at**
18 **Woodlea Sports Complex**

19
20 Ms. Rogers said the city is moving rapidly with the installation of the sports lighting at the two
21 Woodlea Sports Fields. She said staff is seeking permission to allow the City to piggyback off of
22 the Clay County, Florida contract for a similar project. She said staff is also seeking approval to
23 allow the City to enter into a contractual agreement with Musco Lighting, a very popular lighting
24 sports lighting company. Ms. Rogers acknowledged Scott Aldrich for his work on the project.
25 She said Shannon Patel, engineer, is in the audience and available for questions.

26
27 Councilmember Pfister and Mayor Smith commended staff for saving the city money by
28 piggybacking on the Clay County contract.

29
30 **MOTION**

31
32 **Lori Pfister moved for approval, seconded by Bob Grenier. The motion carried**
33 **unanimously 5-0.**

34
35 **Tab 8) Approval of Agreement and Utility Easement with Gene Smith for Drainage**
36 **Improvements**

37
38 Mayor Smith abstained from voting as the property owner is his father. Mayor Smith passed the
39 gavel to Vice Mayor Grenier and said that no one from the audience has requested to speak on
40 this issue.

41
42 Attorney Williams said that this is for the third party in a three party agreement. The first two
43 agreements were approved at the last City Council meeting. He said this is for the area south of
44 Old US441 known as Tranquil Court. The city is in the process of inheriting the road from Lake
45 County to Dora Avenue and it has been determined that there is an old stormwater line that
46 needs to be re-slipped. Don Griffey Engineers conducted a study and apportioned the usages of
47 the stormwater and those impacting it. Lake County pays a share, the city pays a share, and the

1 property owner of Tranquil Court, Gene Smith Trustee, contributes a small share (3-4%). All
2 parties have agreed to contribute the dollars toward the overall project and pay for their share of
3 the impact to the stormwater lines. It is a good cooperation between Lake County, the City of
4 Tavares and a private citizen to fix an age old stormwater problem. It calls for the property owner
5 to pay the money within 30 days of project completion as well as give the City an easement for
6 the line.

7
8 Vice Mayor Grenier asked for questions from Council.

9
10 **MOTION**

11
12 **Lori Pfister moved for approval of Option 1, seconded by Robert Speaks. The motion**
13 **carried unanimously 4-0, with Kirby Smith abstaining from the vote.**

14
15 Vice Mayor Grenier passed the gavel back to Mayor Smith.

16
17 **Tab 9) Voluntary Parking on Main Street**

18
19 Mr. Drury said that at previous Council meetings, Councilmembers have relayed that they
20 have been approached by main street businesses to limit parking to two hours
21 particularly on days that the County Commission has a meeting. It has been determined
22 that without parking meters being installed, such a limitation would be unenforceable. He
23 said an option provided to Council for its consideration is the establishment of a voluntary
24 parking restriction program as follows:

25
26 Businesses on Main Street would be permitted to place a "sandwich board
27 sign" in front of their business adjacent to parking spots Monday through
28 Friday on the sidewalk that state the following: *"Support your Main Street*
29 *Small businesses and limit your parking in this area to two hours"*.

30
31 Mr. Drury said that this would strictly be voluntary and unenforceable, more of a courtesy
32 and informational gesture. Businesses would be reminded that some people live above
33 buildings on Main Street and some people are physically disabled and thus could be
34 parked beyond the two hour suggestion. He said the program would be aimed at others
35 who may be attending a County Commission meeting or extended mediation proceeding
36 at a law office, or something of that nature.

37
38 Mr. Drury said staff is recommending that Council support this voluntary program on a
39 trial basis. If Council would like to move forward with it then staff would develop
40 parameters on the look of the sandwich board. He said there is already a sandwich
41 board ordinance but it is for businesses for advertising purposes and not for parking.
42 Staff would use the sandwich board ordinance as a guide. For example, per the
43 ordinance, the sign should be no greater in size than three feet in height or two feet in
44 width. It has to be in a place that allows wheelchairs and people to walk down the

1 sidewalk, weather proofed in a finished appearance. It has to look nice and it can't be
2 electric or illuminated.

3
4 Mayor Smith asked for questions from Council.

5
6 Councilmember Pfister said that the only way she would approve is if the verbiage is
7 exactly as stated. Mr. Drury said that the only thing he would add to this verbiage is we
8 probably would require in small print underneath the name and phone number of the
9 proprietor as it would help the City if the sandwich board is located in a bad place or the
10 City has to remove the sandwich board because the business was closed and the board
11 was left out. Councilmember Pfister said that the city does not have a parking problem in
12 the downtown at the current time.

13
14 **MOTION**

15
16 **Lori Pfister moved to approve, with the proposed verbiage and the addition of the**
17 **name and phone number of the proprietor, on a trial basis.**

18
19 Discussion was held on the length of the trial basis.

20
21 **Lori Pfister said she would like her motion to include a trial basis of 90 days.**
22 **Robert Speaks seconded the motion for discussion purposes.**

23
24 Councilmember Speaks inquired about the City making the signs for uniformity purposes.
25 Mr. Thompson said that the City has a sign shop but are limited on what we can do.
26 Councilmember Speaks asked if this is something staff could possibly do. Mr. Thompson
27 said staff could look into it and provide a price.

28
29 Councilmember Johnson said she agrees that there is not a parking problem at this time,
30 and that the business owners should put their money into a sign if they think there is an
31 issue. Councilmember Johnson agreed that the signs should be professional and that
32 she likes uniformity.

33
34 Mayor Smith inquired about consequences if a business owner continually leaves a sign
35 out when it is not open. Mr. Drury said the City would take the sign to the Police
36 Department to store until a business owner can pick it up when they are open again. Mr.
37 Drury said he would revisit the program in 90 days before penalties are issued and that
38 he believes the inconvenience of trying to retrieve a sign after it has been removed would
39 be a reminder to bring the sign in.

40
41 Mayor Smith asked for any further discussion.

42
43 **The motion carried 4-1 as follows:**

1
2 **Bob Grenier: No**
3 **Lisa Johnson: Yes**
4 **Lori Pfister: Yes**
5 **Kirby Smith: Yes**
6 **Robert Speaks: Yes**

7
8 **XI. OLD BUSINESS**

9
10 **Tab 10) Continued Discussion of the City Flag**

11
12 Mr. Drury said that Council previously selected a city flag which encompasses the logo,
13 name of the city and the words "America's Seaplane City. Subsequent to this, a
14 discussion was held regarding the substantial cost to reproduce the flag which is driven
15 by the fact the flag has words on it thus requiring a two sided flag with a third piece of
16 fabric in-between to eliminate bleed through. The triple fabric flag is costly and heavy
17 which affects its flying performance. This discussion led to the viewing of a video on "City
18 Flag Design" – Do's and don'ts which suggest that flags should consist of two to three
19 colors and contain no words. He said that Vice Mayor Grenier' home town was featured
20 as one of the better flag designs with all of the criteria. Mr. Drury said that staff has
21 provided additional options and would like the opportunity to discuss if Council would like
22 to move forward with removing the words and going with a one fabric, two color design.
23 Mayor Smith asked for questions from Council.

24
25 Vice Mayor Grenier noted his support in removing the wording after witnessing a flag with
26 words recently that was flying at a restaurant.

27
28 Councilmember Pfister noted her preference for a blue flag and said she would like an
29 opinion from the Tavares Historical Society.

30
31 Mayor Smith noted his preference for a blue flag and said the current flag is very costly.

32
33 **Brenda Smith, President, Tavares Historical Society**

34
35 Ms. Smith said the Historical Society watched the video and information when trying to
36 design their organizations flag. She said the suggested flag is excellent and they
37 approve.

38
39 **MOTION**

40
41 **Lori Pfister moved to approve the blue flag [blue flag with white seaplane design]**
42 **that was presented, seconded by Robert Speaks. The motion carried unanimously 5-**
43 **0.**



1
2
3 Mayor Smith asked when the flag will be created. Mr. Drury said staff will begin working on it
4 immediately.

5
6 Discussion was held and it was suggested to donate the old flag with the wording to the Tavares
7 Historical Society.

8
9 Mayor Smith asked if there is any further old business.

10
11 Councilmember Pfister requested that when a second reading is tabled to a future meeting date
12 that the minutes of the second reading are included at the future tabled meeting.

13
14 **XII. NEW BUSINESS**

15
16 None.

17
18 **XIII. AUDIENCE TO BE HEARD**

19
20 Betty Burleigh

21
22 Ms. Burleigh said that 41 years on this date in 1972, the headlines read "Tavares Water Supply
23 Ample." She read the following article: "Lem Downs, Public Works Director, presented City
24 Council seven charts to establish Tavares has sufficient water capacity for 50% growth. There
25 are 2,135 water users at the present time and 1,000 more could be added without creating a
26 critical situation. Downs also said the present water tower should be evaluated with the
27 possibility of increasing the height another 30 feet. If this is feasible, Tavares could double or
28 even triple its capacity with a new proposed well at the cemetery. Council authorized a study to
29 evaluate the possibility of raising the water tower 30 feet."

30
31 **XIV. REPORTS**

1
2 **Tab 11) City Administrator**

3
4 Mr. Drury thanked Mr. Thompson and his team for quietly improving the aesthetics to the gateway
5 coming in from Mount Dora in keeping with the new Pavilion. He said the Pavilion raised the bar
6 and they worked on adding sidewalks, fencing, pavement, striping, flowers, and irrigation to the
7 intersection. He said there is even a bench. He encouraged Council to drive by and said it was
8 created by staff between other jobs.
9

10 He noted the Election will be held November 3rd and the next City Council meeting will be held
11 November 18th due to the election.
12

13 **Deputy City Clerk**

14
15 Ms. Novack noted it was Councilmember Speaks last meeting, thanked him, and said it has been
16 a pleasure working with him through the years.
17

18 **Human Resources**

19
20 Ms. Tucker said that Mr. Speaks will be missed and it has been a pleasure having him in
21 Tavares, noting all of the service that he has given the city.
22

23 **Economic Development**

24
25 Mr. Tweedie noted the Seaplane Monster Splash will be held Saturday 9:00 a.m. to 12:00 p.m.,
26 followed by the Tavares Grand Prix of the Sea on the Lake, Powerboat and Jet Ski Races.
27

28 Mr. Tweedie thanked Mr. Speaks for his service and gave his best wishes.
29

30 **Public Works**

31
32 Mr. Thompson said it has been a pleasure working with Councilmember Speaks.
33

34 Mr. Thompson said the TA Hux Alley is 100% completed with the exception of signage.
35

36 Mr. Thompson noted the Utilities Department updated the lights on the water tower to bright LED
37 lights and it looks nice with the City logo.
38

39 **Police Chief**

40
41 Chief Lubins said it has been a pleasure working with Councilmember Speaks.
42

43 **Fire Chief**

44
45 Chief Keith thanked Councilmember Speaks for all of his work with the City, Kiwanis, and Lake
46 County.
47

1 **Community Services Director**

2
3 Ms. Rogers said it has been a pleasure doing business with Councilmember Speaks.

4
5 **Finance Director**

6
7 Ms. Houghton said it has been a pleasure working with Mr. Speaks and she has enjoyed all of his
8 support and assistance; she wished him well.

9
10 **Community Services**

11
12 Mr. Skutt thanked Councilmember Speaks for his kind words in support of staff demonstrated
13 throughout the time he has known him.

14
15 **City Attorney**

16
17 Attorney Williams said that he and Councilmember Speaks have been together a long time and
18 know where a lot of the bodies are buried; he said to have fun.

19
20 **Tab 12) City Council**

21
22 **Councilmember Pfister**

23
24 Councilmember Pfister thanked Councilmember Speaks for loving the city and coming back when
25 the city needed him to help guide it in the right direction.

26
27 **Vice Mayor Grenier**

28
29 Vice Mayor Grenier noted that two of Councilmember Speaks pictures are included in his books.
30 He said he is grateful for his support of the Woodlea House.

31
32 Vice Mayor Grenier thanked staffed for their work and efforts in the Rifles, Rails and History event
33 including Joseph Maynard and Jeff Beaver for their quick response and hard work. Mr. Grenier
34 noted his concern regarding the possibility of banning the confederate flag at public places as it is
35 included in reenactments which tell a living history. He said the Sorrento Elementary School
36 came to the event in three buses on educational day, and it is anticipated that more schools will
37 participate in the future.

38
39 **Councilmember Speaks**

40
41 Bob Speaks said it has been a pleasure working with city staff and individually thanked each
42 Council and staff member present as well as the electorate. He noted that his Council career
43 started in 1998 when Brenda Vonhartman asked him to serve as an interim Councilmember. He
44 said he will miss serving.

45
46 **Councilmember Johnson**

47

1 Councilmember Johnson said Councilmember Speaks has brought a different perspective to the
2 Council and has kept everyone grounded.

3
4 Councilmember Johnson said she is looking forward to the weekend events as well as the
5 Unbelievable Family Fall festival.

6
7 **Mayor Smith**

8
9 Mayor Smith said that he noticed some of the LED lights on Alfred Street are not working at night.
10 Mr. Thompson said that they are aware of problematic lights and are working on a resolution.

11
12 Mayor Smith said he received an email about Stanley Miller, Solid Waste Driver, doing a fantastic
13 job on the garbage truck and helping citizens. He asked Mr. Thompson to relay his appreciation.

14
15 Mayor Smith said the Rockterberfest event was a huge success.

16
17 Mayor Smith thanked Councilmember Speaks for his nice comments. He said that he considers
18 him a mentor in his life.

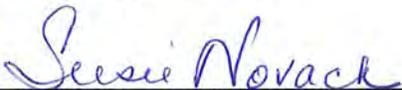
19
20 Mayor Smith said that today in history is 'Back to the Future' day as the day that Doc and Marty
21 flew into the future in the movie Back to the Future II.

22
23 Mayor Smith said that in 1774 the first display of the word 'liberty' was raised on a flag by a group
24 of people from Massachusetts.

25
26 **Adjournment**

27
28 There was no further business and Mayor Smith adjourned the meeting at 6:00 p.m.

29
30 Respectfully submitted,

31
32 

33
34 Susie Novack, M.M.C.
35 Deputy City Clerk

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: November 18, 2015**

AGENDA TAB NO. 4

SUBJECT TITLE: Sunshine Law and Ethics Law Update

OBJECTIVE:

To have the City Attorney present his annual update on the Florida Sunshine Law and Ethics law.

SUMMARY:

The City Attorney annually presents an update on the Sunshine Law including public meeting and public records requirements, and the Florida Ethics Law, and any recent legislative changes.

In addition, attached is an expanded list of topics that pertain to City Council governance. Further information on any of these topics or documents can be obtained by contacting the City Clerk.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Legally sufficient.

Laws of Florida that Affect Municipal Business

- I. Municipal Hierarchy of Laws:
 - A. Florida Constitution. (Home Rule)
 - B. Florida Statutes-look at statutes for limitations on home rule power and tax authorization.
 - C. Charter-enacted by legislature or electorate.
 - D. Code of Ordinances.
 - E. Resolutions.
 - F. Policies.
 - G. Motions.

- II. Sunshine Law:
 - A. The Law: All meetings of any board of any local government at which any official act (or discussion) takes place are open public meetings.

 - B. Penalties:
 - 1. Knowing violation-2nd degree misdemeanor-60 days and \$500 fine.
 - 2. Any violation-noncriminal infraction-up to \$500 fine.
 - 3. Removal from office.
 - 4. Knowing violation-individual pays attorney's fees.
 - 5. Any violation-City pays attorney's fees.
 - 6. All actions are void.

 - C. Requirements:
 - 1. Reasonable Notice.
 - 2. Contemporaneous Minutes.
 - 3. Open to all public.

 - D. Exemptions:
 - 1. Collective Bargaining (City Council, Mayor City Manager and Attorney)
 - 2. Litigation Strategy (City Council, Mayor, City Manager, Attorney and Court Reporter)

 - E. Special Situations:
 - 1. Email
 - 2. Telephone conversations.
 - 3. Polling.

- III. Public Records Law:

A. The Law: All materials made or received by an agency in connection with official business which are used to perpetuate, communicate or formalize knowledge.

B. Includes:

1. Anything in writing.
2. Tapes and recordings.
3. Photographs and film.
4. Electronic records (email & computer data storage)

C. Procedures for Production:

1. Public has right to inspect records for free.
2. Identity of requestor is irrelevant.
3. Must be produced within a reasonable time (allowed to review for exempt information).
4. May charge a fee for cost of reproducing copies.

D. Exemptions: Too numerous to list.

IV. Code of Ethics:

- A. Cannot solicit or accept gifts given for purpose of influencing votes or actions.
- B. Cannot do business with own agency.
- C. Cannot use position to secure a special privilege or benefit.
- D. Cannot hold conflicting employment or contractual relationship.
- E. Cannot misuse privileged information.
- F. Cannot appoint, employ, promote or advance relatives.
- G. Cannot vote on any measure which would inure to the special private gain; otherwise, must vote.
- H. Must disclose personal interests, financial interests, clients represented, contributions and honoraria.
- I. Penalties include removal from office, forfeiture of salary, censure, demotion, restitution and civil penalty of up to \$10,000.

V. Important/Useful Sources of Information:

- A. Florida Municipal Officials' Manual
- B. Government in the Sunshine Manual
- C. Guide to Sunshine Amendment and Code of Ethics
- D. Roberts Rules of Order
- E. Florida Statutes Online
- F. Municipal Code Corporation Online Codes
- G. Florida League of Cities website
- H. Florida Municipal Attorney's Association website

- I. Florida Attorney General website-AG Opinions searchable database
- J. Florida Department of Revenue-local tax databases
- K. Florida Commission on Ethics-Ethics opinions searchable database
- L. Florida Division of Elections website
- M. Florida Division of Library Services-Records Retention and Management
- N. Florida Statewide Official Records-searchable database

VI. Important City Documents:

- A. Charter and Code of Ordinances
- B. Land Development Regulations
- C. Budget
- D. Past Audit Reports
- E. Personnel Policies
- F. Police Union and Fire Union Collective Bargaining Agreement

**CITY OF TAVARES
TAVARES CITY COUNCIL
DATE OF MEETING: NOVEMBER 18, 2015**

AGENDA TAB NO: 5

SUBJECT TITLE: Designation of Bank for Official Depository

OBJECTIVE:

To consider the designation of Branch, Banking & Trust (BB&T) as the official depository for the City.

SUMMARY:

Council approved BB&T to be the city's official depository on February 1, 2012 and authorized the City Administrator to execute the contract for their services. BB&T is a State of Florida Authorized Depository and provides collateral of U.S. Treasury Securities (specifically designated) for all City of Tavares Deposits.

OPTIONS

- 1) Move to approve BB&T Bank to be the official depository for the City of Tavares
- 2) Do not approve BB&T Bank as the official depository.

STAFF RECOMMENDATIONS:

Staff recommends approval of BB&T Bank as the official depository for the City of Tavares.

FISCAL IMPACTS:

N/A

LEGAL SUFFICIENCY:

Legally sufficient.

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
NOVEMBER 18, 2015**

AGENDA TAB NO. 6

SUBJECT TITLE: Designation of those Authorized to Sign Checks

OBJECTIVE:

To designate those who are authorized to sign checks for City business.

SUMMARY:

Staff recommends approval of the Mayor, Vice Mayor, City Administrator and the Finance Director as those designated to sign checks. This is consistent with past policy.

City disbursements (checks) will utilize one signature from the Mayor or the Vice Mayor and one signature from the City Administrator or the Finance Director.

