America's Seaplane City™

AGENDA
TAVARES CITY COUNCIL

January 20, 2016
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 — **Pastor Sandy Gamble, Church of God of Prophecy**

II. CALL TO ORDER — **Mayor Wolfe**

III. APPROVAL OF AGENDA — **Mayor Wolfe**

IV. APPROVAL OF MINUTES

Tab 1) Approval of Minutes for December 2 & December 16, 2015 — **Mayor Wolfe**

V.PROCLAMATIONS/PRESENTATIONS

Tab 2) Presentation to Michael Welch for Eagle Scout Service Project at the Tavares Nature Park — **Mayor Wolfe**

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 3) Application for Justice Assistant Grant for Special Equipment — **Stoney Lubins**

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

Second Reading)

First Reading

Tab 4) Ordinance #2016-01 – Annexation & Rezoning of Vacant Property – 9.9672 Acres, South of Woodlea, West of SR 19 For Public School	**Jacques Skutt**
Tab 5) Ordinance #2016-02 – Small Scale Future Land Use Amendment – 9.9672 Acres, South of Woodlea, West of SR 19 for Public School	**Jacques Skutt**

Second Reading

Tab 6) Ordinance #2015-25 – Amendment to Economic Incentives In Land Development Regulations – Deferral of Impact Fees For Large Multi-Family Rental Developments	**Bob Tweedie**

RESOLUTIONS

Tab 7) Resolution #2016-02 – FDEP State Revolving Fund - Stormwater Project Application	**Lori Houghton**

X. GENERAL GOVERNMENT

Tab 8) Chamber of Commerce Follow Up Discussion & Information	**John Drury**
Tab 9) Approval of Library Board Appointments	**Mayor Wolfe**
Tab 10) Library Youth Services Aide Position	**Tammy Rogers**
Tab 11) Update on Wooton Park Improvements Project	**Bob Tweedie**
Tab 12) Amendment to FDEP Grant SO568 to Extend Grant Period for Stormwater Improvements	**Lori Houghton**
Tab 13) Tavares Square – "Step Into the Limelight"- Public Art Project	**Tammy Rogers**
Tab 14) Update on Annual Community Black Tie Gala	**Tammy Rogers**

XI. OLD BUSINESS

XII. NEW BUSINESS

XIII. AUDIENCE TO BE HEARD

XIV. REPORTS

Tab 15) City Administrator **John Drury**

Tab 16) 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.

The Language of Local Government
Definition of Terms

agenda – A list of items to be brought up at a meeting.

annexation – The process by which a municipality, upon meeting certain requirements, expands its corporated limits.

bid – Formal quotation, based on common specifications, for the provision of goods or services. Opened at public for meeting consideration and award.

budget – A comprehensive financial plan to sustain municipal operations during a given year with related explanation

buffer – A strip of land, vegetation and/or opaque wall that sufficiently minimizes the physical or visual intrusion generated by an existing or future use.

call for the question – Term used to end the discussion and vote on the motion.

capital outlay – Expenditures made to acquire fixed assets or additions to them usually made from the general fund or utility fund where the assets are to be used.

conflict of interest – A term used in connection with a public official's relationship to matters of private interest or personal gain and which prohibits participation in the discussion under decision.

consent agenda – A policy of the governing body to approve, in one motion, routine and/or non-controversial items, which can be determined prior to the meeting

contiguous – Sharing a common boundary.

contingency – An appropriation of funds to handle unexpected events and emergencies which occur during the course of the fiscal year.

DCA – Department of Community Affairs

density – The number of families, individuals, dwellings units, or housing structures per unit of land.

development – A physical change, exclusive of new construction and substantial improvement, to improved or unimproved real estate, including, but not limited to mining, dredging, filling, grading, paving, excavating or drilling operations.

easement – An interest in land owned by another that entitles its holder to a specific limited use or enjoyment

emergency measure – An ordinance recognized by the legislative body as requiring immediate passage.

FDOT – Florida Department of Transportation

general fund – The general operating fund of the municipality used to account for all financial resources except those required to be accounted for in a special fund.

impact fees – Set aside fees collected from developers to pay for infrastructure improvements. Monies used as new development further impacts the municipalities.

infrastructure – The facilities and systems shared or used by all citizens such as transportation, water supply, wastewater and solid waste disposal systems.

intergovernmental agreements – Contract between two or more public agencies for the joint exercise of powers common to the agencies.

intergovernmental revenues – Revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

line item – A specific item or group of similar items defined by detail in a unique account in the financial records. Revenue, expenditure and justifications are reviewed, anticipated and appropriated at this level.

non-conforming – A use which does not comply with present zoning conditions but which existed lawfully and was created in good faith prior to the enactment of the zoning provisions.

ordinance – An enforceable municipal law, statute or regulation which applies to all citizens within that municipality; penalty provisions may apply.

public hearing – Provides citizens the opportunity to express their position on a specific issue, both pro and con, as mandated by either statute or by order of proper authority after due notice.

PUD – Planned Unit Development

quasi-judicial – A governmental body that hears sworn testimony, obtains evidence and provides for cross examination of witnesses, with the decision based solely on the evidence presented.

quorum – The prescribed number of members of any body that must be present to legally transact business.

request for proposals – RFP – Notice and related information from a municipality requesting proposals for professional services.

resolution – A decision, opinion, policy or directive of a municipality expressed in a formally drafted document and voted upon.

right-of-way – Strip of land owned by a government agency over which the public has right of passage such as streets, parkways, medians, side walks, easements and driveways constructed thereon.

Sunshine Law – Legislation providing that all meetings of public bodies shall be open to the public (a/k/a open public meeting law).

vacate – To annul; to set aside; to cancel or rescind.

variance – Modification from the provisions of a zoning ordinance granted by a legislative body upon submission of an application and a hearing.

CITY OF TAVARES
CITY COUNCIL MINUTES
December 2, 2015
4:00 P.M.
TAVARES CITY HALL COUNCIL CHAMBERS

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 **Pastor Greg Watts**
Liberty Baptist Church

Pastor Greg Watts gave the invocation and those present recited the Pledge of Allegiance.

II. CALL TO ORDER **Mayor Wolfe**

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

III. APPROVAL OF AGENDA **Mayor Wolfe**

Mr. Drury said there were no changes from staff.

MOTION

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

IV. APPROVAL OF MINUTES

Tab 1) Minutes of November 18, 2015 – Deferred to next meeting

V.PROCLAMATIONS/PRESENTATIONS

Tab 2) Presentation to Brad Hayes for "Best in Class" Award from The Florida Section American Water Works Water Conservation Program

Mayor Wolfe made a presentation to Mr. Hayes for his "Best in Class" award from the American Water Works Association, Florida Section. Council commended Mr. Hayes.

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

Attorney Williams noted there were two quasi-judicial ordinances listed under First Readings only. He said Resolution #2015-10 for a Special Use Permit related to a seaplane hangar is quasi-judicial. He gave the oath to those present who wished to give testimony on this matter. He asked Council if they had had any communications to disclose. Council indicated there were none.

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

Ms. Barnett read the following ordinances and resolution by title only:

ORDINANCE 2015-23

AN ORDINANCE AMENDING THE BOUNDARIES OF THE CITY OF TAVARES BY ANNEXING UNDER THE TERMS AND CONDITIONS OF THE INTERLOCAL SERVICE BOUNDARY AGREEMENT BETWEEN THE CITY OF TAVARES AND LAKE COUNTY APPROXIMATELY 6.02 ACRES OF NON-CONTIGUOUS PROPERTY, KNOWN AS THREE PALMS MOBILE HOME PARK, GENERALLY LOCATED ON THE NORTH SIDE OF OLD U.S. HIGHWAY 441, APPROXIMATELY 325 FEET WEST OF THE INTERSECTION WITH DAVID WALKER DRIVE; REZONING THE PROPERTY FROM COUNTY RMRP (MOBILE HOME RENTAL PARK) TO CITY RMF-3 (RESIDENTIAL MULTI-FAMILY); SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 2015-24

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE TAVARES COMPREHENSIVE PLAN FUTURE LAND USE MAP 2020, PROVIDING FOR A CHANGE OF FUTURE LAND USE DESIGNATION ON APRROXIMATELY 6.02 ACRES OF PROPERTY FROM COUNTY URBAN HIGH TO CITY HIGH DENSITY RESIDENTIAL

FOR NON-CONTIGUOUS PROPERTY KNOWN AS THREE PALMS MOBILE HOME PARK, GENERALLY LOCATED ON THE NORTH SIDE OF OLD U.S. HIGHWAY 441, APPROXIMATELY 325 FEET WEST OF THE INTERSECTION WITH DAVID WALKER DRIVE; PROVIDING FOR SEVERABILITY AND CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

RESOLUTION 2015-10

A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, APPROVING A SPECIAL USE PERMIT TO ALLOW A PERSONAL STORAGE FACILITY, MORE SPECIFICALLY DESCRIBED AS AN AIRPLANE HANGAR THAT INCLUDES A FLIGHT OR OBSERVATION DECK WITH AN ACCESSORY SEAPLANE RAMP, IN THE C-2 (HIGHWAY COMMERCIAL) ZONING DISTRICT FOR PROPERTY ADDRESSED AS 3433 S.R. 19; SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING AN EFFECTIVE DATE

ORDINANCE 2015-21

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, RESCINDING ORDINANCE 2015-10 REGARDING THE INTERLOCAL SERVICE BOUNDARY AGREEMENT AND AMENDING THE CITY OF TAVARES COMPREHENSIVE PLAN, CHAPTER 6, INTERGOVERMENTAL COORDINATION ELEMENT, GOAL 6-1 INCORPORATING THE ADOPTED INTERLOCAL SERVICE BOUNDARY AGREEMENT (ISBA) BETWEEN THE CITY OF TAVARES AND LAKE COUNTY; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR AN EFFECTIVE DATE.

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

VIII. CONSENT AGENDA

Tab 3) Police Pension Board Reappointments **Mayor Wolfe**

Mayor Wolfe asked if anyone in the audience objected to the Consent Agenda.

MOTION

Bob Grenier moved to approve the Consent Agenda [Police Pension Board appointments – Norb Thomas, Resident position to 2017 and Sarah Coursey, Mutual position until 2017], seconded by Kirby Smith. The motion carried unanimously 5-0.

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

Mayor Wolfe noted first readings are only to be read into the record and would not be discussed this evening. He noted that anyone present who wished to present information could contact the City Administrator and the information would be relayed to the City Council individually.

First Reading

Tab 4) Ordinance #2015-23 – Annexation & Rezoning (Three Palms Mobile Home Park) to RMF3 Multi-Family – Senior Adult Housing - 6.02 Acres **Jacques Skutt**

Tab 5) Ordinance #2015-24 – Small Scale Future Land Use Amendment – Three Palms Mobile Home Park – 6.02 Acres County Urban High to City High Density Residential **Jacques Skutt**

TRANSMITTAL HEARING

Tab 6) Ordinance #2015-21 – Amendment to Comprehensive Plan Chapter 6 – Intergovernmental Coordination Element to ISBA **Jacques Skutt**

Mr. Skutt said this ordinance rescinds Ordinance #2015-10 and amends the Comprehensive Plan to incorporate the adopted Interlocal Services Boundary Agreement between the City of Tavares and Lake County. He noted the City had adopted a similar ordinance last spring, however, the State found issue with the procedure as they classify this type of amendment as a Large Scale Comprehensive Plan amendment which means that they will want to review the amendment before adoption. The Planning & Zoning Board acting as the City's Local Planning Agency unanimously recommended approval on November 19, 2015.

MOTION

Lori Pfister moved to approve Ordinance #2015-21, seconded by Bob Grenier. The motion carried unanimously 5-0.

Second Reading

Tab 7) Ordinance #2015-22 – Amendment to Stormwater Fee **Lori Houghton**

Ms. Houghton stated this is a housekeeping measure to amend the LDR's to agree with the rate

study and FY 2016 adopted budget with regard to stormwater fees. The increase was based on the Utility Rate Study presented by Mike Rocca on November 19, 2014 which included a recommended increase to $7.75 per family dwelling unit.

MOTION

Lori Pfister moved to approve Ordinance #2015-22, seconded by Bob Grenier. The motion carried unanimously 5-0.

RESOLUTIONS

Tab 8) Resolution #2015-10 – Special Use Permit – Airport/ Personal Storage Facility – 3433 SR 19 – East Side of SR 19 on Lake Idamere **Jacques Skutt**

Mr. Skutt said Mr. Barber has submitted an application to construct a private personal airplane hangar that includes an observation deck and an accessory seaplane ramp. Staff has defined this use as a personal storage facility under the LDR's. The property is zoned C-2 highway commercial and a personal storage facility is allowed but only as a special use. If the application is approved, an approved site plan demonstrating compliance with all commercial regulations must be submitted.

Lake County owns abutting property and has written a letter on this issue. To address their safety concerns the resolution was expanded to include a specific requirement that all landings and take offs from Lake Idamere would be done in compliance with FAA regulations. At its November 19th meeting, the Planning & Zoning Board recommended approval.

Steve Barber from Howey in the Hills, stood to speak. He said he and his wife had brought the first Dragon Boat festival to Wooton Park and had encouraged the City to use the waterfront.

MOTION

Lori Pfister moved to approve Resolution #2015-10 as presented, seconded by Bob Grenier. The motion carried unanimously 5-0.

X. GENERAL GOVERNMENT

Tab 9) Horizon Team and Board Representation **John Drury**

Mr. Drury stated that this was the process wherein he develops a team of staff members to sheppard forward some of the multi-year faceted projects under development by the City. He said he invites Councilmembers to attend some of those staff meetings as a sounding board. All decisions that require Council approval are brought to a Council Meeting.

He referred to the list of Horizon Project teams and said this is an opportunity to make changes or volunteer to be assigned to new teams. The second list are committees set up by legislation such as the MPO Board. The following changes/confirmations were made to the Horizon project teams and outside committees.

(Councilmember Smith said he felt that whoever the mayor is currently should always be on the Sister City program.)

Horizon Teams

1. Special Events Project Team (Vice Mayor Lori Pfister / Bob Tweedie)
2. Alfred Street-Carolina Street one way pair (Vice Mayor Lori Pfister/ Jacques Skutt)
3. Public Safety Complex (Councilmember Bobby Grenier/Richard Keith)
4. Woodlea Sports Park Complex (Councilmember Kirby Smith/Tamera Rogers)
5. Economic Development (Council Member Kirby Smith/Bob Tweedie)
6. Sister City Program (Mayor Wolfe/John Drury)
7. Library Expansion (Vice Mayor Lori Pfister/Tamera Rogers)
8. Public Works Complex (Bob Grenier/Chris Thompson)
9. Tavares Square Project (Kirby Smith/Bob Tweedie)
10. Downtown Master Plan Update (Lisa Johnson/Jacques Skutt)
11. Old 441 corridor improvements to Bay Road Team (Kirby Smith/Jacques Skutt)
12. Historical Society Building (Lisa Johnson/Chris Thompson)
13. Ruby Street Reconstruction project (Robert Wolfe/Brad Hayes)
14. State Road 19/561 and 448 Corridors (new team) – Bob Grenier

OTHER BOARD REPRESENTATION

Florida League of Cities Legislative Committees
Roy Stevenson – Urban Administration
Brad Hayes – Environment & Energy Council
Jacques Skutt – Transportation & Intergovernmental
Lori Houghton – Finance & Taxation
_____- Growth Management & Economic Affairs

Lake Community Action Agency – 4th Wed. at 7 p.m.
Art Swanton– Representative

Lake County Library Advisory Board – 3rd Thursday at 5 p.m.
Patricia Miller – Representative
Rosa Rosario - Library Director - Alternate

Lake County League of Cities – 2nd Friday at 11:30 a.m.
Robert Wolfe – Representative
Councilmember Kirby Smith - Alternate

Lake County League of Cities - Solid Waste Advisory Committee
Lori Houghton – Representative

Lake County School Board – Lake County Schools Local Preference Committee:
Lori Houghton - Member

Lake County Water Alliance Technical Committee
Brad Hayes – Representative

Metropolitan Planning Organization
Robert Wolfe – Governing Board Member
Councilmember Kirby Smith - Alternate

Metropolitan Planning Organization – Technical Advisory Committee
Jacques Skutt – Representative
_____- Alternate

Metropolitan Planning Organization – Bicycle/Pedestrian Committee
Gina Bennett - Representative (confirmation in process)

Metropolitan Planning Organization – Citizens Advisory Committee
David Clutts – Representative (confirmation in process)

Myregion.org
John Drury – Representative

Tavares Chamber of Commerce
Kirby Smith - Representative

School Concurrency Committee Annual Meeting (December 11, 2015 – 10:00-12:00)
Mayor Robert Wolfe – Representative
Jacques Skutt – School Concurrency Technical Advisory Committee

Tab 10) City Hall Improvements **Chris Thompson**

Mr. Thompson presented a three component City Hall improvement plan for Council's consideration: City Hall security; City Hall roof maintenance; and parking lot plan.

Mr. Thompson discussed the committee of staff members who met to discuss security and the concept plan that has been presented. The City Hall roof maintenance project is to resolve the roof leakage problem due to age and the gutter system. The parking lot on the side of City Hall will be repaved and repaired with some enhanced landscaping. To do all three of the projects will cost about $234,000 based on estimates. He discussed the options presented in the agenda summary. Staff recommends Option 1, to do all three projects.

Councilmember Smith discussed some of the background issues that had led to a concern to provide better security. He spoke in favor. Councilmember Grenier also spoke in favor.

MOTION

Lori Pfister moved to approve Option 1 [Authorize a budget amendment to add $12,951 to the FY 2016 expense side of the budget which is 50% of the annual debt service to fund

this $234,00 project and authorize staff to bid the three projects out], seconded by Bob Grenier.

Mayor Wolfe noted the pavers inside all the sidewalks need to be repaired as they are a trip hazard which he believed should be addressed as soon as possible.

The motion carried unanimously 5-0.

Tab 11) Extension of Contract with Quorum Services for Building Inspection Services **Jacques Skutt**

Mr. Skutt this is a request to extend the contract for a period of one year under the same terms and conditions. He said if approved the fee will remain the same as the previous three years. The annual cost to provide a Building Official and a Building Inspector is $234,000. The building permit revenues for this year are budgeted at $869,000.

Mr. Drury said that the staff from Quorum has provided a good service over the past three years and the comments from builders have been positive.

MOTION

Kirby Smith moved to extend the contract, seconded by Bob Grenier. The motion was approved unanimously 5-0.

Tab 12) Updated Agreement with the Metropolitan Planning Organization to Recognize the Addition of Sumter County, Sumter County Municipalities and Other Transportation Agencies **Jacques Skutt**

Mr. Skutt said this is a five year "after the fact" update of the Interlocal Agreement. In 2010 Sumter County was added in its entirety to the Lake County MPO area and became the Lake Sumter MPO. The proposed update reflects this addition and also adds ex-officio members that were not previously included.

MOTION

Kirby Smith moved to approve the updated Interlocal Agreement with the Lake-Sumter MPO, seconded by Bob Grenier. The motion carried unanimously 4-0 as Councilmember Johnson had left the meeting.

