



**AGENDA
TAVARES CITY COUNCIL**

**JUNE 16, 2010
4:00 P.M.
TAVARES CITY HALL COUNCIL CHAMBERS**

I. CALL TO ORDER

II. INVOCATION & PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES

Tab 1) City Council Regular Meeting, June 2, 2010 - Deferred **Mayor Wolfe**

V. PROCLAMATIONS/PRESENTATIONS

Tab 2) Parks and Recreation Proclamation **Mayor Wolfe**

Tab 3) Community Corrections Proclamation **Mayor Wolfe**

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

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

VIII. CONSENT AGENDA

**Tab 4) Edward Byrne Grant to Purchase Equipment for Special
Response Team** **Stoney Lubins**

Tab 5) Award of Contract for Slip Lining of Sewer Line **Chris Thompson**

Tab 6) Award of Bid for Street Resurfacing Project **Chris Thompson**

**Tab 7) Approval to Utilize the Corbin Group to Conduct
to Conduct Management Training** **Lori Houghton**

IX. ORDINANCES/RESOLUTIONS – PUBLIC HEARING

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

First Reading

Tab 8) Ordinance #2010-14 - Amendment to Land Development Regulations – Chapter 17 – Management of Oil and Grease Brad Hayes

Tab 9) Ordinance #2010-15 - Amendment to Land Development Regulations – Chapter 17 – Irrigation Brad Hayes

Second Reading

Tab 10) Ordinance #2010-13 – Provision of Lien Search Fee Nancy Barnett

RESOLUTIONS

X. GENERAL GOVERNMENT

Tab 11) Award of Bid for Alleyway Paving Project Chris Thompson

Tab 12) Appointment to CRAAC Mayor Wolfe

Tab 13) Discussion of Matching Funds for Dora Canal Bridge Replacement Grant Bill Neron

Tab 14) Charter Referendum Issue – Creating Council Seats Attorney Williams

Tab 15) Request to Apply for Grant from Lake County for Development of Woodlea Sports Complex Tammy Rogers

XI. OLD BUSINESS

XII. NEW BUSINESS

XIII. AUDIENCE TO BE HEARD

XIV. REPORTS

Tab 16) City Administrator Lori Houghton

Tab 17) Council Reports City Councilmembers

This Agenda is provided to the City Council only as a guide, and in no way limits their consideration to the items contained hereon. The Council has the sole right to determine those items they will discuss, consider, act upon, or fail to act upon. Changes or amendments to this Agenda may occur at any time prior to, or during the scheduled meeting.

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 incorporated 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.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: June 16, 2010**

AGENDA TAB NO. 2

SUBJECT TITLE: Proclamation for Parks and Recreation Month – July 2010

OBJECTIVE:

The Mayor will read a proclamation designating July 2010 as Parks and Recreation Month.

SUMMARY:

See attached

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Legally sufficient.



Parks and Recreation Month July 2010

WHEREAS, parks and recreation programs enhance our quality of life by contributing to a healthy lifestyle, increasing communication skills, building self esteem, teaching life skills and providing places for enjoyment; and

WHEREAS, parks and recreation programs boost the economy, enhance property values, attract new business, increase tourism and reduce crime; and

WHEREAS, recreation builds family unity, strengthens neighborhood involvement, offers opportunity for social interaction, enhances education, develops creativity, and promotes cultural diversity; and

WHEREAS, our parks and trails ensure ecological beauty, provide space to enjoy nature, help maintain clean air and water and preserve plant and animal wildlife; and

WHEREAS, recreation, therapeutic recreation and leisure education are essential to the rehabilitation of individuals who have been ill or disabled; and

WHEREAS, Florida's state parks are celebration their 75th Anniversary of providing affordable, family-friendly activities and during the 2008-2009 fiscal year more than 21.4 million people visited Florida's 160 state parks, contributing more than \$947 million to Florida's economy and generating nearly 19,000 jobs; and

WHEREAS, Florida recognizes the benefits derived from quality public and private recreation and park resources at the local and state level; and

WHEREAS, the National Recreation and Park Association and the Florida Recreation and Park Association designated *JULY* as Parks and Recreation Month;

Now, Therefore, I, Robert Wolfe, Mayor, City of Tavares, do hereby extend greetings and best wishes to all observing July 2010 as *Parks and Recreation Month*.

DONE AND PROCLAIMED THIS 16th DAY OF JUNE 2010.

Robert Wolfe, Mayor

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: June 16, 2010**

AGENDA TAB NO. 3

SUBJECT TITLE: Community Corrections Proclamation – July 18-24, 2010

OBJECTIVE:

The Mayor will read a proclamation designating July 18 - 24 as Probation, Parole and Community Supervision Week.

SUMMARY:

The Tavares Supervisor of the Florida Department of Corrections, Probation and Parole office has requested that the City issue a proclamation designating July 18-24, 2010 in recognition of the services of Probation and Parole Officers.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Legally sufficient.



PROCLAMATION

WHEREAS, community corrections is an essential part of the justice system; and

WHEREAS, community corrections professionals uphold the law with dignity, while recognizing the right of the public to be safe-guarded from criminal activity; and

WHEREAS, community corrections professionals are responsible for supervising adult and juvenile offenders in the community; and

WHEREAS, community corrections professionals are trained professionals who provide services and referrals for offenders; and

WHEREAS, community corrections professionals work in partnership with community agencies and groups; and

WHEREAS, community corrections professionals promote prevention, intervention and advocacy; and

WHEREAS, community corrections professionals provide services, support, and protection for victims; and

WHEREAS, community corrections professionals advocate community and restorative justice; and

WHEREAS, community corrections professional are a true Force for Positive Change in their communities, and

NOW, THEREFORE, Be it Resolved that I, Robert Wolfe, Mayor of the City of Tavares, hereby proclaim July 18-24, 2010 as:

Probation, Parole and Community Supervision Week

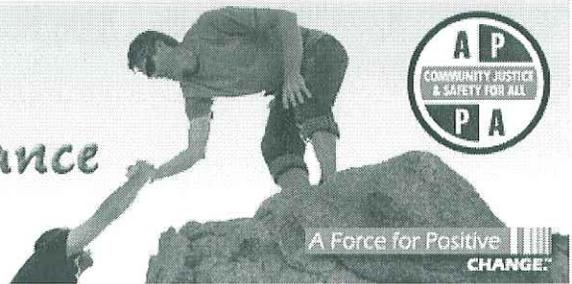
and encourage all citizens to honor these community corrections professionals and to recognize their achievements.

**Mayor Robert Wolfe
City of Tavares**

PROBATION, PAROLE AND COMMUNITY SUPERVISION

Support for a Second Chance

THE WEEK JULY 18-24, 2010



June 2, 2010

[Resource Kit Home](#)

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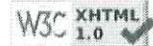
A WEEK OF CELEBRATION AND RECOGNITION!

Everyone deserves a chance; a chance to work or go to school, a chance to be part of family, a chance to belong to the community, a chance to become a better person, a chance to help and be helped by others, a chance to accept responsibilities and be responsible, a chance to succeed, a chance to pursue happiness, a chance to hope. Adult and youthful offenders are no less deserving of such a chance. And, it is the dedicated practitioners of Probation and Parole who are making a difference to ensure every person charged with community supervision is given the opportunity for a "Second Chance."

Today, more than any other time in our industry, Probation and Parole officers have the tools, knowledge and training to make smart, common sense decisions, and to utilize proven approaches to help individuals placed on probation or released from institutions to succeed in the community and to improve public safety. The costly cycle of recidivism takes a major toll on our communities. The American Probation and Parole Association (APPA) and the thousands of community corrections professionals represented by APPA are working hard to address these challenges at the national, state and local levels.