OPTIONS: N/A

STAFF RECOMMENDATION:

Move to authorize the Mayor, Vice Mayor, City Administrator and the Finance Director to be authorized to sign checks.

FISCAL IMPACT: N/A

LEGAL SUFFICIENCY: N/A

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: November 18, 2015**

AGENDA TAB NO. 7

SUBJECT TITLE: Interlocal Agreement with Lake County for Traffic Signal Maintenance

OBJECTIVE:

To renew the Interlocal Agreement with Lake County for traffic signal maintenance.

SUMMARY:

The present interlocal agreement with Lake County for the traffic signal maintenance is still in effect but technically expired September 30, 2015. There was a delay in the development of this agreement resulting in a temporary extension. It will be necessary to renew this contract to continue to ensure public safety on our roadways. The proposed seven (7) year contract addresses all maintenance and reporting requirements. A slight increase per signalized location (exhibit A) of \$51.88 for FY2015 - 2016 is included in this agreement based on an overall average of maintenance costs associated with signals presently under contract to Lake County, with an automatic annual 3% increase.

Maintenance cost per signalized intersection per year:

Present agreement:	16 @ \$2,544.12 = \$40,705.92
New agreement:	16 @ \$2,596.00 = \$41,536.00
	Increase of \$830.08

Maintenance cost per school crossing flashers per year:

Present agreement:	4 @ \$607.28 = \$2,430.00
New agreement:	4 @ \$534.67 = \$2,138.68
	Decrease of \$291.32

* Beginning FY2016 – 2017, traffic signals under FDOT jurisdiction (exhibit B), interconnected with telecommunications and monitored at a central location, will see an additional maintenance cost of \$1,369.00 per year. This increase will be offset by the increased annual FDOT reimbursement rate of an additional \$1,369.00 per signal per year.

OPTIONS:

1. Approval for the City Administrator to enter into an interlocal agreement with Lake County for traffic signal maintenance.
2. Not to enter into an interlocal agreement with Lake County for traffic signal maintenance.

STAFF RECOMMENDATION:

Option 1. Approval for the City Administrator to enter into an interlocal agreement with Lake County for traffic signal maintenance.

FISCAL IMPACT:

The annual maintenance cost for 16 traffic signal locations and 4 school flashers is included in FY 2015-2016 Budget, account #001-4102-541.46-40 Street Maintenance Division, Traffic Signal Maintenance.

LEGAL SUFFICIENCY:

This contract has been reviewed by the City Attorney and approved for legal sufficiency.

**INTERLOCAL AGREEMENT BETWEEN
LAKE COUNTY, FLORIDA AND THE
CITY OF TAVARES FOR
TRAFFIC SIGNAL MAINTENANCE**

This Interlocal Agreement is made by and between Lake County, Florida, a political subdivision of the State of Florida, hereinafter the "County," and the City of Tavares, a municipal corporation organized under the Laws of the State of Florida, hereinafter the "City," for traffic signal maintenance.

WHEREAS, Section 163.01, Florida Statutes, known as the Florida Interlocal Cooperation Act of 1969, allows a public agency to exercise jointly with other public agencies any power, privilege or authority which such agencies share in common; and

WHEREAS, Section 125.01(p), Florida Statutes, authorizes the County to enter into agreements with other governmental agencies for performance of one unit on behalf of the other any of either agency's functions; and

WHEREAS, on October 10, 2013, the parties did enter into an Interlocal Agreement for Traffic Signal Maintenance; and

WHEREAS, the parties now desire to replace the existing agreement.

NOW, THEREFORE, IN CONSIDERATION of the mutual terms, understandings, conditions, premises, covenants and payment hereinafter set forth, and intending to be legally bound, the parties hereby agree as follows:

1. **Recitals.** The foregoing recitals are true and correct and incorporated herein by reference.

2. **Effective Date.** This agreement shall become effective on October 1, 2015.

3. **Term.** This agreement shall have a term of seven (7) years from the effective date. This agreement shall thereafter renew annually until otherwise terminated in accordance herewith.

4. **County Obligations.**

A. The County will provide traffic signal maintenance, both planned and emergency for those signals identified in **Exhibit A**, attached hereto and incorporated herein by reference. Maintenance shall be in accordance with the most current repair manual, and in compliance with standards promulgated by the State Department of

Transportation pursuant to Section 316.0745, Florida Statutes. Additional devices may be added throughout the term of this Agreement by written memorandum executed by the County Manager or designee, and by the City Manager or designee.

B. The County will provide qualified employees to perform the maintenance needed, and will ensure that such qualified employees will be available at all times, day and night, and will maintain emergency response vehicles for use in performing emergency tasks.

C. In the event of major damage to the signal or its component parts which is beyond the County's ability to repair at the scene, the County shall have the option of restoring traffic control by switching the intersection to temporary flash mode until the equipment can be repaired or replaced.

D. In the event of damage of a catastrophic nature, or in the event of traffic signal, beacon, warning flasher or school flasher rebuild or repair, which is deemed to be beyond the County's maintenance capabilities, the County will employ the services of a contractor to effect the repairs. Selection of a contractor shall be at the County's sole discretion.

5. City's Obligations.

A. The City shall pay to the County the annual amount of **\$2,596.00** per signalized intersection and **\$534.67** per flashing beacon, warning flasher or school flasher intersection to cover the cost of maintenance, including parts and labor, to be billed annually. Such monies shall be remitted within thirty (30) days of receipt of an annual invoice from the County. The annual amount shall include monthly signal inspections, annual preventive maintenance routines, and planned and emergency maintenance. This amount shall **not** include repairs catastrophic in nature as set forth in section 4(D) above. Thereafter, the annual amount shall automatically increase by three percent (3%) upon each anniversary date of this Agreement.

C. The City shall be responsible for all other operational costs associated with such traffic signals, beacons, warning flashers, school flashers, or flashing beacons, including but not limited to electricity.

D. In the event of damage of a catastrophic nature, or in the event of traffic signal, beacon, warning flasher or school flasher rebuild or repair, which is deemed to be beyond the County's maintenance capabilities, the City shall reimburse the County for all charges levied by the County's contractor retained in accordance with section 4(D) above. The County will bill the City for these repairs at its cost and the City shall reimburse the County immediately upon receipt of such invoice.

E. The City shall provide to the County information regarding the installation of any new signals, beacons, warning flashers, or school flashers during the annual period, including signals, beacons, warning flashers or school flashers contained within

any area annexed by the City. Such information shall be given to the County before construction plans are approved, or the annexation is finalized, and the County shall retain the right of review and comment on the construction plans, or proposed annexation. The County shall automatically add such new signals, beacons, warning flashers and school flashers to this Agreement and the City shall include the new traffic signals, beacons, warning flashers, and school flashers when calculating the amount payable to the County under this Agreement. The amount payable shall be prorated for each traffic signals, beacons, warning flashers, school flashers, or flashing beacons as of the date of the device comes on-line, or the date the device is annexed, prior to the annual renewal hereof.

F. Beginning July 1, 2016, the Florida Department of Transportation (FDOT) will be reimbursing all jurisdictions in the amount of \$4,500.00 for each traffic signal that is interconnected with telecommunications and are monitored at a central location. The City recognizes that the County, at the County's sole cost and expense, did interconnect the signals identified in **Exhibit B**, attached hereto and incorporated herein by reference, with available telecommunications and does monitor such signals at a central location. Therefore, the City shall remit to the County an additional **\$1,369.00**, per interconnected traffic signal per year upon receipt of an invoice from the County. This amount is the difference between the \$4,500 allocated by FDOT for interconnected signals, and the \$3,131.00 that FDOT will reimburse for signals that are not interconnected. This amount shall be adjusted if the FDOT allocations for future fiscal years is adjusted, but the formula for such calculation shall remain the same.

6. **Termination.** This agreement may be terminated by either party without cause with one hundred twenty (120) days notice to the non-terminating party.

7. **Notices.** Wherever provision is made in this Agreement for the giving, serving or delivering of any notice, statement, or other instrument, such notice shall be in writing and shall be deemed to have been duly given, served and delivered, if delivered by hand or mailed by United States registered or certified mail, addressed as follows:

COUNTY

Public Works Department
P.O. Box 7800
Tavares, Florida 32778

CITY

City Manager
201 East Main Street
Tavares, Florida 32778

Notice sent by facsimile transmission shall not be accepted.

8. **Entire Agreement.** It is mutually agreed that the entire agreement between the parties is contained herein, and that neither party has made any statement, promise or agreement, or taken upon itself any engagement whatsoever that it is not fully capable of honoring to its fullest.

9. **Prior Agreements.** The previous agreement entered into between the parties dated on or about October 10, 2013 shall be terminated effective September 30, 2015.

10. **Severability.** If any provision, condition, promise, or part of this agreement is found or held to be invalid, it is the intent of the parties that the remaining provisions are unaffected and will be honored by the parties. To this end, the provisions of this agreement are declared severable.

IN WITNESS HERETO, the parties to this agreement, by their signatures, have caused this agreement and all its parts, to be fully executed on the day and year hereinafter written.

COUNTY

ATTEST:

LAKE COUNTY, through its BOARD OF
COUNTY COMMISSIONERS

Neil Kelly, Clerk
of the Board of County
Commissioners of Lake
County, Florida

Chairman

This ____ day of _____, 2015

Approved as to form and legality:

Melanie Marsh, County Attorney

Interlocal agreement between Lake County, Florida and the City of Tavares for Traffic Signal Maintenance.

CITY OF TAVARES

Name: _____
Title: _____

ATTEST:

City Clerk

Approved as to form and legality:

City Attorney

EXHIBIT A: SIGNALS AND BEACONS

City of Tavares Exhibit A with Interconnected Telecommunication Information

Cartograph ID	Type	Major Road	Dir	Side Street A	Standard Rate	Additional for Interconnect w/ telecom 2016-17	Interconnected w/ telecom	NOTES
TA-SF-368	School Flasher	Sinclair			\$534.67			
TA-SF-369	School Flasher	Sinclair			\$534.67			
TA-SF-370	School Flasher	St Clair Abrams	SB		\$534.67			
TA-SF-371	School Flasher	St Clair Abrams	NB		\$534.67			
TA-S-400	Signal	Caroline		SINCLAIR AV	\$2,596.00		Yes	Interconnected w/telecom but not on the FDOT system. Standard rates apply.
TA-S-401	Signal	Caroline		ST CLAIR ABRAMS	\$2,596.00		Yes	Interconnected w/telecom but not on the FDOT system. Standard rates apply.
TA-S-219	Signal	OLD 441 (ALFRED ST)		SINCLAIR AV	\$2,596.00		Yes	Interconnected w/telecom but not on the FDOT system. Standard rates apply.
TA-S-220	Signal	OLD 441 (ALFRED ST)		ST CLAIR ABRAMS	\$2,596.00		Yes	Interconnected w/telecom but not on the FDOT system. Standard rates apply.
TA-S-221	Signal	OLD 441 (ALFRED ST)		CR 19A / DORA AV	\$2,596.00		Yes	Interconnected w/telecom but not on the FDOT system. Standard rates apply.
TA-S-335	Signal	Sinclair		Maud	\$2,596.00		Yes	Interconnected w/telecom but not on the FDOT system. Standard rates apply.
TA-S-083	Signal	SR 19		LANE PARK RD.	\$2,596.00	\$1,369.00	Yes	On the FDOT system, interconnected with Telecommunication
TA-S-215	Signal	SR 19		OLD 441	\$2,596.00	\$1,369.00	Yes	On the FDOT system, interconnected with Telecommunication
TA-S-216	Signal	SR 19		MAIN ST	\$2,596.00	\$1,369.00	Yes	On the FDOT system, interconnected with Telecommunication
TA-S-217	Signal	SR 19		DEAD RIVER RD / LAKE HARRIS DR	\$2,596.00	\$1,369.00	Yes	On the FDOT system, interconnected with Telecommunication
TA-S-103	Signal	US 441		HUFFSTETLER DR.	\$2,596.00		No	
TA-S-210	Signal	US 441		OLD 441	\$2,596.00	\$1,369.00	Yes	On the FDOT system, interconnected with Telecommunication
TA-S-211	Signal	US 441		SR 19	\$2,596.00	\$1,369.00	Yes	On the FDOT system, interconnected with Telecommunication
TA-S-212	Signal	US 441		ST CLAIR ABRAMS	\$2,596.00	\$1,369.00	Yes	On the FDOT system, interconnected with Telecommunication
TA-S-213	Signal	US 441		Tavares Square	\$2,596.00	\$1,369.00	Yes	On the FDOT system, interconnected with Telecommunication
TA-S-214	Signal	US 441		LAKE EUSTIS DR	\$2,596.00	\$1,369.00	Yes	On the FDOT system, interconnected with Telecommunication
TOTAL EXHIBIT A					\$43,674.68			

EXHIBIT B: INTERCONNECTED TRAFFIC SIGNALS

City of Tavares Exhibit B with Interconnected Telecommunication Information 2016-17

Cartegraph ID	Type	Major Road	Side Street A	Interconnect w/ telecom 2016-17	Interconnected w/ telecom	NOTES
TA-S-083	Signal	SR 19	Lane Park Rd	\$1,369.00	Yes	On the FDOT system, interconnected with Telecommunication
TA-S-215	Signal	SR 19	OLD 441	\$1,369.00	Yes	On the FDOT system, interconnected with Telecommunication
TA-S-216	Signal	SR 19	Main St	\$1,369.00	Yes	On the FDOT system, interconnected with Telecommunication
TA-S-217	Signal	SR 19	DEAD RIVER RD / LAKE HARRIS DR	\$1,369.00	Yes	On the FDOT system, interconnected with Telecommunication
TA-S-210	Signal	US 441	OLD 441	\$1,369.00	Yes	On the FDOT system, interconnected with Telecommunication
TA-S-211	Signal	US 441	SR 19	\$1,369.00	Yes	On the FDOT system, interconnected with Telecommunication
TA-S-212	Signal	US 441	ST CLAIR ABRAMS	\$1,369.00	Yes	On the FDOT system, interconnected with Telecommunication
TA-S-213	Signal	US 441	Tavares Square	\$1,369.00	Yes	On the FDOT system, interconnected with Telecommunication
TA-S-214	Signal	US 441	LAKE EUSTIS DR	\$1,369.00	Yes	On the FDOT system, interconnected with Telecommunication
TOTAL EXHIBIT B				\$12,321.00		

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: November 18, 2015**

AGENDA TAB NO. 8

SUBJECT TITLE: Ordinance No. 2015-22 – Amendment of Section 17.75 (A) of the Land Development Regulations to reflect Stormwater Fees Adopted with the Fiscal Year 2016 Operating Budget

OBJECTIVE: To obtain Council approval to amend Section 17.75 (A) of the Land Development Regulations for Stormwater rates as provided in the 2016 Adopted Budget.

SUMMARY: During the 2016 budget preparation process, expenses associated with operational costs, capital needs, and debt service costs were balanced with revenues associated with the rate study and recommended stormwater fee of \$7.75 per ERU.

The City's rate consultant, Mike Rocca of Raftelis and Associates, prepared a rate study for the Water, Sewer, Reclaim and Stormwater Utilities. The Study indicated needed rates to meet operational costs and to meet debt service obligations for the Downtown CRA Stormwater Improvements.

The Utility Rate Study was previously provided to the City Council on November 19, 2014. The FY2016 Adopted Stormwater Budget included the Stormwater fee of \$7.75 per ERU as indicated in the Utility Rate Study.

OPTIONS:

1. Approve Ordinance 2015-22, which amends Section 17.75 (A) of the Land Development Regulations to increase the monthly Stormwater drainage utility fee for each single family dwelling unit from \$7.00 to \$7.75.
2. Do not approve Ordinance 2015-22.

STAFF RECOMMENDATION:

Option 1. **Move to Approve** Ordinance 2015-22, which amends Section 17.75 (A) of the Land Development Regulations and sets the monthly Stormwater drainage utility fee for each single family dwelling unit at \$7.75.

FISCAL IMPACT: This Ordinance provides documentation in the Land Development Regulations for the implemented stormwater fees for the 2016 Adopted Budget.

LEGAL SUFFICIENCY: Meets Legal Sufficiency.

ORDINANCE 2015-22

AN ORDINANCE AMENDING SECTIONS 17-75 AND 17-77 OF THE CITY OF TAVARES LAND DEVELOPMENT REGULATIONS PERTAINING TO STORM WATER DRAINAGE UTILITY FEES; INCREASING SAID FEE TO \$7.75/ESFU AS APPROVED IN THE FISCAL YEAR 2016 ADOPTED BUDGET; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, on September 16, 2015, the City Council Adopted the Fiscal Year 2016 Operating Budget for the City of Tavares which set forth Stormwater Rates for the Fiscal Year 2016 Operating Budget for the Stormwater Utility;

WHEREAS, the City Council requests an update to the Land Development Regulations to reflect the fee established in the fiscal year 2016 Stormwater Budget;

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA:

Sec. 17-75. Schedule of Utility Fees.

(A) The city council shall by ordinance establish reasonable rates for the stormwater drainage utility system for each single-family dwelling unit (SFU). The monthly stormwater drainage utility fee for each single-family dwelling unit shall be \$7.75. Each SFU shall be billed a flat fee established by the city council for residential units. For residential accounts not individually metered, the account holder of the master meter shall be billed the fee established for a SFU multiplied by the number of residential units.

This ordinance shall take effect immediately upon its final adoption by the Tavares City Council.

PASSED AND ORDAINED this _____ day of _____, 2015,
by the City Council of the City of Tavares, Florida.

, Mayor
Tavares City Council

ATTEST:

John Drury
City Administrator

Passed First Reading _____

Passed Second Reading _____

Approved as to form:
Robert Q. Williams
City Attorney

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: NOVEMBER 18, 2018**

AGENDA TAB NO: 9

SUBJECT TITLE: Resolution #2015-14 Final Budget Amendment to the Adopted Budget for Fiscal Year 2015

OBJECTIVE:

To approve Resolution 2015-214 amending Fiscal Year 2013-2014 City of Tavares Annual Operating Budget

SUMMARY:

The attached Resolution represents increases and/or decreases to the Adopted and Budget for Fiscal Year 2015. Appropriation increases represent previously approved reserve appropriations, loan/debt proceeds, capital projects, and prior year/project encumbrance rollovers. In addition the Resolution also reflects transfers between individual accounts within the adopted budgets for all departments.

This resolution represents the FINAL AMENDMENT to the Adopted Budget for Fiscal Year 2014-2015.

OPTIONS:

1. Approve Resolution 2015-14 amending the FY 2014-2015 City of Tavares Annual Operating Budget.
2. Do not approve Resolution 2015-14.

STAFF RECOMMENDATION:

Move to approve Resolution 2015-14, amending the Fiscal Year 2014-2015 City of Tavares Annual Operating Budget.

FISCAL IMPACT: Estimated final budget amounts are included with the budget detail for this amendment.

LEGAL SUFFICIENCY:

The resolution has met legal sufficiency.

RESOLUTION 2015 - 14

A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, AMENDING THE 2015 FISCAL YEAR ADOPTED BUDGET FOR THE CITY OF TAVARES, REPRESENTING THE FINAL AMENDMENT TO THE ADOPTED BUDGET, AND PROVIDING FOR A REPEALER, SEVERABILITY AND AN EFFECTIVE DATE.

NOW, THEREFORE BE IT RESOLVED BY THE MAYOR, AND CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA:

Section 1. Whereas the adopted budget for the City of Tavares for Fiscal Year 2015 should be increased from \$39,151,512 to \$44,981,472 in both revenues and expenditures where the increase represents increases or decreases in estimated revenues due to prior year project/encumbrance rollovers, budget amendment, or budget transfers previously approved by the City Council.

