America's Seaplane City™

AGENDA
TAVARES CITY COUNCIL

December 16, 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 agendized 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	**Tom Cavanaugh First Baptist Church of Mt. Dora**
II. CALL TO ORDER	**Mayor Wolfe**
III. APPROVAL OF AGENDA	**Mayor Wolfe**
IV. APPROVAL OF MINUTES	
Tab 1) Approval of Minutes for November 18, 2015	**Mayor Wolfe**
V.PROCLAMATIONS/PRESENTATIONS	
Tab 2) Recognition of Doris Ragan	**Mayor Wolfe**
Tab 3) Ruby Street Stormwater Project	**Brad Hayes**
VI. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EX-PARTE CONTACTS	
VII. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD	**Nancy Barnett**
VIII. CONSENT AGENDA	
Tab 4) Use of Forfeiture Funds for Equipment for Protection & And Training	**Stoney Lubins**

Tab 5) Approval of Interlocal Agreement with Lake County For Sidewalk Improvements on Dora Avenue	**Chris Thompson**
Tab 6) Request to Issue RFP for Capital Project Debt per FY 2016 Budget	**Lori Houghton**

IX. ORDINANCES/RESOLUTIONS – PUBLIC HEARING
(All Ordinances under First Reading are not discussed, unless otherwise noted, until the Second Reading)

First Reading

Tab 7) Ordinance #2015-25 – Amendment to Economic Incentives In Land Development Regulations – Deferral of Impact Fees For Large Scale Multi-Family Developments	**Bob Tweedie**

Second Reading

Tab 8) Ordinance #2015-23 – Annexation & Rezoning (Three Palms Mobile Home Park) to RMF3 Multi-Family – Senior Adult Housing - 6.02 Acres	**Jacques Skutt**
Tab 9) Ordinance #2015-24 – Small Scale Future Land Use Amendment – (Three Palms Mobile Home Park) 15007 Old US Hwy 441 – 6.02 Acres County Urban High to City High Density Residential	**Jacques Skutt**

RESOLUTIONS

Tab 10) Resolution #2015-15 – Rollovers to Fiscal Year 2016 Budget	**Lori Houghton**
Tab 11) Resolution #2015-18 – State Revolving Fund Application For Lake Frances Improvements for Increased Wastewater Capacity	**Lori Houghton**
Tab 12) Resolution #2015-19 - Approval of Supplemental Bond Trust Indenture for early Pay Off Conduit Bond Financing, Osprey Lodge	**Bob Tweedie**

X. GENERAL GOVERNMENT

Tab 13) Agreement with Arcadis for the Administration and Grant Compliance Work for the Ruby Street Stormwater Project — **Brad Hayes**

Tab 14) Agreement with Arcadis for Construction Administration, Public Relations & Permit Compliance Services for the Ruby Street Stormwater Project — **Brad Hayes**

Tab 15) West City Gateway Sign — **Jacques Skutt**

Tab 16) Request to Expand Mixed Use Zoning on Lake Dora Drive From Disston Avenue to Dora Avenue — **Bob Tweedie**

Tab 17) Request from Fire and Police Pension Boards to Assign City Employee to Administer Pension Plans — **John Drury**

XI. OLD BUSINESS

XII. NEW BUSINESS

XIII. AUDIENCE TO BE HEARD

XIV. REPORTS

Tab 18) City Administrator — **John Drury**

Tab 19) 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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TAVARES

America's Seaplane City℠

CITY OF TAVARES
MINUTES OF REGULAR COUNCIL MEETING
NOVEMBER 18, 2015
CITY COUNCIL CHAMBERS
4:00 p.m.

COUNCILMEMBERS PRESENT **ABSENT**

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

STAFF PRESENT

John Drury, City Administrator
Robert Q. Williams, City Attorney
Nancy A. Barnett, 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

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

II. CALL TO ORDER

Mr. Drury called the meeting to order at 4:00 p.m.

III. PROCLAMATION OF ELECTION RESULTS

Ms. Barnett announced the certified election results from the Supervisor of Elections. She stated that Kirby Smith was elected without opposition to Seat 2 and Robert Wolfe was elected to Seat 4.

IV. SWEARING IN OF NEW COUNCILMEMBERS

Chief Lubins performed the swearing in to the office of councilmember to Kirby Smith and Robert Wolfe.

V. CONVENING OF NEW COUNCIL

Mr. Drury welcomed the councilmembers.

VI. ELECTION OF MAYOR

Mr. Drury referenced the City Charter which states that the Council shall elect from among its members a Mayor and Vice Mayor and that the City Administrator will conduct the election of the Mayor based on Roberts Rules of Order.

Mr. Drury opened the floor for nominations of Mayor.

Councilmember Johnson nominated Kirby Smith.

Councilmember Pfister nominated Robert Wolfe.

Mr. Drury closed the nominations and asked for a vote on Kirby Smith by the raising of the right arm.

The following councilmembers voted for Kirby Smith:

Lisa Johnson and Kirby Smith

Mr. Drury asked for a vote on Robert Wolfe.

The following councilmembers voted for Robert Wolfe:

Lori Pfister, Robert Wolfe and Bob Grenier

Mr. Drury stated that the voting was closed and he passed the gavel to the new Mayor, Robert Wolfe [based on the election results of 3-2] for the election of Vice Mayor.