Tab 13) Change Order Request from Greenwood & Son Contracting **Bob Tweedie**

Mr. Tweedie said this request is for a change order in the amount of $20,000 to their contract for demolition services to the former Clerk of Court Record Centers Building at 122 E. Main Street. The property was purchased in May for redevelopment and Council instructed staff to move forward with demolition to provide a clean site for future redevelopment.

Mr. Tweedie said that once the initial outshell of the building was demolished the bank vaults (which were part of the original building constructed originally in the early 1900's) were exposed.

Mr. Greenwood and staff had no way of knowing the condition of the vaults. Mr. Tweedie showed photographs that showed the walls of the vaults being close to three feet thick with 18 inch ceilings reinforced with heavy rebar steel. Mr. Greenwood has incurred additional expenses in the way of staff and equipment and damage to equipment. Staff recommends approval. Mr. Drury added that Mr. Greenwood has been steady and uncomplaining as he has worked on this job.

MOTION

Lori Pfister moved to approve the change order, seconded by Bob Grenier. The motion carried unanimously 5-0.

The motion was approved unanimously 5-0.

Tab 14) 2015-2016 Pavement Management Program Chris Thompson

Mr. Thompson said this is the first year program developed from the five year plan at a budget of $100,000. He presented the recommended paving projects as follows:

- Maine Court from West Delaware St. to Cul de Sac Loop (Mill/Overlay and reconstruct cul-de-sac island)
- Vista Drive from Banning Beach Rd. to Magnolia /circle (Mill/Overlay)
- South Short Drive from Westland Drive to Lake Dora Circle (Mill/Overlay)

MOTION

Lori Pfister moved to authorize the City Administrator to enter into all contracts, as funding allows, for completion of the prioritized first year Pavement Management Plan as developed by the Public Works Department, seconded by Bob Grenier. The motion was approved unanimously 5-0.

XI. OLD BUSINESS

XII. NEW BUSINESS

XIII. AUDIENCE TO BE HEARD

Betty Burleigh, Tavares resident

Ms. Burleigh reported that on December 2, 1993, the headlines for Tavares were "Meet Your New Police Chief Norbert Thomas." The article said "Norbert Thomas has been a chief for three months. He was born in Chicago. He graduated from University of Florida and Rollins College where he earned his Master's. He retired after 24 years at the Gainesville Police Department. The Police Department is getting ready to move into the new City Hall December 3rd and will hold an Open House on December 10th."

Ms. Burleigh stated that recently the Tavares Historical Society provided a list of all the Police Chiefs and the years they served to Michelle of the Police Department. She added that yesterday she had attended the State of the County Meeting and had picked up their Welcome to Lake County flyer which shows the Pavilion and Seaplane Base.

Lou Buigas, Tavares Resident

Ms. Buigas thanked Council for being respectful and having decorum at the dais.

XIV. REPORTS

Tab 15) City Administrator **John Drury**

Mr. Drury noted the Christmas event is coming up along with the employee luncheon and invited Council to attend. He said traditionally the City has not held a meeting the first Wednesday in January so the next meeting will be January 20, 2016.

Community Services Director

Ms. Rogers said the first international wedding was held at the Pavilion (a couple from Ireland). She reminded everyone of the Christmas parade and thanked everyone for participating. She gave some of the highlights of the event (i.e. ice skating rink on the pier).

Attorney Williams

Mr. Williams said he had received a call from the attorney for the bond surety for the Three Lakes Park project. The bids are in and they hope to have them tabulated with selection by the end of this week.

Tab 16) Council Reports **City Councilmembers**

Councilmember Grenier

Councilmember Grenier said he appreciated the stand of Senator Alan Hayes with regard to his opposition to the removal of a statute of General Kirby Smith from the Hall of Statutory in Washington D.C.

Councilmember Grenier added that this Monday is Pearl Harbor Day. He said he has become more aware of dates regarding World War II while working on a new book. He discussed the men and women veterans he has been interviewing.

Councilmember Lisa Johnson

Councilmember Johnson spoke in appreciation of the upcoming holiday event and thanked all the councilmembers and staff for begin involved.

Councilmember Smith

Councilmember Smith said he would be judging floats at the parade and looked forward to seeing everyone. He said he would not be able to make the luncheon as he would be traveling to see his niece graduate from the University of West Florida and that she is the first grandchild in his family to graduate from college.

Councilmember Smith said today is "National Mutt Day" and on this day in 1927 the first Model A Ford was sold for $385.00.

Mayor Wolfe

Mayor Wolfe said he is looking forward to the City Christmas event and added that Hoity Toity is having an open house on Friday evening and O'Keefe's are holding a fundraising Christmas party to gather toys for the Tavares area on Sunday.

Adjournment

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

Respectfully submitted,

Nancy A. Barnett

Nancy A. Barnett, MMC
City Clerk

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TAVARES

America's Seaplane City™

CITY OF TAVARES
CITY COUNCIL MINUTES
December 16, 2015
CITY COUNCIL CHAMBERS

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
CharLynn Wood, Budget Analyst
Lori Tucker, Human Resources Director
Tammey Rogers, Community Services Director
Richard Keith, Fire Department
Jacques Skutt, Director of Community Development
Lt. Jason Paynter, Police Department

I. INVOCATION **Tom Cavanaugh**
First Baptist Church of Mt. Dora

Tom Cavanaugh, First Baptist Church of Mt. Dora, gave the invocation and led those present in the Pledge of Allegiance.

II. CALL TO ORDER **Mayor Wolfe**

III. APPROVAL OF AGENDA **Mayor Wolfe**

Mr. Drury stated staff had no changes to the agenda. Mayor Wolfe asked if Council had any changes.

Councilmember Johnson requested that Tab 16 be moved up on the agenda to become Tab 2A as she needed to leave early due to a family matter.

Mr. Drury noted Tab 16 is a request to expand the Mixed Use zoning on Lake Dora Drive.

MOTION

Kirby Smith moved to move Tab 16 to Tab 2A and to approve the agenda, seconded by Bob Grenier. The motion carried unanimously 5-0.

IV. APPROVAL OF MINUTES

Tab 1) Approval of Minutes for November 18, 2015 **Mayor Wolfe**

MOTION

Kirby Smith moved to approve the minutes of November 18, 2015, seconded by Bob Grenier. The motion carried unanimously 5-0.

V.PROCLAMATIONS/PRESENTATIONS

Tab 2) Recognition of Doris Ragan **Mayor Wolfe**

Mayor Wolfe read a proclamation in honor of Tavares resident Doris Ragan, who recently submitted her resignation from the Library Board after many years of service.

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 faithful service and dedication to the City and its residents.

Mayor Wolfe noted that Mrs. Ragan had been a teacher at Tavares High School. Mrs. Ragan stated she had provided flowers to the library for 15 years in addition to have many of the Councilmembers in her classes.

Tab 2A) Request to Expand Mixed Use Zoning on Lake Dora Drive From Disston Avenue to Dora Avenue **Bob Tweedie**

Attorney Williams said this item is for discussion and to provide direction to staff. If Council directs staff to go forward with a rezoning, it will have to go through the rezoning process to Planning & Zoning, back to City Council for two public hearings.

Councilmember Smith stated he has a conflict on this item as his family owns property that will be affected along this route.

Mr. Tweedie stated over the past several years the City has worked to revitalize the downtown with several projects and events. The adopted Master Plan suggests strategies to promote obtainable economic growth within the area. One of the strategies is to create buffers or transition zones from the commercial downtown to the residential areas. This has been done to the north in the Caroline and Alfred area and although the master plan does not go beyond the confines to the east (Disston Avenue), staff believes similar strategies are desirable for the same purposes. Over time much of the land use along the south side of Lake Dora Drive which is currently zoned as single family residential have changed uses on both sides of the road. He said to the north it is industrial, mixed use, and public use zoning and to the south it is completely residential with a couple of properties that are non-compatible; most notably, the Duncan House. This property has operated on and off as a bed and breakfast and has had difficulty sustaining that use.

Staff is recommending that the city initiate a rezoning to Mixed Use for those properties on the south side of Lake Dora Drive between Disston and Dora Avenue to the east. Rezoning these properties would provide a needed buffer and transition from the downtown district to the residential and would provide an opportunity to redevelop and repurpose those areas to low intensity commercial uses that would complement the downtown economic development initiatives.

Mr. Drury discussed the rezoning process. He noted, in addition, the public will be notified not only through the normal noticing process but everyone in the area will also receive a letter so that they have an opportunity to come to the Council and be heard.

Vice Mayor Pfister asked if the staff recommendation is due to a request, or just an opinion that this rezoning is needed.

Mr. Tweedie said there is an individual interested in purchasing the Duncan House to operate it as a bed and breakfast. Currently the use is incompatible. He said this initiated the discussion, however, staff reviewed and felt that this rezoning would be a good fit for the area at the this time.

Mayor Wolfe said he is not opposed to the use of the Duncan House however he was not necessarily in favor of the rezoning.

Councilmember Grenier asked for clarification again on the process which Mr. Drury provided.

<u>Gene Smith – 1250 Smith Avenue</u>

Mr. Smith noted there is a public works facility that faces Disston on the corner of Lake Dora

Drive, a water tank, and a cabinet shop. He pointed out the adjacent public facilities district and industrial zonings that exist currently and the next section which is Mixed Use. He said to change it all to Mixed Use would therefore only make it compliant with the current zoning.

Heather Graham

Ms. Graham said she was recently asked to look at the Duncan House as a potential bed & breakfast. She said it is a beautiful piece of property, is part of the history of Tavares, and is on the National Registry. She said she believes it will eventually fall apart if it is not rezoned to allow for it to be used to its full potential. If the ordinance is revised and allows for it to be used for a bigger purpose, the property would complement the pavilion and the rest of the town with lake access, etc.

MOTION

Lisa Johnson moved to have staff initiate a rezoning to Mixed Use of those properties lying south of Lake Dora Drive between Disston and Dora Avenues. The motion was seconded by Bob Grenier.

The motion carried unanimously 4-0 with Councilmember Smith abstaining.

Tab 3) Ruby Street Stormwater Project **Brad Hayes**

Mr. Hayes noted Scott Shannon of Arcadis would be providing an overview of the downtown Ruby Street stormwater project. The objective is to ask Council to approve the overall project concept and plans.

Mr. Drury said this is a very exciting project. He discussed the visioning process that had incurred when there was discussion held regarding making Ruby Street the front and center piece of the downtown.

Mr. Shannon stated the project had begun as a foundation for improving drainage downtown and to help improve the water quality of Lake Dora. He said through creative financing and innovative design elements, it has provided an opportunity to create an additional asset to the stormwater project.

Mr. Shannon noted that Lake Dora is recognized as an impaired water way by the State primarily due to nutrient levels that come in through stormwater and drainage. This project was conceived to address that condition. The project has third steps:

1) A pond that will capture stormwater drainage in the downtown area instead of going directly into Lake Dora.
2) An interceptor: a large pipe that will capture the runoff from the existing outfalls that run into Lake Dora along Ruby Street and then divert it into the pond.
3) Streetscape improvements.

Mr. Shannon discussed the financing of the project. To date 2.6 million has already been secured. Two others sources that may become available are a St. Johns River Water Grant for

one million, and a legislative appropriation for 2.5 million. Another 3.5 million is in the works and an SRF loan has been approved to cover any remaining balance on the project. Mr. Hayes said the interest rate on the SRF loan (if it is needed) has been negotiated at 0.39%.

Mr. Shannon said the important part of having an innovative and sustainable treatment approach is that those are the elements that attract the funding. In addition, because of the location it was felt this would be an opportunity to create an asset that will enhance the projects already completed. He showed a slide of the current pond property and then the concept of the pond and an 8 acre wetland, containing the following:

- Five cells where the water will move through sequentially serving different treatment functions.
- The pond should be able to remove about 200 lbs. of phosphorus which is about 85% of what is currently introduced from direct runoff and 78% of nitrogen as well.
- Floating mats which can hold natural plantings with the additional goal of creating an educational setting.

Mr. Shannon said the landscaping improvements will include a new street surface, curbing, landscaping and drainage. It will serve as a water front promenade. He then showed a design option of red brick. He said overall the city will need to move soon because of the grants are nearing expiration.

Mr. Drury advised that the public communications and outreach component will be coordinated by Mandy Wetstein. He said it is very important that the businesses be brought into the loop and the city will reach out to every one impacted.

Council commended staff and spoke in support.

(Councilmember Johnson left the meeting at 4:45 p.m.)

MOTION

Kirby Smith approved the concept and the project, seconded by Bob Grenier. The motion carried unanimously 4-0.

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

Attorney Williams stated there is one quasi-judicial item; Tab 8, the annexation & rezoning of Three Palms. He gave the oath to those who wished to speak. Council indicated no ex parte communications on this matter.

VII. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD — Nancy Barnett

Ms. Barnett read the following ordinances/resolutions into the record by title only:

ORDINANCE 2015-25

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE CITY'S LAND DEVELOPMENT REGULATIONS BY AMENDING CHAPTER 23, DIVISION 3, SECTION 23-14, IMPACT FEE WAIVERS BY RETITLING THE SECTION AS "IMPACT FEE WAIVERS AND DEFERRALS", BY DEFINING A "LARGE MULTI-FAMILY DEVELOPMENT", BY PROVIDING FOR A PARTIAL DEFERRAL OF PAYMENT OF IMPACT FEES FOR LARGE MULTI-FAMILY DEVELOPMENTS AS AN ECONOMIC INCENTIVE, BY PROVIDING FOR TERMS AND CONDITIONS FOR THIS DEFERRAL, BY PROVIDING APPROPRIATE SECTION RENUMBERING AND CODIFICATION; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE

ORDINANCE 2015-23

AN ORDINANCE AMENDING THE BOUNDARIES OF THE CITY OF TAVARES BY ANNEXING UNDER THE TERMS AND CONDITIONS OF THE INTERLOCAL SERVICE BOUNDARY AGREEMENT BETWEEN THE CITY OF TAVARES AND LAKE COUNTY APPROXIMATELY 6.02 ACRES OF NON-CONTIGUOUS PROPERTY, KNOWN AS THREE PALMS MOBILE HOME PARK, GENERALLY LOCATED ON THE NORTH SIDE OF OLD U.S. HIGHWAY 441, APPROXIMATELY 325 FEET WEST OF THE INTERSECTION WITH DAVID WALKER DRIVE; REZONING THE PROPERTY FROM COUNTY RMRP (MOBILE HOME RENTAL PARK) TO CITY RMF-3 (RESIDENTIAL MULTI-FAMILY); SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 2015-24

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE TAVARES COMPREHENSIVE PLAN FUTURE LAND USE MAP 2020, PROVIDING FOR A CHANGE OF FUTURE LAND USE DESIGNATION ON APRROXIMATELY 6.02 ACRES OF PROPERTY FROM COUNTY URBAN HIGH TO CITY HIGH DENSITY RESIDENTIAL FOR NON-CONTIGUOUS PROPERTY KNOWN AS THREE PALMS MOBILE HOME PARK, GENERALLY LOCATED ON THE NORTH SIDE OF OLD U.S. HIGHWAY 441, APPROXIMATELY 325 FEET WEST OF THE INTERSECTION WITH DAVID WALKER DRIVE; PROVIDING FOR SEVERABILITY AND CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

RESOLUTION 2015 - 15

A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, AMENDING THE 2016 FISCAL YEAR ADOPTED BUDGET FOR THE CITY OF TAVARES, REPRESENTING THE FIRST AMENDMENT TO THE ADOPTED BUDGET, AND PROVIDING FOR A REPEALER, SEVERABILITY AND AN EFFECTIVE DATE.

RESOLUTION 2015-18

A RESOLUTION OF CITY OF TAVARES, FLORIDA, RELATING TO THE STATE REVOLVING FUND LOAN PROGRAM; MAKING FINDINGS; AUTHORIZING THE LOAN APPLICATION; AUTHORIZING THE LOAN AGREEMENT; ESTABLISHING PLEDGED REVENUES; DESIGNATING AUTHORIZED REPRESENTATIVES; PROVIDING ASSURANCES; PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.

RESOLUTION NO. 2015-19

A RESOLUTION TO AUTHORIZE CERTAIN ACTIONS RELATING TO CITY OF TAVARES, FLORIDA FIRST MORTGAGE REVENUE BONDS, SERIES 2011 (OSPREY LODGE AT LAKEVIEW CREST); TO AUTHORIZE AND APPROVE THE EXECUTION AND DELIVERY OF A, FIRST SUPPLEMENTAL TRUST INDENTURE, AND FOR OTHER PURPOSES.

VIII. CONSENT AGENDA

Mayor Wolfe said that an audience member wished to speak on Tab 6. He asked if anyone wished to speak on Tabs 4 and 5.

Tab 4) Use of Forfeiture Funds for Equipment for Protection & Training — **Stoney Lubins**

Tab 5) Approval of Interlocal Agreement with Lake County For Sidewalk Improvements on Dora Avenue — **Chris Thompson**

MOTION

Bob Grenier moved to approve the Consent Agenda – Tab 4 – Use of Forfeiture Funds for Equipment for Protection & Training and Tab 5 – Approval of Interlocal Agreement with Lake County for Sidewalk Improvements on Dora Avenue. The motion was seconded by Lori Pfister. The motion carried unanimously 4-0.

Tab 6) Request to Issue RFP For Capital Project Debt per FY 2016

Mr. Drury requested Ms. Wood, Budget Analyst, to present the summary. Ms. Wood stated this is a request to issue an RFP for short term debt financing to fund the purchase of capital items included in the FY 2016 adopted budget identified in the debt financing. These items include a fire truck, a Battalion Chief Vehicle, City Hall chiller, Caroline Street streetscape, and the City Hall improvements that were approved on December 2, 2015.

Vance Joachim – Tavares

Mr. Joachim stated he was in opposition to the recently approved penny sales tax extension and one of his issues was bond and debt financing. He said although this is a small amount being considered today, and the financing is short term, he was concerned because of the School Board and their experience with debt financing. He said both the County and the School Board have passed a policy saying that every year they will have a public annual meeting to discuss their plans for the next year using the penny tax revenues, and secondly if they are going to consider bonds they will have a public hearing. Mr. Joachim said the agenda summary does not mention fiscal impact.

Mr. Drury said there is no fiscal impact to issue an RFP. When the proposal comes back to the City, the fiscal impact will need to be discussed completely. Mr. Drury noted that during the annual budgeting process, the projects are identified along with their source of funding. What is being done today is implementing a task resulting from the budget that was approved by the Council. He added that he will review the policy issue with the Finance Director.

Mayor Wolfe commented that the City had discussed in public meetings the projects that the City was intending to fund with the penny sales tax before it was approved (i.e. public safety facility, etc.)

MOTION

Kirby Smith moved to ask the Finance Director to consult with the Financial Advisor to develop an RFP, seconded by Bob Grenier. The motion carried unanimously 4-0.

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**

Mayor Wolfe stated that he had had a request from Juan Riviera to speak on this ordinance, but noted that by policy the City does not hold discussions until second reading on ordinances.

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**

Mr. Skutt said this property is located on the north side of Old Highway 441, about 225 feet west of David Walker Drive. The property contains Three Palms Mobile Home Park. The property is within the City's Interlocal Services Boundary Area. It is not contiguous to the City's boundaries and therefore as a condition of annexation the owner must enter into a concurrent Utility agreement to extend infrastructure to the property. The owner is proposing to remove the existing mobile home park and redevelop the site as a senior adult low rise apartment complex. Approximately 150 units are proposed. The owner is concurrently seeking a Comprehensive Map amendment to high density residential.