Section 2. Whereas this resolution represents the final amendment to the adopted budget for fiscal year 2015. (Exhibit A)

Section 3. Whereas any resolution or portion of a resolution in conflict with this resolution or any portion of this resolution is hereby repealed.

Section 4. Whereas if any section, sentence, clause, phrase or word of this resolution is held invalid by a court of competent jurisdiction, the remainder of the resolution shall not be affected and remain in full force and effect.

Section 5. Be it be resolved that this resolution shall be effective upon its adoption.

PASSED and ADOPTED this 18th day of November 2015, by the City Council of the City of Tavares, Florida.

Mayor
Tavares City Council

ATTEST:

Nancy A. Barnett
City Clerk

Approved as to form:
Robert Q. Williams
City Attorney

Fund Name	Fund Number	Estimated Revenues ¹	Reserve Appropriations or (Non-Appropriated Revenues) ^{2,3}	Estimated Appropriations/Expenditures
General Fund	001	\$ 13,964,248	\$ 171,901	\$ 14,136,149
Water/Wastewater Utility	401	8,219,225	871,429	9,090,654
Water/Wastewater Impacts	441	860,820	755,777	1,616,597
W/WW RR&I Fund	443	300,000	433,200	733,200
SRF Construction Fund	444	1,030,422	2,334,531	3,364,953
W/WW SRF Loan	445	1,716,051	(299,988)	1,416,063
Capital Project Fund	446	-	-	-
Sunset View	447	1,121,300	-	1,121,300
Solid Waste	402	2,755,586	(197,094)	2,558,492
Stormwater	403	1,142,405	(415,420)	726,985
Seaplane Base Fund	405	714,038	(46,080)	667,958
Pavilion Fund	406	480,222	-	480,222
Police Education	102	2,100	(1,100)	1,000
Police Automation	103	-	-	-
Community Redevelopment	105	179,140	(13,664)	165,476
Police Impacts	110	43,412	(43,412)	-
Fire Impacts	111	81,174	(81,174)	-
Forfeiture Fund	112	17,040	(10,515)	6,525
Park Impacts	114	120,000	-	120,000
Freedom Flag Fund	117	-	1,020	1,020
Fire Assessment Fund	122	1,791,375	-	1,791,375
Infrastructure Sales Tax	150	1,326,289	203,973	1,530,262
Grant Fund	151	3,383,905	5,792	3,389,697
Debt Service Fund	201	264,186	8,198	272,384
Capital Project Fund	301	-	1,209,083	1,209,083
Dental Insurance Fund	501	-	-	-
Municipal Police Pension	601	1,035,414	(832,962)	202,452
Firefighter's Pension	602	1,493,095	(1,113,470)	379,625
General Employee Pension	603	52,560	(52,560)	-
Mildred Hunter Trust	605	89	(89)	-
Woodlea Park Playground Trust	606	123	(123)	-
		<u>\$ 42,094,219</u>	<u>\$ 2,887,253</u>	<u>\$ 44,981,472</u>

¹ Estimated Revenues = anticipated revenue collections

² Negative Reserve Appropriations assumes unappropriated revenues

³ Positive Reserve Appropriations assumes appropriating (spending) an amount of reserves.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: November 18, 2015**

AGENDA TAB NO. 10

SUBJECT TITLE: Status Of City Projects

OBJECTIVE: To provide Council the City Administrators "Dash Board" of project underway in Tavares this fiscal year.

SUMMARY: Attached is a copy of the Administrators high level overview of some of the capital projects underway in the City (City funded, Private Commercial, Private Residential).

The estimated cost and Department Head assigned is identified. The Administrator will provide a brief overview and answer any questions the Council may have.

OPTIONS:

- 1) Have Administrator provide overview of projects.
- 2) Do not have Administrator provide overview of projects.

STAFF RECOMMENDATION: Have Administrator provide overview of projects.

FISCAL IMPACT: N/A

LEGAL SUFFICIENCY: This has met legal sufficiency.

Dashboard
Tavares Projects That are Underway
Current Fiscal Year 2016
Staff Assignment and Estimated Budget

1. City Funded Projects:

Alfred/Caroline One Way Pair Landscaping : Pavement, Lighting, signage, signalization and stormwater completed. Landscaping budgeted. Landscape Design has been completed by Landscape Architect and the project is being prepared to go out for bid. Jacques Skutt
\$450,000

Wooton Park New Boat Ramps: Project going out for bids in two phases. Phase 1 (Boat Ramp, Boat Trailer Parking, Fishing Pier, Green space stabilization, Volleyball Courts). Phase II (Tavlee Trail, Restrooms, Rail Road Crossing signalization/arms).
Bob Tweedie
\$1.5million

Seaplane Base Master Plan: Project at 30% complete. When completed it will make seaplane base eligible for FDOT Aviation Airport grants for improved security and to relocate tav-lee trail from bisecting seaplane access ramp to back of ramp along rail road. Bob Tweedie
\$78,000

Library Expansion Master Plan: Developing a Master Plan for the expansion of the library. Tamera Rogers
\$36,000

Tavares Square: Clerks building purchased and under demolition. Council to consider RFP for licensed Professional Commercial Real-estate Brokerage Firm to market and promote the property to investors to redevelop the property as envisioned by the peoples Down Town Master Plan. Bob Tweedie
\$55,000 (Demo Cost)

Public Safety Facility: Property purchased and at 25% design. Funding identified as infrastructure sales tax. Project schedule under development for Councils approval.
Richard Keith
\$10.4 million

Public Works Facility: Council selected property off Captain Haynes Road next to Water Administration Building. Funding program to be developed and presented to Council for approval. Chris Thompson
\$4 million

Pavilion On The Lake: Open for use. Accompanying seaplane dock completed. Contractor completing the re-piping of A/C from PVC pipes to steel pipes per specifications. Tamera Rogers
\$6 million

Stormwater/Re-paving Ruby Street: Fully funded and under design. Ruby Street Sidewalk design planned out and approved by Council. Should be completed this fiscal year. Brad Hayes
\$3 million

New Hospital Gateway Sign: America's Seaplane City Gateway sign under design. Installation scheduled for this year. Jacques Skutt
\$50,000

Paving City Streets: Public Works identifying street to be re-paved from street study for Councils approval. Chris Thompson
\$100,000

Woodlea Ball Fields: This project calls for lighting the two new fields. Tamera Rogers
\$400,000

Three Lakes Park water/sewer: This project is under construction and behind schedule at about 60% complete with an approximate January completion date. The City has terminated its contract with the contractor due to lack of performance and is looking to the Bonding Agency to complete the job. Brad Hayes
\$1.1 million

ISBA Tavares to Leesburg boundary (CR 473) water/sewer extension study: This study identifies the infrastructure needed to extend water and sewer to the ISBA Leesburg boundary line. Brad Hayes
\$50,000

ISBA Tavares to Mt. Dora (Bay Road) water/sewer extension study: This study identifies the infrastructure needed to extend water and sewer to the ISBA Mt. Dora boundary. Brad Hayes
\$50,000

Lake Francis utility line replacement: This project is at 85% designed and aimed at replacing the failing water and sewer lines. It will also result in repaving streets affected by the work. Brad Hayes.
\$4.3M for construction

Hospital Lift Station #49 rehabilitation project: This project calls for upgrading the lift station to handle the Hospital, Etowah and other area users as well as sewer line and waterline upgrades in the Medical Park. Brad Hayes
\$1.3M for construction

2. Privately Funded commercial projects

Publix Shopping Center SR 19: 46,000 square foot facility. Eleven (11) retail stores and four (4) out parcels. Bob Tweedie and Jacques Skutt
\$10 Million

Veterans Clinic: Under construction across the street from the hospital. Bob Tweedie and Jacques Skutt.
\$1.2 million

Tavares Square: Clerks building purchased and under demolition. Commercial Real-estate Broker to be retained. Bob Tweedie
\$10 million (minimum estimated private investment to build out the "City Center")

Third Down Town Hotel: Multi story hotel with swimming pool and events deck on top of building. Under construction. Bob Tweedie
\$3 million

Water Authority Administrative Building: Located at Hickory point and under construction. Bob Tweedie
\$750,000

*technically not in Tavares

3. Residential Projects: (Jacques Skutt)

Project**Status**

1. Oak Bend – 164 lots	Built out
2. Lake Elsie Reserve – 84 lots	Built out
3. Martin's Grove – 143 lots	21 lots remaining
4. Groves at Baytree- 371 lots	53 lots remaining
5. Banning Beach (David Weis)-18 lots	8 lots remaining
6. Etowah Phases 2 & 3- 105 lots	80 lots remaining
7. Pines at Lake Saunders – 161 lots	42 lots remaining
8. Chelsea Oaks South – 218 lots	138 lots remaining
9. Lane Park Ridge- 93 lots	78 lots remaining
10. Shanti-Niketan Phase 4- 1,000 condominiums	In site planning phase
11. Cagan (Atwater Apartments)-500 apartment units	In site planning phase
12. Charlie Johnson Subdivision-120 lots	Annexed & zoned

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: November 18th 2015**

AGENDA TAB NO. 11

SUBJECT TITLE: Approval to solicit Request for Proposals (RFP) to retain Commercial Real Estate Broker Services for the sale and redevelopment of the Tavares Square Property.

OBJECTIVE:

To obtain Council approval to solicit a request for proposals (RFP) to engage the services of a professional Commercial Real Estate Broker to assist with the sale and redevelopment of the Tavares Square property consistent with the "Downtown Tavares Redevelopment Master Plan" that the City Council and City Citizens created in 2008.

SUMMARY:

The City and its stakeholders, through its visioning process determined that in order to realize a successful downtown core, the center of the city needed to be revitalized and thus the 2008 *Downtown Redevelopment Master Plan* was developed to implement the vision and provide a road map for this redevelopment initiative. Two (2) of the many recommendations that came from the plan was to 1) relocate and consolidate County Governmental buildings and services to the Lake County Government Campus and 2) to redevelop the Lake County Clerks building site. In order to accomplish this recommendation, the City Council authorized the purchase of the former Lake County Clerk of Courts Records Center building from the Lake County. That sale was closed in May of 2015, the County Clerk relocated its operations to the County Campus, the City took possession of the property, is demolishing the building and has advertised it for redevelopment in several outlets including newspapers and websites.

Although much interest has been received, no formal proposals to redevelop the property has materialized and thus it is recommended that the city take its redevelopment efforts to the next level by engaging the services of a professional Commercial Real-estate brokerage firm that has a successful track record in urban infill redevelopment projects. The brokerage firm would be expected to place the project in appropriate commercial real-estate investment outreach periodicals, proper pricing strategies and guide investors through the understanding and appreciation of the City's redevelopment goals outlined in its visioning process and Downtown Master Plan.

Therefore, staff seeks authorization to develop a Request For Proposals (RFP) and solicit interest from Commercial Real-estate Brokerage firms to represent the city on this redevelopment project. Staff would present the proposals to the City Council for review and selection after which fees would be negotiated and brought back to Council for final approval.

OPTIONS:

- 1) Approve staff's request to solicit a Request for Proposal (RFP) for retaining the services of a Commercial Real Estate Broker for the sale and redevelopment of the Tavares Square Property.
- 2) Do not approve staff's request to solicit a Request for Proposal (RFP) to retain the services of a Commercial Real Estate Broker for the sale and redevelopment of the Tavares Square Property.

STAFF RECOMMENDATION: Option 1: Move to solicit a Request for Proposal (RFP) for retaining the services of a Commercial Real Estate Broker for the sale and redevelopment of the Tavares Square Property.

FISCAL IMPACT: There will be no expenditure of funds associated with the development and solicitation of the RFP. A contract and fee schedule will be negotiated and approved by council upon completion of the RFP process.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: November 18, 2015**

AGENDA TAB NO: 12

**SUBJECT TITLE: Request for Deferral of Impact Fees
Cagan Management Group – Planned Apartment Complex**

OBJECTIVE:

For Council to consider an impact fee deferral request from Cagan Management Group for development of a proposed apartment complex to be located at the intersection of Huffstetler and Ann Rou Road.

SUMMARY

Council previously received a request from Cagan Management group for a reduction of impact fees for development of a residential apartment complex to be located at Huffstetler Drive and Ann Rou Road (see attached map). This request was originally brought to Council at the June 17, 2015 meeting as agenda Tab 2 (attached). At the direction of Council the item was brought back to Council at the July 1, 2015 meeting as agenda Tab 6 (attached). At that meeting Council voted not to approve the request.

Cagan has subsequently requested a deferral of impact fees for the project whereby 50% of the full, currently applicable impact fee would be paid at time of building permit issuance and the remaining 50% would be deferred and paid over a 24 month period.

Staff has reviewed and determined that in order to move forward with this request, a city wide impact fee deferral program would need to be developed and implemented in the form of a land development regulation (LDR) modification. The program would be applicable to all multi-family residential developments and would include the following requirements:

1. Payment of 50% of all currently applicable City impact fees for the entire proposed development project at time of issuance of initial building permit.
2. Balance of impact fees to be paid in full within 24 months of permit issuance.
3. Current Federal interest rate would be applied to remaining balance of impact fees for remainder of impact fees.

4. Developer is required to post an irrevocable letter of credit for entire amount of deferred impact fee balance until paid in full.

OPTIONS:

1. To direct staff to develop the proposed impact fee deferral program and bring back to council for consideration.
2. To not direct staff to develop the impact fee deferral program for council consideration.

STAFF RECOMMENDATION:

Staff recommends that the Council moves to approve option 1

FISCAL IMPACT:

None at this time

LEGAL SUFFICIENCY:

Legally sufficient.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: June 17, 2015**

AGENDA TAB NO: 3

**SUBJECT TITLE: Request for Reduction in Impact Fees
Cagan Management Group – Planned Subdivision at Huffstetler and
Ann Rou Road**

OBJECTIVE:

For City Council to review and decide upon an impact fee reduction request for a proposed 516 unit phased apartment complex development from Cagan Management Group.

SUMMARY

Staff has received a request from Mr. Jeff Cagan of Cagan Management group (see attached letter to Mr. Drury dated May 20, 2015) for a reduction of impact fees from the currently applicable rate of \$4,406.01 per apartment unit to \$1,468.52 per unit, which was the applicable impact fee rate in 2013 at the time when the Cagan Group had originally anticipated moving forward with the project development, which was delayed due to unforeseen issues (please see attached impact fee abatement summary for additional background).

OPTIONS:

1. To approve the requested impact fee reduction.
2. To not approve the request.

STAFF RECOMMENDATION:

Staff recommends that the Council moves to not approve the requested impact fee reduction.

FISCAL IMPACT:

Approval of the requested impact fee reduction will result in the City receiving only \$757,756.32 in impact fee revenue or \$1,515,744.84 less than the full current rate impact fee revenue of \$2,273,501.16, for the entire 516 unit development.

- Water Wastewater - \$1,857,600
- Fire - \$173,210.88
- Police - \$158,133.36
- Parks - \$84,556.92
- TOTAL: \$2,273,501.16

LEGALLY SUFFICIENT

Legally sufficient.

1
2 **Tab 1) Minutes of May 20, 2015 and June 3, 2015 Regular Council Meeting**

3
4 **MOTION**

5
6 **Lori Pfister moved to approve the minutes of May 20 and June 3, 2015 as submitted,**
7 **seconded by Lisa Johnson. The motion carried unanimously 3-0.**

8
9 **V. PROCLAMATIONS/PRESENTATIONS - None**

10
11 **VI. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EX PARTE**
12 **COMMUNICATIONS**

13
14 None.

15
16 **VII. READING OF ALL ORDINANCES/RESOLUTIONS**

17
18 None

19
20 **VIII. CONSENT AGENDA**

21
22 **IX. ORDINANCES/RESOLUTIONS**

23
24 **XI. GENERAL GOVERNMENT**

25
26 **Tab 2) Third Party Interlocal Agreement for the Seaplane Fountain Feature for Deposit with**
27 **Florida Department of Transportation**

28
29 Ms. Houghton stated this is to request authorization for the City Administrator to execute a three
30 party escrow agreement with FDOT. Previously Council approved Resolution 2014-25 which
31 authorized an Aesthetic Feature Agreement with the FDOT for a standalone seaplane marker
32 located at the Chris Daniels Pond at the corner of US 441 and State Road 19. The city received
33 notification today that the permit for the seaplane marker has been approved. As part of the
34 permit package FDOT requires an initial deposit of \$2500 to be held indefinitely for placement of
35 the seaplane feature. The deposit will be held in escrow and this agreement will allow the city to
36 earn interest on the \$2500. Mr. Drury noted the purpose of the deposit is in the event the marker
37 needs to be removed for any reason. This ensures that there will be funds available and this is a
38 requirement of all of the FDOT agreements in their public right of ways.

39
40 **MOTION**

41
42 **Lori Pfister moved to approve the Three Party Escrow Agreement with FDOT and authorize**
43 **the City Administrator to sign and execute the agreement, seconded by Lisa Johnson. The**
44 **motion carried unanimously 3-0.**

45
46 **Tab 3) Request for Reduction in Impact Fees – Cagan Management Group**

47

1 Mr. Tweedie advised this is a request from Jeff Cagan for a reduction in current impact fees for a
2 proposed 516 unit apartment complex to be located at Huffstetler and Ann Rou Road. Mr. Cagan
3 has requested a reduction from the current \$4,406 per unit total impact fee to the fee that was in
4 place at the time they originally went under contract on this property in October of 2013, which
5 was then \$1,468.52 per unit. If approved, the reduction would result an overall revenue collection
6 shortfall of about \$1.5 million to the City. He said while the City supports the project, staff does
7 not support the request because it is not in line with the current impact fee waiver program that
8 has been recently established and approved at the last Council Meeting for seaplane
9 manufacturers. He noted there are representatives from the Cagan Management Group who wish
10 to speak.

11
12 Mayor Smith asked that the persons who wished to speak provide their names and address as
13 follows:

14
15 Ted Wicks, Wicks Engineering Services, 225 W. Main Street, Tavares; Jeffrey Cagan, 16554
16 Cagan Crossings Blvd., Clermont; and Brian Cagan, 16554 Cagan Crossings Blvd., Clermont.

17
18 Mr. Wicks noted that Council had been presented information on this project before during the
19 rezoning request. He said the project came to Council for rezoning of about a 23 acre project
20 from PD to an RMF-3 at 12 units per acre. He said the process began in late 2012 with some staff
21 contact and subsequently in 2013 when the decision was made to develop the property. He said
22 there were some issues encountered that were beyond their control and it was clearly the intent
23 of Cagan to have the project ready to go forward and be able to take advantage of the impact fee
24 waivers that were in place at the time. He said there was an issue of obtaining a marketable title
25 and other matters. He noted some handouts had been provided to Council to show their other
26 developments that have been done in Lake County. He said the request is for consideration to
27 abate some of the impact fees that would take the developer back to the original contract date of
28 2013.

29
30 Mr. Wicks stated that after making the original request to the City, they reviewed their marketing
31 situation, and today would like to reduce the request to just consider the first phase which would
32 only be 240 units. In addition he said they would be willing to pre-pay some of the impact fees
33 which would normally be paid at the time of building plan approval which may not occur until after
34 the first of 2016. He said the City has done some waivers for aircraft manufacturing and
35 businesses that bring jobs to the community. He said this project will provide housing for people
36 that come to the community along with a significant ad valorem tax base.

37
38 Jeffrey Cagan

39
40 Mr. Cagan reiterated that his company has been a long term holder in the area for over 20 years
41 (Bristol Lakes in Mt. Dora at 15 years) and intends to remain so. He discussed a similar project
42 they are doing in Jacksonville. He discussed his request and details of the financial impact.