Please join us in celebrating 2010 Probation, Parole and Community Supervision Week - July 18 to 24 - and support a **Second Chance!** I hope that the resources in this kit help you to celebrate your efforts to provide services to offenders and to monitor their behavior for the good of all our communities.

APPA President



E-mail for more information

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TAVARES
See

**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: JUNE 16, 2010**

AGENDA TAB NO. 4

SUBJECT TITLE: Edward Byrne Memorial Justice Assistance Grant (JAG) Countywide Funding– Purchase of Equipment for Police Department Special Response Team (SRT)

OBJECTIVE:

To consider the request to apply for and accept funding from the 2010 Edward Byrne Memorial Justice Assistance Grant (JAG) Countywide Funding for purchase of equipment for the Police Department Special Response Team (SRT) in the amount of \$8,619.00

SUMMARY:

The U.S. Department of Justice will be dispersing 2010 Edward Byrne Memorial Justice Assistance Grant (JAG) Countywide funds for FY 2010/2011 through a reimbursable grant. The countywide allotment is \$178,934.00. At the Substance Abuse Advisory Board Meeting on June 4th, it was determined that the City of Tavares Police Department portion of this funding will be \$8,619.00. This funding will be used to purchase equipment for the Tavares Police Department Special Response Team (SRT).

OPTIONS:

- 1) Apply for and accept the 2010 Edward Byrne Memorial Justice Assistance Grant (JAG) Countywide funds for FY 2010/2011.
- 2) Do not apply for the grant

STAFF RECOMMENDATION:

Move to apply for and accept the 2010 Edward Byrne Memorial Justice Assistance Grant (JAG) Countywide funds for FY 2010/2011 in the amount of \$8,619.00.

FISCAL IMPACT:

100% reimbursable grant with no match requirement

LEGAL SUFFICIENCY:

This has met legal sufficiency.

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TAVARES

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING:
June 16, 2010**

AGENDA TAB NO. 5

SUBJECT TITLE: Request to Approve Proposal to Slip-line Sewer Lines in Conjunction with Alleyway Paving Project.

OBJECTIVE: To approve a proposal from American In-Line Inspection in the amount of \$61,421.00 to slip-line the existing sewer lines within the (four) alleyways that are being paved to preserve the integrity of the Alley paving project.

SUMMARY: A CCTV camera has been utilized to inspect these lines for infrastructure deterioration and it is determined that they need to be slip-lined. This will help prevent storm water (infiltration) and sand from leaking into these pipes from the permeable surface, thus reducing the flow of stormwater to the wastewater treatment plant treatment which can compromise the sub-base of the alley way pavers. By doing this now, they will not have to be dug up and exposed at a later date. Four quotes were received for this specialty work portion of the project and the lowest and most qualified was American In-Line at \$61,421.00. They have worked for the City in the past and have completed the work on time and within budget.

Below is a list of all quotes received:

American In-Line Inspection, Inc. - \$61,421.00

FL Pipe Tec., Inc. - \$70,634.15

B.R.I.A.N., Inc. - \$67,562.40

OPTIONS:

1. Award the quote to the lowest bidder American In-Line Inspection, Inc in the amount of \$61,421.00
2. Do not Award the quote to the lowest bidder American In-Line Inspection, Inc in the amount of \$61,421.00

STAFF RECOMMENDATION: Move to award the quote to the lowest bidder American In-Line Inspection, Inc in the amount of \$61,421.00.

FISCAL IMPACT: This portion of the project was included in the overall cost proposal of project and \$61,421.00 (for all four alleys) will be withdrawn from the Capital Projects Paving Fund (301-4101-541-63-30).

LEGAL SUFFICIENCY: It is legally sufficient

QUOTATION

AMERICAN IN-LINE INSPECTION, Inc.

**415 Timaquan Trail
Edgewater, Fla. 32132**

**Phone (386) 409-5446
Fax (386) 957-4919**

Proposal Submitted To: City of Tavares	Phone: (352) 742-6414	Date: 2-11-10
Street: 100 N Disston Avenue	Job Name: Alleyway M/H to M/H Liners (R)	
City, State, Zip Code Tavares, FL 32778	Job Location: Tavares, FL	
ATTN: Mr. Jerry Blair	Fax/email: (352) 742-6351/ jblair@tavares.org	

We propose hereby to furnish the following:

To provide and install the 100% Solids Epoxy Manhole to Manhole Liners with Dry Bag for inversion, referenced on page 2 of this proposal. (technical data sheets attached) Our prices include all labor, materials and workmanship to complete the project, along with (2) copies of a pre and post video of repaired areas on VHS or DVD format.

****These repairs need no excavation to complete the project.**

To be provided by others: Stabilized access to the pipe, water for cleaning, suitable dump site for debris, any bypass pumping, traffic control, meters, or permits.

We appreciate this opportunity to serve City of Tavares.

Note: This proposal may be withdrawn by us if not accepted within 60 days.

Please contact Melissa at our office for any scheduling needs.

Terms: NET 30 DAYS

Representative: **Jim Sefchick**
386-527-8847, cell

Authorized Signature: *Jim Sefchick*

Date: 2-11-10

Acceptance of Proposal...The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. We understand that attorney fees and collection costs will be recovered if contract is not paid in full.

Authorized Signature: _____ Date: _____

City of Tavares
2-11-10
Alleyway Liners
Page 2

W. Caroline to W. Ianthe (Alley# 8)

277' of 8" M/H to M/H liner @ \$48.00 per LF.....	\$13,296.00
23' of dry bag for inversion @ \$10.00 per LF.....	\$ 230.00
(8+/-) Lateral Reinstatements @ \$175.00 each.....	\$ 1,400.00
TOTAL	\$14,926.00

W. Caroline to W. Ianthe (Alley# 7)

298' of 8" M/H to M/H liner @ \$48.00 per LF.....	\$14,304.00
23' of dry bag for inversion @ \$10.00 per LF.....	\$ 230.00
(6+/-) Lateral Reinstatements @ \$175.00 each.....	\$ 1,050.00
TOTAL	\$15,584.00

N. Rockingham to N. New Hampshire (Alley# 3)

340' of 8" M/H to M/H liner @ \$48.00 per LF.....	\$16,320.00
23' of dry bag for inversion @ \$10.00 per LF.....	\$ 230.00
(7+/-) Lateral Reinstatements @ \$175.00 each.....	\$ 1,225.00
TOTAL	\$17,775.00

W. Caroline to W. Alfred (Alley# 8)

247' of 8" M/H to M/H liner @ \$48.00 per LF.....	\$11,856.00
23' of dry bag for inversion @ \$10.00 per LF.....	\$ 230.00
(6+/-) Lateral Reinstatements @ \$175.00 each.....	\$ 1,050.00
TOTAL	\$13,136.00

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TAVARES

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING:
June 16, 2010**

AGENDA TAB NO. 6

SUBJECT TITLE: Bid Award for Roadway Resurfacing Project

OBJECTIVE:

To award the bid in the amount of \$332,773.60 to Hubbard Construction Company for roadway resurfacing within the City of Tavares.

SUMMARY:

On October 7, 2009, Council approved Resolution #2009-15 to include road resurfacing projects and alleyway improvements in the Capital Improvement Note Series 2008. The proposed list of roads to be resurfaced was approved and staff was directed to identify and obtain bids for roadway resurfacing. The resurfacing of these roadways will extend their useful life and make vehicular traffic safer for the public.