Mr. Skutt said that Florida State Statutes require that an owner of a mobile home park provide notification of rezoning applications in writing to mobile home owners. Eviction notices must contain specifically worded notification of entitlement to compensation from the Mobile Home Relocation Trust Fund. Local government must take precautionary steps to ensure that adequate mobile home parks or other suitable facilities exist for the relocation of the mobile home owners. Staff believes that these requirements have been adequately fulfilled and a relocation report prepared by the applicant has been provided. The property is about 250 feet from the Shanti Niketan multi family community project. He discussed the surrounding zoning. He said the Planning & Zoning Board recommended approval on November 18th. He said staff has received three letters from the community: one from Rosemary Eastwood, one from Erin Wells, and one from Joann Simmons who object to the relocation options and compensation. Their letters were included in the agenda packet.

Mr. Skutt said staff had requested a legal opinion from the City Attorney as to the city's role and

obligations with regard to compensation in this matter. He read from the letter sent by the City Attorney stating that the City cannot participate in or condition zoning approval on any exchange or relocation negotiations that may be taking place between the owner and the tenants. The City has to make sure that appropriate notification of hearings has been given and that the owner has submitted a study of relocation options. Staff recommends approval.

Attorney Williams confirmed that there is a statute on relocation of mobile homes.

Juan Riviera

Mr. Rivera, 31292 Three Palms Lane, Tavares thanked the Council for the opportunity to speak. He said he was trying to understand F.S. 723.083 on the government's role in helping people to relocate. He said the amount is grossly inadequate. He said he understood the City's position and the land owner's position in terms of revenues. He said many of the people are ill and elderly. He asked that Council take this into consideration in making their decision. He stated that he is a disabled veteran. He said the statement that there is enough resources in the neighboring communities to absorb the people who will be displaced is an incorrect statement. He said the people have been trying to find alternate housing since they received the notification without success.

Rosemary Eastwood

Ms. Eastwood of 31201 Three Palms Lane, said she had handed in a proposal. She said there is no communication between the owner and the residents. She said a letter was sent or handed to them by other people. She said she had provided a proposal. She asked who had seen it and did Mr. Tamburro see it. She said Mr. Tamburro has purchased 30 mobile homes from the Villages and he should swap them out. She said the $1375 comes to them anywhere from four weeks to three months after they have vacated the property. She said her home is in excellent condition. She said there is a small handful of owners in her position and she was speaking for everybody. She said she felt bad that she couldn't read her proposal to put it in the record.

Mayor Wolfe acknowledged that Ms. Eastwood's proposal had been provided to the City Council. Ms. Eastwood said 158 residents will be happy but 28 will be homeless.

Attorney Williams confirmed that the City has Ms. Eastwood's statement and it is part of the record. He said she can add anything she wants to be in the record.

Ted Wicks, the owner's engineer, stated that this is an older park with several aging units and infrastructure. He said senior apartments are not prevalent in the City and they believe it is a housing element that needs to be brought to the City. He said they have followed the provisions of the ISBA and executed a utility agreement. The development will connect to the city utilities upon redevelopment. He said Mr. Tamburro has given proper notice pursuant to statute and is sensitive to the situations. He said they believe there are sufficient opportunities for relocation pursuant to the statute.

Mr. Wicks said Mr. Tamburro did initially issue an eviction notice pursuant to statute, however, he withdrew the notice, gave the residents the notice of the land use hearings and decided to wait to do the other action until the outcome of the hearings.

Councilmember Grenier asked if there were any drawings for what is proposed. Mr. Wicks said the

senior apartments would cover the 55 and older however they are planning to provide an amenity that would allow for food service, recreation, and other activities. He said it is not intended for independent living or any ACLF services. He then showed a slide with a concept plan.

Mayor Wolfe asked how soon the owner would move on the project. Mr. Tamburro said the residents will receive a minimum of six months notice after the notice goes out which should be next week. He said the time line is contingent on the state requirements. He said he had spoken to DMV in Tallahassee and had been assured that there is an exception for homes that are older than 1976 to allow them to be moved within the wind zone with which they are allowed to be placed if there is a change of land use.

Attorney Williams said the statute provides some safeguards that did not used to be there. He said that Council needs to focus on whether this land use is compatible with the Comprehensive Plan.

Mr. Tamburro said he is happy to try to help people and he had requested that the residents call him at any time when he sent out the initial notice. He said he had told them about a park he owns in Summerfield and that they were more than welcome to go there and also there are parks in the area that welcome new homes. He said often park owners will provide incentives to the owners to move in.

MOTION

Kirby Smith moved to approve Ordinance #2015-23, seconded by Bob Grenier. The motion carried unanimously 4-0

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**

Mr. Skutt said this is the accompanying Small Scale Future Land Use Map amendment for the same property. The same staff comments apply and the Planning & Zoning Board voted to recommend approval.

Mayor Wolfe said two residents of the mobile home park had requested to speak on this matter. He asked Mr. Rivera and Ms. Eastwood if they wished to speak again. The residents did not indicate a wish to do so.

Mayor Smith questioned that the designation on the map in the agenda noting it was not correct but in the ordinance it is correct as shown on the South Side of Old 441.

MOTION

Bob Grenier moved to approve Ordinance #2015-24, seconded by Kirby Smith. The motion carried unanimously 4-0.

RESOLUTIONS

Tab 10) Resolution #2015-15 – Rollovers to Fiscal Year 2016 Budget CharLynn Wood

Ms. Wood said there is an error on the third page of the Resolution, Section 1 which states 2054; it should read "2016." She stated that this resolution is an amendment to the 2015-2016 operating budget. The amendment increases the operating budget from $37,006,432 to $38,818,891 in both revenues and expenditures. Appropriation increases represent capital projects and prior year project encumbrance rollovers.

MOTION

Bob Grenier moved to approve Resolution #2015-15, seconded by Kirby Smith. The motion carried unanimously 4-0.

Tab 11) Resolution #2015-18 – State Revolving Fund Application For Lake Frances Improvements for Increased Wastewater Capacity **CharLynn Wood**

Ms. Wood said this is a request for an application for a loan with FDEP in the amount of $20,000 at an estimated interest rate of 1.15%. This will fund the plans for upgrades to the Lake Frances Water and Sewer System as well as upgrades to Lift Station 49 which is on Mt. Homer Road.

Councilmember Smith asked why it was not budgeted. Mr. Hayes said it is a study and it is part of the SRF process. The money has to be borrowed from SRF and not from the city's budget in order to receive the funding.

MOTION

Bob Grenier moved to approve Resolution #2015-18, seconded by Kirby Smith. The motion carried unanimously 4-0.

Tab 12) Resolution #2015-19 - Approval of Supplemental Bond Trust Indenture for early Pay Off Conduit Bond Financing, Osprey Lodge **Bob Tweedie**

Mr. Tweedie said this is a request to execute the First Supplemental Trust Indenture between the City of Tavares and US Bank National amending the first optional redemption date to the Industrial Development Revenue bonds issued by the City in 2011 for the construction of the Osprey Lodge Assisted Living and Memory Care Facility. He discussed the conduit financing process where municipalities and other local government jurisdictions are authorized to issue tax free revenue bonds for construction of economic development projects that are privately owned. The present owners wish to sell to a new ownership group and have to re-finance and retire the debt early which requires approval by the City to the original indenture agreement. The sale is still in process and the owners are hoping to close before the next meeting.

Attorney Williams said this is similar to a re-finance. The issue is that when the bonds were issued some of the bonds had a call period wherein the bond holder was issued bonds at a certain interest and the agreement was to not call in the bonds early for a period of time which is three or four years from now. He said this involves an early payoff and there are provisions in the bond documents on how that is done. He said the City's bond counsel has been reviewing the agreement. The City needs the

consent of the bond holders (which are held by a trustee) that they have met the consent requirement, an indemnity agreement that no one will come to the City because of agreeing to an early pay off of these bonds, and assurance from the new bond holder that it will not affect the original bond issue.

Attorney Williams recommended that if Council wishes to approve this resolution, to make the motion subject to the approval from Mr. Tweedie and himself and the Bond Counsel who will make the final recommendation.

Mr. Drury said the motion would be to approve the resolution subject to satisfying the three conditions that the City Attorney has outlined to the satisfaction of the City Attorney.

MOTION

Kirby Smith moved to approve Resolution #2015-19 with the contingency of the concurrence of the Economic Development Director, Bob Tweedie, and City Attorney Bob Williams, seconded by Lori Pfister. The motion carried unanimously 4-0.

X. GENERAL GOVERNMENT

Councilmember Smith asked if Tabs 13 and 14 could be handled together. Mr. Drury confirmed.

Tab 13) Agreement with Arcadis for 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**

Mr. Hayes said these are two work authorizations for construction administration services and financial administration and compliance for the stormwater project. He said he has negotiated with the consultants to arrive at the proposed scope. The fee for the project is consistent with industry standards for this type of work. The prices are also within the standards allowed by the grants.

Mr. Hayes presented the staff recommendation to approve the Arcadis contract for construction administration in the amount of $409,716 and the Arcadis contract for funding administration and compliance in the amount of $750,000.

MOTION

Kirby Smith moved to approve both contracts in Tabs 13 and 14, seconded by Lori Pfister. The motion carried unanimously 4-0.

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

Mr. Skutt said he had reported previously on the progress of the gateway sign at the east on the hospital property. He said it is scheduled for installation this coming week. Staff has been actively involved in design and permitting of a west feature sign. Originally the plan was to mount a donated seaplane in the FDOT pond near the Chris Daniels Memorial Fountain. Staff obtained estimates for engineering and construction based on FDOT permit conditions. Once permitting conditions were

applied to design standards it was determined that a seaplane feature would be very expensive and visually ineffective. Therefore it is recommended that the existing Tavares gateway sign adjacent to the pond (which has no brand features) be replaced. He discussed the options. Staff recommends an exact replication of the large East Gateway sign being installed on the Florida Hospital property.

Vice Mayor Pfister said she liked Exhibit C and she did not think the signs all had to look the same. Councilmember Grenier said he agreed and would have liked the 1880 established date to be on the sign. He said he did not like the gray as he thought it would need more maintenance. Councilmember Smith said he liked Exhibit B as he keeps the same scheme but is a little different. Councilmember Smith said the monies left in the budget for signage needed to be considered. Councilmember Grenier said he also liked Exhibit B.

Mr. Drury said he was hearing a consensus for Exhibit B in the agenda package. Mr. Drury said the bid and costs will come back to Council and then staff will come back with the amounts that are remaining and seek authorization to move to the next locations with a different looking sign and more options.

MOTION

Lori Pfister moved to choose Exhibit B [Option D on the slide shown], seconded by Kirby Smith. The motion carried unanimously 4-0.

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

Mr. Drury said the Fire and Police Pension Boards have gone out for proposals to hire an administrator. Prior to hiring the administrator, they have asked if the City would like to take that duty on by designating a staff person to handle the responsibility. Mr. Drury said pension law and the management of pensions has changed in the last five years and it has become complicated and has profound effects on those who have retired. He said it is his opinion that the city should not be assigning city staff members to manage pensions and that the Pension Boards need to hire a professional, a bonded and insured and educated manager so that none of the employees ever feel that their pensions are being mismanaged.

Mayor Wolfe concurred. Attorney Williams said it is liability issue as well.

MOTION

Kirby Smith moved to not accept the invitation of having staff manage their pensions, seconded by Bob Grenier. The motion carried unanimously 4-0.

XI. OLD BUSINESS

Caroline Street Landscaping

Vice Mayor Pfister asked for an update on the Caroline Street landscaping.

Mr. Drury said that Council approved the financing of the $450,000 so that will come back to Council for approval on which firm gets to issue the debt. Ms. Pfister asked for the timeline. Mr. Drury estimated 150 days from financing approval, to approval of the bid and mobilization of the

contractor.

Chamber of Commerce

Vice Mayor Pfister said she had previously agreed with holding back the funds from the Chamber. She said they are looking for a director and she thinks they expected the funding. She said she is now not so sure the Chamber needs to be open on the weekends and that in other cities they have a Welcome Center or Visitor's Center. She said she would like to revisit the issue and let them head up a Welcome Center or Visitor Center. She said she wants to have a good relationship with the Chamber and re-consider giving them the funds. She requested to have it back on the agenda along with information on having a Welcome Center.

Mr. Drury summarized the status. As it stands today there is $7500 budgeted earmarked for the Chamber. Council has voted to hold off providing that funding until it receives a plan from the Chamber on how it will do some coverage on the weekend; i.e. run a welcoming center on the weekend. The Chamber has advertised for a new Executive Director. The Chairman of the Chamber Board has communicated that they would like to have their new Executive Director develop a plan to run a welcoming center for Council's consideration with a plan to be open on weekends as requested, so that the $7500 can be released. Discussion followed with the conclusion that it would most likely be March or April before the plan would be provided to Council.

Councilmember Grenier said he agreed with Council as far as scheduling and coming up with a plan but he was against withholding the $7500. He said he had seen two visitor centers in historic train stations while on vacation.

Consensus to put the matter on the next Council agenda.

Wooton Park West End

Councilmember Smith asked the status of this project and requested an update at the next Council meeting on true actual dates: when construction will start, and when the citizens will be able to use the property.

XII. NEW BUSINESS

XIII. AUDIENCE TO BE HEARD

Betty Burleigh, 214 North New Hampshire Avenue

Ms. Burleigh said the Clerk's Building that was just demolished was the original Bank of Tavares. She showed historic photographs from 1960. Ms. Burleigh said in 1913 a branch of the Citizen's Bank of Eustis with a capital of $15,000 was reorganized in 1925 with a capital of $50,000. In 1961 the building next to the Bank of Tavares was torn down for the expansion and they had a drive up window. It then became the Flagship Bank, later First Union Bank and then the County Clerk's Record Center. She said in 2004 Tavares staff member Jamie McFadden requested pictures of H.H. Duncan, St. Clair Abrams and the train station, and the Historical Society provided pictures that were used for the mural on the Rockingham side. She wished everyone a Merry Christmas and Happy New Year.

XIV. REPORTS

Tab 18) City Administrator **John Drury**

Mr. Drury said the Finance Director's father passed away recently and the City's thoughts and prayers are with her. He said Mr. Thompson will be on medical leave and he will standing in as the Acting Public Works Director during Mr. Thompson's absence. He also commended Ms. Wood for stepping in for the Finance Director. He said there is a soccer event at the end of December. He said there will be one meeting in January – the third Wednesday, January 20th.

The department heads wished everyone a Merry Christmas and Happy New Year.

City Attorney

Attorney Williams provided an update on the Three Lakes Project. He said the bonding company is going to do a takeover agreement at their cost to finish the job. They plan to hire Utility Technicians. He said the residents have been very patient but it will take a few more months.

Tab 19) Council Reports **City Councilmembers**

Vice Mayor Pfister – Commented that the Tavares Square demolition project is looking very nice. She said she appreciated the historical pictures brought in by Ms. Burleigh.

Councilmember Grenier- said he had a great time at the Christmas party at the pavilion. Last week he attended the Tavares Theater which had a reception for the playwrights who wrote *Christmas Bells* a current production of the theater. Mr. Drury added that he thought it was also a historic event for the City being the first Tavares theater group and he had provided programs to the Historical Society signed by the authors.

Councilmember Grenier said that on this day December 16, 1944 was the beginning of the Battle of the Bulge in World War II. He said he will be interviewing two WW II veterans tomorrow in Inverness.

Councilmember Smith

Extended condolences to Lori Houghton and get well wishes to Chris Thompson.

Noted today is "National Chocolate Covered Anything Day" and also that on this day in 1773 was the Boston Tea Party that incited the American Revolution.

Mayor Wolfe

Thanked Ms. Rogers and her staff and other departments for doing a great job at the Christmas event. He wished everyone a Merry Christmas and Happy New Year.

ADJOURNMENT

There was no other business and the meeting was adjourned at 6:31 p.m.

Respectfully submitted,

Nancy A. Barnett

Nancy A. Barnett, MMC
City Clerk

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TAVARES

America's Seaplane City™

AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: January 20, 2016

AGENDA TAB NO. 2

SUBJECT TITLE: Commendation for Eagle Scout Candidate Michael Welch

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OBJECTIVE: To recognize the contributions made by Eagle Scout candidate Michael Welch.

SUMMARY:
Local Lake County Eagle Scout candidate, Michael Welch, recently completed a special project at the Tavares Nature Park by installing plant and tree identification markers throughout the site. This community project was his final step in a long process to earn scouting's highest honor, the Eagle Scout merit badge.

The project's initiative enhances the overall appeal of the park, offers families the opportunity to identify and discuss a variety of plant and tree species in this wonderful park and serves to fulfill one of the FCT land grant management plan requirements of improving the educational amenities on park lands.

In recognition of his contribution to the Parks system at the City of Tavares, we would like to present Michael with this Certificate of Commendation.

OPTIONS:
n/a

STAFF RECOMMENDATION:
n/a

FISCAL IMPACT:
n/a

Red Maple Tree
Acer rubrum, is one of the most common and widespread deciduous trees of
eastern North America. The U.S. Forest service recognizes it as the most common
variety of tree in America. The red maple ranges from southeastern Manitoba
around the Lake of the Woods on the border with Ontario and Minnesota, east to
Newfoundland, south to near Miami, Florida, and southwest to east Texas. Many
of its features, especially its leaves, are quite variable in form. At maturity it often
attains a height of around 15 m. It is aptly named as its flowers, petioles, tw
and seeds are all red to varying degrees. Among these features, however, is b
known for its brilliant deep scarlet foliage in autumn.

Laurel Oak
Quercus laurifolia is a medium-sized deciduous or semi-
evergreen oak in the red oak section Quercus sect.
Lobatae. It is native to the southeast of the United States.
from coastal
to central Florida and west to

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TAVARES

America's Seaplane City™

AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: January 20, 2016

AGENDA TAB NO. 3
SUBJECT TITLE: 2016 Recovery Act Edward Byrne Memorial Justice Assistance Grant Program – Purchase of Range-R Wall Radar

OBJECTIVE:

To accept funding from the 2015 Edward Byrne Memorial Justice Assistance Grant (JAG) Program to purchase a Ranger-R® wall radar for the police department.

SUMMARY:

The U.S. Department of Justice will be dispersing 2016 Edward Byrne Memorial Justice Assistance Grant Program funds for FY 2016/2017 through a reimbursable grant. The City of Tavares is currently allotted $2,968.00 to be used for criminal justice purposes. This funding will be used to purchase a "wall" radar to be used by the police department

The RANGE-R® is a highly sensitive handheld radar system designed to detect and measure the distance to moving and near-stationary persons through walls constructed of common building materials. For example, it is sensitive enough to pick up a person's breathing. Designed to increase situation awareness in urban environments, RANGE-R provides it's users with vital intelligence necessary to safely undertake a variety of law enforcement and search and rescue operations.