VII. ELECTION OF VICE MAYOR

Mayor Wolfe asked for nominations for Vice Mayor.

Councilmember Johnson nominated Kirby Smith.

Councilmember Grenier nominated Lori Pfister.

Mayor Wolfe asked for a vote on Kirby Smith.

The following councilmembers voted for Kirby Smith:

Lisa Johnson and Kirby Smith.

Mayor Wolfe asked for a vote on Lori Pfister.

Bob Grenier, Lori Pfister and Robert Wolfe voted in favor of Lori Pfister.

Mayor Wolfe stated that Lori Pfister was elected to be Vice Mayor [3-5].

VIII. APPROVAL OF AGENDA

Mayor Wolfe asked if there were any changes to the agenda. Mr. Drury responded that there were no changes from staff. There were no changes from Council.

MOTION

Kirby Smith moved to approve the agenda, seconded by Bob Grenier. The motion carried unanimously 5-0.

IX. APPROVAL OF MINUTES

Tab 1) City Council Regular Meetings – October 7, 2015 and October 21, 2015

MOTION

Kirby Smith moved to approve both sets of minutes, seconded by Bob Grenier. The motion carried unanimously 5-0.

X. SUNSHINE AND ETHICS LAW UPDATE

Attorney Williams advised that the broad concept of the Sunshine Law is three areas: public records, open meetings, and official ethical conduct or conflicts of interest. He said he wished to focus on two emerging areas. The first one deals with both public records and with open meetings which is electronic media and texting. He said the courts have held that texting creates a public record if it is related to official business; i.e. if a constituent texts a councilmember and he answers on a text, that communication is a public record that is subject to official records retention and public disclosure. The problem is the challenge of keeping the texts. He recommended that Council save the texts electronically and download or provide copies to the City Clerk, screen print or add the City Clerk to the text. He said per the Courts, the person sending or receiving the text has to make the determination of whether or not the text has to do with official business. He said his preference is that Council limits its conduction of official business by text because of the issue of record keeping. He said texting cannot be done between elected officials because of the Sunshine Law as in any other communication.

Attorney Williams also reminded Council of conflicts of interest and ethics. If a Councilmember has a pecuniary interest in an issue coming before Council such as a vote on rezoning that would benefit a property next door owned by the councilmember, this is considered a potential special private gain. This would require the councilmember to recuse himself from the vote. He said the

law is fine with conflicts of interest and the only requirement is that they be disclosed up front before the vote, that he or she does not participate in the vote, and that a special financial disclosure form needs to be filled out including the basis for the conflict. The conflict applies to not only the councilmember but a spouse and close relatives. He also noted that if a councilmember asks the City Attorney for an opinion, that decision is legally sufficient even if the attorney is wrong.

Mr. Drury also noted the new law that requires Council to take a four hour course on Sunshine Law and Ethics on an annual basis that is more in depth. Staff will schedule that training for Council.

(Mayor Wolfe reminded those present who wished to speak on any item, to fill out a Request to Speak form and give to the City Clerk.)

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

There were none.

XIII. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Ms. Barnett read the following ordinance and resolution into the record by title only:

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

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.

XIV. CONSENT AGENDA

Mayor Wolfe asked if there was any opposition to the items on the Consent Agenda.

MOTION

Kirby Smith moved to approve the Consent Agenda [Tab 5 - Designation of Bank as BB&T; Tab 6 – Designation of those authorized to sign checks: Mayor, Vice Mayor, City Administrator, and Finance Director; and Tab 7 – Approval of Interlocal Agreement with

Lake County for Traffic Light Maintenance], seconded by Bob Grenier. The motion carried unanimously 5-0.

V. PROCLAMATIONS/PRESENTATIONS

XV. ORDINANCES/RESOLUTIONS

FIRST READING

Tab 8) Ordinance #$2015-22 – Amendment to Stormwater Fee – Read for First Reading Only.

SECOND READING

RESOLUTIONS

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

Ms. Houghton reported this is a housekeeping measure required by State Law which requires that the final budget amendments be approved by Council no later than 60 days after fiscal year end 9/30/2015. The attached resolution represents increases and decreases to the adopted budget for FY 2015, appropriation increases previously approved, reserve appropriations, loan/debt proceeds, capital projects, and prior year encumbrance rollovers. In addition the resolution also reflects a transfer between individual accounts within the adopted budgets for all departments. This represents the final amendment to the adopted budget.

MOTION

Bob Grenier moved to approve Resolution #2015-14, seconded by Kirby Smith. The motion carried unanimously 5-0.

X. GENERAL GOVERNMENT

Tab 10) Status of City Capital Projects

Mr. Drury said that he wished to present his "Dashboard View" of some of the projects that are underway in the City both those run by the City and those being done by the private sector, and the subdivision projects. He noted he had provided a summary and the staff member in charge. (Mr. Drury recognized the new Airport Manager, Matt Elias, and David Clutts, Consultant for the Library Expansion Project who were present.)