43
44 Brian Cagan

45
46 Mr. Cagan thanked City Council. He noted in addition to the real estate tax available to the City,
47 they have found that many of the residents working in Tavares are currently looking outside of

1 Tavares for housing. This would be an opportunity to keep the residents in Tavares and retail and
2 commercial developers look for quality housing in the area.

3
4 Councilmember Johnson

5
6 Councilmember Johnson asked why staff was not recommending approval. Mr. Tweedie
7 responded that the current impact fee waiver program that was passed at the last Council
8 Meeting is targeted at seaplane manufacturers for economic development purposes. In order to
9 be consistent with that policy and to collect the necessary revenues needed for the City (debt
10 service on utilities; and fire, police, parks and recreation and library services) the revenue is
11 needed. Mr. Drury added that Council sets policy; staff implements and executes policy. The
12 policy currently is 100% impact fees for everyone unless it is a seaplane manufacturing facility.

13
14 Councilmember Johnson said she thought the impact fees had been waived for the Paradise
15 Café. Mr. Drury said the café was under construction during the time that the impact fee waiver
16 program existed.

17
18 Mr. Jeffrey Cagan said he understood that the period of time for the reduced impact fees has
19 passed. He said his company's reasoning is that they started the project back in May 2013 (per
20 some signed contracts from May of 2013), the impact fees were a third of the current level. He
21 said if the impact fees go up to the current level for the 242 units they are uncertain what they will
22 do. He noted the rents at Bristol Lakes are around \$900 for a two bedroom, two bathroom and
23 these will be a little higher as they will be a newer design and have washer/dryer hookups.
24 However he said they are trying to keep the rent levels at the Tavares market.

25
26 Mayor Smith said it is unfortunate that there have been setbacks. He asked Mr. Skutt about the
27 number of permits being issued. Mr. Skutt said the City is having a good year for single family
28 detached dwellings that are all paying 100% impact fees. Mr. Smith said all his research has
29 been on 516 units and now the request is being changed to 240 units. He asked if Council would
30 agree to allow them to discuss this new request again with staff and for staff to bring back the
31 revised impacts.

32
33 MOTION

34
35 **Lori Pfister moved to not approve Mr. Cagan's request.**

36
37 There was no second to the motion and the motion failed.

38
39 MOTION

40
41 **Lisa Johnson moved for the request to go back to staff and allow Council to see the**
42 **reduced numbers in order for Council to make the best decision for everybody in the City.**

43
44 Mayor Smith said since the Vice Mayor was not present, he had no one to whom to pass the
45 gavel. He asked for comment from the City Attorney. Attorney Williams responded if there is no
46 action today, then it may come back to another agenda. The other solution is that through
47 tradition, when there have only been three councilmembers and no Vice Mayor, the gavel has

AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: July 1, 2015

AGENDA TAB NO: 6

SUBJECT TITLE: Request for Reduction in Impact Fees
Cagan Management Group – Planned Subdivision at Huffstetler and
Ann Rou Road

OBJECTIVE:

For City Council to re-consider an impact fee reduction request for an apartment complex development from Cagan Management Group.

SUMMARY

Staff received a request from Mr. Jeff Cagan of Cagan Management group (see attached letter to Mr. Drury dated May 20, 2015) for a reduction of impact fees from the currently applicable rate of \$4,406.01 per apartment unit to \$1,468.52 per unit, which was the applicable impact fee rate in 2013 at the time the Cagan Group had originally anticipated development, which was delayed due to unforeseen issues (please see attached impact fee abatement summary for additional background). This request was brought to Council at the June 17, 2015 meeting as agenda item X. Tab 2. At the conclusion of Mr. Cagan's presentation, he requested that council re-consider the request at a reduced number of apartment units from the full 516 units proposed for the project to the 240 units to be built in the initial phase of the project. Council voted and directed staff to re-calculate the impact fee request based on the reduced number of units.

The requested impact fee reduction on 240 units will result in the City receiving \$352,444 in impact fee revenue. This is \$704,997 less than the full impact fees of \$1,057,442.

- Water /Wastewater - \$864,036.19
- Fire - \$80,577.11
- Police - \$73,492.25
- Parks - \$39,336.86
- TOTAL: \$1,057,442.41

OPTIONS:

1. To approve the requested impact fee reduction.

2. To not approve the request.

STAFF RECOMMENDATION:

Staff recommends that the Council moves to not approve the requested impact fee reduction.

FISCAL IMPACT:

- Water /Wastewater - \$864,036.19
- Fire - \$80,577.11
- Police - \$73,492.25
- Parks - \$39,336.86
- TOTAL: \$1,057,442.41

LEGAL SUFFICIENCY:

Legally sufficient.

1 amendment request is considered to be in compliance with the City's Comprehensive Plan and at
2 its June 18th meeting, the Planning & Zoning Board voted unanimously to recommend approval
3 and staff recommends approval.

4
5 **MOTION**

6
7 **Bob Grenier moved to approve the transmittal of Ordinance #2015-13 to the State**
8 **Department of Economic Opportunity for review, seconded by Robert Speaks. The motion**
9 **carried unanimously 5-0.**

10
11 **XI. GENERAL GOVERNMENT**

12
13 **Tab 6) Request for Reduction in Impact Fees – Cagan Management Group**

14
15 Mr. Tweedie noted this item was a request to reconsider an impact fees reduction by Mr. Cagan
16 of Cagan Management Group. He said that Mr. Cagan presented this request at the last Council
17 Meeting for a then planned 516 unit apartment complex off Huffstetler Drive. At that meeting Mr.
18 Cagan requested that Council consider directing staff to recalculate the impact fee reduction
19 based on a 240 unit complex.

20
21 Mr. Tweedie stated the recalculation had been provided to Council. The total impact fee revenue
22 for the 240 unit complex would be \$352,440 versus \$1,057,442 in impact fees for the full rate. Mr.
23 Cagan had stated that the lower rate would have been applicable in 2013 had he started his
24 project at that time. Mr. Tweedie noted there was additional information that has been provided
25 Mr. Cagan to Council for this meeting.

26
27 Mr. Tweedie said staff recommendation is still to not approve this request although staff does
28 approve of the project and he noted Mr. Cagan was in the audience to present and to answer any
29 questions.

30
31 Mayor Smith asked if during the meeting [with staff] with Mr. Cagan was there any indication of
32 his willingness to pay something up front. Mr. Tweedie answered that he did not state that in the
33 meeting.

34
35 Mayor Smith said that Denise Laratta had requested to speak.

36
37 **Denise Laratta**

38
39 Ms. Laratta said her position remained the same as the previous meeting. She said the City has a
40 policy and should stay with that policy which is to pay 100% of the impact fees.

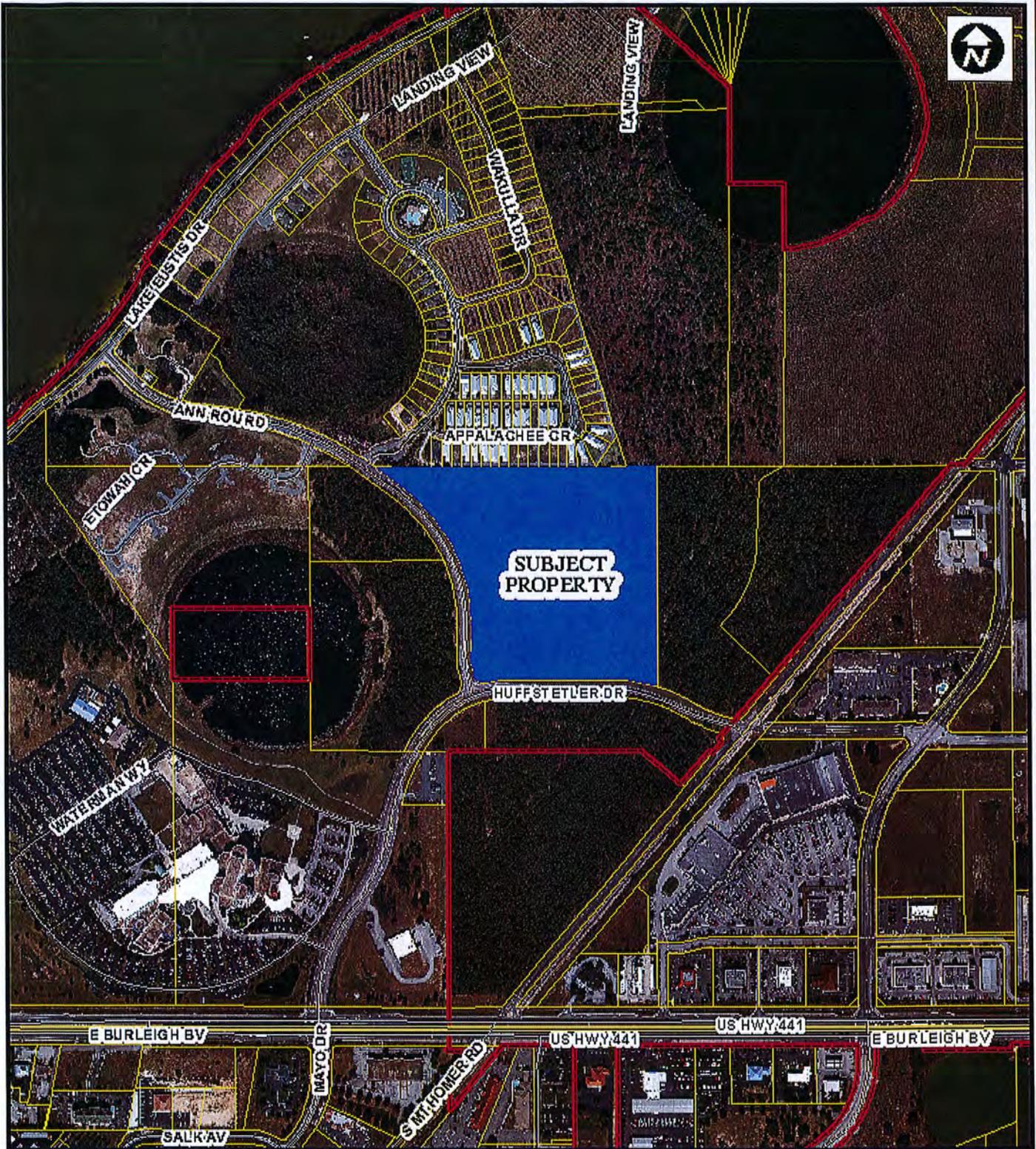
41
42 Mayor Smith asked Council if they wished to discuss the request further.

43
44 **MOTION**

45
46 **Lori Pfister moved that Council not approve the request, seconded by Bob Grenier. The**
47 **motion carried unanimously 5-0.**

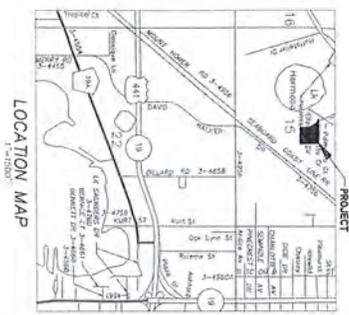
48

CITY OF TAVARES



CAGAN LOCATION MAP





NOTES

1. PROPOSED PROJECT AREA - 1,042,173 sq. ft. - 23,829 ac.
2. PROPOSED PERVIOUS AREA - 377,019 sq. ft. - 8,625 ac. (35%)
3. PROPOSED IMPERVIOUS AREA - 665,154 sq. ft. - 15,204 ac. (65%)
4. PROPOSED - INF - 3 - RESIDENTIAL, MULTIFAMILY, FAMILY
5. PROPOSED FLY DENSITY - 400 DENSITY
6. PROPOSED MULTIFAMILY MANAGER - 15-2 STORY BUILDINGS (240 UNITS)
7. REQUIRED PER CITY CODE - 2 SPACES PER UNIT (189 SPACES REQ.)
8. HANDED OVER 12/20/07 - 32
9. REGULAR 10/20/07 - 410
10. GRADING - 2
11. WATER MAINS TO BE SUPPLIED BY CITY OF TAVARES
12. STORMWATER MANAGEMENT - CITY RETENTION
13. STREETS - 2
14. SIDEWALKS - 2
15. FRONT - 25
16. REAR - 25
17. SIDEWALKS - 2
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LEGAL DESCRIPTION

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Checked: KRW		
Date: 10-20-15		
Scale: AS SHOWN		
File No.: 14120		
Sheet: 1 of 1		

Atwater Apartments Project
Site Plan
Tavares, Florida 32778

Cogan Management Group, Inc.
 Jeffrey Cogan, President
 16554 Cogan Crossing Boulevard
 Clermont, FL 34714
 (352) 242-2444

Wicks Engineering Services, Inc.
 225 West Main Street, Tavares, Florida 32776
 www.wicksengineering.com (352) 343-8667
 C.A. #30062

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: November 18, 2015**

AGENDA TAB NO. 13

SUBJECT TITLE: Conceptual Plan for Library Expansion

OBJECTIVE: To discuss and approve the conceptual plan for the expansion of the city's public library

SUMMARY: The city applied for Lake County Library Impact Fee money to fund a conceptual plan for the expansion of the city's public library. Civil Engineering Solutions, Inc., a local engineering firm, was hired to develop this plan.

Design meetings were conducted and through the collaborative efforts of the Design Committee, a comprehensive plan was developed.

The Library Design Committee is comprised of the following members:

Lori Pfister, City Council Member
Tamera Rogers, Community Services Director
Rosa Rosario, Library Director
Marli Lopez, Reference Assistant
Scott Aldrich, Community Services Project Manager
Gary Earl, Support Service Management Lake County Library System
Jeff Hunt, Sales Representative of Library Interiors
David Clutts, Civil Engineering Solutions, Inc.
Nick Jones, consultant to Civil Engineering Solutions, Inc.
Beverly Cunningham, consultant to Civil Engineering Solutions, Inc.

Some highlights from the proposed plan are as follows:

1. Library Size
 - A. Existing Floor Area - 9,200-sf
 - B. Proposed Floor Area (Based on Needs Analysis) – **10,725-sf**
(Total Floor Area 20,000-sf)

2. Goals (determined through Schematic Design Program Development)
 - A. Provide additional space for books, materials, and computers.
 - B. Provide
 - Social Gathering Spaces
 - Young Adult Spaces
 - Meeting Areas

- Work Areas
- C. Incorporate the look and feel of the existing library
- 3. Breakdown by Use (see attached Conceptual Floor Plan Excerpt)
 - A. Young Adult and Private Study Areas – 2,761-sf
 - B. Computers and Computer Lab Areas – 965-sf
 - C. Periodical and Digital News – 1,171-sf
 - D. Multi-purpose and Video Zone – 2,049-sf
 - E. Miscellaneous Areas (Gathering, Service Desk, Storage, Lobby, etc.) – 3,779-sf
- 4. Estimated Construction Cost
Estimated construction costs are being refined and will be available at time of final deliverable

It should be noted that this conceptual plan has been presented to the Library Advisory Board and to the Friends of the Library for review and both support groups have endorsed the plan as presented.

Additionally, a second presentation will be delivered to City Council that will include a three dimensional rendering, estimated construction costs, and a final plan with amendments, if any.

OPTIONS:

- 1) Approve the plan as submitted
- 2) Approve the plan with amendments
- 3) Do not approve the plan

STAFF RECOMMENDATION: Staff recommends that Council discuss the plan and approve the plan accordingly.

FISCAL IMPACT: no fiscal impact with accepting this plan

LEGAL SUFFICIENCY: meets legal sufficiency

Tavares Public Library



Schematic Design Program (Draft)

November 9, 2015

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Introduction

- SCOPE** This document is a conceptual design program. It contains conceptual design programmatic requirements for an addition to the Tavares Public Library, located in Tavares, Florida.
- PURPOSE** The purpose of this program is to convey an understanding of the planning limits and possibilities prior to implementing any design solutions. It is intended that these conceptual design programmatic requirements will assist Tavares Public Library in establishing a budget based on a conceptual design. This document serves as a record of the decision-making process and is for agreement and approval.
- SOURCES** This report contains information obtained from interviews and work sessions with members of the Tavares Public Library executive committee. The initial programming session for goal setting and concept interviews were held in August and September 2015.
- CONTENTS** This document contains five sections:
- **Goals** describe the library's aspirations for this project.
 - **Facts** cover pertinent data and assumptions that are accepted as given for this project.
 - **Concepts** are ideas for implementing the goals and are documented as schematic design diagrams.
 - **Needs** are the area requirements and budget estimates.
 - **Appendix**, contains additional information that supports the record of the decision-making process.
- ANALYSIS** The key to successful design projects is determined in a large part by the relationship between the client and the architect. The library staff members are experts in their particular needs and day-to-day operations. Architects are experts at designing and constructing buildings. With this in mind, we used an approach to obtaining and evaluating information that allowed us to meet with representatives to understand the current and future needs of library.
- To develop a useful concept plan, it was necessary to understand the library's goals. Under the leadership of Library Director Rosa Rosario and representatives from the library executive committee, the following planning objectives have guided our thinking about the project:
- To provide a **social gathering space**
 - To provide a **space for young adults**
 - To **expand into the existing courtyard**
 - To provide an addition that **incorporates the look and feel of the existing library**

SUMMARY

The Tavares Public Library is located in downtown Tavares on North New Hampshire Avenue. The original library was built in 1973 with a library addition in 1998 for a total of 9,200 existing square feet. The library is popular with the community and has shown increasing usage statistics over the past 15 years. It is anticipated that this trend will continue to increase in the future.

After understanding the library's goals, analyzing the existing conditions, and developing concepts with the Library Executive Committee, a conceptual plan was created that adds 10,725 square feet to the existing library.

Since the attached Tavares Community Center will remain a Community Center, a courtyard is proposed to join the library addition and existing building. This will allow the Community Center's existing egress to remain and creates an opportunity for a quiet outdoor reading room. A patio is included for outdoor social gathering and for overflow from the high number of after school students who use the library for studying and research .

The interior main space is open for future flexibility and includes book stacks, a variety of seating options, and quiet/louder reading areas. This space will continue the design of the existing library with the same natural lighting treatment of the existing library.

The perimeter spaces include study rooms, computer labs, restrooms, and a multi-purpose room. Since the multi-purpose room will be used by community and business members, the room is accessible from the interior library. Because there will be after hours use, it is accessible without having to enter the library.

This project will include electrical and telecom upgrades to the existing library to match the new addition. The mechanical system will need to be evaluated since the addition and existing libraries will be combined into one new library for a total of 20,000 square feet.

CLIENT

Tavares City Council:

Lisa Johnson
Kirby Smith
Bob Grenier
Robert Speaks
Lori Pfister

Tavares Public Library:

Rosa Rosario, Tavares Public Library Director
Marli Lopez, Tavares Public Library
Lori Pfister, City Council Member
Tamera Rogers, City of Tavares Dir of Com. SVC and Parks & Rec.
Scott Aldrich, City of Tavares
Gary Earl, Lake County Library System
Jeff Hunt, Library Interiors of Florida (Tavares Library Advisor)

PROGRAMMING TEAM

David Clutts, Civil Engineering Solutions
Nick Jones, Civil Engineering Solutions
Bev Cunningham, Civil Engineering Solutions

GOALS

The following are project goals that were defined in the goal setting session with the Tavares Public Library executive committee held on September 14, 2015. These goals established a direction for the programming process.

The goal statements are classified into the following categories:

Function goals concern activities, relationship of spaces, and people - their number and characteristics.

Form goals relate to the site, the physical environment, and the quality of space and construction.