Miller –Legg Engineering was hired to prepare the design, biddable specs, and the construction oversight of these roadways. Bids were received with Hubbard Construction Company being the lowest at \$332,773.60. Below is a list of all bids that were received:

- | | |
|---|-------------------------|
| 1) Hubbard Construction Company
1936 Lee Road
Winter Park, FL 32789 | \$332,773.60 – Lump Sum |
| 2) C.W. Roberts Contracting, Inc.
3372 Capital Circle NE
Tallahassee, FL 32308 | \$526,835.31 – Lump Sum |
| 3) Ranger Construction Industries,
101 Sansbury's Way
West Palm Beach, FL 33411 | \$588,900.00 – Lump Sum |
| 4) D.A.B. Constructors, Inc
P.O. Box 1589
Inglis, FL 34449 | \$448,888.88 – Lump Sum |

(53'X108'=5724 sq. ft.)

15. Pineway St. between Rose Ave. and Mansfield Rd.
(18'x387'=6966 sq. ft.)

16. Birch Blvd. west of SR19 to the intersection of Mulberry Ln.
(31'x337'=10,447 sq. ft.)

17. E. Caroline St. from Louanne Ct. to the Caroline gate.
(20'x170'= 3400 sq. ft.)

OPTIONS:

1. Accept the lowest bid submitted by Hubbard Construction Company in the amount of \$332,773.60
2. Do not accept the low bid.

STAFF RECOMMENDATION: Move to accept the low bid from Hubbard Construction Company in the amount of \$332,773.60 to resurface the roads approved by Council in 2009.

FISCAL IMPACT:

Hubbard Construction Company:
Lump Sum - \$332,773.60
301-4102-541-63-30 Capital Projects Paving Fund

LEGAL SUFFICIENCY:

Legally sufficient

The list of roads to be resurfaced approved on October 7, 2009 are as follows:

1. W. Givens ST. from N. Sinclair Ave. to N. New Hampshire Ave.
(1081'x18'=19,458 sq. ft.)
2. Skyline Drive in Lake Frances Estates (from new surfaced area to the end) (31'x700'=21,700 sq. ft.)
3. Capella Dr. (in Lake Frances Estates) up to S. Capella Dr.
(bad section – curves)(20'x550'=11,000 sq. ft.)
4. Michelle Court (intersects Donna St.)
(19'x281'= 5339 sq. ft. plus cul-de-sac = 5776 for a total of 11,115)
5. Virginia Avenue (dead end) near intersection of Park Drive
(77'x18'=1386 sq. ft.)
6. W. First Street from N. New Hampshire Ave to Orange Ave.
(30'x1724'=51,720 sq. ft.)
7. Texas Court from W. First St. to end (including cul-de-sac)
(24'x524'=12,576 sq. ft.)
8. West end of Palm Way (West of Orange Ave.) including a small section of Lake Shore Blvd.
(irregular shape) (12,583 sq. ft.)
9. Alley behind Gracie's Café and Hargrove Law Office (in between E. Maud and E. Main St.)
(16'x160'=2560 sq. ft.)
10. S. New Hampshire Ave. from Main to Ruby
(326'x28'=9,128 sq. ft.)
11. Ruby St. from S. Sinclair Ave. to N. St. Clair Abrams Ave.
(26'x1780'=46,280 sq. ft.)
12. St. Clair Abrams Ave. from E. Caroline to E. Givens St.
(30'x1391'= 41,730 sq. ft.)
13. St. Clair Abrams Ave. from E. Clifford up to the access road to George Nahas (right past the retention pond on the left) (30'x1507'=45,210 sq. ft.)
14. Intersection of Palm Way and Fern Ave.

Orlando Sentinel

Published Daily

State of Florida } s.s.
COUNTY OF ORANGE

Before the undersigned authority personally appeared Tamela Vargas, who on oath says that he/she is the Legal Advertising Representative of Orlando Sentinel, a daily newspaper published at Tavares in Lake County, Florida; that the attached copy of advertisement, being a Advertisement for Bid in the matter of Bid No. 2010-0010 in the Lake County, was published in said newspaper in the issue; of 4/18/10

Affiant further says that the said Orlando Sentinel is a newspaper published at Tavares, in said Lake County, Florida, and that the said newspaper has heretofore been continuously published in said Lake County, Florida, each Week Day and has been entered as second-class mail matter at the post office in Tavares in said Lake County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Tamela Vargas

The foregoing instrument was acknowledge before me this 20 day of April, 2010, by Tamela Vargas, who is personally known to me and who did take an oath.

[Signature]

JEDITH M. TONEY
NOTARY PUBLIC
STATE OF FLORIDA
Comm# DD0938521
Expires 11/19/2013



Order# 1064255

ADVERTISEMENT FOR ROADWAY RESURFACING BID NO. 2010-0010

Sealed bids are invited by the City of Tavares, to be received at the office of the City Clerk, 201 East Main St., Tavares, FL 32778 or by mail addressed to P. O. Box 1068, Tavares, Florida 32778-1068, so as to be received not later than 2:00 P.M. on June 3, 2010. Please provide three (3) copies and one (1) digital copy, preferably in PDF format. Bids received after this specified time and date will not be considered. The sealed bids will be publicly opened and read aloud in the City of Tavares Council Chambers on the same date at 2:05pm for the performance of the following work:

The project is generally described as follows: roadway resurfacing and miscellaneous associated improvements for portions of sixteen (16) local roadways consisting of: West Clivens Street; Skyline Drive; Capella Drive; Michelle Court; Virginia Avenue; West First Street; Texas Court; Palm Way (west end); S. New Hampshire Avenue; Ruby Street; St Clair; Abrams Avenue (south); St Clair; Abrams (north); Palm Way & Fern Avenue Intersection; Pineway Street; Birch Boulevard; and East Caroline Street.

All contractors intending to bid on the project MUST attend a pre-bid conference May 11, 2010 at 10:00 A.M. at the Tavares City Hall Council Chambers, located at 201 East Main Street, Tavares, FL 32778.

Copies of contract (bid) documents consisting of bidding requirements, contract forms, conditions of the contract, specifications, and drawings may be examined at the Tavares City Hall, 201 E. Main St., Tavares, Florida, Telephone (352) 742-6131. Bidders with access to DemandStar.com can obtain the front end documents by calling 1-800-711-1712 or on the web at <http://www.demandstar.com>. Construction specifications and engineering plans may be obtained from John Rumble, Purchasing Manager at Tavares City Hall, 201 E Main St., Tavares, FL 32778; jrumble@tavares.org phone: (352) 742-6131; fax: (352) 742-6001.

Bidders are required to submit proposals for the above on the Bid Forms provided. No proposals may be withdrawn after the scheduled closing time for the receipt of proposals for a period of thirty (30) days.

A Performance and Payment Bond in a sum equal to 110% of the amount of the Contract awarded will be required at the time of execution of the construction contract.

The City of Tavares reserves the right to waive informalities in any bid, to reject any or all bids with or without cause, and/or to accept the bid that in its best judgment will be for the best interest of the City.