He reported as follows:

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 O 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

1. **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

2. **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

Tab 11) Tavares Square Commercial Broker RFP Request

Mr. Drury stated that the city stakeholders recognized that the center of the city needed to be revitalized and therefore in 2008 a Downtown Redevelopment Master Plan was created to implement the vision that the citizens and stakeholders put together over a two year period. He noted that two of the many recommendations were to relocate and consolidate all county and other government buildings to the government campus, and the second was to redevelop the Clerk's Building site. In order to accomplish this recommendation the City Council authorized and then purchased the former Lake County Clerk's Records Center. The sale was closed in May and the Clerk relocated to the campus. The building is now under demolition.

Mr. Drury said the project was advertised in local newspapers and newspapers around the country and internationally and several contacts of interest were received but no proposals as of this date. Staff is requesting to take the marketing efforts to the next level by hiring a commercial licensed real estate broker in the business of doing infill and urban infill projects. The recommendation is to authorize staff to go out for proposals from commercial brokers who do this as their profession. Those proposals will be assembled and brought back to Council for selection. Once selected, then staff will negotiate a contract and come back to Council for final approval. Staff is requesting that Council authorize to go out for Request for Proposals for a commercial real estate broker to market and promote Tavares Square.

Councilmember Grenier asked that the marketing should include communication of the city's award winning Tavares Master Plan. Councilmember Smith asked for assurance that when the proposal comes back to Council to agree to the pricing or not agree to the pricing, that the funding is from the General Budget that has already been approved and no other sources.

MOTION

Bob Grenier moved to approve staff recommendation of Option 1 – to solicit a Request for Proposal for retaining the services of a Commercial Real Estate Broker for the sale and redevelopment of the Tavares Square Property. The motion was approved by Kirby Smith. The motion carried unanimously 5-0.

Tab 12) Deferral of Impact Fees for Cagan Management Group

Mr. Drury noted Cagan Management Group had come to City Council previously to ask for a reduction in impact fees and Council deferred the request to a second meeting, but staff was unable to recommend support. After Council discussion, the request was denied. Cagan is interested in building work force housing near the hospital and they have subsequently come back and asked for consideration of an impact fee program as follows: They would pay 50% of the total fees at the beginning of the project and the remaining 50% within two years.

Staff has reviewed the proposal with the Finance Director and the City Attorney. Along with that an irrevocable Letter of Credit would be provided which is considered a guarantee.

Attorney Williams said the Irrevocable Letter of Credit the Finance Director refers to as "Standby Letter of Credit" (a more accurate banking term). The bank issues this on certain conditions and guarantees that if a certain condition is not met, the bank will pay the amount to the entity or person it is issued to. He compared this to a Letter of Credit for a plat. In this instance the condition would be that within the period of time of the extension if the developer has not paid for the rest of the impact fees, then the City would be able to draw on the letter of credit.

Mr. Drury said if Council wishes to move forward in this process, the ordinance would be amended and would apply to any project of this nature.

Brian Cagan thanked Council for receiving the request and the staff for assisting them in this project.

Councilmember Smith asked why this request could not be approved along with directing staff to develop an ordinance.

Mr. Drury said staff will bring back the request along with the ordinance amended.

MOTION

Kirby Smith moved to approve Option 1 – to direct staff to develop the proposed impact fee deferral program and bring back to council for consideration. The motion was seconded by Bob Grenier. The motion carried unanimously 5-0.

Tab 13) Library Conceptual Plan

Ms. Rogers stated that staff has been through an exciting period of developing the library expansion plan. She acknowledged Vice Mayor Pfister who has participated and provided input. She then acknowledged the entire planning team: Rosa Rosario, Library Director; Marli Lopez, Library Circulator Coordinator; Scott Aldrich, Recreation Manager; Gary Earl from Lake County Library System, Jeff Hunt who came from Tampa to provide information; David Clutts from Civil Engineering along with Nick Jones, Architect and Beverly Cunningham, Architect. She also recognized members of the Library Board; Marti Wilkinson, Vice President, Norma Emerson from Friends of the Library, and Linda Clutts, Library Board member.

Ms. Rogers reviewed the library's size and proposed square area which will come to 20,000 square feet. The goals were determined through the design process to provide additional space for books, materials and computers and to provide social gathering spaces for the young adults and teens. She noted the plan had been provided to Council in the agenda packet.

Mr. Clutts gave a summary of the design plan and the process that had been followed with Ms. Cunningham leading a charette to determine the needs. He said the construction costs are estimated a 2.4 million. With the addition of permitting fees and contingency fees that will reflect any unforeseen circumstances due to the age of the building, and administrative costs, the projected total costs are 2.86 million.

Councilmember Smith asked if the plan included landscaping. Mr. Clutts said there is a line item for landscaping and it is part of the site package. Councilmember Smith asked if that included the entire building including around to the front of the Community Center. Mr. Clutts said it ties up to the existing and is not a refurbishment of the entire area but that number could be increased if needed. Councilmember Smith said he just wanted to ensure that the area is beautified going down Caroline.

Mayor Wolfe recognized Bill Stomp who wished to speak.

Mr. Stomp of Royal Harbor gave a handout of a program at the library in Clermont. He said it is a multi media center where patrons can learn about various technologies. He encouraged those present to go to that library and observe the program and training opportunities. He said this could be added to the library concept in Tavares.

Mayor Wolfe thanked Mr. Stomp for bringing the information.