Typical RANGE-R applications include:

- Police — Determine the presence and location of assailants or hostages inside a building prior to entry (i.e. active shooters)
- Search & Rescue — Locate injured or stranded people inside buildings damaged by natural disasters
- Firefighters — Quickly determine whether people are trapped inside a room or building prior to entry

The manufacturer, L-3 CyTerra, specializes in threat detection for military, humanitarian, and homeland security applications. Detecting concealed threats in a variety of landscapes, the technology provide users with enhanced situational awareness and a greater confidence in a multitude of security scenarios.

This device on GSA pricing is $6,000.00. This grant will pay for $2,968.00, leaving a difference of $3,032. Since the grant is not available until October 1, 2016, staff will include the difference in the normal budgetary process. If the difference is not budgeted in the FY2016-17 budget year, the city is under no obligation to pursue the item.

OPTIONS:

1) To accept the 2016 Recovery Act Edward Byrne Memorial Justice Assistance Grant Program Local funds in the amount of $2,968.00.
2) Do not accept funding from the grant.

STAFF RECOMMENDATION:

Move to accept the 2016 Edward Byrne Memorial Justice Assistance Grant Program Local Solicitation funds for $2,968.00.

FISCAL IMPACT:

100% reimbursable grant with no match requirement for $2,968. The remaining $3,032 will go through the FY 2016-17 budgetary process.

LEGAL SUFFICIENCY:

This has met legal sufficiency.

AGENDA SUMMARY
TAVARES CITY COUNCIL
JANUARY 20, 2016

AGENDA TAB NO. 4 **FIRST READING**

SUBJECT TITLE: **Ordinance 2016-01**
Annexation & Rezoning – School Board Property
Woodlea Road

OBJECTIVE:

To consider the annexation and rezoning from Lake County Agricultural (A) to City of Tavares Public Facilities District (PFD) of approximately 9.97 acres of property located off Woodlea Road.

SUMMARY:

The Lake County School Board desires to purchase an additional 9.97 acres of property that is south and adjacent to 20 acres of land that they presently own off Woodlea Road in the vicinity of the Tavares' Sports Complex. The School Board's long range plan is to construct a new Public School on this property.
The School Board has petitioned the City of Tavares to annex this property and to zone it PFD. The property is vacant and unused. This site is in the vicinity of Tavares' Sports Complex and is also central and accessible to existing and planned residential development. The School Board has concurrently applied for a Special Use Permit that is required for all new school uses under our Land Development Regulations. The Board has also applied for a Small Scale Comprehensive Plan Amendment to Public Facility/Institutional on the Future Land Use Map 2020.

When the School Board is prepared to move forward with the construction of the new school, they will be required to submit to the usual site plan approval process and comply with any applicable regulations in place at that time.

OPTIONS:

No Council action required at First Reading.

PLANNING & ZONING BOARD RECOMMENDATION:

On December 17, the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2016-01.

STAFF RECOMMENDATION:

At Second Reading, staff will recommend that City Council moves to approve Ordinance 2016-01.

FISCAL IMPACT: N/A

LEGAL SUFFICIENCY:

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

ORDINANCE 2016-01

AN ORDINANCE OF THE CITY OF TAVARES AMENDING THE BOUNDARIES OF THE CITY BY ANNEXING APPROXIMATELY 9.97 ACRES LOCATED ON THE SOUTH SIDE OF WOODLEA ROAD AND MORE ACCURATELY DESCRIBIED WITHIN THIS ORDINANCE; REZONING SAID PROPERTY FROM LAKE COUNTY AGRICULTURE DISTRICT (A) TO CITY OF TAVARES PUBLIC FACILITIES DISTRICT (PFD); SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the owner of the property described in **Exhibit "A"** has voluntarily petitioned to annex into the City of Tavares, and

WHEREAS, the property legally defined in **Exhibit "A"** is contiguous with the corporate limits of the City of Tavares and the annexation of said property will not result in the creation of any enclave; and

WHEREAS, the City of Tavares, Florida, is in a position to provide municipal services to the property described herein; and,

WHEREAS, the City Council of the City of Tavares, Florida, deems it in the best interest of the City to accept said petition and to annex said property; and,

WHEREAS, the property is currently zoned Lake County Agriculture District (A) and the applicants have requested that said property be rezoned to a City designation of Public Facilities District (PFD); and,

WHEREAS, the property is contiguous to property owned by the Lake County School Board and is designated to be purchased by the Lake County School Board and included in the future construction of a school facility; and,

WHEREAS, the City is concurrently processing a future land use map amendment to re-designate the property from Lake County Urban Low Density to a City of Tavares Public Facility / Institutional (PUB) designation on the 2020 Future Land Use Map; therefore

BE IT ORDAINED by the City Council of the City of Tavares, Florida, as follows:

Section 1. Annexation

The property legally defined as and depicted in **Exhibit "A"** attached hereto, situated in Lake County, Florida, is hereby incorporated into and made a part of the City

of Tavares, Florida, pursuant to the voluntary annexation provisions of Section 171.044, Florida Statutes.

Section 2. Rezoning

The property described in **Exhibit "A"** shall hereby be rezoned from Lake County Agriculture District (A) to City of Tavares Public Facilities District (PFD) and shall be subject to the provisions contained within the Land Development Regulations for this zoning designation.

Section 3. Severability.

Upon a determination by a court of competent jurisdiction that a portion of this ordinance is void, unconstitutional, or unenforceable, all remaining portions shall remain in full force and effect.

Section 4. Effective Date.

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

PASSED AND ORDAINED this _____ of _____, 2016, by the City Council of the City of Tavares, Florida.

_____
Robert Wolfe, Mayor
Tavares City Council

First Reading: _____

Passed Second Reading: _____

ATTEST:

_____
Nancy Barnett, City Clerk

APPROVED AS TO FORM AND LEGALITY:

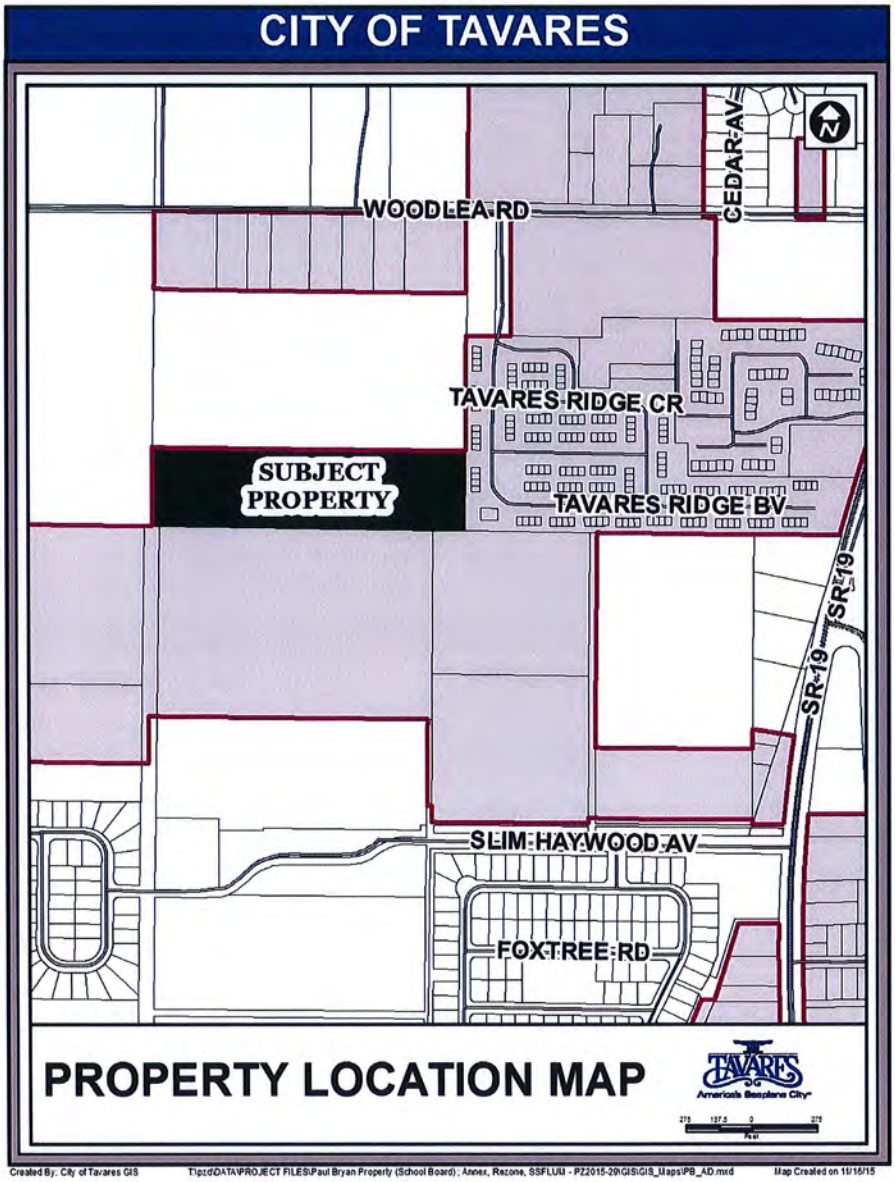
_____
Robert Q. Williams, City Attorney

EXHIBIT A

Lots 5 and 6 in Alfred St. Clair-Abrams Subdivision in Lake County, Florida, according to the plat thereof as recorded in Plat Book 1, Page 19, Public Records of Lake County, Florida.

ALSO:

The South ¼ of the Southwest ¼ of the Southwest ¼ of Section 31, Township 19 South, Range 26 East, in Lake County, Florida.



CITY OF TAVARES
PLANNING AND ZONING BOARD MEETING
TAVARES COUNCIL CHAMBERS
December 17, 2015

BOARD MEMBERS PRESENT

Gary Santoro, Chairman
Richard Root , Vice Chairman
Morris Osborn - Absent
Norb Thomas - Absent
Howard Haynes - Absent
Bill Stomp
Roy Stevenson

LAKE COUNTY SCHOOL BOARD

Kelly Randall, Senior Planner

STAFF MEMBERS PRESENT

Jacques Skutt, Community Development Director
Mike Fitzgerald, Development Coordinator

CALL TO ORDER

Chairman, Gary Santoro, called the meeting to order at 3:00 p.m. and the Pledge of Allegiance was recited.

APPROVAL OF MINUTES OF November 19, 2015

The minutes were approved with minor correction.

SWEARING IN OF THOSE GIVING TESTIMONY

The oath was given to staff and members of the audience that expressed an interest in speaking on agenda items.

CASES HEARD

1) Ordinance 2016-01 – Paul Bryan Property – Annexation, Rezoning

Jacques Skutt, Community Development Director provided the following staff report;

The Lake County School Board desires to purchase an additional 9.97 acres of property that is south and adjacent to 20 acres of land that they presently own off Woodlea Road in the vicinity of the Tavares' Sports Complex. The School Board's long range plan is to construct a new Public School on this property. The School Board has petitioned the City of Tavares to annex this property and to zone it PFD. The property is vacant and unused. This site is in the vicinity of Tavares' Sports Complex and is also central and accessible to existing and planned

residential development. The School Board has concurrently applied for a Special Use Permit that is required for all new school uses under our Land Development Regulations. The Board has also applied for a Small Scale Comprehensive Plan Amendment to Public Facility/Institutional on the Future Land Use Map 2020.

When the School Board is prepared to move forward with the construction of the new school, they will be required to submit to the usual site plan approval process and comply with any applicable regulations in place at that time.

Kelly Randall from the Lake County School Board stated that the School Board is acquiring the property from Paul Bryan with the intention of having the land available as a future school site.

MOTION

Mr. Stevenson made a motion to recommend approval of Ordinance 2016-01. Mr. Stomp seconded the motion. The motion passed 4-0.

2) Ordinance 2016-02 – Paul Bryan Property – SSFLUM

Jacques Skutt, Community Development Director provided the following staff report;

Ordinance 2016-02 proposes a small scale amendment to the Future Land Use Map 2020 of the Comprehensive Plan.

The subject property (Parcel Alternate Key Number 1039053) is 9.97 acres in size, located south of Woodlea Road. An application to annex and rezone this property to a Public Facilities District designation (PFD) is concurrently under consideration. This ordinance would amend the current Future Land Use Designation from Lake County Urban Low Density to City Public Facility/Institutional.

Future Land Use Amendment

The city is required to place a future land use designation on annexed property. The subject property is currently designated Lake County Urban Low. A City Public Facility/Institutional designation to accommodate a new school is compatible with surrounding properties and uses.

Compatibility

Lands adjacent to this property are either residential or public/governmental in nature.

Site Conditions

The subject property is vacant and unused.

Impact on City Services

The City of Tavares has municipal water and sewer services available to this parcel of land.

FINDINGS

This amendment request is considered to be in compliance with the Comprehensive Plan Goals, Objectives and Policies with the following findings:

1. *A Public Facility/Institutional Future Land Use designation would serve as an appropriate land use for the subject property in accordance with Future Land Use Policy 1-1.1.6.*

2. *Impacts of the proposed development on the subject property shall be monitored through the City's Concurrency Management System. (Comp Plan, Chapter 7A)*

MOTION

Mr. Root made a motion to recommend approval of Ordinance 2016-02. Mr. Stomp seconded the motion. The motion passed 4-0.

3) Resolution 2016-01 – Paul Bryan Property – Special Use Permit

Jacques Skutt, Community Development Director provided the following staff report;

The Lake County School Board desires to purchase an additional 9.97 acres of property that is south and adjacent to 20 acres of land that they presently own off Woodlea Road in the vicinity of the Tavares' Sports Complex. The School Board's long range plan is to construct a new Public School on this property.

This property is concurrently the subject of an annexation and rezoning petition. The proposed zoning is Public Facilities District (PFD). In all zonings, a school use requires City Council to also approve a Special Use Permit under the city's Land Development Regulations.

City staff concurs with the School Board that this would be an appropriate site for a new school. This property is central and accessible to existing and planned residential development in the westerly part of the city.

MOTION

Mr. Stomp made a motion to recommend approval of Resolution 2016-01. Mr. Root seconded the motion. The motion passed 4-0.

4) Planning & Zoning Board Vacancy

Jacques Skutt, Community Development Director provided the following staff report;

In reference to the absences of Planning & Zoning Board Member, Mr. Haynes, and per the ordinance on composition of the Planning & Zoning Board, if a member fails to attend two out of three successive meetings the Board "shall declare the member's office vacant."

Mr. Stomp stated that he spoke with Mr. Haynes and that Mr. Haynes intends to submit to the City of Tavares a letter of resignation from the Planning & Zoning Board.

City Attorney Williams stated that the Board had the option of making a motion at the next Planning & Zoning Board meeting to declare Mr. Haynes' Board position vacant if Mr. Haynes did not submit a resignation letter.

Ad Number: 3797831-1
Insertion Number:
Size: 3 x 10.5
Color Type: B&W
Client Name:
Advertiser: City of Tavares
Section/Page/Zone: Lake Zone/E003/LAK
Description: ff/ORD. 2016-01 and Ord 2015-02

Orlando Sentinel
Publication Date: 12/14/2015
This E-Sheet(R) is provided as conclusive evidence that the ad appeared in The Orlando Sentinel on the date and page indicated. You may not create derivative works, or in any way exploit or repurpose any content.

RETIREMENT

Medical care costs can be manageable

By Jane Bennett Clark
Kiplinger's Personal Finance

A few years ago, my mom, who is now 90, asked me for help tracking her health care costs. It was an eye-opener. Mom pays $3,381 a year in premiums for Medicare and supplemental coverage. Co-payments and deductibles add another $1,350 or so a year.

Still, Mom's costs for medical care are manageable on a middle-class income and, surprisingly, they haven't gone up much over the years. That's true for most people, according to a February 2015 report by the Employee Benefit Research Institute.

Recurring costs for doctor visits, dental care and prescription drugs are relatively stable. It's a different story for nonrecurring costs; you're more likely to need hospital, home health and nursing home care as you age, bringing much higher expenses. The beauty of the report, by Sudipto Banerjee, is that it breaks down health care costs into two categories, the predictable and the unpredictable.

Other studies tend to lump all costs together. For example, in an October 2015 report, EBRI estimated that a couple who are each 65 with median drug expenses will likely need $264,000 to meet their health costs.

But even the researchers who crunched those numbers acknowledge that they're more a wake-up call than a precise action plan. Big-picture health care estimates are, as with any prediction, uncertain.

"You don't know what new technology is around the corner, or what medication is going to be available as a generic or over the counter," says Paul Fronstin, one of the authors of the October EBRI report. Global numbers don't factor in your specific circumstances, including your health, life expectancy and even your location.

So how do you predict your own retirement health costs? As you close in on your retirement date, assess what you're spending for recurring expenses, such as visits to the doctor and dentist and prescription drugs.

Calculate premiums and deductibles for Medicare Part B, as well as for supplemental insurance such as Part D for prescription drugs and Medigap to protect against unlimited out-of-pocket expenses. (To compare costs in your area, use the Medicare Plan Finder, at www.medicare.gov/find-a-plan.)

Factor in health care inflation (ask a financial planner for help running the numbers). Then identify how you'll pay for these recurring expenses — say, from Social Security, pensions or an annuity.

Make separate provisions for unpredictable expenses by setting aside savings (ideally in a health savings account), purchasing a long-term-care insurance policy or setting up a home-equity line of credit.

You may never have to tap those resources, but if you do need them, you'll be ready.

THINGS TO DO

Continued from Page E2

386-801-5093.

SOUTH LAKE BASS ANGLERS Fishing Club is seeking new members. Boaters and nonboaters welcome. The club meets once a month and fishes the third Saturday of every month. Details: southlakebassanglers.com or call Al Smith, 352-396-6381.

LAKE COUNTY BASS TRACKERS has its monthly tournament on the second Saturday of each month on the waters of Central Florida. We meet and draw on the first Wednesday of the month at Umatilla City Hall. Boaters and nonboaters are invited to join and fish with us. Dues: $20 a year. Details: Go to bit.ly/RVtmPj or call Marty, 305-301-8734.

TRI-COUNTY FLY FISHERS CLUB meets the third Wednesday of the month in Wildwood Community Center, 6500 County Road 139 (Powell Road), 5:30 to 8 p.m. Fly-tying, fly-casting and rod-building are taught by qualified instructors. Local fishing opportunities are discussed. Saltwater- and freshwater-fishing excursions are planned each month. Details: Tom Green, 321-229-2924, or email capintom@yahoo.com.

PLANTATION MEN'S GOLF ASSOCIATION invites men in the area to join them on Tuesday mornings. Annual dues: $15. Fee: $2 each week for game prizes. One-week trial for $2 green fees only. Once a month social after golf. A GHIN handicap is needed (pro shop can help you establish one). Details: 352-365-0526.

MEN'S SENIOR GOLFERS are invited to play with the Green Valley Country Club's men's association on Wednesday mornings. Fee: $7 plus greens fees each week, entire fee is returned to the winners. Handicaps are helpful or you can establish a handicap if necessary. Details Guy Craig 352-394-1570, or Mike O'Bryan 352-241-4247. The club is on State Road 50 between Clermont and Groveland.

SOUTH LAKE MEN'S GOLF LEAGUE is looking for members who enjoy competitive golf, every Thursday morning at 8:30 at various courses within a 20-mile drive of Clermont. Weekly prizes for skins and net scores. Three rounds establish handicap. Annual dues: $25. One-week trial for green fees only. Details: Steve Maples at semaples@gmail.com or call 407-257-6403.