Economy goals concern the initial budget and quality of construction, but may also include consideration of operating and life cycle costs.

Time goals concern phasing and priorities of projects.

FUNCTION

To **expand the library**

- books
- materials
- computers

To **update the library infrastructure**

- electrical
- telecom

To provide a **social gathering space**

- teens
- adults
- children (existing)
- seniors

To provide a **quiet study space**

To provide a **program/meeting area**

- benefit to the community
- expansion of cultural and educational programs

To provide a **multi-purpose room**

- business incubator use
- community business meetings
- community use
- Wi-Fi available
- video zone

To provide a **storage/work room**

- donations
- shelves
- small desk

Goals

To provide a **space for young adults**

To provide a **kitchenette**

- microwave
- refrigerator
- sink
- storage and prep area

FORM

To provide an addition that **incorporates the look and feel of the existing library**

To provide a **one or two-story addition**

To plan for **quiet zones** and **social zones**

To **expand into the existing courtyard**

To **centrally locate the service desk** for visual monitoring

To **maximize to the highest and best use of our existing property**

ECONOMY

To use this programming process to **establish a budget**

To be **judicious in our spending**

TIME

To have the **program completed by Dec. 2015**

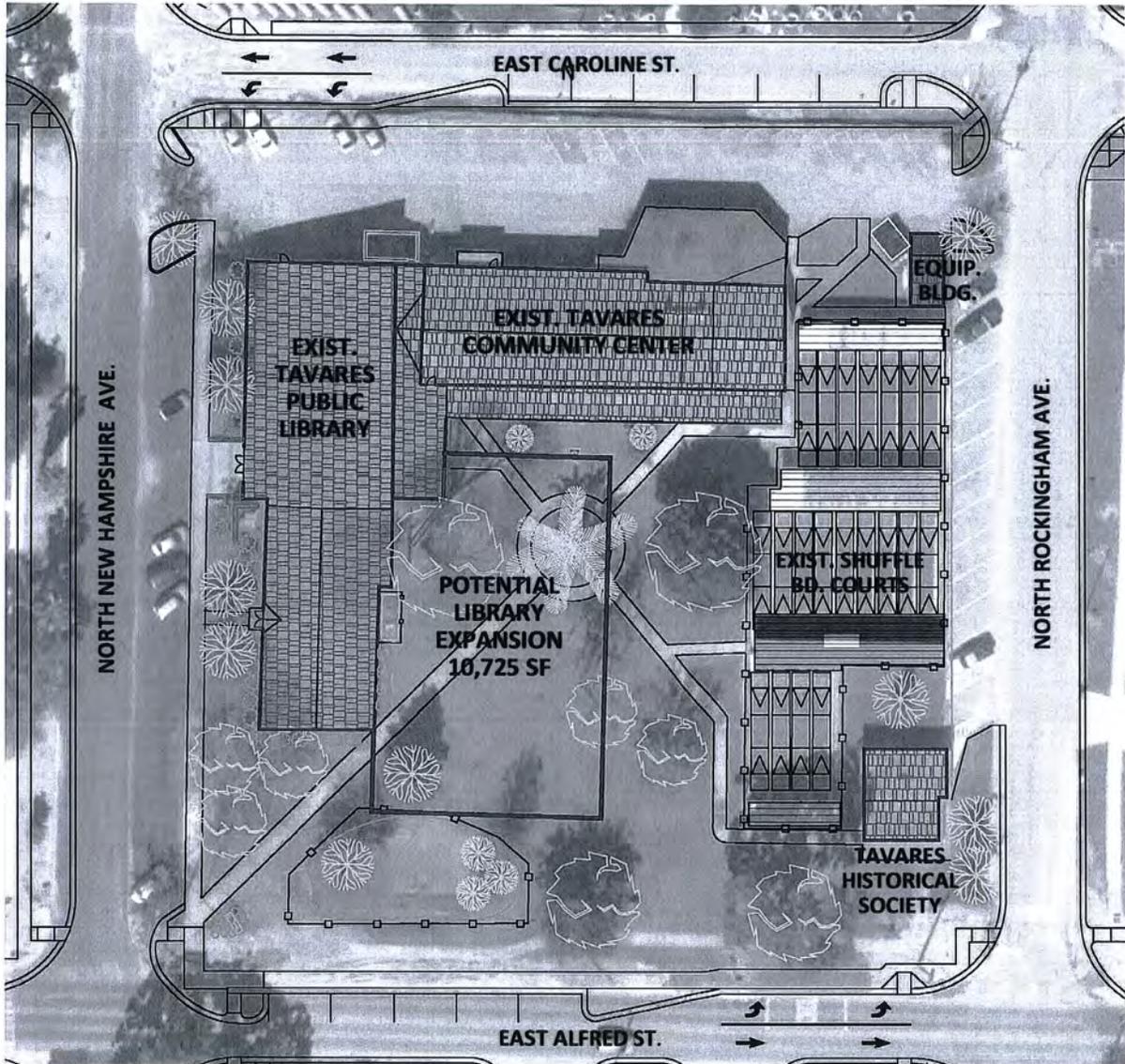
The **impact fee grant application is due April 2016**

Facts

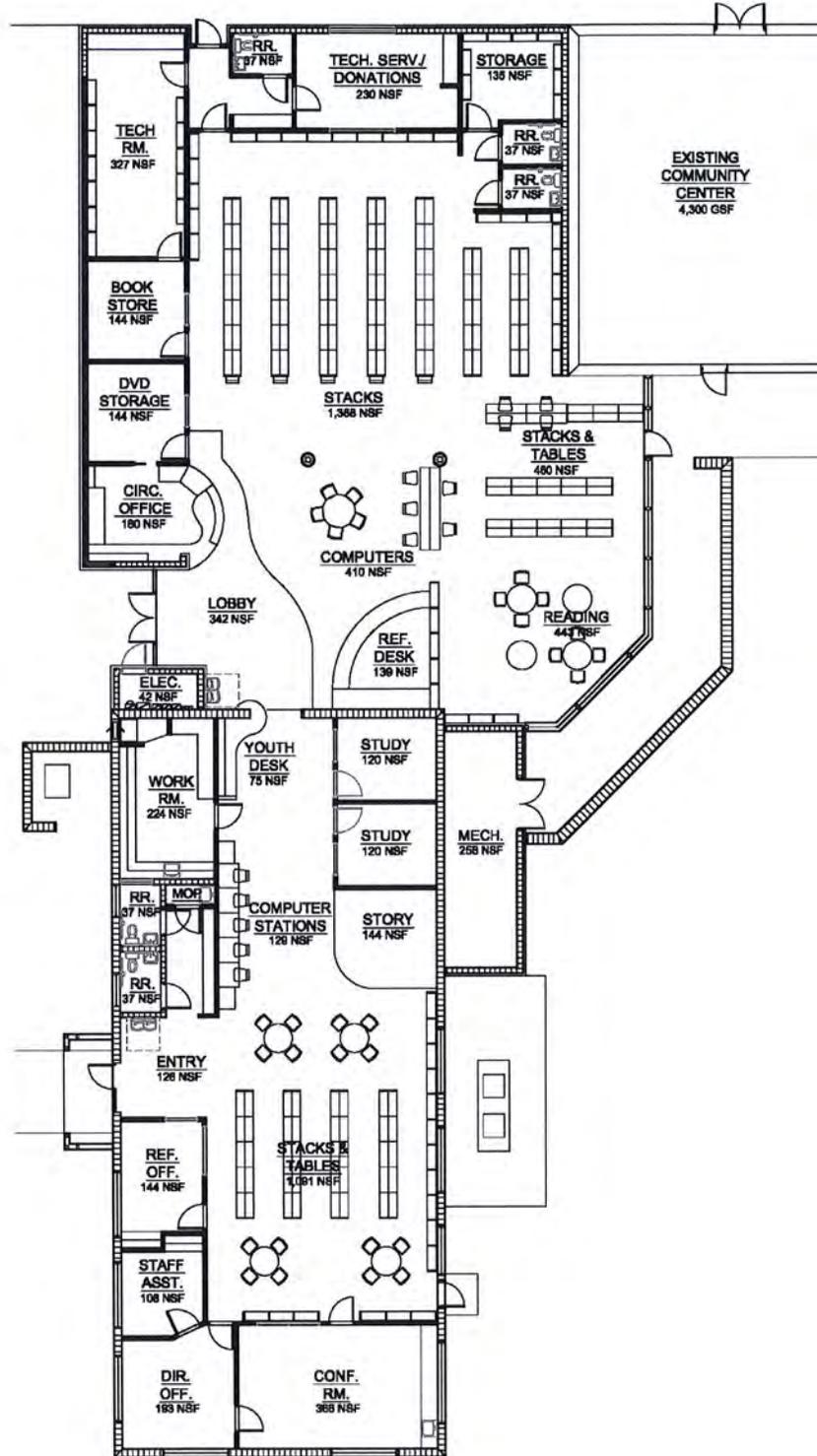
Facts

The facts documented in this section describe pertinent data, assumptions, and existing conditions that will influence the concepts. Supportive data to the information in this section are presented in the Appendix.

Existing Site Analysis



Existing Library Plan



Existing Area Analysis

Space	No. of Units	Area/Unit (NSF)	Total Area	Comments
Original Library				
Conference Room	1	366	366	
Director's Office	1	193	193	
Staff Assistant Office	1	108	108	
Reference Office	1	144	144	
Entry	1	126	126	
Work Room	1	224	224	
Study	2	120	240	
Story Area	1	144	144	
Stacks & Tables	1	1,091	1,091	
Computer Stations	1	129	129	
Youth Desk	1	75	75	
Restrooms	2	37	74	
Mop Sink	1	15	15	
Library Addition (1998)				
Lobby	1	342	342	
Reference Desk	1	139	139	
Circulation Office	1	180	180	
DVD Storage	1	144	144	
Book Store	1	144	144	
Tech. Room	1	327	327	
Vestibule	1	50	50	
Stacks	1	1,388	1,388	
Stacks & Tables	1	460	460	
Periodicals	1	443	443	
Tables	1	410	410	
Break Rm./Work Rm.	1	230	230	
Storage	1	135	135	
Restrooms	3	37	111	
		Total NSF	7,432	
		Net to Gross Ratio	1.24	
		Total GSF	9,246	
Mechanical	1	258		
Electrical	1	42		

Existing Area Analysis

EXISTING LIBRARY

INCREASED LIBRARY
USE HAS:
INCREASED THE
NEED FOR

- BOOKS and MATERIALS
- INFRASTRUCTURE . ELECTRICITY and TELECOM
- PUBLIC ACCESS COMPUTERS

THERE IS
LIMITED
MEETING
SPACE

"COMMUNITY
WOULD
HAVE
ACCESS"

"CAN NOT
HOLD
LARGER
EVENTS
IN OUR
OWN
FACILITY"

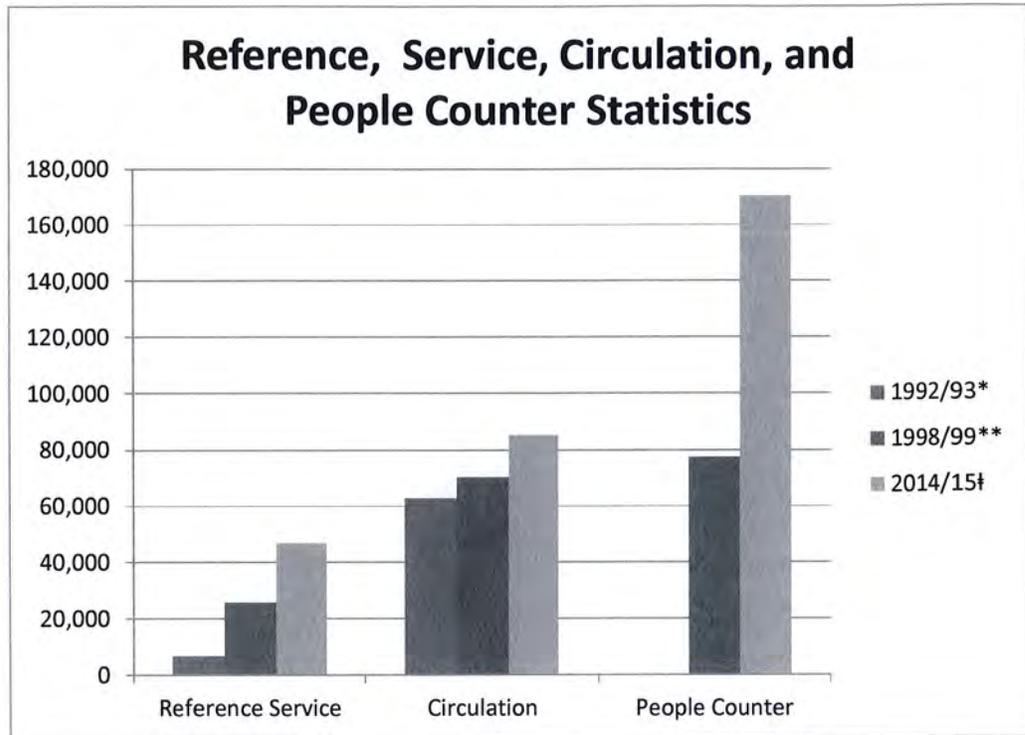
Existing Area Analysis

THE CURRENT LIBRARY
IS LACKING A
DEDICATED YOUNG
ADULT / TEEN SPACE

USED DAILY AFTER SCHOOL BY
MIDDLE and HIGH SCHOOL STUDENTS
YOUNGER STUDENTS HAVE A CHILDREN'S ROOM

THERE ARE NO
QUIET
STUDY
ROOMS

Tavares Public Library Statistics



Statistical Comparisons

	1992/93*	1998/99**	2014/15†
Reference Service	6,816	25,714	46,971
Circulation	62,935	70,322	85,402
People Counter	-	77,547	170,451

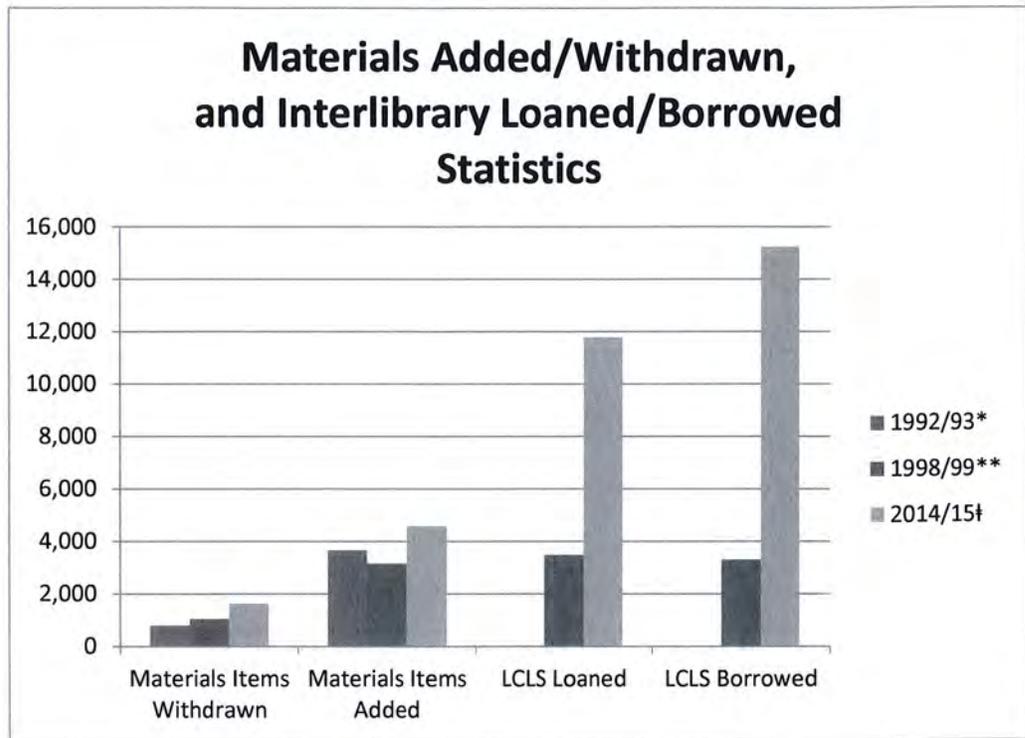
Source: Tavares Public Library

*Original 1973 library building

**The library expansion opened Sept. 8, 1998

†One month complete of a fiscal year

Tavares Public Library Statistics



Statistical Comparisons

	1992/93*	1998/99**	2014/15†
Materials Items Withdrawn	783	1,035	1,639
Materials Items Added	3,655	3,169	4,564
LCLS Loaned	12	3,467	11,777
LCLS Borrowed	17	3,284	15,226

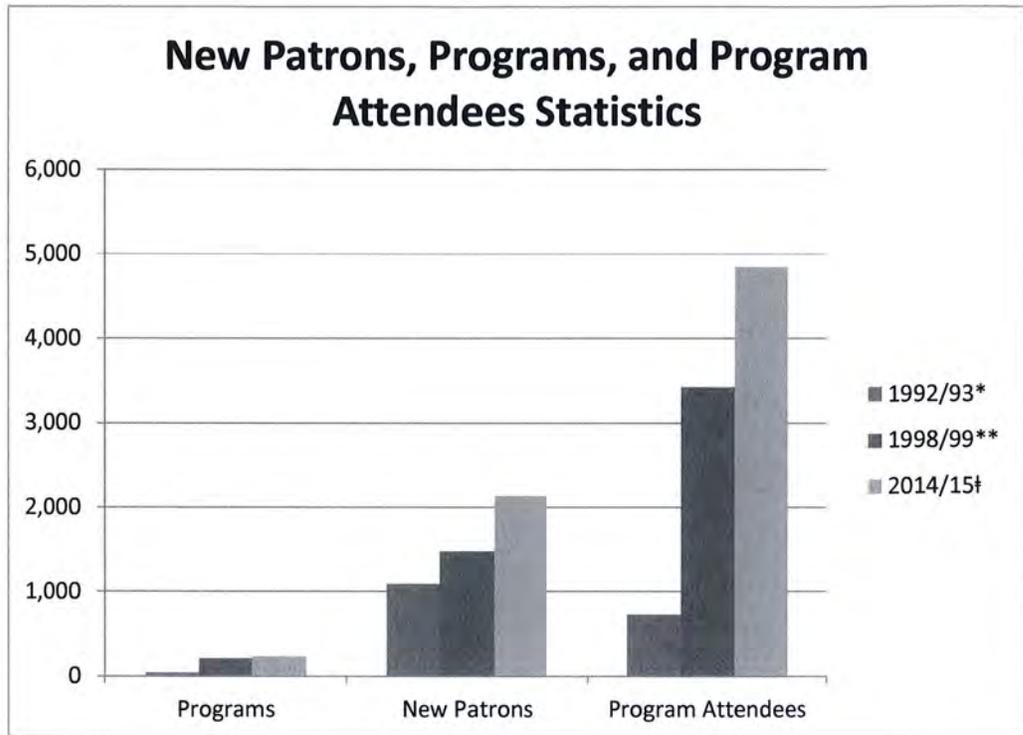
Source: Tavares Public Library

*Original 1973 library building

**The library expansion opened Sept. 8, 1998

†One month complete of a fiscal year

Tavares Public Library Statistics



Statistical Comparisons

	1992/93*	1998/99**	2014/15‡
Programs	42	218	233
New Patrons	1,098	1,475	2,134
Program Attendees	729	3,422	4,848