MOTION

Kirby Smith moved to approve the conceptual plan for the library expansion, seconded by Bob Grenier. The motion carried unanimously 5-0.

Tab 14) Appointment of Councilmember to attend the Annual Meeting of the Lake County Concurrency Review Committee

Mayor Wolfe said this meeting will be December 11th at the School Board. He said he wished to be the representative for the City.

Consensus to have Mayor Wolfe represent the City.

Tab 15) Request for City Support for the 20th Annual Hickory Point Soccer Tournament

Mr. Drury the soccer tournament will bring in 24 high school teams and 1000 onlookers. The downtown hotel is the host hotel for the tournament. He said since Hickory Point is technically outside the city he needs to obtain approval from Council to provide support. They are requesting portalets. He noted the hotels are filled. Councilmember Smith asked if someone from the tournament was in attendance and Mike Stone, the representative came forward.

Councilmember Smith asked Mr. Stone if he had gone to the County for support. He responded that he had not. He said it is the 20th anniversary and the high schools are coming from all over the state. He said the local restaurants are supporting the event.

Mayor Wolfe spoke in support.

MOTION

Kirby Smith moved to approve the request for support, seconded by Bob Grenier. The motion carried unanimously 5-0.

Tab 16) Golden Triangle Summit Meeting

Mr. Drury stated that for about five years the City had initiated a discussion between the City Councils of Mt. Dora, Eustis, and Tavares. The meetings have been held in all three cities to discuss common issues such as rail, and other initiatives. A two year break was taken as Eustis and Mt. Dora were going through a change or administration. The city managers are now ready to meet. Eustis has asked this Council to provide some dates and any issues to put on the agenda which Mr. Drury would communicate if Council wishes.

Mr. Drury asked about the following dates: December 9th, January 13th and January 27th – all Wednesdays. Consensus to provide those dates to Eustis with a preference for the 13th or the 27th.
Mayor Wolfe suggested discussing the waterways; i.e. the Dora Canal which benefits all three cities. Councilmember Smith suggested a boating or music festival between all three cities and a bike trail utilizing the railroad right of way between the three cities.

XVII. OLD BUSINESS

Councilmember Smith said the Chamber of Commerce was to have attended this meeting to discuss opening on Saturdays and was to have submitted a plan prior to this meeting. He asked the City Administrator to communicate a letter of regret to the Board of Directors.

Mayor Wolfe discussed the Public Safety Complex and asked that now that the penny sales tax has been approved to create a funding source, that the City should go forward as soon as possible as the project has been in the works for five years. He suggested having the plan come back to Council again to ensure approval and then proceed to an RFP.

Mr. Drury said he would bring back the plan previously approved along with a financing plan.

XII. NEW BUSINESS

None.

XIII. AUDIENCE TO BE HEARD

Betty Burleigh

Ms. Burleigh stated that on November 18, 1975, the City Council unanimously selected John Cashion as City Administrator from a group of 12 applicants. Mr. Cashion was 54, a retired sergeant major in the Air Force and spent 28 years in the service where he held top level managerial supervisory duties.

Ms. Burleigh also commended Ms. Rogers and her staff who organized the Fall Festival on such a short notice.

XIV. REPORTS

Tab 11) City Administrator

Mr. Drury thanked former Mayor Nancy Clutts' father [Nick Jones], husband [David Clutts] and sister [Beverly Cunningham] for attending the meeting. He said he had enjoyed working with Mayor Clutts and he appreciated their being involved.

Mr. Drury thanked Mr. Elias for taking his position with the City of Tavares. He welcomed back residents who had been away and he thanked them for attending and being involved.

Human Resources

Ms. Tucker said Happy Thanksgiving to all.

Economic Development

Public Works

Mr. Thompson congratulated the new Mayor and Vice Mayor. He applauded them for their dedication to community service.

Police Chief

Chief Lubins said Happy Thanksgiving to everyone.

Fire Chief

Chief Keith congratulated Mayor Wolfe and welcomed him back to Council and congratulated Ms. Pfister on being Vice Mayor.

Community Services Director

Ms. Rogers stated this Saturday hot dogs will be sold for free to close out the baseball season.

Finance Director

Ms. Houghton said Happy Thanksgiving to everyone and welcomed back Mayor Wolfe and congratulated Councilmember Smith on the election.

Community Services

City Attorney

Tab 12) City Council

Vice Mayor Pfister

Vice Mayor Pfister thanked Councilmember Smith for his dedication to this City and all he has given to the City. She said he did a good job for the year he served as Mayor.

Councilmember Grenier

Councilmember Grenier said Councilmember Smith had been a very dignified mayor and he was proud to have served with him.

Councilmember Grenier said he was happy to see the email about Leesburg. He said on December 9th the Tavares theater will be putting on a play that night at the church theater (Bridges). He also mentioned a veteran's ceremony at Osprey Lodge that he had attended. He said he appreciated seeing the encouragement between the departments in emails.

Councilmember Grenier said the snipe signs are getting out of control especially around the fountain.

He said that on November 19, 1849, Captain Haynes and Sarah Isabella got married in Palatka. They were the first recorded marriage in Putnam County.

He said this Saturday he will be in St. Cloud at an event for Florida historical authors and he will be a key note speaker.