CLERMONT MEN'S SENIOR GOLF LEAGUE is a great way to meet new friends. Year-round golf in league or open play. Handicaps will be established according to USGA rules. All dues go to prize money at the end of the year. Details: Ken Dudash (352-243-2765) or e-mail amdudash@aol.com

Volleyball

LEESBURG has started an open gym for coed adult volleyball (18-plus) from 7-10 Friday nights at Leesburg Recreation Center gym on Griffin Street. There is no fee, and all skill levels are welcome.

LAKE COUNTY BEACH VOLLEYBALL ASSOCIATION at Al's Landing in Tavares is available for open play, tournament and leagues. Details: Butch Hendrick, 352-267-1670, or Darrin Williams, 407-923-6518.

Walking

MINNEOLA is offering the City Hall Gymnasium for adults and seniors as a place to walk for fitness and exercise. The gym will be open 7:45-9 a.m. Thursdays and Fridays. No registration or fee. Details: 352-394-3598, Ext. 229.

Yoga

EUSTIS COMMUNITY CENTER has yoga classes for all levels of fitness. Monday and Saturday and every other Thursday beginning at 10:30 a.m. There is also a Wednesday class at 4 p.m. and Thursday at 5:30 p.m. All classes are one hour. First class is free. Details: 352-589-7475 or cathybentonyoga@comcast.net.

SCT FITNESS COMPLEX in Sorrento is offering gentle- and intermediate-yoga classes six days a week. Go to sctfitness.com for a class schedule or call 352-409-0806 or 352-383-0714 for more information.

ERROL ESTATE COUNTRY CLUB is offering gentle-yoga classes every Monday from 10-11:15 a.m. upstairs in the country club. Classes are $10. This class includes breathing techniques, postures and meditation to provide a gentle to moderate workout for the entire body. All levels welcome. Details: Colleen Gallman, 352-409-0806, or email jcgallman@mpinet.net. Teacher is a certified yoga instructor.

ADULT YOGA meets six times a week at Golden Triangle YMCA. Class is for adult members. Guests are welcome to try the facility one time. Details: 352-343-1144.

KIDS' YOGA for ages 5 and up meets Mondays, 3:30-4:05 p.m. Class is for members only. Guests are welcome to try the facility one time. Details: 352-343-1144.

MOUNT DORA PARKS AND RECREATION is taking registration for yoga for the mature body. Classes will be Mondays and Wednesdays at 10 a.m. in the Donnelly Park Building (530 N. Donnelly Street). Fee: $80 per month. Details: 352-735-7183 or bit.ly/W8ADrH.

MOUNT DORA PARKS AND RECREATION is taking registration for hatha yoga. Hatha yoga uses postures and stretches in combination with the breath to develop flexibility and relaxation. Classes will be Tuesdays at 6:30 p.m. in the Mount Dora Community Building (520 N. Baker St.). Fee: $30 per month. Details: 352-735-7183 or bit.ly/W8ADrH.

Zumba

EUSTIS RECREATION Zumba fitness classes with instructor Sherri Hodge are Mondays at 8:30 a.m.; Wednesdays at 8:30 a.m. and 7:30 p.m.; and Fridays 8:30 a.m. and 6:30 p.m. at the American Legion building (101 S. Bay St., Eustis). Fee: $5 per class (newcomers are free for first class). Details: Sherri at 352-250-3522 or ZumbaWithSherri@gmail.com.

GOLDEN TRIANGLE YMCA now has Zumba five times a week. Call the YMCA for an appointment to tour and get a free pass to Zumba (first-time guests) at 352-343-1144.

MINNEOLA RECREATION DEPARTMENT is offering a Zumba class for all ages and fitness levels. Two classes are Mondays at 6 and 7:15 p.m., and one is Wednesdays at 7:15 p.m. Fees: Minneola residents $5, nonresidents $6. Details: 352-394-3598, Ext. 227.

ZUMBA GOLD is being offered by Minneola Recreation Department. Zumba Gold for beginners is Monday at 9:30 a.m. Classes at Minneola Recreation Center at 800 N. U.S. Highway 27. Fees: Minneola residents $5, nonresidents $6. Details: 352-394-3598, Ext. 227.

CITY OF EUSTIS Parks & Recreation Department will be offering Aqua Zumba classes at the Eustis Aquatic Center. Classes are instructed by certified Zumba instructor Michelle Deesi. Classes are one hour and begin at 9:30 a.m. Classes are ongoing. Fee: $40 per month, two classes per week, or $20 per month, one class per week. Details: Eustis Aquatic Center at 352-357-3264.

Submit information by fax at 352-742-5938 or by emailing dmanis@tribune.com

THE CITY OF TAVARES
NOTICE OF PUBLIC HEARING

Notice is hereby given that the City of Tavares will consider at the public hearings set forth below enactment of proposed Ordinance 2016-01 and Ordinance 2016-02 titled as follows:

ORDINANCE 2016-01

AN ORDINANCE OF THE CITY OF TAVARES AMENDING THE BOUNDARIES OF THE CITY BY ANNEXING APPROXIMATELY 9.97 ACRES LOCATED ON THE SOUTH SIDE OF WOODLEA ROAD AND MORE ACCURATELY DESCRIBED WITHIN THIS ORDINANCE; REZONING SAID PROPERTY FROM LAKE COUNTY AGRICULTURE DISTRICT (A) TO CITY OF TAVARES PUBLIC FACILITIES DISTRICT (PFD); SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 2016-02

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE TAVARES COMPREHENSIVE PLAN FUTURE LAND USE MAP 2020, PROVIDING FOR A CHANGE OF FUTURE LAND USE DESIGNATION ON APPROXIMATELY 9.97 ACRES OF PROPERTY GENERALLY LOCATED SOUTH OF WOODLEA ROAD AND MORE ACCURATELY DESCRIBED IN THIS ORDINANCE; FROM LAKE COUNTY URBAN LOW TO CITY OF TAVARES PUBLIC FACILITY / INSTITUTIONAL (PUB); PROVIDING FOR SEVERABILITY AND CONFLICTS; PROVIDING FOR TRANSMITTAL; AND PROVIDING FOR AN EFFECTIVE DATE.

Proposed Ordinance 2016-01 and Ordinance 2016-02 will be considered at the following public meetings:

1. Tavares Planning & Zoning Board meeting on December 17, 2015, at 3 p.m.; and
2. Tavares City Council meeting on January 20, 2016, at 4 p.m. (Introduction and First Reading by Title Only); and
3. Tavares City Council meeting on February 3, 2016, at 4 p.m. (Second Reading)

All meetings will be conducted in the Tavares City Council Chambers in City Hall at 201 East Main St., Tavares, Florida.

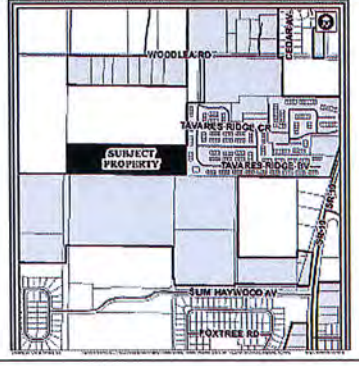
Proposed Ordinance 2016-01 and Ordinance 2016-02 may be inspected by the public between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday of each week at City Hall.

Interested parties may appear at the meetings and, at the Planning & Zoning Board meeting and City Council Second Reading, be heard with respect to the proposed ordinances. It is City Council policy to limit public discussion of proposed ordinances to the Planning & Zoning Board meeting and City Council Second Reading. Any persons wishing to appeal a decision of the public body should ensure himself a verbatim record of the proceedings is made.

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the City Planning Department: City of Tavares, 201 East Main Street, Tavares, Florida 32778, Telephone: (352) 742-6408, at least 2 (two) working days prior to the date of the Public Hearing; if you are hearing or voice impaired, call (352) 742-6433.

Please direct any questions on this proposed ordinance to Jacques Skutt, Community Development Director, at 742-6404.

CITY OF TAVARES



AGENDA SUMMARY
TAVARES CITY COUNCIL
JANUARY 20, 2016

AGENDA TAB NO. 5 **FIRST READING**

SUBJECT TITLE: **Ordinance 2016-02**
Small Scale Future Land Use Amendment - School Board Property
Woodlea Road

OBJECTIVE:

To consider an amendment to the Future Land Use Map 2020 for approximately 9.97 acres of property located off Woodlea Road.

SUMMARY:

Ordinance 2016-02 proposes a small scale amendment to the Future Land Use Map 2020 of the Comprehensive Plan.

The subject property (Parcel Alternate Key Number 1039053) is 9.97 acres in size, located south of Woodlea Road. An application to annex and rezone this property to a Public Facilities District designation (PFD) is concurrently under consideration. This ordinance would amend the current Future Land Use Designation from Lake County Urban Low Density to City Public Facility/Institutional.

Future Land Use Amendment
The city is required to place a future land use designation on annexed property. The subject property is currently designated Lake County Urban Low. A City Public Facility/Institutional designation to accommodate a new school is compatible with surrounding properties and uses.

Compatibility
Lands adjacent to this property are either residential or public/governmental in nature.

Site Conditions
The subject property is vacant and unused.

Impact on City Services
The City of Tavares has municipal water and sewer services available to this parcel of land.

FINDINGS
This amendment request is considered to be in compliance with the Comprehensive Plan Goals, Objectives and Policies with the following findings:

1. A Public Facility/Institutional Future Land Use designation would serve as an appropriate land use for the subject property in accordance with Future Land Use Policy 1-1.1.6.

2. Impacts of the proposed development on the subject property shall be monitored through the City's Concurrency Management System. (Comp Plan, Chapter 7A)

OPTIONS:

No Council action required at First Reading.

PLANNING & ZONING BOARD RECOMMENDATION:

On December 17, the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2016-02.

STAFF RECOMMENDATION:

At Second Reading, staff will recommend that City Council moves to approve Ordinance 2016-02.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

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

ORDINANCE 2016-02

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE TAVARES COMPREHENSIVE PLAN FUTURE LAND USE MAP 2020, PROVIDING FOR A CHANGE OF FUTURE LAND USE DESIGNATION ON APPROXIMATELY 9.97 ACRES OF PROPERTY GENERALLY LOCATED SOUTH OF WOODLEA ROAD AND MORE ACCURATELY DESCRIBED IN THIS ORDINANCE; FROM LAKE COUNTY URBAN LOW TO CITY OF TAVARES PUBLIC FACILITY / INSTITUTIONAL (PUB); PROVIDING FOR SEVERABILITY AND CONFLICTS; PROVIDING FOR TRANSMITTAL; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the owner of property described in Exhibit "A" attached hereto, is requesting an amendment to the Tavares Comprehensive Plan Future Land Use Map 2020 to change the designation of said property from Lake County Urban Low to City of Tavares Public Facility / Institutional (PUB); and

WHEREAS, the owner of this property desires to sell the property to the Lake County School Board for inclusion in the future construction of a school facility; and

WHEREAS, the City acknowledges the Lake County School Board's growth plan in this particular area of the City; and

WHEREAS, the property consists of less than ten acres; and

WHEREAS, the City of Tavares has advertised as required by law for two public hearings prior to adoption of this ordinance; and

WHEREAS, the City provided that the owners of the land affected have been notified as required by law; and

WHEREAS, a Public Facility / Institutional (PUB) Future Land Use designation is compatible with surrounding future land use designations; and

WHEREAS, the City Council finds this amendment in compliance with Chapter 163, Florida Statutes, and the City of Tavares Comprehensive Plan; and

WHEREAS, adoption of this amendment is in the best interest of the health, safety, and general welfare of the citizens of Tavares;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Tavares, Florida as follows:

Section 1. Future Land Use Amendment

The Comprehensive Plan and Future Land Use Map 2020 of the City of Tavares, Florida, is hereby amended to reflect a re-designation from Lake County Urban Low to City Public Facility / Institutional (PUB) on certain real property as legally described in Exhibit "A". All provisions of the Comprehensive Plan shall hereby apply to said property.

Section 2. Severability and Conflicts

The provisions of this ordinance are severable and it is the intention of the City Council of Tavares, Florida, to confer the whole or any part of the powers herein provided. If any court of competent jurisdiction shall hold any of the provisions of this ordinance unconstitutional, the decision of such court shall not impair any remaining provisions of this ordinance.

Section 3. Transmittal

The City Administrator is hereby authorized and directed to transmit the adopted Comprehensive Plan amendments to the Florida Department of Economic Opportunity, the East Central Florida Regional Planning Council, the St. Johns River Water Management District, the Department of Environmental Protection, the Florida Department of Transportation, and any other governmental agency in the state of Florida that has filed a written request with the City Council for a copy of the Comprehensive Plan within 10 working days of the adoption of this Ordinance as specified in the State Land Planning Agency's procedural rules.

Section 4. Effective Date

The effective date of this plan amendment, if the amendment is not timely challenged, shall be 31 days after the state land planning agency notifies the local government that the plan amendment package is complete. If timely challenged, this amendment shall become effective on the date the state land planning agency or the Administration Commission enters a final order determining this adopted amendment to be in compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before it has become effective. If a final order of noncompliance is issued by the Administration Commission,

this amendment may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the state land planning agency.

PASSED AND ADOPTED this _____day of _____, 2016 by the City Council of the City of Tavares, Florida.

_____
Robert Wolfe, Mayor
Tavares City Council

First Reading: _____

Second Reading & Final Adoption: _____

ATTEST:

_____
Nancy A. Barnett, City Clerk

Approved as to form:

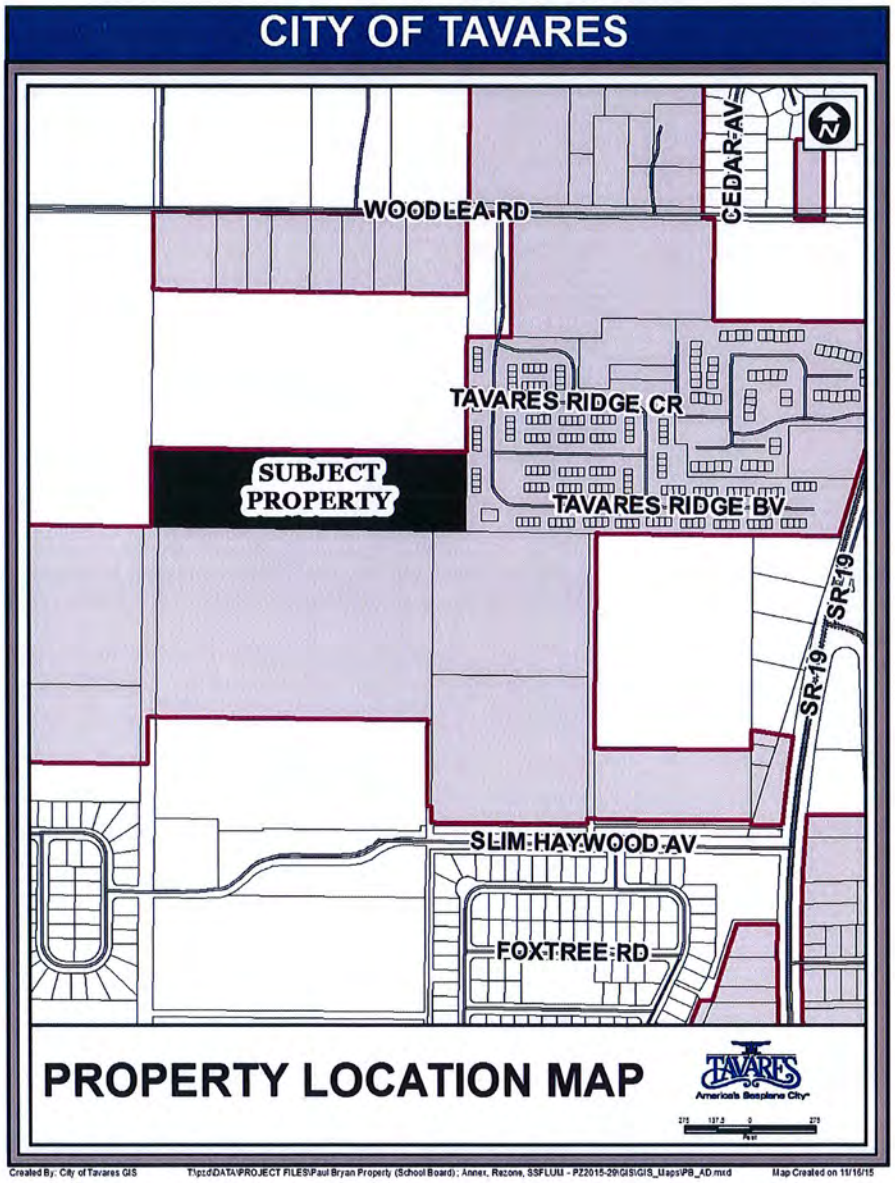
_____
Robert Q. Williams, City Attorney

EXHIBIT "A"

Lots 5 and 6 in Alfred St. Clair-Abrams Subdivision in Lake County, Florida, according to the plat thereof as recorded in Plat Book 1, Page 19, Public Records of Lake County, Florida.

ALSO:

The South ¼ of the Southwest ¼ of the Southwest ¼ of Section 31, Township 19 South, Range 26 East, in Lake County, Florida.



AGENDA SUMMARY
TAVARES CITY COUNCIL
JANUARY 20, 2016

AGENDA TAB NO. 6 **SECOND READING**
SUBJECT TITLE: Ordinance 2015-25
Amendment to Economic Incentives in LDRs
Deferral of Impact Fees for Large Multi-Family Rental Developments

OBJECTIVE:

To amend the City's Land Development Regulations, Chapter 23, Economic Incentives, by adding an impact fee deferral program for large, multi-family rental developments.

SUMMARY:

On November 18, 2015, City Council directed staff to prepare a proposed draft ordinance that would create an impact fee deferral program for large, multi-family rental developments.

This proposed amending ordinance creates a deferral program with the following terms and conditions:

1. The deferral would only be available to large attached multi-family projects consisting of over 100 rental dwelling units.
2. Building Permits for the project must be issued simultaneous to qualify. (For tracking and addressing reasons, the city issues individual permits for each building. If a project consists of several buildings, building permits must be issued simultaneously to insure that the project is completed and that the 100 dwelling unit minimum is met.)
3. Accessory or subordinate commercial or office uses that may be part of the project do not qualify for the deferral. These are always permitted separately.
4. Upfront payment of 50% of all applicable city impact fees for projects seeking deferral must be paid at the time of issuance of the building permit.
5. The balance of impact fees owing must be paid in full with 24 months of permit issuance.
6. The current Federal Interest Rate applicable at the time of permit issuance will be applied to the remaining balance of impact fee owing for the 24 month deferral period or until the remaining impact fees are paid.
7. The Developer will be required to post an irrevocable letter of credit in a form approved by the City's Finance Director for an amount equal to the deferred impact fee balance valid until paid in full.

OPTIONS:

1. That City Council moves to approve Ordinance 2015-25.
2. That City Council moves to deny Ordinance 2015-25.

STAFF RECOMMENDATION:

Staff recommends that City Council moves to approve Ordinance 2015-25.