CITY OF TAVARES
Tavares, FL

John Rumble, Purchasing Manager

LAK1064255 4/18/2010

CITY OF TAVARES
MINUTES OF BID OPENING
June 3, 2010
Request for Proposals
Roadway Paving and Utilities
Bid No. 2010-0010

TAVARES CITY HALL CITY COUNCIL CHAMBERS

PRESENT

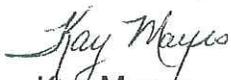
John Rumble, Purchasing Manager
Kay Mayes, Admin Assistant, Finance

Mr. Rumble noted today's date as Thursday, June 3, 2010. This is the opening of submission packages received in response to RFP 2010-0010, Roadway Resurfacing. There were four proposals received (listed in the order opened):

- | | |
|---|---|
| 1) Hubbard Construction Company
1936 Lee Road
Winter Park, FL 32789 | \$332,773.60 – Lump Sum
\$342,063.00 – Alt. Lump Sum |
| 2) C.W. Roberts Contracting, Inc.
3372 Capital Circle NE
Tallahassee, FL 32308 | \$526,835.31 – Lump Sum
\$526,835.31 – Alt. Lump Sum |
| 3) Ranger Construction Industries,
101 Sansbury's Way
West Palm Beach, FL 33411 | \$588,900.00 – Lump Sum
\$588,900.00 – Alt. Lump Sum |
| 4) D.A.B. Constructors, Inc
P.O. Box 1589
Inglis, FL 34449 | \$448,888.88 – Lump Sum
\$448,888.88 – Alt. Lump Sum |

Mr. Rumble noted the packages would be forwarded to the Engineer of Record for review and technical compliance, and estimated the recommendation to award the contract would be on the City Council Agenda within a few weeks. The bid opening concluded at approximately 2:10 p.m.

Respectfully submitted,


Kay Mayes

Admin Assistant, Finance



PRE- BID MEETING AGENDA

Project Name: City of Tavares Roadway Resurfacing Project

Bid Number: 2010-0010

Bid Due Date: **June 3, 2010 by 2 pm**

Via Delivery:

Office of the City Clerk
201 East Main Street
Tavares, Florida 32778

or

Via Mail:

Office of the City Clerk
P. O. Box 1068
Tavares Florida 32778-1068

Bid Clarification:

All questions must be received by 5:00 pm on May 26, 2010. Questions must be submitted in writing via fax or e-mail. Questions should be addressed to:

John Rumble
Purchasing Manager
jrumble@tavares.org
352-742-6001

Written responses shall be sent via e-mail and posted on the DemandStar website . Please make sure that Bidder's provide contact name and **e-mail address** on the sign in sheet in order to assure receipt of all written addendum.

Project Description:

Project in general includes the milling and resurfacing of 15 local roadways within the City of Tavares. Associated with the road resurfacing are roadway repair, signing and pavement marking improvements, minor grading and resodding, limited drainage improvements, and limited sidewalk improvements.

Bid Form:

Sealed bids shall be submitted on the bid schedule included with the bid package. All bids are lump sum. Unit prices as submitted on the bid schedule shall be used for purposes of developing change orders as may be necessary during the project duration. Contractor may add line items to bid schedule if warranted.

Bid Alternates:

One bid alternate is requested. This alternate is associated with the Contractor's ownership of the road millings. Contractor need only include adjusted alternate bid per road on the bid summary sheet.

City anticipates adding an additional alternate for minor utility improvements within Canal Court. If issued, this alternative will include an engineering plan for purposes of bidding.

**CITY OF TAVARES
PRE-BID CONFERENCE**

ROADWAY RESURFACING

May 11, 2010

DATE & TIME:

A pre-bid conference was held on Tuesday, May 11, 2010 at 10:00 a.m. in the Council Chambers of City Hall at 201 E. Main Street, Tavares, FL 32778 with regard to the Roadway Resurfacing Project.

PRESENT:

John Rumble, City of Tavares Purchasing Manager
Chris Thompson, City of Tavares Interim Public Works Director
Marc Stehli P.E., Miller-Legg Engineering
Tonya R. Jones, City of Tavares Public Works Admin. Coord.

CONTRACTORS:

Sign in sheet attached.

Mr. John Rumble called the meeting to order and noted today's date as May 11, 2010, 10:00 a.m. He introduced Marc Stehli and Chris Thompson.

Rumble stated that we are going to forego the bid bond. E-mail him with any questions.

Marc noted that this project contains 15 separate roads (approx. 200 ft. – ¼ mile), and consists mainly of millings and resurfacing however, there will be some minor grading, sidewalk, signing, marking, and road repairs (potholes). He encouraged everyone to visit the job sites. Everything is outlined in the plans.

Marc also stated that there is a separate utility project adjacent to one of these roads that may be sent out as an addendum – if it can be completed in time.

The bid is a lump sum for the work involved.

Millings (specs) – Can either be trucked to the Caroline Plant location or the contractor can retain ownership of them.

Question: Is there a Payment Performance Bond required and are there plans that go with the Bid Docs? Yes, digital will be emailed to everyone. (Rumble).

It was noted by one of the contractors that there are some issues with the Bid Docs.:

#5 – Scope

#25 – Forms are not aligned so not able to be signed.

#21 – Affidavit of non-collusion notarizing for surety not contract.

Also, it was mentioned that the bid does not clarify the unit prices for the purpose of a change order. ??

Rumble stated that he would issue an addendum for the above listed issues.

Copy of sign-in sheet will be posted.

No other questions or comments were brought forward.

Mr. Rumble adjourned the meeting at approximately 10:10 a.m.

Respectfully submitted,

Tonya R. Jones, Administrative Coordinator
City of Tavares, Public Works Department

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: June 16, 2010**

AGENDA TAB NO 7

SUBJECT TITLE: Approval to utilize the Corbin Group to Conduct Management Training

OBJECTIVE: To approve the use of the Corbin Group to conduct management training.

SUMMARY:

The City Administrator's has cut back and scaled back management training due to the travel costs of sending employees to training seminars. The Corbin Group will come to Tavares to conduct an upper management level training program at a cost of \$3,600 for the 11 Directors, City Administrator and City Attorney. This is significantly less then what it cost to send everyone to management training.

Former Mayor Nancy Clutts is a partner in the Corbin Group. Although she will not be involved in the training exercises, as this will be done by Rick Corbin, her firm will be. Staff has asked the City Attorney if there is a prohibition on the former Mayor's company from conducting this training. The City Attorney has opined that there is no prohibition.

In the interest of full disclosure and transparency, staff is apprizing the Council that management plans to utilize the Corbin Group for this training event.

OPTIONS: No action is required, this is a disclosure item.

STAFF RECOMMENDATION:

That the record shows this item was disclosed.

FISCAL IMPACT: Funds are budgeted for minimal training in all department budgets which are sufficient to cover this item.

LEGAL SUFFICIENCY: Legally sufficient.

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
JUNE 16, 2010**

AGENDA TAB NO. 8

FIRST READING

**SUBJECT TITLE: Ordinance 2010-14
An amendment to the Utilities Chapter of the Land Development
Regulations addressing the management of Oil and Grease.**

OBJECTIVE:

To amend Chapter 17, Section 17-31 of the City's Land Development Regulations. This section regulates the management of oil and grease introduced into our city sewer system.

SUMMARY:

Large amounts of oil and grease have been introduced into the City's wastewater system in recent times. This practice continues even though it is largely prohibited. The result creates a costly, unnecessary hardship on the City infrastructure and city staff must delay standard operations to pump and clean wastewater lines and transport the oil and grease material to appropriate dumping locations. To prevent this trend from continuing, staff is proposing an amendment to Chapter 17 (Utilities) of the Land Development Regulations.

The goal of the amendment is to provide for greater control of oil and grease management and to clarify enforcement options.

Highlights of the proposed ordinance include:

1. Oil and grease interceptors and oil/water separators shall be pumped out periodically as needed to prevent carryover of oil and grease into the collection system.
2. Pumpage from oil and grease interceptors and oil/water separators shall be tracked by a manifest that confirms pumping, hauling and disposal of waste. This manifest shall include a log of pumping activities maintained by the user.
3. If a user violates or continues to violate the provisions set forth in this section or fails to initiate/complete corrective action within the specified time period in response to a Notice of Violation, then among other actions, the Code Enforcement Officer and/or Director of Utilities may pump the oil and grease interceptor or oil/water separator and place the appropriate charge on the user's monthly sewer bill.