Councilmember Johnson

Councilmember Johnson congratulated Robert Wolfe on being the new Mayor and Ms. Pfister on being Vice Mayor. She thanked Councilmember Smith and administrative staff for helping her during her first year. She said she looked forward to working with Council and the administrative staff. She said she appreciated that the city had taken on the Fall Festival. She said Happy Thanksgiving.

Councilmember Smith

Councilmember Smith said welcome back to Robert Wolfe and thanked Councilmember Grenier and Vice Mayor Pfister for their kind comments.

Councilmember Smith said he will be unable to attend the baseball event. He commended the events that were held over the weekend and welcomed Mr. Elias to the City.

Councilmember Smith said on this day in 1789 Benjamin Franklin wrote "Nothing is certain but death and taxes." In addition he said today is National Educator's Support Professionals Day.

Mayor Wolfe

Mayor Wolfe said he was happy to be on Council again and serving the City of Tavares. He noted Councilmember Smith had done a great job and he was glad to be serving with him again and with the department heads and residents. He agreed that the Fall Festival was the most attended in the last 10 years that he had seen and commended the staff. He wished everyone a good Thanksgiving and holiday season.

Adjournment

There was no further business and Mayor Wolfe adjourned the meeting at 5:35 p.m.

Respectfully submitted,

Nancy A. Barnett

Nancy A. Barnett, M.M.C.
City Clerk

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TAVARES

America's Seaplane City™

AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: December 16, 2015

AGENDA TAB NO. 2

SUBJECT TITLE: Proclamation for Doris Ragan

OBJECTIVE:

The Mayor will present a proclamation to Doris Ragan, long time resident of the City of Tavares.

SUMMARY:

Ms. Ragan has submitted her resignation from the Library Board. In observance of her retirement from the Library Board and her many years of service to the Library Board, City, and surrounding community the City wishes to recognize her at the council meeting.

OPTIONS:

N/A

STAFF RECOMMENDATION: N/A

FISCAL IMPACT: N/A

LEGAL SUFFICIENCY: N/A

America's Seaplane City™

PROCLAMATION
December 16, 2015
IN APPRECIATION TO DORIS RAGAN

WHEREAS, Doris Ragan has been an active and dedicated citizen of Tavares since 1946 when she moved to Tavares to begin her teaching career;

WHEREAS, Doris Ragan has been a member of the Tavares Public Library Advisory Board and has supported the Tavares Library for more than 30 years;

WHEREAS, Doris Ragan was a member of the Beautification Committee and helped to plan the landscaping for the Tavares library and other beautification projects in the City;

WHEREAS, Doris Ragan faithfully brought beautiful floral arrangements to Art Shows at City Hall and to the Library for many years;

WHEREAS, Doris Ragan has received special recognition over the years for her commitment to many community projects that have benefitted the City of Tavares and its residents;

WHEREAS, Doris Ragan is appreciated for her youthful attitude, wit, and constancy in contributing to society and the local community;

NOW, THEREFORE, BE IT RESOLVED that I, Robert Wolfe, Mayor of the City of Tavares hereby extend our gratitude to Doris Ragan for her unwavering service and tireless dedication to the City.

DONE AND PROCLAIMED this 16th day of December 2016.

ATTEST:

Robert Wolfe, Mayor
City of Tavares

October 28, 2015

Doris Ragan
415 Kentucky Street
Tavares, FL 32778

To whom it may concern,

As much as I dislike the thought, I must give my notice of resignation to the Library Board. I have enjoyed many years and appreciate everyone's patience.

Thank you, and may the library continue to grow.

Sincerely,

Doris Ragan Doris M Ragan

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TAVARES

America's Seaplane City™

AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: December 16, 2015

AGENDA TAB NO. 3
SUBJECT TITLE: Presentation of Ruby Street Stormwater Project

OBJECTIVE:

To present a brief overview of the Ruby Street Stormwater Project

SUMMARY:

The City of Tavares has undertaken a program of improvements to the utility systems in the Downtown CRA, to provide updated infrastructure to support the City's economic development and revitalization efforts. A series of improvements was recently completed for the City's drinking water distribution and sewer collection systems, and the next step is to move forward with a stormwater system improvement project that will help to improve water quality in Lake Dora and serve as the backbone for future drainage improvements throughout the CRA.

In addition to benefitting the environment and enhancing the natural quality of Lake Dora, the project will also include components that will enhance Ruby Street and the experience of residents, visitors, and business owners in the Tavares Waterfront Entertainment District.

Arcadis, the Consulting Engineer for the project, will provide an overview of the project that will explain:

1. What the project involves, why it is being done, and why now.
2. Specific design elements to be incorporated
3. Anticipated construction schedule
4. Estimated cost and sources of funds
5. Public relations/outreach plan
6. Summary of current and future approvals necessary to move the project forward

The objective of the presentation is to seek Council's approval of the project concept and the overall plan for making these improvements a reality.

OPTIONS:

1) Approve the concept and project
2) Do not approve the concept and project

STAFF RECOMMENDATION:

1) Approve the concept and project

FISCAL IMPACT: N/A

LEGAL SUFFICIENCY: This presentation meets Legal Sufficiency

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TAVARES

America's Seaplane City™

AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: December 16, 2015

AGENDA TAB NO. 4

SUBJECT TITLE: Use of forfeiture funds

OBJECTIVE: To obtain approval to utilize $15,350.00 in forfeiture monies to supply officers with ballistic helmets, hearing protection, training firearms, gloves and optics for rifles.