FISCAL IMPACT: N/A

LEGAL SUFFICIENCY:

This ordinance has been approved for legal sufficiency.

ORDINANCE 2015-25

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE CITY'S LAND DEVELOPMENT REGULATIONS BY AMENDING CHAPTER 23, DIVISION 3, SECTION 23-14, IMPACT FEE WAIVERS BY RETITLING THE SECTION AS "IMPACT FEE WAIVERS AND DEFERRALS", BY DEFINING A "LARGE MULTI-FAMILY DEVELOPMENT", BY PROVIDING FOR A PARTIAL DEFERRAL OF PAYMENT OF IMPACT FEES FOR LARGE MULTI-FAMILY DEVELOPMENTS AS AN ECONOMIC INCENTIVE, BY PROVIDING FOR TERMS AND CONDITIONS FOR THIS DEFERRAL, BY PROVIDING APPROPRIATE SECTION RENUMBERING AND CODIFICATION; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Tavares' Land Development Regulations, Chapter 23, Division 3, Section 23-14 presently allows City Council to waive or defer city impact fees from time to time as an economic development incentive; and

WHEREAS, the City of Tavares has identified a need for additional work-force, rental dwellings within the city; and

WHEREAS, the City of Tavares desires to provide an impact fee deferral program as an economic incentive for the development of large multi-family projects; and

WHEREAS, the City of Tavares has determined these changes are appropriate and in the best interest of the community; therefore;

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

Section 1. Text Amendment to the Land Development Regulations

That the City of Tavares Land Development Regulations be hereby amended as follows:

DIVISION 3
IMPACT FEE WAIVERS <u>AND DEFERRALS</u>

City Council, as an economic development incentive, may from time to time authorize the waiver, deferral or reduction of city impact fees due under the terms of Chapter 6 of the City of

Tavares Code of Ordinances and under the terms of Section 17.39 of the City's Land Development Regulations.

Sec. 23-14 (a). Impact Fee Waivers.

City Council may waive City Impact Fees for the development of a large seaplane commercial enterprise. For purposes of this Ordinance, a "large seaplane commercial enterprise" shall mean:

(a) a commercial or industrial enterprise engaged in the sale, manufacture, production, assembly, marketing or passenger service of or for seaplanes, or their components, which either:

(i) is subject to Capital Charges (Impact Fees) in excess of 25 ERUs as defined under Section 17-36 of the Land Development Regulations, or which

(ii) employs twenty-five (25) or more full time employees at its Tavares location as part of its commercial enterprise.

Sec. 23-14 (b). Impact Fee Deferrals.

An impact fee deferral program is authorized by City Council to provide an economic incentive for the development of large multi-family projects.

For the purposes of this Ordinance, a "large multi-family dwelling development" shall mean:

(a) A Development consisting of over 100 rental attached dwelling units that are permitted simultaneously and constructed in one phase.
(b) Accessory or subordinate commercial uses attached to the Development shall not be eligible for this deferral.

Terms and Conditions for the Deferral Program:

(a) Payment of 50% of all currently applicable city impact fees for the entire proposed development project at time of issuance of the building permit.
(b) Balance of impact fees to be paid in full within 24 months of permit issuance.
(c) Current Federal interest rate will be applied to the remaining balance of impact fees for the 24 month deferral period or until the remaining impact fees are paid.
(d) Developer is required to post an irrevocable letter of credit in a form approved by the City's Finance Director for an amount equal to the deferred impact fee balance valid until paid in full.

Section 2. Severability and Conflicts

The provisions of this ordinance are severable and it is the intention of the City Council of Tavares, Florida, to confer the whole or any part of the powers herein provided. If any court of

competent jurisdiction shall hold any of the provisions of this ordinance unconstitutional, the decision of such court shall not impair any remaining provisions of this ordinance.

Section 3. Effective Date

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

PASSED AND ADOPTED this day of January, 2016 by the City Council of the City of Tavares, Florida.

_____
Robert Wolfe, Mayor
Tavares City Council

First Reading: _____

Second Reading: _____

ATTEST:

_____
Nancy A. Barnett, City Clerk

Approved as to form:

_____
Robert Q. Williams, City Attorney

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.

Orlando Sentinel/Lake Sentinel
Sunday, January 11, 2016 Edition
Ordinance 2015-25

Miscellaneous Legals

CITY OF TAVARES

NOTICE IS HEREBY GIVEN that the Tavares City Council will consider Ordinance 2015-25, Second Reading, on January 20, 2016 at 4:00 p.m. Tavares City Hall, 201 E. Main Street, Tavares, FL 32778.

ORDINANCE 2015-25

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE CITY'S LAND DEVELOPMENT REGULATIONS BY AMENDING CHAPTER 23, DIVISION 3, SECTION 23-14, IMPACT FEE WAIVERS BY RETITLING THE SECTION AS "IMPACT FEE WAIVERS AND DEFERRALS", BY DEFINING A "LARGE MULTI-FAMILY DEVELOPMENT", BY PROVIDING FOR A PARTIAL DEFERRAL OF PAYMENT OF IMPACT FEES FOR LARGE MULTI-FAMILY DEVELOPMENTS AS AN ECONOMIC INCENTIVE, BY PROVIDING FOR TERMS AND CONDITIONS FOR THIS DEFERRAL, BY PROVIDING APPROPRIATE SECTION RENUMBERING AND CODIFICATION; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

The Ordinance may be inspected by the public at the Office of the City Clerk, at the Tavares City Hall, 201 E. Main Street, Tavares, Florida, between the hours of 8 a.m. and 5 p.m. on business days. All interested parties may appear at the meeting and be heard or submit their comments prior to the meeting.

LAK3878351 1/10/2016

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TAVARES

America's Seaplane City™

AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: January 19, 2016

AGENDA TAB NO. 7
SUBJECT TITLE: Resolution #2016-02 State Revolving Fund Loan for funding the Downtown Stormwater Project Phase I

OBJECTIVE:
To consider the approval of Resolution No. 2016-02 for application to the Florida Department of Environmental Protection (FDEP Point Source Water Pollution Control) for State Revolving Loan Funds in the amount of $4,831,487 (including capitalized interest and loan service fees) at an estimated interest rate of 1.15% to fund the Downtown Stormwater Project, Phase 1 which includes a Stormwater Pond, Main Street and Ruby Street Improvements (SW350940).

SUMMARY:
This Resolution serves to provide application to FDEP for SRF funding for Downtown Stormwater Project, Phase 1 which includes a Stormwater Pond, Main Street and Ruby Street Improvements (SW350940). The total project is estimated at $4,831,487 including loan service fees and capitalized interest. Although this application is for the full amount of the project, three Stormwater Grants totaling $2,603,000 have been secured which will offset the cost of this project (shown below).

- DEP Agreement No. S0568 - $1,500,000
- DEP Agreement No. G0401 - $ 750,000
- LCWA Agreement with Amendment - $353,000

This application has been reviewed with the City's Rate Consultant.

OPTIONS:

1. **Move to Approve** Resolution No. 2016-02 authorizing the application and execution of a loan in the amount of $4,831,487 from the State of Florida Department of Environmental Protection (FDEP) Revolving Loan Program.

2. **Do Not Approve** Resolution No. 2016-02 authorizing the application and execution of a loan in the amount of $4,831,487 from the State of Florida Department of Environmental Protection (FDEP) Revolving Loan Program.

STAFF RECOMMENDATION:

1. **Move to Approve** Resolution No. 2016-02 authorizing the application and execution of a loan in the amount of $4,831,487 from the State of Florida Department of Environmental Protection (FDEP) Revolving Loan Program.

FISCAL IMPACT:
Debt service requirements for this project were included in the 2014 Utility Study (approved by the City Council on November 19, 2014 provided by the City's rate consultant, Mike Rocca, of Raftelis & Assoc. Annual Debt Service obligations (**annual** debt service) is ***estimated*** at $237,027 (excluding service fees and capitalized interest); debt service obligations are not expected to occur in the current fiscal year.

LEGAL SUFFICIENCY: The City Attorney has reviewed the resolution for legal sufficiency.

RESOLUTION 2016-02

A RESOLUTION OF CITY OF TAVARES, FLORIDA, RELATING TO THE STATE REVOLVING FUND LOAN PROGRAM; MAKING FINDINGS; AUTHORIZING THE LOAN APPLICATION FOR CONSTRUCTION RELATED ACTIVITIES FOR THE STORMWATER IMPROVEMENTS IN THE DOWNTOWN COMMUNITY REDEVELOPMENT AREA (CRA); AUTHORIZING THE LOAN AGREEMENT; ESTABLISHING PLEDGED REVENUES; DESIGNATING AUTHORIZED REPRESENTATIVES; PROVIDING ASSURANCES; PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.

WHEREAS, Florida Statutes provide for loans to local government agencies to finance the construction of wastewater treatment facilities; and

WHEREAS, Florida Administrative Code rules require authorization to apply for loans, to establish pledged revenues, to designate an authorized representative; to provide assurances of compliance with loan program requirements; and to enter into a loan agreement; and

WHEREAS, the State Revolving Fund loan priority list designates Project No. SW350940 for the Downtown CRA Stormwater Improvements project construction related activities as eligible for available funding; and

WHEREAS; the City of Tavares, Florida, intends to enter into a loan agreement with the Department of Environmental Protection under the State Revolving Fund for project financing with an estimated loan amount with capitalized interest and loan fees of $4,831,487. (This amount represents the total project cost.)

WHEREAS; the City of Tavares has secured grants for the Downtown CRA Stormwater Project to offset the total project cost: 1.) LWCA - $353,000, 2.) FDEP-Agrmt S0568 - $750,000, 3.) FDEP-Agrmt #G0401 - $1,500,000.

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

SECTION I. The foregoing findings are incorporated herein by reference and made a part hereof.

SECTION II. The City of Tavares, Florida, is authorized to apply for a loan to finance the Downtown CRA Stormwater Improvement project construction related activities.

SECTION III. The revenues pledged for the repayment of the loan are net water, sewer and stormwater utility system revenues after payment of debt service on the City's

Series 2012A Water and Sewer Revenue and Refunding Bonds and the Series 2012B Water and Sewer Revenue and Refunding Bonds.

SECTION IV. The Mayor is hereby designated as the authorized representative to provide the assurances and commitments required by the loan application.

SECTION V. The Mayor is hereby designated as the authorized representative to execute the loan agreement which will become a binding obligation in accordance with its terms when signed by both parties. The Mayor is authorized to represent the City in carrying out the City's responsibilities under the loan agreement. The Mayor is authorized to delegate responsibility to appropriate City staff to carry out technical, financial, and administrative activities associated with the loan agreement.

SECTION VI. The legal authority for borrowing moneys to construct this Project is by Florida Statutes.

SECTION VII. All resolutions or part of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION VIII. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION IX. This Resolution shall become effective immediately upon its passage and adoption.

PASSED and ADOPTED this 20th Day of January, 2016.

_____

Robert Wolfe, Mayor

ATTEST

_____

Nancy A. Barnett, City Clerk

APPROVED AS TO FORM AND LEGALITY

_____

Robert Q. Williams, City Attorney

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TAVARES

America's Seaplane City™

AGENDA SUMMARY
TAVARES CITY COUNCIL
January 20, 2016

AGENDA TAB NO. 8
SUBJECT TITLE: Chamber Of Commerce Follow-Up discussion and information

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OBJECTIVE:

To provide Council an opportunity to discuss the status of the Tavares Chamber funding and the missions associated with Chambers, Welcoming Centers and Visitor Centers.

SUMMARY: Previously at the December 2015 Council meeting Vice Mayor Lori Pfister requested that a discussion of withholding the annual appropriations of $7,500 budgeted for the Chamber be revisited by Council at the January meeting which Council agreed with. In addition, it was requested that additional information be provided on the function and mission of a Chamber, Visitors Center and Welcoming Center.

By way of background, the City has built a partnership with the Chamber of Commerce including 1) the Chambers relocation to the down town train station from its previous location off US 441 and Sinclair, 2) The Chamber's contribution of $150,000 towards the construction of the train station in exchange for rental credits towards its lease, 3) partnerships in Community Special Events and 4) the City's annual contribution of $7,500 towards the Chamber.

Recently, the city voted to withhold the annual payment of $7,500 to the Chamber until the Chamber presented a plan to open up on weekends. The Chamber's Executive Director recently resigned and the Chamber is in the process of recruiting for a new Executive Director. The Chamber has advised the City that they would like to have their new Executive Director on board before they develop a plan to be open on weekends.

Below is "high Level" distinctions between the missions of Chambers, Welcoming Centers and Visitor Centers.

The Tavares Chamber Mission: "***To enhance and develop a strong bond among business, government, education, and community with positive programs and events to foster business growth and lifetime residency***"

Welcoming Center Missions: (vary from city to city) "***Connects newly arrived individuals from around the state and Country to all that the community has to offer including, parks, recreation, libraries, real estate, housing***

economic opportunities, retail, hospitality, restaurants, special events and educational facilities."

Visitor Center Mission: (Orlando's) "**To brand, market and sell the area globally as a premier leisure, convention and business destination to generate positive economic impact".**

An opportunity is provided to discuss the funding of the Chamber and the different missions associated with Chambers, Welcoming Centers and Visitor Centers

OPTIONS

To discuss the funding and three missions or not to.

STAFF RECOMMENDATION

That Council discusses the Chamber funding and their missions.

FISCAL IMPACT: $7,500 remains budgeted in the FY 2016 budget for the Chamber.

LEGAL SUFFICIENCY:

This has met legal sufficiency.

AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: January 20, 2016

AGENDA TAB NO. 9

SUBJECT TITLE: Board Appointments

OBJECTIVE:

The Mayor will recommend appointments to the Library Board and to the MPO Citizens Advisory Committee.

SUMMARY:

Library Board

There is a mid-term vacancy available on the Library Board. Attached is an application from June Sheppard. If Ms. Sheppard is appointed, this will be to fill the midterm vacancy until June 2016.

In addition the reappointment of Linda Clutts is past due. Ms. Clutts is interested in being reappointed for the term of June 2015-2017.

MPO Citizens Advisory Committee

David Clutts is the current representative and is willing to be reappointed for another three year term.

OPTIONS:

1. Approve the Mayor's recommendation
2. Do not approve.

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY: Legally sufficient

economic opportunities, retail, hospitality, restaurants, special events and educational facilities."

Visitor Center Mission: (Orlando's) "**To brand, market and sell the area globally as a premier leisure, convention and business destination to generate positive economic impact".**

An opportunity is provided to discuss the funding of the Chamber and the different missions associated with Chambers, Welcoming Centers and Visitor Centers

OPTIONS

To discuss the funding and three missions or not to.

STAFF RECOMMENDATION

That Council discusses the Chamber funding and three missions.

FISCAL IMPACT: $7,500 remains budgeted in the FY 2016 budget for the Chamber.

LEGAL SUFFICIENCY:

This has met legal sufficiency.

America's Seaplane City™

Application for a Board/Committee Appointment
City of Tavares

Please Print: Sheppard (Last Name) June (First) N. (Middle Initial)

Telephone: (352) 343-1218 Email: holycow32778@gmail.com

Cell Phone: ( ) — Fax: —

Present Address 1980 Golden Palm Circle - TAVARES, FL 32778

Which Board/Committee Appointment are you seeking; (Please mark with a check.)

_____ Bicycle Pedestrian Committee of the Metropolitan Planning Organization

_____ Citizens Advisory Committee of the Metropolitan Planning Organization

_____ Community Redevelopment Area Advisory Committee

_____ Fire Pension Board

_____ Lake County Cultural Affairs Council – Tavares Representative

__✓__ Library Advisory Board

_____ Planning and Zoning Board*

_____ Police Pension Board

***Planning and Zoning Board Applicants Only - please also complete the Planning & Zoning Board Applicant Questionnaire Attachment and attach to the application.**

Name(s) and Relationship of Relatives Working for the City:_____

_____

Have You Ever Been Convicted of or Pled Guilty or No Contest to any Felony Offense? Yes __ No ✓

Education and Training: (Circle Last Level of Education Completed)

Elementary & High School	College or University	Graduate School
1 2 3 4 5 6 7 8 9 10 11 12	3 year Diploma School for Nursing 1 2 3 4	1 2 3 4

Are You Employed at Present? (Please Circle) YES (NO)

Name of Last or Present Employer: Part time - H+R Block

Address: Burleigh Blvd. - Alfred St. Tavares, FL. 32778
Number and Address City State Zip

Date Hired: ? 1990 Position: Tax Preparer

Brief Description of Responsibilities: Accurately preparing tax returns, scheduling other preparers + receptionist in office - 1 yr; Attending meetings + classes for continuing education

Have You Served on a City of Tavares Board or Committee? No

If You Answered Yes: When? _____ Where? _____

Professional or Civic Memberships:

1) _____ 2) _____

3) _____ 4) _____

Please Answer the Following (Use Back of Page if Additional Space is Needed)

1) Why would you be a good candidate for this appointment? What experience, knowledge, or special skills do you have that would be helpful to this board? I have been a member of the Tavares Library since its inception. Always an avid reader, as a teen, when there was no public library and the school library was closed in the summer, I used my baby-sitting earnings (25¢/hr!) to rent books from Boulware's Drug Store. I have for many years been a volunteer for both adult and children's programs, have been a literacy tutor and participated in educational programs. Life-time resident of Tavares.

2) What do you think should be the purpose of this board?
support programs, goals + objectives of the library.

References: Give Below, the Names of Three Persons Not Related to You, Whom You Have Known at Least One Year.

1) Doris Ragan - Tavares 10
Name Address Business Years Known

2) Emogene Stegall - Tavares 20 + ?
Name Address Business Years Known

3) Shirley Cullen - Eustis 5
Name Address Business Years Known

Next of Kin: Robert Sheppard - Woodward Ave - Eustis - Husband
Name Address Relationship

In Case of Emergency, Please Notify:

Roberta Rose Grand Island, FL (352) 321-9479 (Cell)
Name Address Telephone No.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR VOIDING THIS APPLICATION.

Applicants Signature June Sheppard Date 10-01-2015

This form is for completion by applicants, and is used to collect information for reporting purposes only.

In keeping with Florida Statutes Chapter 760.80(4) and to help us comply with reporting and legal requirements regarding minority representation on boards, commissions, councils and committees, please answer the questions below.

June Sheppard — 10-01-2015

Name — Date of Application

Please select one of the following:

_____ An African American; that is a person having origins in any of the racial groups of the African Diaspora.

_____ A Hispanic American; that is, a person of Spanish or Portuguese culture with origins in Spain, Portugal, Mexico, South America, Central America, or the Caribbean, regardless of race.

_____ An Asian American; that is, a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, including the Hawaiian Islands prior to 1778.

_____ A Native American, that is, a person who has origins in any of the Indian Tribes of North America prior to 1835.

__✓__ An American woman.

_____ An American man.

_____ None of the above.

Do you qualify as physically disabled? Yes: _____ No: _____

Nancy Barnett

From: David Clutts <dclutts@civilengsolutions.com>
Sent: Wednesday, January 13, 2016 9:21 AM
To: Nancy Barnett
Subject: MPO CAC Reappointment

Nancy,

I am writing to affirm to the Council and Mayor that I am willing to serve/be reappointed for another term as their representative on the MPO CAC committee.