OPTIONS:

No action required at First Reading.

STAFF RECOMMENDATION:

At Second Reading, staff will recommend approval of Ordinance 2010-14.

FISCAL IMPACT: N/A

LEGAL SUFFICIENCY:

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

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ORDINANCE 2010-14

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA AMENDING THE LAND DEVELOPMENT REGULATIONS; BY AMENDING CHAPTER 17, SECTION 17-31, UTILITIES, REMOVING TEXT RELATED TO INTERCEPTORS AND ADDING LANGUAGE RELATED TO THE INSTALLATION AND MANAGEMENT OF OIL AND GREASE MANAGEMENT DEVICES, PROVIDING FOR THE INSPECTION OF OIL AND GREASE MANAGEMENT DEVICES AND PROVIDING FOR ADDITIONAL ENFORCEMENT AUTHORITY IN CASES OF VIOLATIONS OF OIL AND GREASE MANAGEMENT REGULATIONS, SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING AN EFFECTIVE DATE.

WHEREAS, on September 7, 2005, the City of Tavares adopted the Land Development Regulations, specifying therein standards and regulations governing development within the city; and

WHEREAS, the Land Development Regulations are designed to put forth requirements to ensure that development occurs in a manner that preserves and protects the health, safety, welfare and property values of the community while encouraging economic growth; and

WHEREAS, the City of Tavares has determined these changes are appropriate and in accordance with protecting the health, safety and welfare of the community; therefore;

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

Section 1. Text Amendments

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

Sec. 17-31. — Interceptors.

~~Grease, oil and sand interceptors or traps shall be provided at the owner's expense when, in the opinion of the director they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, except that such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity approved by the City and shall be located as to be readily and easily accessible for cleaning and inspection. When installed, all grease, oil and sand interceptors shall be maintained by the owner, at his expense, in continuously efficient operation at all times.~~

1
2
3 **Sec. 17-31 Oil & Grease Management**
4

5 A. General Criteria. The discharge by a user to the City wastewater system of certain liquids
6 or wastes may be prohibited or limited by the provisions of this Chapter.
7

- 8 1. Wastes, which contain oil and grease, may be discharged to the City wastewater
9 system in accordance with the conditions set forth in this Chapter.
10
11 2. Wastes containing oil and grease, including materials processed through garbage
12 grinders, shall be directed to the grease interceptor or trap.
13
14 3. Wastes containing residual (trace amounts) petroleum based oil and grease shall be
15 directed to the oil/water separator.
16
17 4. Sanitary facilities and other similar fixtures shall not be connected or discharged to
18 the oil and grease interceptor or the oil/water separator.
19
20 5. Liquid wastes shall be discharged to the oil and grease interceptor or oil/water
21 separator through the inlet pipe only and in accordance with the design/operating
22 specifications of the device.
23
24 6. Oil and grease interceptors and oil/water separators shall be installed in a location
25 that provides easy access at all times for inspections, cleaning and proper
26 maintenance, including pumping. The location of the oil and grease interceptor or
27 oil/water separator shall be approved by the Director of Utilities prior to installation.
28
29 7. Nonresidential establishments (users) that prepare, process or serve food or food
30 products shall have an approved oil and grease interceptor. Nonresidential
31 establishments that have the potential to discharge wastes containing residual
32 petroleum based oil and grease, such as commercial laundries, car washes and
33 automotive related facilities, shall have an approved oil/water separator. Other users
34 may be required by the Director of Utilities to install an approved oil and grease
35 interceptor or an oil/water separator, as appropriate, for the proper handling of
36 wastes containing oil and grease.
37
38 8. Other types of users which manufacture or prepare large quantities of food, such as,
39 but not limited to, commissaries, commercial kitchens and caterers shall install an oil
40 and grease interceptor. Oil and grease interceptors shall be sized using design
41 guidelines outlined within the adopted Construction Specifications Manual of the City
42 of Tavares.
43
44 9. Multifamily dwellings or areas of intensified dwelling which are found by the Director
45 of Utilities to exceed oil and grease parameters identified in Section 17-17 of this
46 chapter shall be required to install a grease and oil interceptor. The capacity of the
47 oil and grease interceptor shall be evaluated based on the adopted Construction
48 Specifications Manual of the City of Tavares.
49
50 10. Automotive related enterprises, commercial laundries and laundry mats and other
51 users, which contribute wastes containing petroleum (hydrocarbon) based oils and
52 greases shall install an oil/water separator. Oil/water separators shall be sized as
53 outlined within the adopted Construction Specifications Manual of the City of
54 Tavares.
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11. Oil and grease interceptors and oil/water separators shall be installed solely at the user's expense. Proper operation, maintenance and repair shall be done solely at the user's expense.

12. The Director of Utilities may request that the non-residential user provide documentation on the design and performance of the oil and grease interceptor or oil/water separator. Information to be submitted includes, but may not be limited to, catalog cuts, performance data, materials of construction, installation instructions and operation and maintenance manual.

B. Design and Capacity.

1. Oil and grease interceptors and oil/water separators shall be designed and constructed in accordance with this Chapter, the City's Construction Specifications Manual, latest edition, and other applicable State and local regulations. Design and

2. Alternative oil and grease removal devices or technologies such as under the sink applications shall be subject to written approval by the Director of Utilities and shall be based on demonstrated (proven) removal efficiencies.

3. The capacity of the approved oil and grease interceptor and oil/water separator shall be in accordance with the requirements set forth in the latest edition of the City's Construction Specifications Manual.

C. Installation.

1. New Facilities. Oil and grease interceptors or oil/water separators shall be installed prior to the opening or reopening of said facilities.

2. Existing Facilities. Existing facilities are encouraged to install a new oil and grease interceptor or oil/water separator.

D. Maintenance.

1. Cleaning and maintenance shall be performed by the user.

2. Decanting, back flushing or discharging of removed wastes back into the oil and grease interceptor or oil/water separator from which the waste was removed or any other oil and grease interceptor or oil/water separator, for the purpose of reducing the volume to be hauled and disposed is prohibited.

3. Oil and grease interceptors and oil/water separators shall be pumped out periodically as needed to prevent carryover of oil and grease into the collection system. Under-the-sink oil and grease traps shall be cleaned at a minimum frequency of once per week, or more often as necessary to prevent pass through of grease and other food solids to the collection system. Cleaning and maintenance shall include removal of materials from the tank walls, baffles, cross pipes, inlets and outlets.

4. The user shall be responsible for maintaining the oil and grease interceptor or oil/water separator in such a condition for efficient operation. An interceptor shall be considered to be out of compliance if the grease layer on top exceeds six (6) inches and the solids layer on the bottom exceeds twelve (12) inches or if removal efficiencies as determined through sampling and analysis indicate less than eighty (80%) percent.

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- 5. Wastes removed from each oil and grease interceptor or oil/water separator shall be disposed at a facility permitted to receive such waste. In no way shall the pumpage be returned to any private or public portion of the collection system or the treatment plants, without prior written approval from the Director of Utilities.
- 6. The use of additives in no way shall be considered as a substitution to the maintenance procedures required herein.
- 7. Flushing the oil and grease interceptor or oil/water separator with water having a temperature in excess of 140°F shall be strictly prohibited.
- 8. All maintenance of oil and grease management devices, including proper disposal, shall be performed by the user at the user's sole expense.