SUMMARY: The standard procedure for officers in situations of an active shooter is to immediately engage the threat. Law enforcement has learned over the years that waiting for SWAT has not been effective and the chance of innocents being killed increased dramatically. In light of this approach, officers must be trained and outfitted with the skills and gear to engage an active shooter. The department is increasing the firearm and defensive tactics training to provide the skills needed.

The following requested items will complete the gear for each officer to achieve these goals:

- **Ballistic helmet that can withstand bullets and provide trauma protection.**
- **Hearing protection muffs can be worn under the ballistic helmet. A rifle round (5.56 NATO) shot off in a close area can premamntly damage hearing. They also amplify ambient noise for better awareness.**
- **Gloves for general protection and grip**
- **Optics for the officer's rifles that don't currently have one**
- **Simunition firearms for realistic force on force training.**

The use of forfeiture funds for these requests complies with statutory requirements.

OPTIONS:

1. **Approve staff's request to utilize forfeiture funds to purchase helmets, gloves, hearing protection, training pistols and rifle optics.**

2. **Do not approve staff's request to utilize forfeiture funds to purchase helmets, gloves, hearing protection, training pistols and rifle optics.**

STAFF RECOMMENDATION: **Staff recommends Option 1.**

FISCAL IMPACT: **$15,350.00**

$7,800 for 26 ballistic helmets;
$2,800 for 7 rifle optics;
$1,170 for 26 hearing protection muffs.
$2,800 for 4 Simunition training firearms
$ 780 for 26 tactical gloves

The current balance in the forfeiture fund is $23,951.65. The balance in the forfeiture account after this request will be approximately $8,601.65

LEGAL SUFFICIENCY: legally sufficient

AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: December 16, 2015

AGENDA TAB NO. 5

SUBJECT TITLE: Interlocal Agreement between Lake County, Florida and the City of Tavares for Sidewalk Improvements to Dora Avenue

OBJECTIVE:

To enter into an interlocal agreement with Lake County for sidewalk improvements.

SUMMARY:

The east side Dora Avenue sidewalk provides a continuous pedestrian pathway from David Walker Blvd. to Alfred Street with the exception of a missing 300+ foot section occurring between Lake Elsie Estates and Lakebreeze Apartments. Many walkers/joggers use this sidewalk on a daily basis but presently have to detour thru weeds and rough terrain in this area. The City has also received requests to properly address this situation and for a Dora Avenue pedestrian crossing at the Smith Avenue intersection.

In response to these two requests, the City of Tavares reached out to Lake County for assistance, recommending a 50/50 cost sharing partnership. Included in your agenda packet is the Interlocal Agreement, crafted by the County, requiring your approval. The estimated total cost for the project is $13,408.00, with the City being responsible for $6,704.00 (50% of the total cost).

OPTIONS:

1. Approval for the City Administrator to enter into an interlocal agreement with Lake County for sidewalk improvements to Dora Avenue.

2. Not to enter into an interlocal agreement with Lake County for sidewalk improvements to Dora Avenue.

STAFF RECOMMENDATION:

Option 1. Approval for the City Administrator to enter into an interlocal agreement with Lake County for sidewalk improvements to Dora Avenue.

FISCAL IMPACT:

Street Maintenance Division account #001-4102-541.63-20 $6,704.00

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 SIDEWALK IMPROVEMENTS

TO DORA AVENUE

THIS INTERLOCAL AGREEMENT is made this day by and between Lake County, Florida, a political subdivision of the State of Florida, by and through its Board of County Commissioners, hereinafter the "COUNTY," and the City of Tavares, a municipal corporation organized under the laws of the State of Florida, hereinafter the "CITY," for sidewalk improvements (Phase I) along Dora Avenue, hereinafter the "Project".

WHEREAS, Section 163.01, Florida Statutes, provides that local governments may enter into interlocal agreements to make the most efficient use of their powers by enabling them to corporate with other localities on a basis of mutual advantage; and

WHEREAS, Dora Avenue (County Road 19A) is County owned and maintained right-of-way located in the City of Tavares, Florida; and

WHEREAS, the parties seek to cooperate to accomplish sidewalk improvements located along Dora Avenue; and

WHEREAS, the Project consists of sidewalk improvements for a length of approximately 408 linear feet; and

WHEREAS, the COUNTY and the CITY are desirous of entering into this Interlocal Agreement to determine the responsibilities and obligations of each in reference to the Project; and

WHEREAS, the CITY has requested that the COUNTY bid, construct, and inspect the project.

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. **COUNTY Obligations.**

A. The COUNTY agrees to provide certain improvements for the sidewalk along Dora Avenue (County Road 19A), more specifically listed in **Attachment A**, attached hereto and incorporated herein.

B. The COUNTY may bid and select a contractor to assist with the Project; provided, however, that COUNTY shall also have the ability to perform the work using COUNTY'S own forces. All construction and improvements shall meet applicable building codes, including the requirements of the Americans with Disability Act Accessibility Guidelines (ADA), Florida Accessibility Code (FACBC) and Florida Department of Transportation guideline (FDOT).