-David

David Clutts, P.E., Owner/President
Civil Engineering Solutions, Inc.
322 North Rockingham Ave.
Tavares, Florida 32778
Land (352) 742-5011
Cell (352) 552-4670
Fax (352) 742-5044

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TAVARES

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AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: January 20, 2016

AGENDA TAB NO. 10

SUBJECT TITLE: Library Youth Services Aide Position

OBJECTIVE: To consider a plan that will improve the level of service in the Youth Department at the library by upgrading the part-time Youth Services Aide position to full-time while remaining budget neutral.

SUMMARY: The Youth Services Department in any library is one of the main factors in determining a library's level of success. The 18 and under age group is a significant contributor of use, and by providing meaningful and consistent programming to this age group, one can instill early on, a passion for knowledge and life-long learning.

Previously, the Library's Youth Services Department was staffed by one full-time position and one part-time position. Over time, through attrition, this department has operated with one, 25-hour-per-week library aide with periodic assistance from volunteers. It should be noted that with the current staffing levels, programming for the teen patrons has been minimal.

The staff member serving in this position has recently resigned and will soon be moving to Japan. Additionally, the Library Catalog Technician, a 21-year library employee, will be retiring next month.

By taking the difference in salaries from a 21-year position to an entry level position when hiring a replacement employee, and by transferring $1,853.18 from the library Contractual Services line item, the Youth Services Aide position can be upgraded to a full-time position.

By increasing the Youth Services Aide position from 25-hours per week to 40-hours per week, the additional work hours would enable this staff member to work more closely with the high school children who frequent the library every day, further acknowledging the city's commitment to its youth.

OPTIONS:
1) Approve the plan
2) Do not approve the plan

STAFF RECOMMENDATION: That City Council Members move to approve a plan that will improve the level of service in the Youth Department at the library

by upgrading the part-time Youth Services Aide position to full-time while remaining budget neutral.

FISCAL IMPACT: budget neutral

LEGAL SUFFICIENCY: meets legal sufficiency

AGENDA SUMMARY
TAVARES CITY COUNCIL
JANUARY 20, 2016

AGENDA TAB NO. 11

SUBJECT TITLE: Update on Wooton Park Improvement Project

OBJECTIVE:

To provide City Council with an update on the current status and projected schedule for construction of the Wooton Park Phase II & Tav-Lee Trail extension.

SUMMARY:

At the December 16, 2015 Council requested that staff provide a status update on the status Wooton Park phase II project.

The project has two components that have different funding sources:

1. Base Project
   Construction of a Parking Lot; Entrance Road; Boat Ramp, Open Area; Park Features/Amenities (Benches, Fishing Pier, Gazebo). The Base Project is funded through the City bond and a Lake County Tourism Development Capital Projects grant. Project is fully designed and ready to go out to bid. It will be out to bid by the end of January, 2016. It is anticipated that the bid/award/contract commencement phase will be completed within 60 days thereafter and construction will require approximately 180 days.

2. Tav-Lee Trail Extension
   Construction of trail extension to Sinclair Ave; Park Lighting; Restroom/Storage Building; Utilities; Landscaping and Railroad Crossing (Gates/Signalization). This component will be funded through a State of Florida FDOT grant programmed for FY 17 which commences July 1, 2016. At that time the project will be bid for construction.

A representative from Avcon, the City's engineering consultant on this project will provide a project overview and projected construction schedule for both components.

OPTIONS: No options, update is for informational purposes only.

STAFF RECOMMENDATION: No recommendation, update for informational purposes only.

FISCAL IMPACT: None, Update Only

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TAVARES

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AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: January 20,2016

AGENDA TAB NO. 12
SUBJECT TITLE: Request City Council Approval to Amend Stormwater Grant S0568 with Florida Department of Environmental Protection

OBJECTIVE:

To Request City Council authorization to Amend DEP Agreement No. S0568 for the City of Tavares Stormwater Grant with the Florida Department of Environmental Protection Services (FDEP) for the Downtown CRA Stormwater Improvement Project.

SUMMARY:

The City of Tavares has previously been awarded three grants (see below) for Phase 1 of the Downtown CRA Stormwater Improvement Project. Phase 1 of the project includes Stormwater Pond improvements as well as Stormwater Improvements to Main Street and Ruby Street.

The FDEP agreement S5068 requires an amendment to maintain the grant funding for the Stormwater project. The Amendment will provide the following:

1. Extend the agreement to end 9/30/17 to align with the funding end date of agreement G0401 (same project but different components being funded out between the 2 projects). Current end date is 1/24/16. Project has been delayed due to obtaining the ACOE permit, which was just received Nov. 2015.

2. Modify the task timelines to align with new agreement end date to the following:

Task Number	Task Description	Current Start	Current End	NEW START	NEW END
1	Design/Permitting/Bidding	2/1/2012	3/31/2015	2/1/2012	12/31/2015
2	Construction/BMP Implementation	4/1/2015	1/31/2016	9/30/2017	9/30/2017

The amended Grant Documents are attached for your review

All current grants for the Downtown CRA Stormwater Project are listed below:

1. **FDEP Agreement S5068 in the amount of $750,000 (*REQUIRES THIS AMENDMENT*)**
2. FDEP Agreement G0401 in an amount of $1,500,000
3. LCWA Grant Agreement as amended in the amount of $353,000

The City is currently in the process of applying for a loan for the project with the State of Florida Revolving Loan Program (SRF) for Non-Point Source Water Pollution Control to complete the funding for the project.

OPTIONS:

1. **Move to authorize** staff to amend the DEP Grant S5068 to Extend the agreement and to Modify the project task timelines as indicated, and authorize the City Administrator to execute the amended documents.

2. Move to Not Approve.

STAFF RECOMMENDATION:

1. **Move to authorize** staff to amend the DEP Grant S5068 to Extend the agreement and to Modify the project task timelines as indicated, and authorize the City Administrator to execute the amended documents.

FISCAL IMPACT: **There is no Fiscal Impact**

LEGAL SUFFICIENCY: This summary meets legal sufficiency.

DEP AGREEMENT NO. S0568
AMENDMENT NO. 2

THIS AGREEMENT as entered into on the 25th day of January, 2012, and amended on the 29th of September, 2014, between the STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (hereinafter referred to as the "Department") and the CITY OF TAVARES (hereinafter referred to as the "Grantee" or "Recipient") is hereby amended.

WHEREAS, due to delays in obtaining the U.S. Army Corps of Engineer (ACOE) permit, the Grantee is requesting a no-cost eight (8) month time extension in order to complete the stormwater improvements project; and,

WHEREAS, the Department agrees that the no-cost time extension is necessary for the successful completion of the stormwater improvements project; and,

WHEREAS, other changes to the Agreement are necessary.

NOW, THEREFORE, the parties hereto agree as follows:

-- Paragraph 2 is hereby revised to change the completion date of the Agreement to September 30, 2017.

-- Paragraph 3 is hereby deleted in its entirety and replaced with the following:

3. A. As consideration for the satisfactory completion of services rendered by the Grantee under the terms of this Agreement, the Department shall pay the Grantee on a cost reimbursement basis up to a maximum of $750,000 towards the total estimated project cost of $1,401,486.40. The parties hereto understand and agree that this Agreement requires at least a 46.5% match on the part of the Grantee. Therefore, the Grantee is responsible for providing $651,486.60 through cash or third-party in-kind towards the work funded under this Agreement. It is understood that any additional funds necessary for the completion of this project are the responsibility of the Grantee.

B. Prior written approval from the Department's Grant Manager shall be required for changes to this Agreement. Changes to approved budget categories within a single deliverable that are less than 10% of the total approved deliverable budget amount will require a formal Change Order to the Agreement. Changes that are 10% or greater of the total approved deliverable budget amount, or changes that transfer funds from one deliverable to another deliverable, or changes that increase or decrease the project's total funding amount will require a formal Amendment to the Agreement.

C. The Grantee shall be reimbursed on a cost reimbursement basis for all eligible project costs upon the completion, submittal and approval of each deliverable identified in **Attachment A**, in accordance with the schedule therein. Reimbursement shall be requested utilizing **Attachment B, Payment Request Summary Form**. To be eligible for reimbursement, costs must be in compliance with laws, rules and regulations applicable to expenditures of State funds, including, but not limited to, the Reference Guide for State Expenditures, which can be accessed at the following web address: http://www.myfloridacfo.com/aadir/reference_guide/. All invoices for amounts due under this Agreement shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof. A final payment request should be submitted to the Department no later than sixty (60) calendar days following the completion date of the Agreement, to assure the availability of funds for payment. All work performed pursuant to **Attachment A** must be performed on or before the completion date of the Agreement, and the subsequent sixty-day period merely allows the Grantee to finalize invoices and backup documentation to support the final payment request.

D. The State Chief Financial Officer requires detailed supporting documentation of all costs under a cost reimbursement agreement. The Grantee shall comply with the minimum requirements set forth in **Attachment C, Contract Payment Requirements**. The Payment Request Summary Form shall be accompanied by supporting documentation and other requirements as follows for each deliverable:

i. Contractual (Subcontractors) – Reimbursement requests for payments to subcontractors must be substantiated by copies of invoices with backup documentation identical to that required from the Grantee. Subcontracts which involve payments for direct salaries shall clearly identify the personnel involved, salary rate per hour, and hours spent on the project. All multipliers used (i.e., fringe benefits, overhead, indirect, and/or general and administrative rates) shall be supported by audit. If the Department determines that multipliers charged by any subcontractor exceeded the rates supported by audit, the Grantee shall be required to reimburse such funds to the Department within thirty (30) calendar days of written notification. Interest on the excessive charges shall be calculated based on the prevailing rate used by the State Board of Administration. For fixed-price (vendor) subcontracts, the following provisions shall apply:

a. The Grantee may award, on a competitive basis, fixed-price subcontracts to consultants/contractors in performing the work described in **Attachment A**. Invoices submitted to the Department for fixed-price subcontracted activities shall be supported with a copy of the subcontractor's invoice and a copy of the tabulation form for the competitive procurement process (i.e., Invitation to Bid or Request for Proposals) resulting in the fixed-price subcontract.

b. The Grantee may request approval from the Department to award a fixed-price subcontract resulting from procurement methods other than those identified in the paragraph above. In this instance, the Grantee shall request the advance written approval from the Department's Grant Manager of the fixed price negotiated by the Grantee. The letter of request shall be supported by a detailed budget and Scope of Services to be performed by the subcontractor. Upon receipt of the Department Grant Manager's approval of the fixed-price amount, the Grantee may proceed in finalizing the fixed-price subcontract.

c. All subcontracts are subject to the provisions of paragraph 11 and any other appropriate provisions of this Agreement which affect subcontracting activities.

-- Paragraph 6 is hereby revised to add the following sentence:

Further, nothing herein shall be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract or this Agreement.

-- Paragraphs 7 is hereby deleted in its entirety and replaced with the following:

7. A. The Department may terminate this Agreement at any time if any warranty or representation made by Grantee in this Agreement or in its application for funding shall at any time be false or misleading in any respect, or in the event of the failure of the Grantee to fulfill any of its obligations under this Agreement. Prior to termination, the Department shall provide thirty (30) calendar days written notice of its intent to terminate and shall provide the Grantee an opportunity to consult with the Department regarding the reason(s) for termination.

B. The Department may terminate this Agreement for convenience by providing the Grantee with thirty (30) calendar day's written notice. If the Department terminates the Agreement for convenience, the Department shall notify the Grantee of such termination, with instructions as to the effective date of termination or specify the stage of work at which the Agreement is to be terminated. If the Agreement is terminated before performance is completed, the Grantee shall be paid only for that work satisfactorily performed for which costs can be substantiated.

C. Records made or received in conjunction with this Agreement are public records. This Agreement may be unilaterally canceled by the Department for unlawful refusal by the Grantee to allow public access to all documents, papers, letters, or other material made or received by the Grantee in conjunction with this Agreement and subject to disclosure under Chapter 119, Florida Statutes (F.S.), and Section 24(a), Article I, Florida Constitution.

D. If a force majeure occurs that causes delays or the reasonable likelihood of delay in the fulfillment of the requirements of this Agreement, the Grantee shall promptly notify the Department orally. Within seven (7) calendar days, the Grantee shall notify the Department in writing of the anticipated length and cause of the delay, the measures taken or to be taken to minimize the delay and the Grantee's intended timetable for implementation of such measures. If the parties agree that the delay or anticipated delay was caused, or will be caused by a force majeure, the Department may, at its discretion, extend the time for performance under this Agreement for a period of time equal to the delay resulting from the force majeure upon execution of an amendment to this Agreement. Such agreement shall be confirmed by letter from the Department accepting, or if necessary, modifying the extension. A force majeure shall be an act of God, strike, lockout, or other industrial disturbance, act of the public enemy, war, blockade, public riot, lightning, fire, flood, explosion, failure to receive timely necessary third party approvals through no fault of the Grantee, and any other cause, whether of the kind specifically enumerated herein or otherwise, that is not reasonably within the control of the Grantee and/or the Department. The Grantee is responsible for the performance of all services issued under this Agreement. Failure to perform by the Grantee's consultant(s) or subcontractor(s) shall not constitute a force majeure event.

-- Paragraph 8 is hereby deleted in its entirety.

-- Paragraph 9 is hereby revised to add the following as subparagraph B:

B. The Grantee understands its duty, pursuant to Section 20.055(5), F.S., to cooperate with the Department's Inspector General in any investigation, audit, inspection, review, or hearing. The Grantee will comply with this duty and ensure that its subcontracts issued under this Grant, if any, impose this requirement, in writing, on its subcontractors.

-- Paragraph 10 Subparagraph C is hereby deleted in its entirety.

-- Paragraph 11 is hereby revised to add the following as subparagraphs 11C and 11D:

C. Pursuant to Section 255.0991, F.S., for a competitive solicitation for construction services in which 50 percent or more of the cost will be paid from state-appropriated funds which have been appropriated at the time of the competitive solicitation, a state, college, county, municipality, school district, or other political subdivision of the state may not use a local ordinance or regulation that provides a preference based upon:

i. The contractor's maintaining an office or place of business within a particular local jurisdiction;
ii. The contractor's hiring employees or subcontractors from within a particular local jurisdiction; or

iii. The contractor's prior payment of local taxes, assessments, or duties within a particular local jurisdiction.

D. For any competitive solicitation that meets the criteria in Paragraph A., a state college, county, municipality, school district, or other political subdivision of the state *shall disclose in the solicitation document* that any applicable local ordinance or regulation does not include any preference that is prohibited by Paragraph A.

-- Paragraph 12 is hereby revised to add the following sentence:

Further, in accordance with Section 11.062, F.S., no state funds, exclusive of salaries, travel expenses, and per diem, appropriated to, or otherwise available for use by, any executive, judicial, or quasi-judicial department shall be used by any state employee or other person for lobbying purposes.

-- Paragraph 15 is hereby deleted in its entirety and replaced with the following:

15. The Department's Grant Manager (which may also be referred to as the Department's Project Manager) for this Agreement is identified below.

Misty Alderman	
Division of Water Restoration Assistance	
Nonpoint Source Management	
3900 Commonwealth Boulevard, MS #3570	
Tallahassee, Florida 32399	
Telephone No.:	(850) 245-2946
Fax No.:	(850) 245-2857
E-mail Address:	Misty.alderman@dep.state.fl.us

-- Paragraph 25 is hereby deleted in its entirety and replaced with the following:

25. This Agreement has been delivered in the State of Florida and shall be construed in accordance with the laws of Florida. Wherever possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement shall be prohibited or invalid under applicable law, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement. Any action hereon or in connection herewith shall be brought in Leon County, Florida.

-- The following language is hereby added to the Agreement as Paragraph 28:

28. As applicable, Department personnel shall be given access to and may observe and inspect work being performed under this Agreement, including by any of the following methods:

A. Grantee shall provide access to any location or facility on which Grantee is performing work, or storing or staging equipment, materials or documents;

B. Grantee shall permit inspection of any facility, equipment, practices, or operations required in performance of any work pursuant to this Agreement; and

C. Grantee shall allow and facilitate sampling and monitoring of any substances, soils, materials or parameters at any location reasonable or necessary to assure compliance with any work or legal requirements pursuant to this Agreement.

-- The following language is hereby added to the Agreement as Paragraph 29:

29. This Agreement may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original thereof.

-- Attachment A-1, Revised Grant Work Plan, is hereby deleted in its entirety and replaced with **Attachment A-2, Second Revised Grant Work Plan**, attached hereto and made a part of the Agreement. All references in the Agreement to Attachment A-1 shall hereinafter refer to **Attachment A-2, Second Revised Grant Work Plan**.

-- Attachment B, Payment Request Summary Form, is hereby deleted in its entirety and replaced with **Attachment B-1, Revised Payment Request Summary Form**, attached hereto and made a part of the Agreement. All references in the Agreement to Attachment B shall hereinafter refer to **Attachment B-1, Revised Payment Request Summary Form**.

In all other respects, the Agreement of which this is an Amendment, and attachments relative thereto, shall remain in full force and effect.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties have caused this Amendment to be duly executed the day and year last written below.

CITY OF TAVARES

By:_____
*Title:

Date:_____

STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

By:_____
Secretary or Designee

Date:_____

_____
Misty Alderman, DEP Grant Manager

_____
DEP Grants Administrator

Approved as to form and legality:

_____
DEP Attorney

*For Agreements with governmental boards/commissions: If someone other than the Chairman signs this Amendment, a resolution, statement or other document authorizing that person to sign the Amendment on behalf of the Grantee must accompany the Amendment.

List of attachments/exhibits included as part of this Amendment:

Specify Type	Letter/Number	Description (include number of pages)
Attachment	A-2	Second Revised Grant Work Plan (4 Pages)
Attachment	B-1	Revised Payment Request Summary Form (3 Pages)

ATTACHMENT A-2
REVISED GRANT WORK PLAN

PROJECT NAME: City of Tavares Stormwater Improvements

PROJECT FUNDING: $750,000 **MATCHING FUNDS:** $651,486.60

TOTAL PROJECT COST: $1,401,486.60

LEAD ORGANIZATION: City of Tavares

PROJECT LOCATION AND WATERSHED CHARACTERISTICS:

Geographic Location: Tavares, Lake County, Florida
Impacted Watershed Name: Oklawaha River Water Shed/Lake Dora
Size of Project Impact: The project will be constructed below grade within existing right of way and is anticipated to impact approximately 0.2 acres during construction. The construction will impact approximately 9 acres of wetland.
Size of Area Being Treated: 130.78 acres
Latitude: 28.78937
Longitude: 81.697679
Hydrologic Unit Code: 03080102
WBID: 2831
Impaired water body affected: Lake Dora WBID 2831
Impairment: Total Phosphorus (TP)
TMDL Status: Lake Dora, Phosphorus
BMAP Status: This project includes several actions identified in the Basin Management Action Plan (BMAP) for the implementation of Total Maximum Daily Load (TMDL) reduction efforts adopted by the Department.
Land Uses within the area being treated:

Land Use	Acres	%
Residential Low Density (1100)	2.35	2%
Residential Medium Density (1200)	39.93	31%
Residential High Density (1300)	7.99	6%
Commercial and Services (1400)	55.05	42%
Industrial (1500)	12.22	9%
Extractive (1600)	0.00	0%
Institutional (1700)	3.89	3%
Recreational (1800)	0.17	0%
Open Land (1900)	1.96	1%
Agriculture (2000)	0.00	0%
Upland Non-Forested (3000)	0.00	0%
Upland Forests (4000)	0.00	0%
Water (5000)	0.00	0%
Wetlands (6000)	7.21	6%
Barren Land (7000)	0.00	0%
Transportation, Communication, and Utilities (8000)	0.00	0%
Land Use Totals (Acreage and %)	**130.78**	**100**

LAND OWNERSHIP STATUS: ☑ Land necessary for the construction of treatment infrastructure has been acquired. Title is held by the Grantee. Stormwater conveyance construction will occur within existing roadway rights-of-way.