E. Monitor.

- 1. The Director of Utilities and/or his or her designee is authorized to perform inspections of oil and grease interceptors.
- 2. Pumpage from oil and grease interceptors and oil/water separators shall be tracked by a manifest that confirms pumping, hauling and disposal of waste. This manifest shall include a log of pumping activities maintained by the user. The log shall be kept on site and made available immediately to City personnel. The log shall include the date, time, volume pumped, hauler's name and license number and hauler's signature.

F. Enforcement.

- 1. The City of Tavares Code Enforcement Officer is authorized to enforce the regulations outlined in this regulation in accordance with standard code enforcement procedures as outlined in the City of Tavares Municipal Code. Additionally, the Code Enforcement Officer may serve any user a written notice stating the nature of oil and grease regulation violation. The user shall have seven days to complete corrective action and submit evidence of compliance to the Code Enforcement Officer and/or Director of Utilities.
- 2. A Notice of Violation shall be issued to a user for failure to:
 - (a) report pumping activities,
 - (b) properly maintain (clean-out or pump) the interceptor or separator,
 - (c) maintain and post the log of pumping activities,
 - (d) maintain a file of records on site at all times,
 - (e) provide logs, files, records or access for inspection or monitoring activities,
- 3. If a user violates or continues to violate the provisions set forth in this section or fails to initiate/complete corrective action within the specified time period in response to a Notice of Violation, then among other actions, the Code Enforcement Officer and/or Director of Utilities may pursue the following options:

1 (a) pump the oil and grease interceptor or oil/water separator and place the
2 appropriate charge on the user's monthly sewer bill; and/or

3
4 (b) if an extreme health or safety hazard exists, immediately terminate
5 water and sewer service.

6
7 4. Progressive enforcement action shall be pursued against users with multiple
8 violations of the provisions of this section including, but not limited to, termination
9 of water service.

10
11 5. The user shall pay all outstanding fees, penalties and other utility charges prior to
12 reinstatement of water and sewer service.

13
14 **Section 2. Severability and Conflicts**

15
16 The provisions of this ordinance are severable and it is the intention of the City Council of
17 Tavares, Florida, to confer the whole or any part of the powers herein provided. If any court of
18 competent jurisdiction shall hold any of the provisions of this ordinance unconstitutional, the
19 decision of such court shall not impair any remaining provisions of this ordinance.

20
21 **Section 3. Effective Date**

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

24
25 **PASSED AND ADOPTED** this ___ day of _____, 2010 by the City Council of the City of
26 Tavares, Florida.

27
28
29 _____
30 Robert Wolfe, Mayor
31 Tavares City Council

32
33 First Reading: _____

34
35 Second Reading: _____

36
37
38 ATTEST:

39
40 _____
41 Nancy A. Barnett, City Clerk

1 Approved as to form:

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Robert Q. Williams, City Attorney

CITY OF TAVARES

NOTICE IS HEREBY GIVEN that the City of Tavares will consider at the public hearings set forth below enactment of proposed Ordinance 2010-14 titled as follows:

ORDINANCE 2010-14

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA AMENDING THE LAND DEVELOPMENT REGULATIONS; BY AMENDING CHAPTER 17, SECTION 17-31, UTILITIES, REMOVING TEXT RELATED TO INTERCEPTORS AND ADDING LANGUAGE RELATED TO THE INSTALLATION AND MANAGEMENT OF OIL AND GREASE MANAGEMENT DEVICES; PROVIDING FOR THE INSPECTION OF OIL AND GREASE MANAGEMENT DEVICES AND PROVIDING FOR ADDITIONAL ENFORCEMENT AUTHORITY IN CASES OF VIOLATIONS OF OIL AND GREASE MANAGEMENT REGULATIONS; SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING AN EFFECTIVE DATE.

Proposed Ordinance 2010-14 will be considered at the following public meetings:

1. Tavares City Council meeting on June 16, 2010, at 4:00 p.m. (Introduction and First Reading by Title Only); and
2. Tavares City Council meeting on July 7, 2010, at 4:00 p.m. (Second Reading)

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 City Council Second Reading and be heard or submit their comments prior to the meeting. All meetings will be conducted in the Tavares City Council Chambers in City Hall at 201 East Main St., Tavares, Florida.

LAK1071447

6/6/2010

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
JUNE 16, 2010**

AGENDA TAB NO. 9

FIRST READING

**SUBJECT TITLE: Ordinance 2010-15
An amendment to the Landscaping and Buffering Regulations
Chapter 11 of the Land Development Regulations addressing
irrigation and promoting water conservation.**

OBJECTIVE:

To amend Chapter 11, Section 11-6, of the City of Tavares Land Development Regulations. This section addresses the conditions under which the City shall permit irrigation systems.

SUMMARY:

According to St. John's River Water Management District, more than half of residential water usage is used for watering lawns and landscaping. Therefore, substantial water savings can be realized through efficient, water-conserving irrigation methods. To promote the City of Tavares' water conservation goals, this proposed ordinance provides basic water conserving regulations for the installation and operation of landscape irrigation systems.

Highlights of the proposed ordinance include the following:

1. Irrigation systems shall be water efficient irrigation systems designed to provide no more than the minimum amount of water required by any specific landscape material to ensure survival of that material.
2. Irrigation systems shall be designed with low trajectory heads, micro irrigation or low-volume water distributing devices in order to prevent overspray onto impervious areas.
3. A rain sensor device or switch shall be installed to regulate the controller's operation that will override the irrigation cycle of the sprinkler system when one-half to three-quarter inches of rainfall has occurred on any day.

OPTIONS:

No Council action required on First Reading.

STAFF RECOMMENDATION:

At Second Reading, staff will recommend that City Council moves to approve Ordinance 2010-15 as presented.

FISCAL IMPACT: N/A

LEGAL SUFFICIENCY:

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

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ORDINANCE 2010-15

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA AMENDING THE LAND DEVELOPMENT REGULATIONS; BY AMENDING CHAPTER 11, LANDSCAPING AND BUFFERING REGULATIONS, SECTION 11-6, ADDRESSING THE INSTALLATION OF IRRIGATION SYSTEMS AND WATER CONSERVATION, SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING AN EFFECTIVE DATE.

WHEREAS, on September 7, 2005, the City of Tavares adopted the Land Development Regulations, specifying therein standards and regulations governing development within the city; and

WHEREAS, the Land Development Regulations are designed to put forth requirements to ensure that development occurs in a manner that preserves and protects the health, safety, welfare and property values of the community while encouraging economic growth; and

WHEREAS, the City of Tavares has determined these changes are appropriate and in accordance with protecting the health, safety and welfare of the community; therefore;

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

Section 1. Text Amendments

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

Section 11-6 Irrigation

~~All landscaping required under this Section will be required to have an adequate irrigation system as required for the maintenance of the plant material. An irrigation plan shall be required and irrigation systems shall be installed in accordance with Appendix F of the Florida Building Code. Any property owner electing to install an irrigation system is to comply with the following regulations and obtain a permit from the City of Tavares Community Development Department.~~

~~(A) Single Family Residential Uses.~~

~~Irrigation plans for single family uses shall be submitted prior to construction of the irrigation system. The plans shall be clearly readable, drawn to a reasonable scale, show the entire site to be irrigated and must include all improvements. Drawings may be prepared by a properly licensed qualified contractor.~~

~~(B) Multi-family, Commercial, Industrial and Governmental Uses.~~

1 Irrigation plans for multi-family, commercial, industrial and governmental uses shall be submitted along
2 with the landscape plan in conjunction with the site development plans and application. The plans shall be
3 clearly readable, drawn to a reasonable scale, show the entire site to be irrigated, including all
4 improvements, and shall include but not be limited to: date, scale, revisions, legend, specifications which
5 list all aspects of the equipment and assembly thereof, water source, water meter and/or point of
6 connection, backflow prevention devices, pump station size, pump station location, design operation
7 pressure and flow rate per zone, locations of pipe, controllers, valves, sprinklers, sleeves, gate valves,
8 etc. The plans and specifications shall be prepared by, and each sheet shall bear the impress seal of a
9 Professional Engineer or Landscape Architect, registered in the State of Florida, or other recognized
10 certified design professional, who is competent in this field of expertise.