3. **CITY Obligations.**

A. The CITY will designate a City Project Manager to be the Liaison to the COUNTY throughout completion this Project.

B. The CITY shall provide its full cooperation and staff support to the COUNTY throughout the length of the Project for the Project scope and any other issues which may arise within City's limits.

C. The parties agree and acknowledge that the Cost Estimate for the Project is estimated to be $13,408.00. The Cost Estimate is attached hereto and incorporated herein by reference as **Attachment B**, attached hereto and incorporated herein. The CITY shall provide funding to the COUNTY in the amount of one-half (1/2) of the total Project cost. One-half (1/2) of the Cost Estimate shall be remitted to the CITY within twenty (20) days of the date the COUNTY issues a Notice to Proceed to the selected contractor, but prior to full execution of the construction contract, or to the COUNTY if the COUNTY uses its own forces to complete the Project. Upon final completion and acceptance of the Project, the COUNTY shall send a final invoice to the CITY for the CITY'S final share, if the final costs exceeded the Cost Estimate. If the Project comes in under budget, the COUNTY shall refund the CITY the appropriate amount within twenty (20) days of final acceptance of the Project.

D. The CITY agrees, at their sole expense, remove vegetation within the right of way.

4. **Ownership and Maintenance of Completed Project.** The parties agree that upon completion of the Project, the CITY shall maintain ownership and maintenance responsibility for the newly constructed sidewalk.

5. **Termination.** Either party shall have the right to terminate this Agreement for cause with thirty (30) days written notice to the other so long as construction of the Project has not commenced.

6. **Modifications.** Unless otherwise specified herein, no modification, amendment, or alteration of the terms or conditions contained herein shall be effective unless contained in a written document executed by the parties hereto, with the same formality and of equal dignity herewith.

7. **Notices.**

A. All notices, demands, or other writings required to be given or made or sent in this Agreement, or which may be given or made or sent, by either party to the other, shall be deemed to have been fully given or made or sent when in writing and addressed as follows:

COUNTY

County Manager
P.O. Box 7800
Tavares, Florida 32778

CITY

City Administrator
P.O. Box 1068
Tavares, Florida 32778

cc: Road Operations Manager
P.O. Box 7800
Tavares, Florida 32778

B. All notices required, or which may be given hereunder, shall be considered properly given if (1) personally delivered, (2) sent by certified United States mail, return receipt requested, or (3) sent by Federal Express or other equivalent overnight letter delivery company.

C. The effective date of such notices shall be the date personally delivered, or if sent by certified mail, the date the notice was signed for, or if sent by overnight letter delivery company, the date the notice was delivered by the overnight letter delivery company.

D. Parties may designate other parties or addresses to which notice shall be sent by notifying, in writing, the other party in a manner designated for the filing of notice hereunder.

8. **Entire Agreement.** This document embodies the entire agreement between the parties. It may not be modified or terminated except as provided herein.

9. **Severability.** If any provision of this Agreement is found by a court of competent jurisdiction to be invalid, it shall be considered deleted here from, and shall not invalidate the remaining provisions.

IN WITNESS WHEREOF, the parties hereto have made and executed this Interlocal Agreement on the respective dates under each signature: Lake County, through its Board of County Commissioners, signing by and through its Chairman, authorized to execute same by Board action on the _____ day of _____, 2015, and by the City of Tavares, signing by and through its City Mayor, its representative duly authorized to execute the same.

COUNTY

ATTEST:

BOARD OF COUNTY COMMISSIONERS OF LAKE COUNTY, FLORIDA

_____

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

_____

_____, Chairman

This ___ day of _____, 20__.

Approved as to form and legality:

_____

Melanie Marsh, County Attorney

CITY

ATTEST:

CITY OF TAVARES, FLORIDA

_____

Nancy Barnett, City Clerk

_____

Robert Wolfe, Mayor

This ___ day of _____, 20__.

Approved as to form and legality:

_____

Robert Q. Williams, City Attorney

ATTACHMENT A
Scope of Work

Dora Av (CR 19A)