WATERSHED MANAGEMENT PLAN: TMDL for TP For Lake Dora and Dora Canal Lake County, Florida, September 19, 2003 **List 303(d) listed water body affected:** Lake Dora **WBID:** 2831 **Impairment:** Total Phosphorus

PROJECT OVERVIEW:

Project Purpose: The City of Tavares (City) is located in northern Lake County (County) within Central Florida. It is bound by Lake Eustis to the north, Lake Dora to the south, the City of Eustis to the east and Lake Harris to the west. The Grantee's Downtown Community Redevelopment Area (CRA) is an area encompassing approximately 400 acres of land area including public roadway rights-of-way, and is comprised of the Central Business District, the Lake Dora waterfront, single-family neighborhoods, and regional commercial corridors.

Lake Dora, located on the CRA's southern boundary, is considered part of the Upper Oklawaha River Basin (UORB). Lake Dora has been established as impaired and the Department has established TMDLs for TP's. The existing stormwater system provides minimal treatment of stormwater runoff, therefore, it contributes to the pollutant loading into Lake Dora. Reducing the discharges of TP into the basin will help achieve water quality standards in Lake Dora. This load reduction will help maintain designated uses established by the Department for recreation, as well as for the propagation and maintenance of a healthy, well-balanced population of fish and wildlife.

Project Objectives: To improve the water quality in Lake Dora, a stormwater interceptor will divert stormwater from the seven (7) existing direct outfalls into Lake Dora into a stormwater treatment pond. The project will contribute to the reduction of the Department implemented TMDL for TP. The primary objective of the project is to reduce TP and Total Suspended Solids (TSS) from the stormwater runoff prior to discharging into Lake Dora and surrounding wetlands.

Project Design: To improve the water quality in Lake Dora and the UORB, the Grantee is going to implement a piping project to a proposed treatment project to control runoff in the southern portion of the CRA. The lack of stormwater treatment negatively affects the water quality within Lake Dora and its surrounding wetlands. This adversely impacts quality of life, community vibrancy, and economic development in the City of Tavares.

This project includes several actions identified in the BMAP)for the implementation of TMDL reduction efforts adopted by the Department in the UORB BMAP as activities which will move the targeted water bodies closer to compliance with the TMDL limits. Among these are the stormwater retrofits (drainage upgrades), Urban Structural Best Management Practices (BMP) (stormwater treatment ponds), as well as community stormwater education. The overall project is located in the southern part of the CRA.

This project is a portion of a larger multi-faceted approach to improve the conveyance and stormwater treatment capacity within the southern portion of the CRA. Additional improvements that this project will enable include a combination of upsized and new stormwater pipes, and ultimately reducing the number of outfalls to Lake Dora. This project focuses on an interceptor pipeline to divert direct runoff into Lake Dora, which will remove as much as 90 lb/year of phosphorus from entering the lake.

This project includes an interceptor pipe along Ruby Street along with diversion structures at the crossing of each of the discharge lines leading to the seven (7) existing outfalls into Lake Dora. The initial, first flush of runoff would be intercepted and directed to the treatment pond. Once the stormwater treatment pond filled to its design stage, then the subsequent runoff will be routed to the Dora Canal. This overflow discharge enters the Dora Canal near Lake Dora; however, the natural flow will convey the discharge north along the canal to Lake Eustis, a non-impaired water body. As part of a future project, the seven existing outfalls into Lake Dora will be reduced to four (4).

This system includes the construction of the following estimated quantities:

- 1,949 linear feet of 24-inch, 30-inch and 36-inch reinforced concrete pipe (RCP)
- Associated structures (manholes and inlets)

Project Support: Lake County has provided their support to the Grantee for this project, by providing the land for the stormwater treatment pond. An interlocal agreement between the Grantee and the County provides permission to use the land. The Grantee has also received interest/support for this project from the Lake County Water Alliance and the Lake County Water Authority. The Lake County Water Alliance is made up of 14 municipal water utilities and Lake County. The Lake County Water Authority was created in 1953 for the following purposes:

- Controlling and conserving the freshwater resources of Lake County.
- Fostering and improving the tourist business in the county by improvements to streams, lakes and canals in the county.

- Providing recreational facilities for the tourists, citizens and taxpayers of the county by a more efficient use of the streams, lakes and canals in the county.
- Improving the fish and aquatic wildlife of the county by improving the streams, lakes and canals in the county.
- Protecting the freshwater resources of Lake County through assisting local governments in the treating of stormwater runoff by conserving freshwater to improve the streams, lakes and canals in the county.

TASKS and DELIVERABLES:

TASK 1
NAME: Design/Permitting/Bidding
DESCRIPTION: Design drawings will include the stormwater interceptor, and will be used for bidding of the project and securing the required Environmental Resource Permit (ERP). A Joint ERP application will be submitted to the St. John's River Water Management District. Meetings will be conducted with the appropriate agencies SJRWMD and United States Army Corps of Engineers (USACE). Permitting will include wetland delineation, coordination with the agencies, permit application package development and submittal, and confirmation of overall impact. Permitting will also include right-of-way permits through Lake County and the Florida Central Railroad.
DELIVERABLES: 1) An electronic copy of the final design, including professional certification as applicable, and a list of all required permits identifying issue dates and issuing authorities submitted to the Department's Grant Manager; 2) Electronic copy of public notice of advertisement for the bid; 3) electronic access to all inquiries, questions, and comments regarding the bid documents; 4) electronic copy of bid package; 5) written notice of selected contractor; 6) electronic copy of executed subcontract(s) provided prior to submitting any invoices for the subcontracted work; 7) electronic copy of subcontractor's project schedule and budget. Upon request, the Grantee will provide copies of obtained permits or permit related correspondence or documentation, in addition to a paper copy of the final design.

PERFORMANCE STANDARD: Approval of final design is contingent upon approved permits. The Department's Grant Manager will review the deliverables to verify that they meet the specifications in the Grant Work Plan and this task description. Upon review and written acceptance by the Department's Grant Manager of all deliverables under this task, the Grantee may proceed with payment request submittal.

TASK 2
NAME: Construction/BMP Implementation
DESCRIPTION: After a contractor has been selected as part of the competitive bidding process, the project as described will be constructed in accordance with the approved design and permits. Construction will include installation of the buried stormwater interceptor including excavation, installation and restoration. Construction will include installation of approximately 1,949 linear feet of 24-inch, 30 inch, and 36-inch reinforced concrete pipe, and associated manholes and inlets.
DELIVERABLES: Construction as described in this task, as evidenced by: 1) Dated color photographs of the construction site(s) prior to, during, and immediately following completion of the construction task; 2) written verification that the Grantee has received record drawings and any required final inspection report(s) for the project; 3) signed acceptance of the completed work by the Grantee; and 4) signed statement from a Florida Licensed Professional Engineer indicating construction has been completed in accordance with the design.
PERFORMANCE STANDARD: The Department's Grant Manager will review the deliverables to verify that they meet the specifications in the Grant Work Plan and this task description and that work is being performed in accordance with the Grantee's construction contract documents and specifications. Upon review and written approval by the Department's Grant Manager of all deliverables under this task, the Grantee may proceed with payment request submittal.

PROJECT TIMELINE: The tasks must be completed by the end of each task timeline and all deliverables must be received by the designated due date.

Task Number	Task Description	Start	Complete	Deliverable(s) Due Date
1	Design/Permitting/Bidding	2/1/2012	12/31/2015	12/31/15

2	Construction/BMP Implementation	1/1/2016	9/30/2017	8/31/2017

PROJECT BUDGET BY CATEGORY and TASK:

Task No.	Task Name	Category	DEP TMDL Grant Funding	Match Funding
1	Design/ Permitting/ Bidding	Contractual	$0	$250,000
	TOTAL FOR TASK		**$0**	**$250,000**
2	Construction/ BMP Implementation	Contractual	$750,000	$401,486.60
	TOTAL FOR TASK		**$750,000**	**$401,486.60**
Total Percentage			**53.5 %**	**46.5 %**
Total Project Cost		**$1,401,486.60**		

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ATTACHMENT B
REVISED PAYMENT REQUEST SUMMARY FORM

DEP Agreement No.: _____ Agreement Effective Dates: _____

Grantee: _____ Grantee's Grant Manager: _____

Mailing Address: _____

Payment Request No. _____ Date of Payment Request: _____

Performance Period (*Start date – End date*): _____

Task/Deliverable No(s). _____ Task/Deliverable Amount Requested: $_____

GRANT EXPENDITURES SUMMARY SECTION

_____
[Effective Date of Grant through End-of-Grant Period]

CATEGORY OF EXPENDITURE	AMOUNT OF THIS REQUEST	TOTAL CUMULATIVE PAYMENT REQUESTS	MATCHING FUNDS FOR THIS REQUEST	TOTAL CUMULATIVE MATCHING FUNDS
Salaries/Wages	$N/A	$N/A	$N/A	$N/A
Overhead/Indirect/G&A Costs	$N/A	$N/A	$N/A	$N/A
Fringe Benefits	$N/A	$N/A	$N/A	$N/A
Indirect Cost	$N/A	$N/A	$N/A	$N/A
Contractual (Subcontractors)	$	$	$	$
Travel (if authorized)	$N/A	$N/A	$N/A	$N/A
Equipment Purchases (if authorized)	$N/A	$N/A	$N/A	$N/A
Rental/Lease of Equipment	$N/A	$N/A	$N/A	$N/A
Other Expenses	$N/A	$N/A	$N/A	$N/A
Land (if authorized)	$N/A	$N/A	$N/A	$N/A
TOTAL AMOUNT	$	$	$	$
TOTAL TASK/DELIVERABLE BUDGET AMOUNT	$		$	
Less Total Cumulative Payment Requests of:	$		$	
TOTAL REMAINING IN TASK	$		$	

GRANTEE CERTIFICATION

Complete Grantee's Certification of Payment Request on Page 2 to certify that the amount being requested for reimbursement above was for items that were charged to and utilized only for the above cited grant activities.

Grantee's Certification of Payment Request

I, _____ ,

(Print name of Grantee's Grant Manager designated in the Agreement)

on behalf of _____ , do hereby certify that:

(Print name of Grantee/Recipient)

- ☑ The disbursement amount requested is for allowable costs for the project described in Attachment A of the Agreement.
- ☑ All costs included in the amount requested have been satisfactorily purchased, performed, received, and applied toward completing the project; such costs are documented by invoices or other appropriate documentation as required in the Agreement.
- ☑ The Grantee has paid such costs under the terms and provisions of contracts relating directly to the project; and the Grantee is not in default of any terms or provisions of the contracts.

Check all that apply:

- ☐ All permits and approvals required for the construction, which is underway, have been obtained.
- ☐ Construction up to the point of this disbursement is in compliance with the construction plans and permits.
- ☐ The Grantee's Grant Manager relied on certifications from the following professionals that provided services for this project during the time period covered by this Certification of Payment Request, and such certifications are included:

Professional Service Provider (Name / License No.)	Period of Service (mm/dd/yy – mm/dd/yy)

Grantee's Grant Manager's Signature	Grantee's Fiscal Agent
Print Name	Print Name
Telephone Number	Telephone Number

AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: January 20, 2016

AGENDA TAB NO. 13

SUBJECT TITLE: *"Step Into the Limelight"* Public Art Project

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OBJECTIVE: To listen to a presentation on a new public art project and to consider supporting the project

SUMMARY: Public art projects around the world have become and continue to be an essential part of creating identity and enrichment for a community. As the City of Tavares continues on its journey to shape itself into something unique and special, staff recently conducted research to find a simple, yet interesting public art project which provides an opportunity for anyone to express themselves in a creative and surprising way.

Since 2010, thirteen cities across the world, have transformed a selection of sidewalks into impromptu stages by replacing streetlights with theatre spotlights resulting in an instant transformation of the street into a stage and passers-by into performers. The result has been an astonishing mix of reactions.

***Limelight: Saturday Night**, or a version thereof,* has appeared in these cities:

2014	Calgary (Canada)
2014	Hamm (Germany)
2013	Vancouver (Canada)
2012	Calgary (Canada) -- **appeared twice**
2011	Gaborone (Botswana)
2011	Frankfurt Main (Germany)
2011	Toronto (Canada)
2011	Miami (USA)
2010	Glasgow (UK)
2010	Newcastle (UK)
2010	Inverness (UK)
2010	London (UK)
2010	Arlington (USA)
2010	Kansas City (USA)
2016	**Tavares (USA) ???**

City staff is proposing that Tavares becomes the 14th city **in the world** to install a theatre spotlight that provides a simple approach to art in public places and that which encourages social interaction, performance spontaneity, whimsy, and celebration.

The spotlight would be installed by staff on an attractive pole which will be located near an existing power supply found on Rockingham Avenue, just inside the fenced-in area. Signage to explain the concept behind the project will be developed and installed at the entrance.

It is anticipated that $500.00 of the approximate cost of $3500.00 for this project, will be funded from the Community Services art show budget and the remaining $3000.00 will be funded from the TIF fund.

If approval is made, the project could be completed in 30 days and would be marketed in a fun and playful way.

OPTIONS:

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

STAFF RECOMMENDATION: That City Council members listen to the presentation on *Step Into the Limelight* public art project and vote to support the project.

FISCAL IMPACT: $ 500.00 from Community Services art show budget
$3,000.00 from the TIF fund

LEGAL SUFFICIENCY: meets legal sufficiency

AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: January 20, 2016

AGENDA TAB NO. 14

SUBJECT TITLE: Update on Annual Community Black Tie Gala

OBJECTIVE: To hear an update on the city's upcoming Black Tie Gala scheduled for February 20, 2016 at the Tavares Pavilion on the Lake

SUMMARY: Entitled, ***All You Need Is Love,*** this year's theme is based around the musical group, the Beatles, and a Beatles tribute band—former performers for Epcot Center—will deliver the guests to the 1960s-1970s with the early years, Sgt. Pepper's Lonely Hearts Club period, and Abbey Road, all while delivering a nod to Valentine's Day with a chocolate fountain being offered during cocktail hour, red roses for the ladies, and a chocolate candy buffet to select from as one strolls outside to view the charming fireworks display that closes the evening.

This year's budgeted, sponsored event, started briskly with ticket sales on Wednesday, January 13, 2016, at 8:00 a.m. and within the first hour, 12 tickets were sold. It should be noted that, through the creativity of the staff, the ticket is actually a music CD with 24 Beatles hits, purchased through iTunes, copied to the disk. Each ticket purchaser receives this souvenir music CD to keep and to listen to and to ultimately gain admittance to the event with!

A request to bid was sent to all five pavilion preferred caterers and three creative proposals were received with a committee selection of, Arthur's Creative Events and Catering of Orlando. The menu has been developed to coincide with the theme of the event and to illustrate such creativity, a few special menu items include:

COCKTAIL HOUR	DINNER/DESSERT
Let It Be-LT mini sliders ***Sgt. Pepper***'s fire roasted red pepper soup shot	***Love Me Do*** salad ***Come Together*** Dual Entrée ***Strawberry Fields*** short stack

This event not only promises to serve as a mechanism in which to promote the Pavilion, but it also provides an opportunity for the public to experience the pavilion in a formal and special way.

OPTIONS: to receive the update
STAFF RECOMMENDATION: That City Council hear the presentation
FISCAL IMPACT: Revenues to offset expenses
LEGAL SUFFICIENCY: n/a

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TAVARES

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AGENDA SUMMARY
TAVARES CITY COUNCIL
January 20, 2016

AGENDA TAB NO. 15
SUBJECT TITLE: City Administrator Report

OBJECTIVE: To inform Council on city related matters.

SUMMARY: Will be presented at meeting

CITY SPONSERED OR AFFILIATED EVENTS

Babe Ruth Baseball & Softball Registration	*January 23, 2016 & January 30, 2016 – 9 am to noon – City Hall*
Senior Shakedown Party	*Tavares Civic Center – February 1 - 1:00pm-3:00pm – Free admission – Call 742-6477 (First Monday of the month)*
Father-Daughter Dance	*February 11, 2016 – 6-8 pm – Pavilion on the Lake* *Call 742-6477*
African-American Heritage Festival	*February 5, 2016 – Tavares HS gym – Ictus dance band for kickoff – 6 to 8:30 p.m. – refreshments served* *February 6, 2016 –10:00 a.m.*
Black Tie Gala	*February 20, 2016 – Tavares Pavilion on the Lake call 742-6338 or 742-6319*
Rubber Ducky Races	*March 5, 2016*
Lakeland Jr. Bassmasters	*March 5, 2016*
Classic Raceboat Regatta	*March 12-13, 2016*
Sunnyland Boat Show	*March 17-20, 2016*
Dragonboat Races	*April 1-2, 2016*
Steamboat Meet	*April 1-2, 2016*
Power Boat Races	*2nd Annual Grand Prix of the Seas – April 8-9, 2016*
Planes, Trains & BBQ & Seaplane Fly-In Saturday	*April 30 – May 1, 2016*
Public Works Expo	*May 14, 2016*
4th of July Celebration Independence Day	*Monday July 4th* *5:00 p.m. Parade – Fireworks approximately 9:00 pm.*
Monster Splash	*October 25, 2016*
Christmas Parade & Party in the Park	*December 3, 2016* *Parade at 5:00 p.m. on Main Street*

OTHER COMMUNITY EVENTS

Creeds Cause 5K run	*April 30, 2016*
Muscular Dystrophy Muscle Walk	*May 7, 2016*

CITY OF TAVARES PUBLIC MEETINGS

City Council Regular Meeting	*January 20, 2016 – 4 p.m.(City Council meetings held 1st and 3rd Wed. of the month) – City Council Chambers*
Planning & Zoning Board	*January 21, 2016 – 3 pm – City Council Chambers*
Code Enforcement Special Master Hearing	*January 26, 2016 – 5:00 p.m. – City Council Chambers*
Tavares Library Board	*February 17, 2016 – 2:00 p.m. – Library Conference Room*
Police & Fire Pension Board	*March 18, 2016 – 1:30 – 3:30 – City Council Chambers*

OTHER OUTSIDE AGENCY MEETINGS

Lake County League of Cities	*Friday, February 12, 2016 – 12:00 noon* *Elks Lodge*
Lake & Sumter MPO	*January 27, 2016 – Annual Meeting & Dinner*
Lake County Community Service Awards	*May 11, 2016 – Lake Receptions (nominations received until February 26)*

AGENDA SUMMARY
TAVARES CITY COUNCIL
January 20, 2016

AGENDA TAB NO. 16

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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