Source: Tavares Public Library

*Original 1973 library building

**The library expansion opened Sept. 8, 1998

‡One month complete of a fiscal year

Facts

Tavares Public Library Expansion Plan

TAVARES PUBLIC LIBRARY
EXPANSION
PLAN

Library Expansion

Rosa M. Rosario, Library Director & Library Staff

June 2015

The library expansion must be connected to main building and the entrance will be thru the main building. If we build a two story building we should include:

1st floor

Automatic door

Service desk

30 computers (Internet Resource Center& WiFi)

1 printer & Sign up station

1 color copier

Current periodicals & Leisure reading

1 Digital collection (Tavares newspaper)

Florida Collection Room

2 Study Rooms

Restrooms

YA FICTION Shelving Section

Public Elevator

Staircase

2nd floor

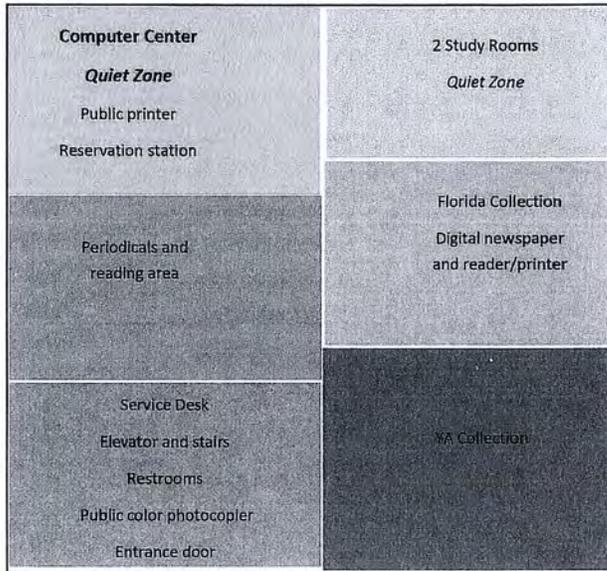
2 Multipurpose rooms with partitions

Kitchen

Video Zone

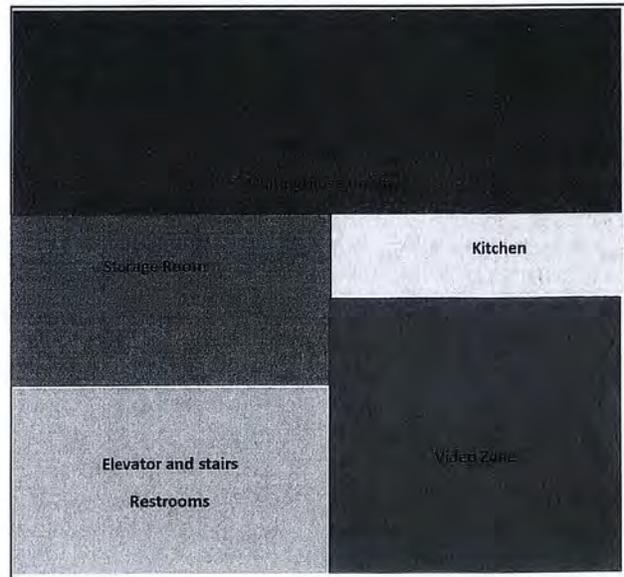
Storage Room

Tavares Public Library Expansion Plan



FIRST FLOOR

- | | |
|--|---------------------|
| Automatic entrance door | Service Desk |
| Computer Center (30 stations) + wifi | Color copier |
| Public printer and reservation station | YA Collection |
| Periodicals and reading area | Restrooms |
| Digital newspaper and reader/printer | Elevator and stairs |
| Florida Collection | 2 Study rooms |



SECOND FLOOR

- Partitioned multipurpose room –partition divides room for two rooms
- Full kitchen
- Storage room
- Video Zone
- Restrooms
- Elevator and stairs

Facts

Tavares Public Library Expansion Plan (Design Examples)



Computer Lab



Study Rooms



Service Desk

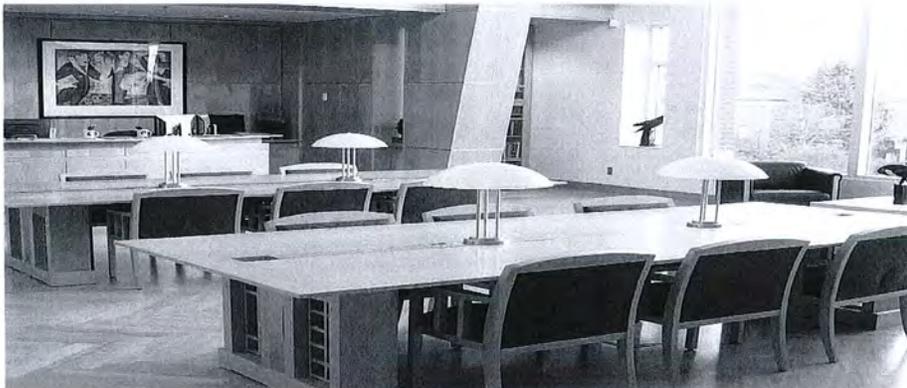
Tavares Public Library Expansion Plan (Design Examples)



Periodical and Reading Area



Florida Collection and Reading Area



Service Desk

Tavares Public Library Expansion Plan (Design Examples)



Storage Room



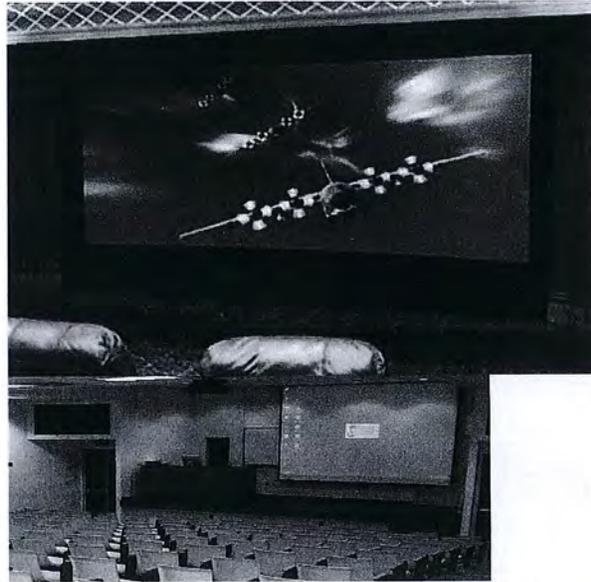
Kitchenette Cabinets

ANSI PROFESSIONAL
16 YEARS FACTORY

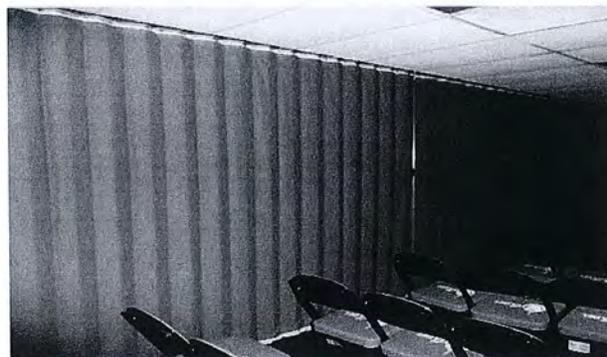


Teen Shelving

Tavares Public Library Expansion Plan (Design Examples)



Video Screens



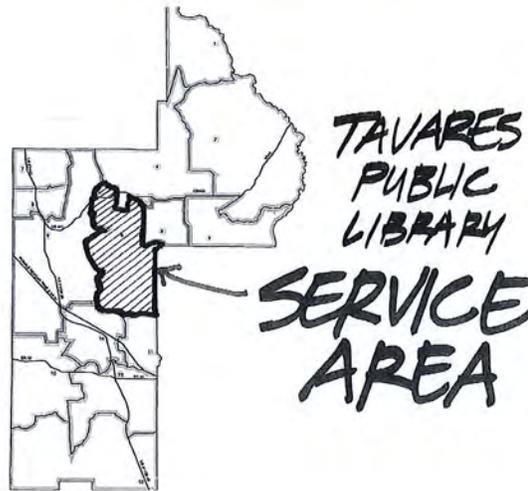
Multi-purpose Room Partitions

Facts

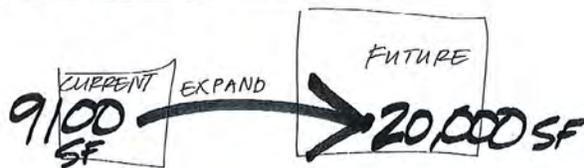
LCLS Facilities Plan 2005-2020 (Abstract)

LAKE COUNTY LIBRARY SYSTEM

**FACILITIES PLAN
2005 - 2020**



2005-2020 FACILITY PLAN RECOMMENDATION:



OFF-STREET PARKING → 80 SPACES

COMMUNITY ROOM → 2,000 SF

Facts

LCLS Facilities Plan 2005-2020 (Abstract)

Lake County Library Statistics*									Est.
					2004				2005
			Service	Patron	M'tls	Collect,	Reader	PC	Serv.
Location	SF	Staff	Hours	Visits	Circ.	Size	Seats	Stations	Pop.
Astor	4,200	2 +page	42	28,184	25,817	17,000	26	12	1,800
Cagan's Crossing	18,000	8 +page	46	143,748	127,748	27,555	45	16	22,800
Clermont/Cooper Memorial	50,000	15	48	116,116	215,959	55,059	20	18	48,000
East Lake	5,000	4	46	59,147	66,059	24,808	35	11	10,100
Fruitland Park	7,160	4	41	24,804	61,866	27,990	48	14	10,900
Groveland/Marion Baysinger	5,000	4	46	85,785	101,136	21,016	39	14	9,500
Lady Lake	30,000	7	46	96,404	103,209	34,760	28	17	20,300
Leesburg	41,971	7	52	235,213	284,968	120,795	74	41	45,400
Marianne Beck Memorial	2,100	1 (19vol)	46	n/a	n/a	n/a	n/a	n/a	n/a
Minneola Schoolhouse	800	1 (7vol)	42.5	n/a	n/a	n/a	n/a	n/a	n/a
Montverde/Helen Lehman	3,500	2	38	n/a	n/a	n/a	46	3	5,200
Paisley	4,200	4	42	42,486	34,482	17,834	30	14	6,800
Tavares	9,100	6.5	54	128,101	104,576	41,318	57	9	32,000
Umatilla	8,620	8	33	103,471	130,263	31,473	19	24	17,400
Mount Dora/W.T. Bland	22,666	7 +page	48	194,556	186,219	57,794	110	25	29,500
*Source: " Lake County Library Facilities Plan 2005-2020"									
SF, Staff, & Service Hours (Updated 10/14/15 from Tavares Public Library Dir.)									

*TAVARES IS
EQUAL TO CAGAN
W/ HALF THE
SPACE*

LCLS Facilities Plan 2005-2020 (Abstract)

LAKE COUNTY
MASTER SPACE AND FACILITIES PLAN



LIBRARY SYSTEM FACILITIES PLAN

Tavares Public Library

LCLS Relationship	Member Library
Existing Building Area	9,100 square feet
Staffing	10.25 Full Time Equivalent Employees
Open Hours per Week	49 hours
FY2004 Materials Circulation	104,576 items
FY2004 Patron Visits	128,101 persons
FY2004 Collection Size	41,318 material items (books, audio, video)
Reader Seats	57 seats
Public PC Workstations	9 workstations
Estimated 2005 Service Area Population	32,000 residents
Projected 2020 Service Area Population	47,000 residents
15 year growth	47%

In 1998 the Tavares Library was nearly doubled in size from 4,467 square feet to its present 9,100 square feet. The renovation/expansion was nicely done. The public area is open and airy and the building offers a conference room and study rooms for public use in additions to the collection. However, the library is still quite crowded. It is about 4,300 square feet short of the recommendations in the 1996 Beach/Willey study, and even those recommendations require rethinking in the light of a new planning horizon and higher than projected population growth.

It is recommended that the Tavares Library be expanded to 20,000 square feet by 2015 or earlier on the same site, which is well located on Old Highway 441 (Alfred Street). Expansion towards the adjacent tennis courts would be the most promising alternative, and possibly the 2,900 square foot community room to the east of the library could be incorporated. Off street parking for at least 80 vehicles should be provided. A 2,000 square foot or larger community room should be included.

Recommendation

Expand the Tavares Public Library by 11,900 square feet to a total size of 20,000 square feet at the present location, to include a 2,000 square foot meeting room.

Projected Project Cost: \$4,161,500
 Projected Additional Annual Operating Cost: \$562,800
 (including 12 additional employees)

Provisional Recommendation

Should the City of Tavares choose to set the Enhanced Standard as a goal for the Tavares Library, then the facility should be expanded by 16,900 square feet to a total size of 25,000 square feet at the present location, to include a 2,000 square foot meeting room.

Projected Project Cost: \$5,336,500
 Projected Additional Annual Operating Cost: \$570,800
 (including 12 additional employees)

Long-Range Plan of Services 2011-2016 (Abstract)

LAKE COUNTY LIBRARY SYSTEM
LONG-RANGE
PLAN OF SERVICES
2011-2016

1. ECONOMIC DEVELOPMENT

TO BE PART OF THE EFFORT TO BOOST
THE ECONOMY BY INCREASING SERVICES
TO PEOPLE SEEKING EMPLOYMENT
and CONSIDERING BUSINESS
START-UPS.

2. PREPARING RESIDENTS FOR NEW KINDS OF EMPLOYMENT

A LOWER PER CAPITA INCOME INDICATES
A NEED FOR LIFE-LONG LEARNING
OPPORTUNITIES, BASIC LITERACY

INSTRUCTION, and TECHNOLOGY
SKILLS TRAINING.

3. IMPROVED IMAGE OF LAKE CITY.

MODERN PUBLIC LIBRARIES w/ UP-TO-DATE
COLLECTIONS OF MATERIALS, PUBLIC PROGRAMS,
and LEARNING OPPORTUNITIES CAN HELP
RESIDENTS IMPROVE THEIR STANDARD
OF LIVING and ENJOY LIFE.

4. HIGH SPEED INTERNET ACCESS

LIBRARIES CAN BE OF USE TO THOSE WHO
CAN NOT AFFORD THE INTERNET

Long-Range Plan of Services (Abstract)

5. PLACE OF COMMUNITY INTERACTION

PEOPLE OF DIFFERENT SOCIO-ECONOMIC GROUPS, RACES and ETHNICITIES CAN HAVE SHARED SOCIAL INTERACTION

6. CULTURAL and ENTERTAINMENT OPPORTUNITIES

NEEDS ENTERTAINMENT THAT APPEALS TO CHILDREN, TEENS, and ADULTS. LIBRARY MATERIALS, PROGRAMS, and MEETINGS ETC. WILL HELP.

GOAL 1:

TO HAVE FREE and EFFECTIVE ACCESS TO ONLINE RESOURCES + SERVICES, and SUPPORTED w/ A VARIETY OF INSTRUCTIONAL ACTIVITIES.

- A. IMPROVE TECH. INFRASTRUCTURE and PUBLIC ACCESS
- B. TO ASSURE LIBRARY CUSTOMERS HAVE THE ABILITY TO CONNECT, ANY TIME and ANY PLACE w/ LIBRARY STAFF.
- C. PROVIDE TECH. RELATED LEARNING OPPORT. THROUGH A COMPREHENSIVE PRDGM. OF EDUC. SERVICES.

GOAL 2:

TO HAVE PEOPLE FIND INVITING VIRTUAL + PHYSICAL SPACES WHERE THEY CAN READ, REFLECT, COLLABORATE and CONNECT.

- A. TO CREATE and MAINTAIN AN ENVIRONMENT OF COMFORT and USABILITY. TO CREATE A PLACE WITH INVITING DECOR and FURNISHINGS WHERE PEOPLE CAN GATHER, GROW, and ENJOY.
- B. TO CREATE VIRTUAL BRANCH + PROGRAMS ONLINE FOR INFORMATION and ENTERTAINMENT.

Long-Range Plan of Services (Abstract)

GOAL 3:

PEOPLE WILL FIND LEARNING TOOLS,
SERVICES, and SUPPORT TO BUILD
SKILLS ESSENTIAL IN TODAY'S SOCIETY.

GOAL 4:

PEOPLE WILL FIND RESOURCES and
SERVICES TO EXCITE THEIR
IMAGINATIONS THROUGH READING,
VIEWING, LISTENING, and CREATING.

GOAL 5:

YOUTH and THEIR CAREGIVERS WILL
FIND RESOURCES, SERVICES, and
PROGRAMS TO STIMULATE THE ABILITY
TO READ, WRITE, and INTERACT ACROSS
A VARIETY OF MEDIA.

GOAL 6:

THE LAKE COUNTY BUSINESS COMMUNITY
WILL FIND RELEVANT RESOURCES,
SERVICES and SUPPORT.

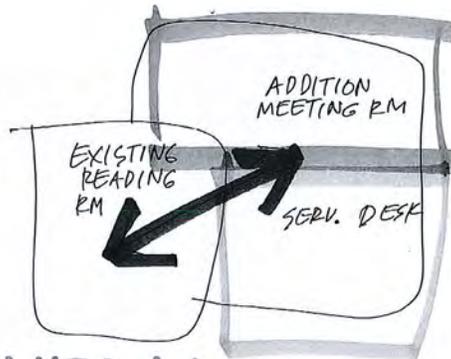
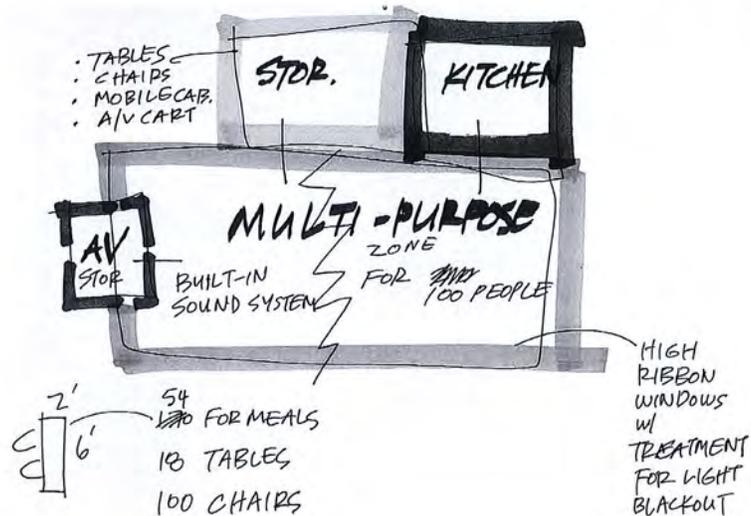
Conceptual Plan

Concepts

Concepts are qualitative ideas for realizing goals. They are graphic diagrams that represent the information gathered during the concept interviews.