11
12 (A) All irrigation permits shall be reviewed by Utilities Department authorized personnel.

13
14 (B) Irrigation plans for single family uses shall be submitted prior to construction of the irrigation system.
15 The plans shall be clearly readable, drawn to a reasonable scale, show the entire site to be irrigated
16 and must include all improvements.

17
18 (C) Irrigation plans for multi-family, commercial, industrial and governmental uses shall be submitted
19 along with the landscape plan in conjunction with the site development plans and application. The
20 plans shall be clearly readable, drawn to a reasonable scale, show the entire site to be irrigated,
21 including all improvements, and shall include but not be limited to: date, scale, revisions, legend,
22 specifications which list all aspects of the equipment and assembly thereof, water source, water
23 meter and/or point of connection, backflow prevention devices, pump station size, pump station
24 location, design operation pressure and flow rate per zone, locations of pipe, controllers, valves,
25 sprinklers, sleeves, gate valves, etc. The plans and specifications shall be prepared by, and each
26 sheet shall bear the impress seal of a Professional Engineer or Landscape Architect, registered in the
27 State of Florida, or other recognized certified design professional, who is competent in this field of
28 expertise.

29
30
31 (D) Irrigation systems shall comply with the following requirements:

32
33 1. Irrigation systems shall be water efficient irrigation systems designed to provide no more than the minimum
34 amount of water required by any specific landscape material to ensure survival of that material. Irrigation system
35 pipng shall be underground. Such systems shall utilize a combination of sprinkler mechanisms and zones to
36 accommodate the individual irrigation requirements of each type of landscape material, including trees, shrubs,
37 ornamentals and turf areas.

38
39 2. Irrigation systems shall be designed to provide 100 percent coverage and to prevent overspray, runoff, low land
40 drainage and other conditions where water flows onto or over adjacent property, non-irrigation areas, water features
41 and impervious areas.

42
43 3. Irrigation systems shall be operated by an automatic irrigation controller or timer which has sufficient programming
44 flexibility to respond to the needs of the irrigation devices being used and is capable of irrigating high requirement
45 areas on a different schedule from low water requirement areas (provided that separate zones exist), has program
46 flexibility (to allow repeat cycles and multiple program capability) and battery backup (to retain programs).

47
48 4. The design of the irrigation system shall include sprinkler heads and devices appropriate for the landscape
49 material to be irrigated. Sprays and rotors shall not be on the same control value circuit and shall have matching
50 application rates within each zone. Sprinkler spacing shall not exceed 55 percent of the sprinkling diameter of
51 coverage.

52
53 5. Irrigation systems shall be designed with low trajectory heads, micro irrigation or low-volume water distributing
54 devices in order to prevent overspray onto impervious areas. Micro irrigation systems shall not be used to irrigate turf

1 areas. Sprinkler heads in and adjacent to lawn areas shall be designed to be flush with the ground surface when not
2 in use.

3
4 6. Irrigation systems shall be designed to place high water demand areas, such as lawns, on separate zones from
5 those areas with reduced water requirements.

6
7 7. A rain sensor device or switch shall be installed to regulate the controller's operation that will override the irrigation
8 cycle of the sprinkler system when one-half to three-quarter inch of rainfall has occurred on any day.

9
10 8. Irrigation rates for each zone shall be calculated and noted on the irrigation plans.

11
12 (E) Water conservation. The Utilities Director or his/her designee or other authorized person shall ensure
13 the following tasks are complete:

14 (1) The irrigation contractor has provided the property owner an irrigation plan and maintenance checklist,
15 and;

16 (2) The property owner poses a St. John's River Water Management District's seasonal watering
17 guideline.

18
19 (F) Enforcement. Any owner with irrigation as required under these regulations not being maintained in a
20 orderly manner consistent with this regulation shall be notified of a violation and will be referred to the
21 Code Enforcement Officer.

22 23 24 **Section 11-7 Installation and Maintenance**

25 Proper installation and maintenance of landscape areas is required in order to ensure their proper
26 function and reduce or eliminate nuisances and/or conflicts.

27
28 (A) Professional installation. All landscaping is to be installed in a professional manner following good
29 nursery practices as set by the Florida Nurserymen's Association and/or the Florida Irrigation Society.

30
31 (B) Irrigation maintained. All irrigation systems are to be maintained in an operable manner and managed
32 to ensure water efficiency and prevent wasteful practices.

33
34 (C) Owner responsible for maintenance. The responsibility for maintenance of required landscaping shall
35 remain with the owner of the property, his successors, heirs, assignees or any consenting grantee to
36 include banks and/or mortgage holders.

37 38 **Section 2. Severability and Conflicts**

39
40 The provisions of this ordinance are severable and it is the intention of the City Council of
41 Tavares, Florida, to confer the whole or any part of the powers herein provided. If any court of
42 competent jurisdiction shall hold any of the provisions of this ordinance unconstitutional, the
43 decision of such court shall not impair any remaining provisions of this ordinance.

44 45 **Section 3. Effective Date**

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

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PASSED AND ADOPTED this ____ day of _____, 2010 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

CITY OF TAVARES

NOTICE IS HEREBY GIVEN that the City of Tavares will consider at the public hearings set forth below enactment of proposed Ordinance 2010-15 titled as follows:

ORDINANCE 2010-15

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA AMENDING THE LAND DEVELOPMENT REGULATIONS; BY AMENDING CHAPTER 11, LANDSCAPING AND BUFFERING REGULATIONS, SECTION 11-6, ADDRESSING THE INSTALLATION OF IRRIGATION SYSTEMS AND WATER CONSERVATION, SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS OBTAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING AN EFFECTIVE DATE.

Proposed Ordinance 2010-15 will be considered at the following public meetings:

1. Tavares City Council meeting on June 16, 2010, at 4:00 p.m. (Introduction and First Reading by Title Only); and
2. Tavares City Council meeting on July 7, 2010, at 4:00 p.m. (Second Reading)

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 City Council Second Reading and be heard or submit their comments prior to the meeting. All meetings will be conducted in the Tavares City Council Chambers in City Hall at 201 East Main St., Tavares, Florida.

LAK1071454

6/6/2010

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TAVARES

See

**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: June 16, 2010**

AGENDA TAB NO. 10

SUBJECT TITLE: Ordinance #2010-13 – Provision of Lien Search Fees

OBJECTIVE:

To consider the approval of Ordinance #2010-13 for the Provision of Lien Search Fees

SUMMARY:

The City receives approximately 20 to 25 requests for 20 lien searches per month. Lien search requests are submitted by Title Companies in order to clear the title and conduct a property closing.

The lien search request includes verification and documentation by the City Clerk of any utilities owed, assessments, liens, open building permits, or pending code enforcement violations. The process involves five staff members who search their records, verify fees and/or report information to the Clerk, who in turn, compiles the information and certifies that the information is correct to the Title Company within a prescribed period.