Tavares, Florida

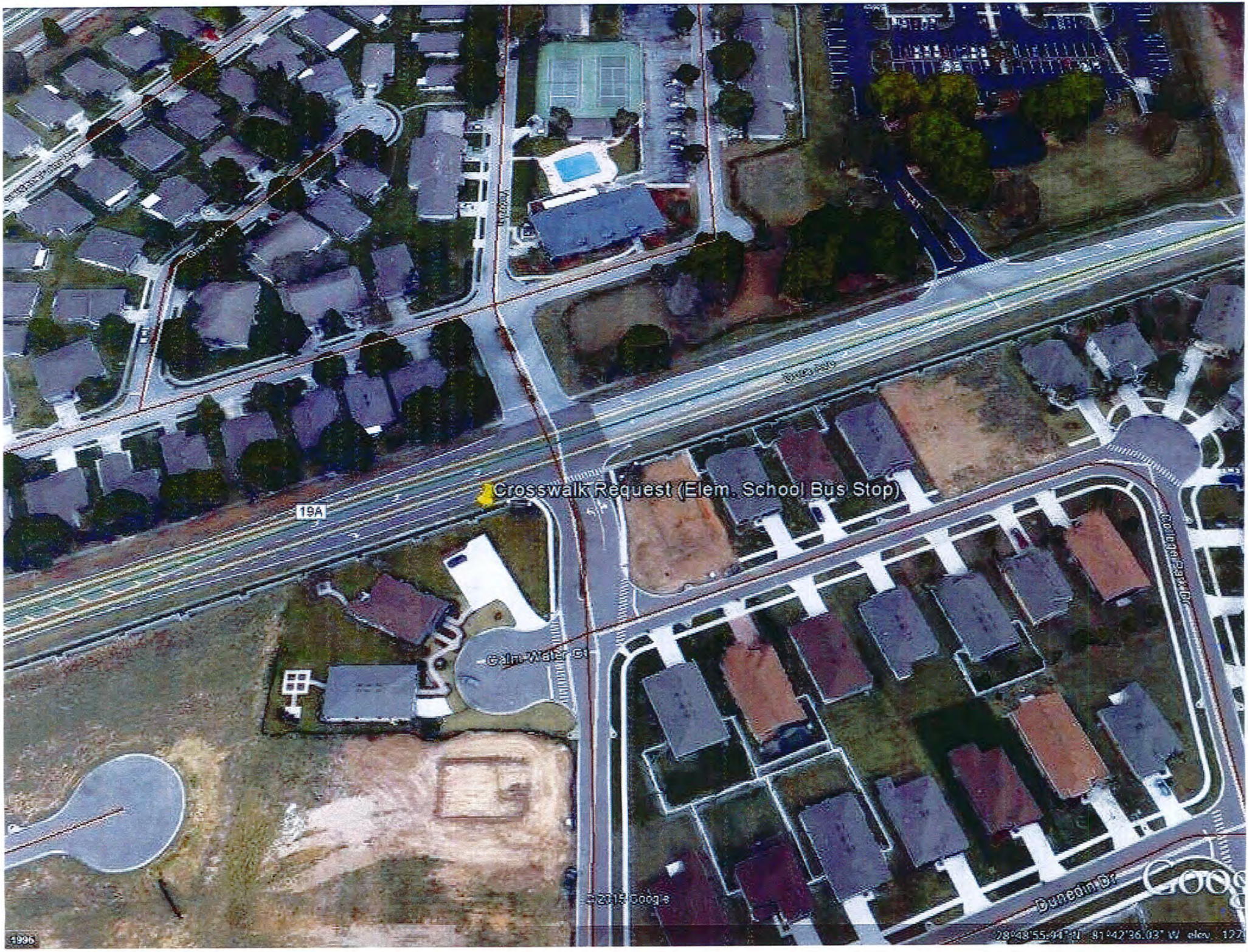
Sidewalk Reconstruction

PICTURE #	LOCATION	L (ft)	W (ft)	Root Barrier	6 inch Concrete	Detectable Warning Mat	PROBLEM	SOLUTION
42	At the end of existing sidewalk along Lake Elsie Reserve	5	5				Sidewalk is lifted, cracked, chunks missing, and a trip hazard	Remove/Replace sidewalk
43	Across the street from Trinity Chapel	320	5				Sidewalk Gap - missing sidewalk piece	Construct new sidewalk from Lake Elsie Reserve to Lake Breeze Apartments
628	West Corner of Tudor and Dora crossing Dora to Smith Av	8	5		6" for Curb Ramp	Red	Requested sidewalk crossing	New Sidewalk Ramp with detectable warning mat (cast-in-place or liquid applied, color red).
PICTURE #	**LOCATION**	**L (ft)**	**W (ft)**	**Remove**	**Standard Markings**	**Special Emphasis**	**PROBLEM**	**SOLUTION**
	Across Dora Av at the intersection of Smith Av/Tudor Ln	75	10			Y	New Crosswalk	Install White Thermoplastic "Special Emphasis" (Two 12" White Parallel Lines with 24" Bars) crosswalk per FDOT Index 17346.

ATTACHMENT B
Cost Estimate

ITEM NO.	FDOT PAY ITEM NO.	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	AMOUNT
1	0101 1	MOBILIZATION	LS	$1,500.00	1	$1,500.00
2	0102 1	M.O.T.	LS	$800.00	1	$800.00
3	0120 1	EXCAVATION	CY	$30.00	20	$600.00
4	0110 4	CONCRETE REMOVAL	SY	$18.00	8	$144.00
5	0522 1	NEW 4" SIDEWALK	SY	$35.00	181	$6,335.00
6	0522 2	NEW 6" SIDEWALK	SY	$45.00	5	$225.00
7	0527 1	DETECTABLE WARNING MATS	SF	$20.00	10	$200.00
8	0710 90	THERMOPLASTIC STRIPING	LS	$1,600.00	1	$1,600.00
9	0700 48 28	SIGNS	EA	$325.00	4	$1,300.00
10	0570 1 2	SOD	SY	$4.00	176	$704.00
TOTAL LUMP SUM COST:			$13,408.00			

3240855
2986077
3729757
1413371
2852691
DORA AVE
3635965
3864118
3540662
3864117
3864119


Crosswalk Request (Elem. School Bus Stop)
19A
Dunedin Dr
1996

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TAVARES

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