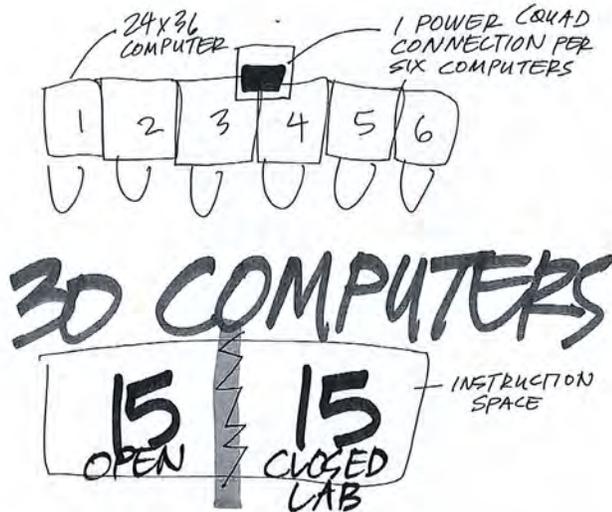
Concept Development - Interviews

INTERVIEW DESIGN CONCEPTS



GENERAL CONNECTION

Concept Development - Interviews



PERIODICALS + READING AREA

QUIET AREA

- 6 ROCKING CHAIRS
- ~~4 ROUND TABLES (4 SEATS)~~
- 6 INDIVIDUAL TABLES
24" x 36"
- 100 PERIODICALS
(COUNTER HEIGHT SHELVING)
UNLESS ADJ. TO WALL
- 17 ^{SHORT} RECT. 14" x 36"

YOUNG ADULT

- USED BY STUDENTS AFTER SCHOOL
- USED BY OTHERS IN AM + PM

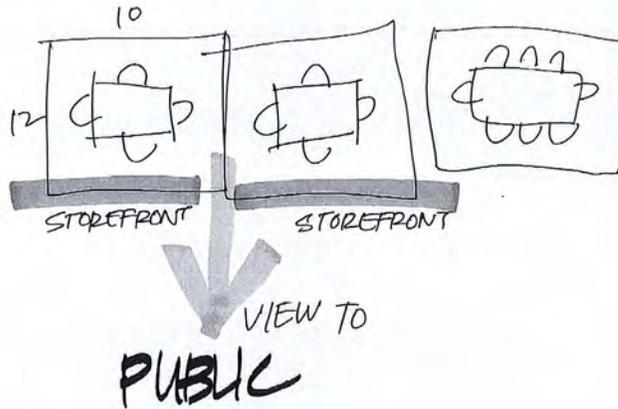
- NEAR COMPUTER
- LOUD
- NEEDS VISIBILITY
- DUAL PURPOSE USE

- 4 BOOTH SEATING 30' x 30'
- 4 BAR TABLES 42'
- 8 INDIVIDUAL CHAIRS OTTOMAN
- 12 INDIVIDUAL TABLES + CHAIRS
6 SINGLE 24 x 36 6 DOUBLE 24 x 72

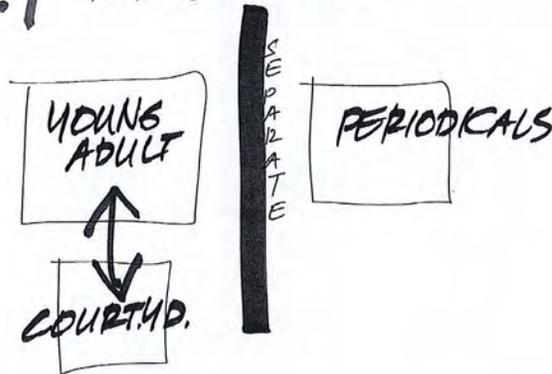
Conceptual Plan

Concept Development - Interviews

STUDY ROOMS



24 14" x 36" STACKS



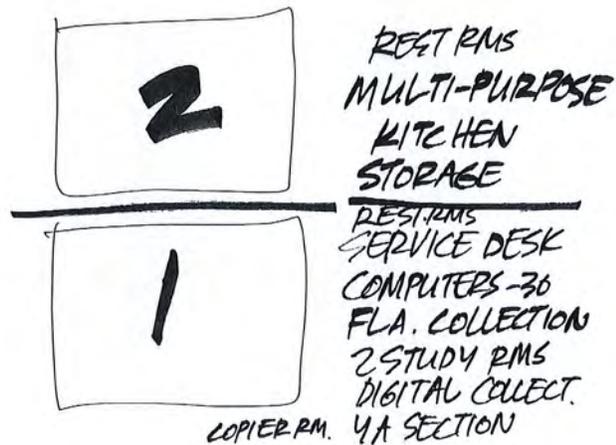
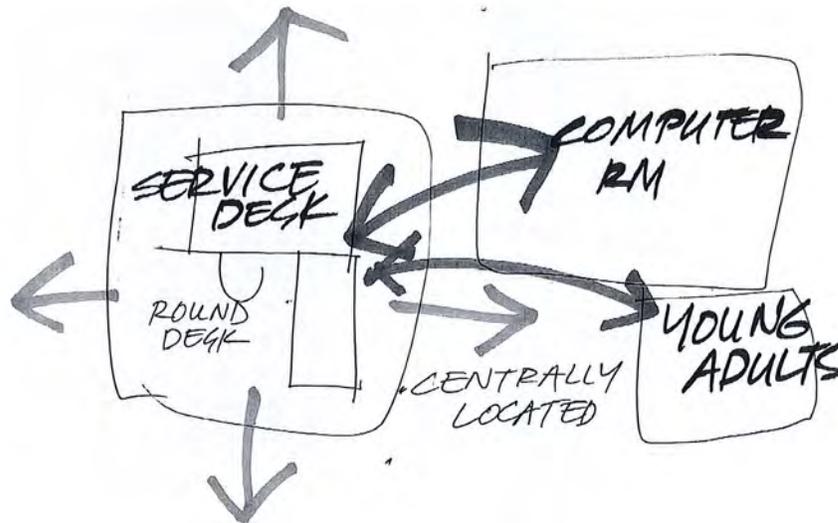
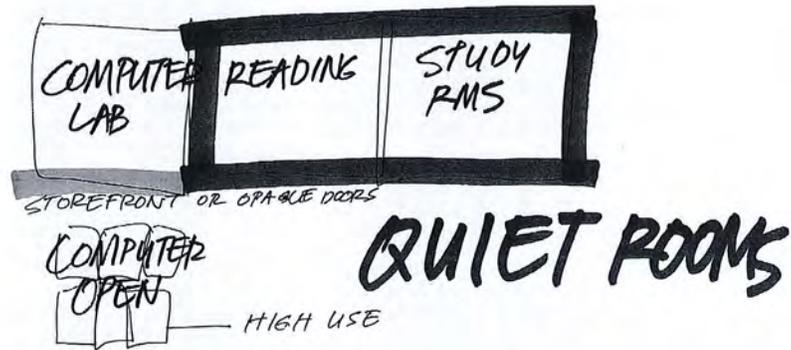
FLA. COLLECTION / DIGITAL NEWSPAPER

4 PEOPLE AT 1 TABLE 42" x 72"

1 MICROFILM TABLE "COPIER"

6 14" x 36" PECT SHELVES TALL AGAINST WALL

Concept Development - Interviews



Conceptual Plan

Concept Plan

The Tavares Public Library is located in downtown Tavares on North New Hampshire Avenue. The original library was built in 1973 with a library addition in 1998 for a total of 9,200 existing square feet. The library is popular with the community and has been will continue increasing usage every year.

After understanding the library's goals, analyzing the existing conditions of Tavares Public Library, and developing concepts the with the Library Executive Committee, a conceptual plan was created that adds 10,725 square feet to the existing library.

Since the attached Tavares Community will remain a community center, a courtyard is proposed to join the library addition and existing building. This will allow existing egress to remain and creates an opportunity for a quiet outdoor reading room. A patio for outdoor social gathering is also included.

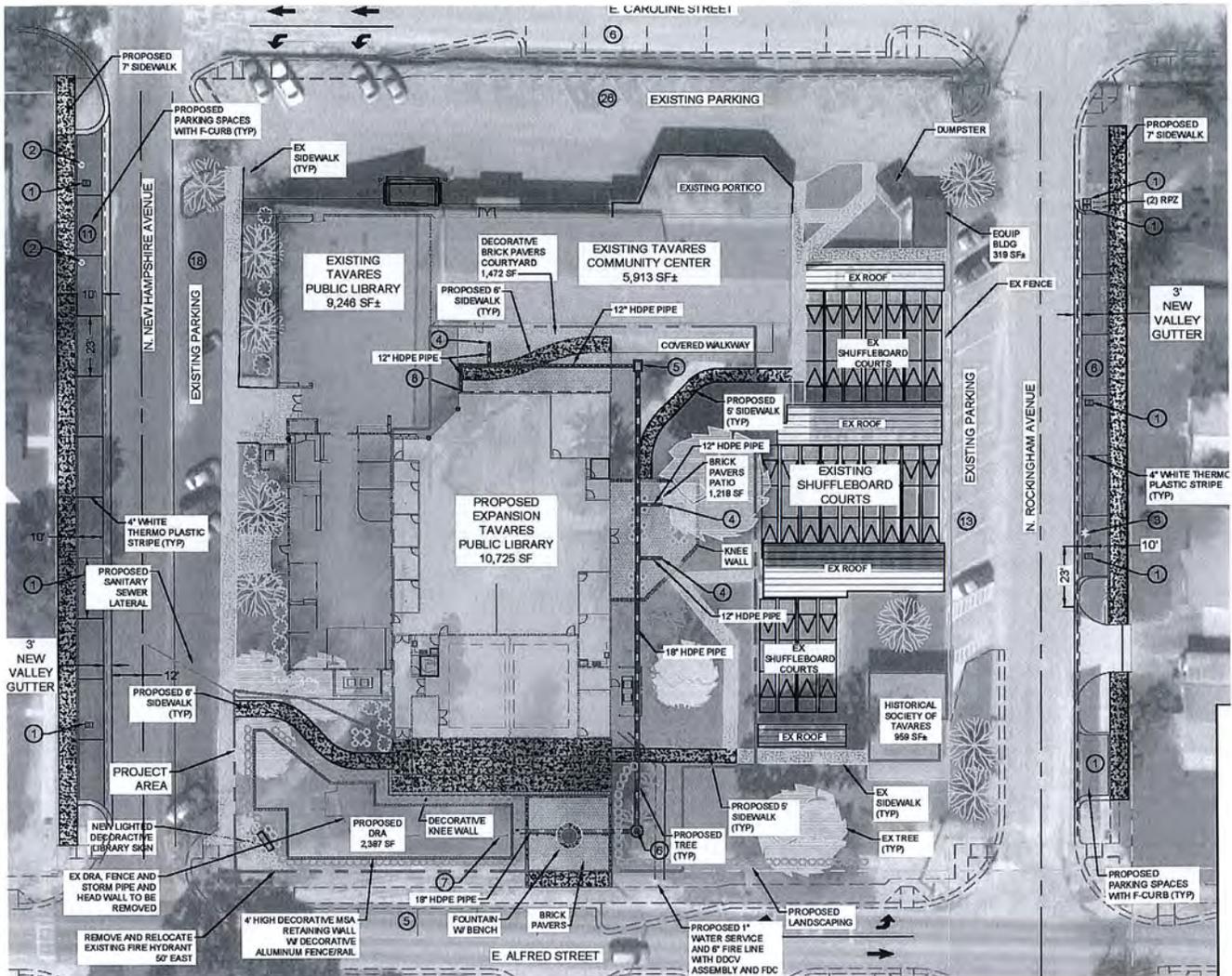
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This project will include electrical and telecom upgrades to the existing library to match the new addition. The mechanical system will need to be evaluated since the addition and existing libraries will be combined into one new library for a total of 20,000 square feet.

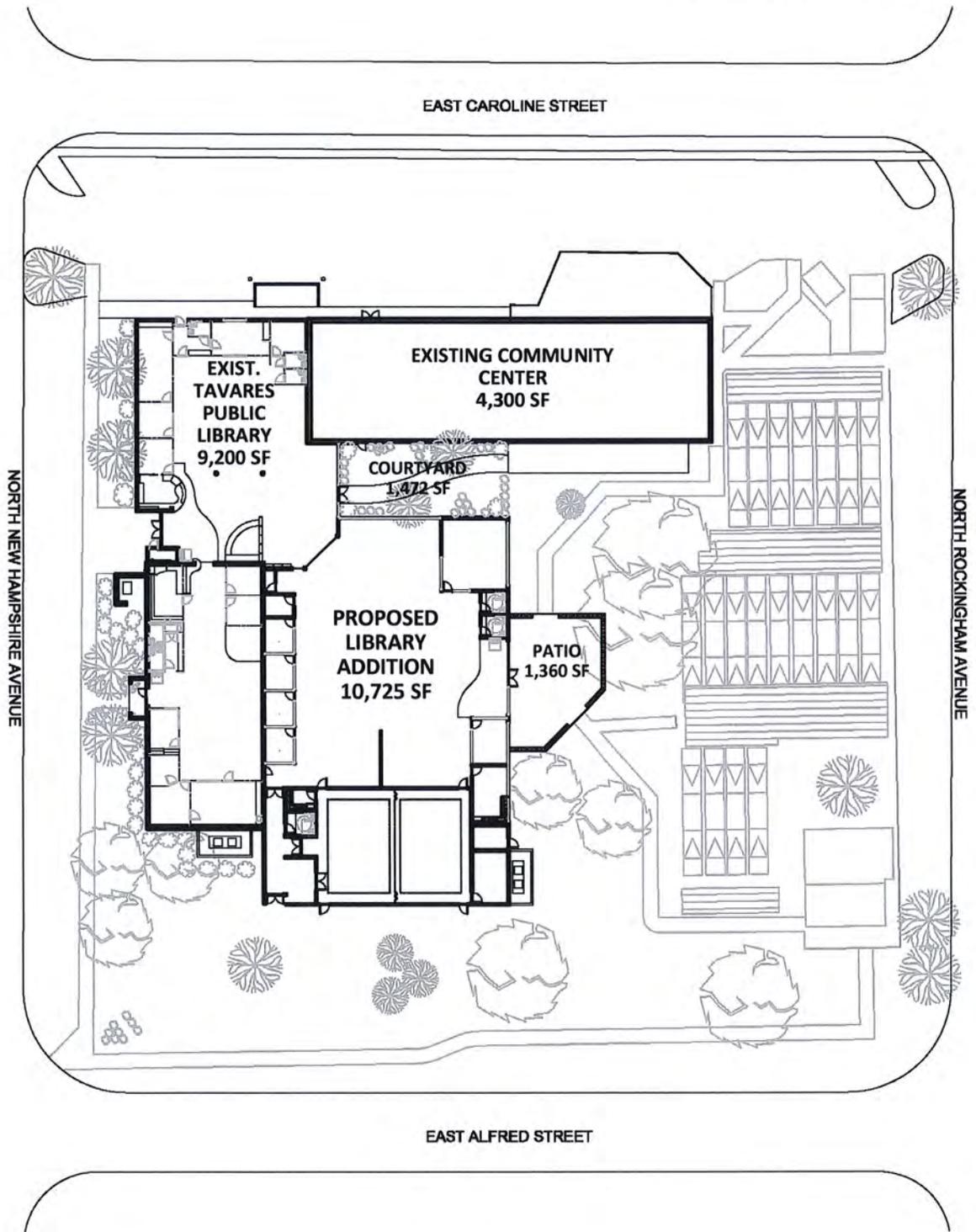
Conceptual Plan

Conceptual Civil Site Plan



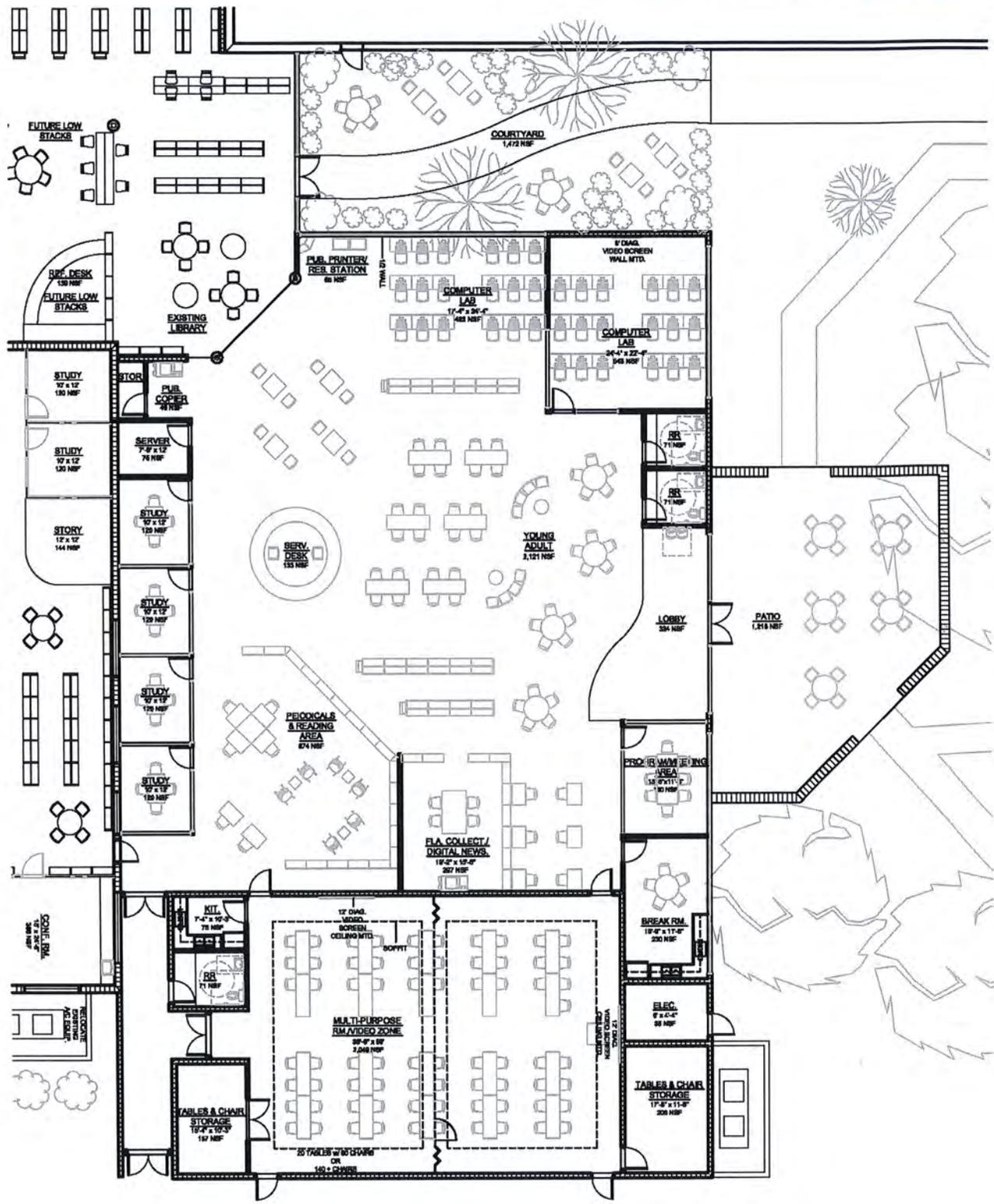
Conceptual Plan

Conceptual Site Plan

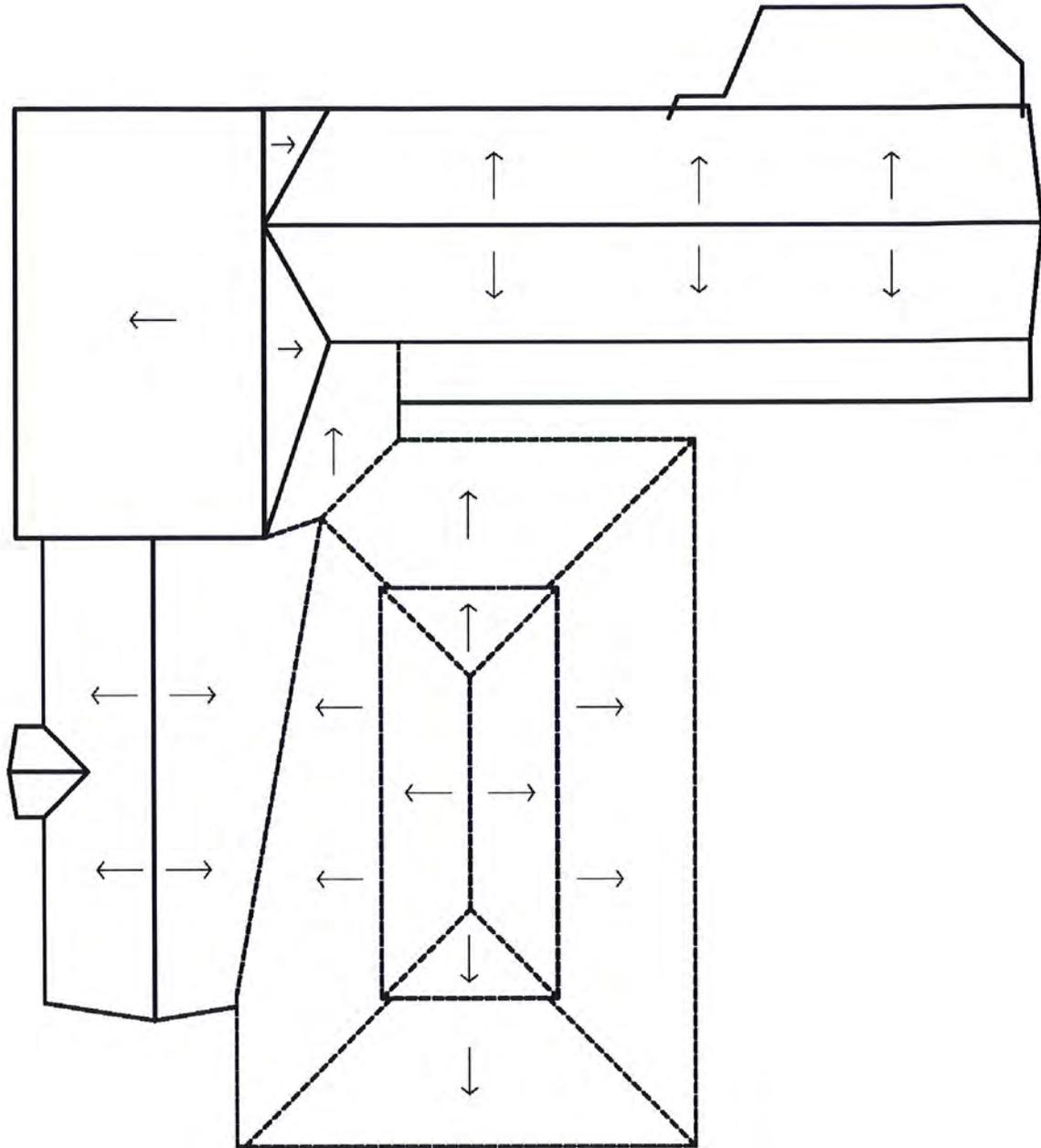


Conceptual Plan

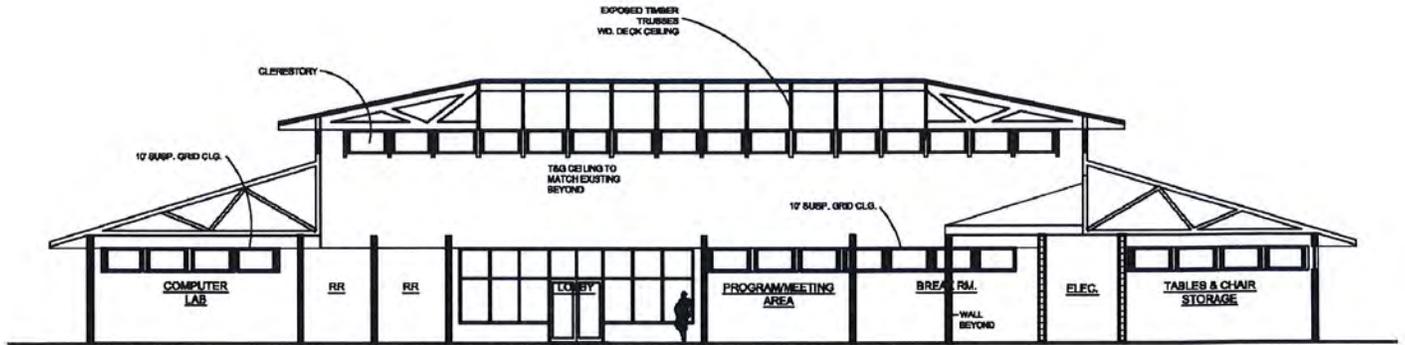
Conceptual Floor Plan



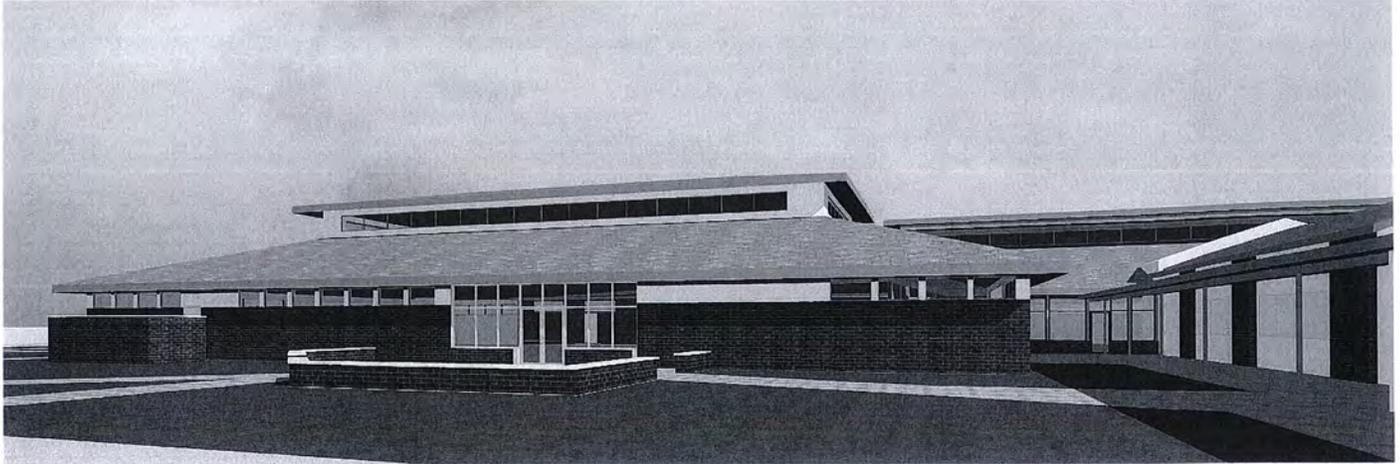
Conceptual Roof Plan



Conceptual Section



Conceptual View



Area Requirements

Library Addition Space	No. of Units	Area/Unit (NSF)	Total Area	Comments
Social Gathering Areas				
Service Desk	1	154	154	
Entry	1	334	334	
Public Color Photocopier	1	75	75	
Rest Rooms	2	75	150	
Stacks	1	375	375	
Multi-purpose Room	1	2,106	2,106	For 100 People
A/V Storage	1	56	56	
Kitchenette	1	166	166	
Table & Chair Storage	1	220	220	
Computers - Open Area	1	440	440	15 Stations
Computers - Closed Lab	1	440	440	15 Stations/Instr. Space
Public Printer & Reserv. Area	1	100	100	
Young Adult Area	1	2,070	2,070	
Storage/Work Room	1	230	230	
Quiet Areas				
Periodicals & Reading Area	1	775	775	
Fla. Collection/Digital Newspaper	1	234	234	
Program/Meeting Area	1	155	155	
Study	2	120	240	
Total NSF			8,320	
NSF to GSF Ratio			1.289	
Total GSF			10,725	

Parking Analysis

Given:

Existing Library – 7,020-sf net (9,200-sf gross area less 2,180-sf estimated private areas)

Proposed Addition – 9,950-sf net (10,725-sf less 775-sf estimated private area)

(Analysis can be performed independent of other site uses since scheduling can be used to de-conflict parking demands.)

Parking Calculations:

Parking Needed per City Code (Used as reference. Parking rate = 1 space / 200-sf open to the public)

Existing Library = 35-spaces

Proposed Library Addition = 50-spaces

Total Parking Needs = 85-spaces

Proposed Parking:

Available marked parking spaces on the site and on the adjacent streets. = 68 spaces

Proposed parking on North New Hampshire Ave. and North Rockingham Ave. = 18 spaces

Total Parking Available at Site = 86-spaces

Note: The Library is located in a City defined parking exempt area. The only on site parking spaces required are the HC accessible spaces.

Preliminary Specifications

Addition			
Architectural		Fire Protection	
Floors		Sprinklered	
Wood Laminate		Plumbing	
Tile in Restrooms, Lobby, and Corridor		Standard	
Walls		Structural	
Steel Studs with Gyp. Bd.		Wood Beams and Columns to Match Exist.	
Glass Partition System		Landscaping	
Multi-purpose Conc. Block with Gyp. Bd.		Courtyard	
Exterior - Conc. Block with Brick		Patio	
Ceilings		Along East Alfred Street	
2x2 ACT		Betw.n Addition and Shuffle Board Courts	
Tongue and Groove Wood to Match Exist.		Lighting	
Windows		Possible Water Feature	
Ribbon Windows		Furnishings	
Storefront Adjacent to Courtyard		See Plan for Preliminary Layout	
Clerestory Similar to Existing		Jeff Hunt, Library Interiors of Florida	
Doors		Civil	
Storefront		David Clutts, Civil Eng. Solutions, Inc.	
Solid Wood			
Misc.		Existing	
(2) 12' Diagonal Ceiling Mounted Video Screens in Mult-Purpose		Upgrade Electrical System	
(1) 8' Diagonal Wall Mounted Video Screens in Computer Lab		Upgrade Telecom System	
Mechanical		Relocate A/C Units	
Standard		Reverse Door Swing Near Exist. Conf. Rm.	
Electrical		Upgrade Landscaping	
Lighting		Add Sprinkler System	
2x2 Higher Quality Flourescent in Perimeter Rooms			
Reflecting Valence in Young Adult Open Area			
Power			
Standard			
Floor Grid throughout Young Adult Open Area			
Communications			
Computer Access Throughout			
WiFi			
Gary Earl, Lake County Library System			

Appendix

Sources

Tavares Public Library Expansion Plan, June 2015
Lake County Library System Facilities Plan 2005-2020
Lake County Library System Long-Range Plan of Service 2011-
2016
Lake County Library System Technology Plan 2011-2014
Existing Floor Plans

Meeting Attendance

Project Kick-Off

Date: August 25, 2015	Rosa Rosario	Tavares Library Director
Time: 2:00 p.m.	Marli Lopez	Tavares Library
	Dawn Bentley	Tavares Library
	Lori Pfister	City Council Member
	Tamera Rogers	City of Tavares, Dir of Com. SVC and Parks & Recreation
	David Clutts	Civil Engineering Solutions
	Nick Jones	Civil Engineering Solutions

Goal Setting/Concept Development

Date: September 14, 2015	Rosa Rosario	Tavares Library Director
Time: 10:00 a.m.	Marli Lopez	Tavares Library
	Scott Aldrich	City of Tavares
	Gary Earl	Lake County Library System
	Jeff Hunt	Library Interiors of Florida
	David Clutts	Civil Engineering Solutions
	Nick Jones	Civil Engineering Solutions
	Bev Cunningham	Civil Engineering Solutions

Conceptual Plan Review

Date: October 13, 2015	Rosa Rosario	Tavares Library Director
Time: 10:30 a.m.	Marli Lopez	Tavares Library
	Scott Aldrich	City of Tavares
	Gary Earl	Lake County Library System
	Jeff Hunt	Library Interiors of Florida
	Lori Pfister	Council Member
	Tamara Rogers	Community Services Director
	David Clutts	Civil Engineering Solutions
	Nick Jones	Civil Engineering Solutions
	Bev Cunningham	Civil Engineering Solutions

**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: November 18, 2015**

AGENDA TAB NO. 14

**SUBJECT TITLE: Designation of Annual Lake County Educational
Concurrency Review Committee Meeting Representative**

OBJECTIVE:

To appoint a councilmember or citizen to attend the Annual Meeting of the Lake County Educational Concurrency Review Committee.

SUMMARY:

The Concurrency Review Committee Annual Meeting will be Friday, December 11, 2015 at 10:00 a.m. at the office of the School Board, 201 W. Burleigh Blvd. Per the Interlocal Agreement with Lake County, the member can be an elected official or a citizen (see attached information). The purpose is to hear reports and have discussion regarding school facility planning.

OPTIONS:

- 1) Discuss and move to appoint a councilmember or citizen to attend the School Concurrency Annual Meeting.
- 2) Do not appointment a representative

STAFF RECOMMENDATION:

That Council discuss and determine if a councilmember would like to be the representative to attend this meeting.

FISCAL IMPACT: N/A

LEGAL SUFFICIENCY:

Legally sufficient

WHEREAS, the County, the Cities and the School Board are mandated to enter into this Interlocal Agreement pursuant to Section 163.01, Section 163.3177(6)(h)2, Section 163.3180(13)(g), and Section 1013.33(2)(a), Florida Statutes,; and

WHEREAS, sections 163.31777 and 163.3180(g), Florida Statutes, sets the school concurrency requirements that must be implemented through interlocal coordination between the County, the Cities and the School Board; and

WHEREAS, the County, the Cities and the School Board have met and coordinated with respect to the statutory requirements for a countywide, uniform school concurrency program; and

WHEREAS, the School Board is obligated to maintain and implement a financially-feasible, 5-year capital facilities program based on the level of service standards provided for in this Agreement; and

WHEREAS, the County and the Cities are required to amend their comprehensive plan and Land Development Regulations, as appropriate and necessary, in order to effectuate their obligations under this Agreement and state statute; and

WHEREAS, the School Board has a constitutional and statutory obligation to provide a uniform system of free public schools on a countywide basis; and

WHEREAS, the County and the Cities have the sole authority to undertake land use planning and to implement necessary land development regulations within their jurisdictions; and

WHEREAS, this Agreement neither is intended to nor does it delegate or transfer any land use planning or regulatory authority to the School Board.

NOW THEREFORE, be it mutually agreed between the School Board of Lake County and the Board of County Commissioners of Lake County and the cities of Astatula, Howey in the Hills, Tavares, Mt. Dora, Eustis, Umatilla, Leesburg, Lady Lake, Fruitland Park, Minneola, Mascotte, Groveland, Clermont, and Monteverde that the following requirements and procedures shall be utilized in coordinating land use and the siting of public school facilities:

Section 1 Coordination and Sharing of Information

Section 1.1 Joint Meetings

1.1.1 Staff of the County, the Cities, and the School Board shall meet at least quarterly to discuss issues regarding coordination of land use and school facilities planning, including such issues as population and student projections, levels of service, capacity, development trends, school needs, co-location and joint use opportunities, and ancillary infrastructure improvements needed to support schools and ensure safe student access. The School Board staff shall be responsible for making meeting arrangements.

1.1.2 The Lake County Educational Concurrency Review Committee shall meet at least annually, but more often as needed. The annual meeting will provide an opportunity for the Committee to hear reports, discuss policy and reach understandings concerning issues of mutual concern regarding school concurrency, coordination of land use and school facilities planning, population and student growth, development trends, school needs, off-site improvements, and joint use opportunities. The Superintendent of Schools or designee shall be responsible for making meeting arrangements and providing notification, including notice to the general public.

1.1.3 The Lake County Educational Concurrency Review Committee shall be composed of the following members: Sixteen members, with one representative from the Lake County School Board, one from the Lake County Board of County Commissioners, and one representative from each City. Members may be elected officials or citizens. Members of the Committee shall be appointed annually by each appointing body. The Committee shall elect a chair and a vice-chair and shall adopt such rules as it determines are necessary. The Committee shall be subject to the Public Meetings Law and all meetings shall be duly noticed, open to the public, and duly advertised. Six members of the committee shall constitute a quorum

**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: November 18th 2015**

AGENDA TAB NO. 15

SUBJECT TITLE: Request for City support for 20th annual Hickory Point Soccer Invitational Tournament

OBJECTIVE:

To obtain Council approval to provide infrastructure support for the 20th annual Hickory Point Invitational High School Soccer Tournament.

SUMMARY:

From December 28th - 30th, 2015, twenty four (24) high school teams will converge in Lake County for a soccer tournament. The 20th Annual Hickory Point Invitational is the largest high school soccer tournament in the State, drawing teams from Key West, Jacksonville, Tampa, Pensacola and other areas throughout the State. There are 500 athletes participating and with their families there will be another 1000 or more. This year's host hotel is the Key West Resort of Lake Dora, located in Downtown Tavares, which is filled to Capacity with overflow at other hotels in the City including the Best Western and Holiday Inn Express. Local downtown restaurants will also be participating in coupon specials.

Event organizers look for partners and sponsors for this tournament to remain viable and strong. They have requested assistance from the City in the form of ten (10) port-o-lets for the three day event. Currently there is only a single stall bathroom for each gender at the Hickory Point soccer facility.

OPTIONS:

1. Approve the Hickory Point Invitational Soccer Tournament request for assistance.
2. Do not approve their request for assistance.

STAFF RECOMMENDATION:

Move to approve option 1.

FISCAL IMPACT: There will be no direct fiscal impact. The \$980 cost for delivery, rental and servicing of 10 port-a-lets for the three day event will be covered under the \$25,000 annual special event support funding provided for under the existing Waste Management Contract with the City.

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: November 18, 2015**

AGENDA TAB NO. 16

SUBJECT TITLE: Golden Triangle Summit Meeting Date

OBJECTIVE:

To discuss and establish suggested dates for the next Golden Triangle Summit to be held in Eustis.

SUMMARY:

The City of Eustis will be holding the Golden Triangle Summit this year between Eustis, Mt. Dora, and Tavares. The last meeting was hosted by Tavares, October 29, 2013. The purpose of the meeting is to discuss topics of mutual interest between the three Golden Triangle cities. The meeting is noticed to the public. Eustis has suggested a December meeting.

This is an opportunity to transmit to the host City of Eustis any items deemed appropriate for inclusion in the agenda for this meeting along with suggested dates.

OPTIONS:

- 1) Identify two dates to transmit to the City of Eustis and any items deemed appropriate for inclusion in to the agenda
- 2) Do not identify dates or items.

STAFF RECOMMENDATION:

That Council discuss and determine dates and topics for agenda if deemed appropriate.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Legally sufficient

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
November 18, 2015**

AGENDA TAB NO. 17

SUBJECT TITLE: City Administrator Report

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 – December 2, 2015 – 4:00 pm.
- Planning & Zoning Board – November 19, 2015 – City Council Chambers – 3:00 p.m.
- Code Enforcement Meeting – November 24, 2015 – 5:00 p.m.
- Lake Sumter MPO – November 25, 2015 – 2 p.m. MPO Board Room, Leesburg
- Library Board – December 16, 2015 - Library Conference Room – 2:00 p.m.
- Lake County League of Cities Luncheon Meeting – December 11, 2015 – 12:00

EVENTS

- Christmas Parade & Celebration – December 5, 2015 – Wooton Park
- City Holly Jolly Luncheon – December 10, 2015 – 11:30 a.m. – 1:30 p.m. – Tavares Pavilion on the Lake
- Fight for the Cure MMA Charity Event – Wooton Park 124 S. Joanna – December 12, 2015 – 11 am to 11 pm
- 2015-2016 Fine Arts Festival – Lake County Schools – December 12, 2015 – Wooton Park – 10:00 a.m. – 3:00 p.m.
- Hickory Point Invitational High School Soccer Tournament – December 28-30, 2015

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
November 18, 2015**

AGENDA TAB NO. 18

SUBJECT TITLE: City Councilmembers Report

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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