The City current provides the lien search service at no fee at anywhere from "same day" service, to two to three days. The Title Company normally includes such services in their closing costs to the customer.

Attached is a spread sheet indicating what some other cities in Florida currently charge for this service.

Staff is recommending that the City institute a charge for lien searches in the amount of \$50.00 per parcel searched.

OPTIONS:

- 1) Move to Approve Ordinance #2010-13 to provide for lien search fees at \$50.00 per parcel.
- 2) Move to Approve Ordinance #2010-13 to provide for lien search fees at a different amount.
- 3) Do not approve Ordinance#2010-13

STAFF RECOMMENDATION:

Move to approve Ordinance #2010-13 to provide for lien search fees at \$50.00 per parcel

FISCAL IMPACT:

Approximately \$12,000 annually in increased revenues to the General Fund.

Funding Source: General Fund Reserves

LEGAL SUFFICIENCY:

This is legally sufficient and has been reviewed by the City Attorney.

ORDINANCE 2010-13

AN ORDINANCE AMENDING SECTION 2-1 OF THE CITY OF TAVARES CODE OF ORDINANCES PROVIDING FOR LIEN SEARCH FEES AND AMENDMENT OF OTHER PUBLIC INFORMATION REQUEST FEES; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

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

Section 2-1 of Article I of Chapter 2 of the Code of Ordinances is hereby added to provide as follows:

Sec. 2-1. Lien Search Fees.

There shall be a service fee of fifty dollars (\$50.00) for each lien search or estoppel request to the City for any parcel of real property located in the City. Each such request shall be submitted to the City Clerk in writing, with the required fee, who shall provide the information within seven business days. Customers may be invoiced on a monthly basis provided that all amounts previously billed have been paid.

Sec. 2-3. Other Fees for Public Information Requests

By Resolution, the City Council may from time to time amend the current fee schedule for various Public Information Requests.

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

PASSED AND ORDAINED this _____ day of _____, 2010, by the City Council of the City of Tavares, Florida.

Robert Wolfe, Mayor
Tavares City Council

ATTEST:

Nancy A. Barnett
City Clerk

47 Passed First Reading _____

48

49 Passed Second Reading _____

50

51

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53

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55 _____
Approved as to form:

56 City Attorney

Cities in Florida Charging for Lien Searches – February 15, 2010

City	Amount	How Established
Altamonte Springs	\$10.00 per address	Ordinance
Bal Harbour Village	\$100 one day service / \$50 – 2-4 days	Ordinance
Bay Harbour Islands	\$20.00 per folio 5-7 days (includes condition of sewer lateral)	Policy
Belle Glade	\$25.00/\$50/\$75	Resolution
Cocoa	\$40 same day/\$30 two days/\$25 days/\$20 4 or more days	Policy
Cocoa Beach	\$8.50 per property	Policy
Davie	\$50.00 – (\$100 – 5 hours)	Ordinance allows; fee set by resolution
Edgewater	\$30.00	
Hallandale Beach	\$50.00 10 business days; \$125 four business days	
Lauderdale by the Sea	\$50.00 per property	Policy
Lauderhill	\$25.00	Resolution each year; do at budget time
Longwood	\$15.00 per parcel	Ordinance
Margate	\$25.00	
Mascotte	\$20.00	Resolution
Miramar	\$35.00 regular 5-7 days/\$100.00 rush 3 working days/\$75.00 for code compliance information	Ordinance allows; fee set by resolution
North Lauderdale	\$40.00	
Oakland Park	\$75.00 regular; expedited \$100	
Pembroke Pines	\$50.00 automated search; \$75.00 semi automated; \$100.00 manual search	Ordinance
Plantation	\$35.00	
Sanibel Island	\$30.00 same day; \$25.00 next day; \$20.00	Ordinance
Pompano Beach	\$25.00	
Stuart	\$20.00 but going up	
Sunrise	\$100.00 per property/valid for up to 30 days	Ordinance
Tavares	None	
Tequesta Village	\$25 (\$50.00 for 24 hour service)	Resolution

City of Tavares

NOTICE IS HEREBY GIVEN that the Tavares City Council will consider the Ordinance 2010-13, Second Reading, on June 16, 2010 at 4:00 p.m. Tavares City Hall, 201 E. Main Street, Tavares, FL 32778.

ORDINANCE 2010-13

AN ORDINANCE AMENDING SECTION 2-1 OF THE CITY OF TAVARES CODE OF ORDINANCES PROVIDING FOR LIEN SEARCH FEES AND AMENDMENT OF OTHER PUBLIC INFORMATION REQUEST FEES; PROVIDING FOR CODIFICATION; 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.

Submitted by:
Nancy Barnett
City Clerk

Ad No.: 221318
June 6, 2010

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING:
June 16, 2010**

AGENDA TAB NO. 11

SUBJECT TITLE: To approve the bid award for the Alleyway Paving Project

OBJECTIVE: To approve the bid award for the paving of four alleyways within the City to Sunshine Hardscapes in the amount of \$126,162.00.:

1. ALLEY # 3 – runs from N. New Hampshire Ave. to N. Rockingham Ave. in between (parallel with) E. Caroline St. and E. Ianthe St.
2. ALLEY # 7 - runs from W. Caroline St. to W. Ianthe St. in between (parallel with) Texas Ave. and N. Joanna Ave.
3. ALLEY # 8A & 8B – runs from W. Alfred St. to W. Caroline and W. Caroline to W. Ianthe St. (2 blocks) – in between (parallel with) N. Joanna Ave. and N. New Hampshire Ave. (*W. Caroline to W. Ianthe is the first priority on this two block alley*).

SUMMARY: On October 7, 2009, Council has approved a bid for four alleyways to be paved using pervious pavers to mitigate storm water impacts. On December 16, 2009, Council approved Griffey Engineering to do the design, surveying, and construction oversight of the project.

Below is a list of all of the bids that were received. All applicants were given the opportunity to bid on the specifications for the (1) original base design and (2) for the alternate design (aquaflo pavers). Because of the problem that has occurred of road settling using regular pervious pavers, staff is recommending that the alternate material (2) (aquaflo pavers) be utilized.

CONTRACTOR	BASE DESIGN (PERVIOUS PAVERS)				
	Alley #3	Alley #7	Alley #8A	Alley #8B	TOTAL
Pillar Construction Group	\$25,903.32	\$29,878.46	\$26,587.25	\$30,042.17	\$112,411.20
Sunshine Hardscapes, Inc.	\$27,923.00	\$29,596.00	\$27,139.00	\$28,642.00	\$113,300.00
Paqco, Inc.	\$39,500.00	\$44,500.00	\$39,500.00	\$41,500.00	\$165,000.00
Anglin Construction Co.					\$182,499.00
Construct Two Group	\$61,310.00	\$60,117.00	\$57,860.00	\$62,535.00	\$241,822.00

CONTRACTOR	ALTERNATE DESIGN (AQUAFLOW PAVERS)				
	Alley #3	Alley #7	Alley #8A	Alley #8B	TOTAL
Sunshine Hardscapes, Inc.	\$31,106.00	\$33,022.00	\$30,134.00	\$31,900.00	\$126,162.00
Pillar Construction Group	\$36,040.56	\$40,057.04	\$36,625.96	\$40,205.49	\$152,929.05
Anglin Construction Co.					\$185,770.00
Paqco, Inc.	\$52,500.00	\$54,500.00	\$50,000.00	\$51,000.00	\$208,000.00
Construct Two Group	\$77,229.00	\$75,507.00	\$72,801.00	\$78,576.00	\$304,113.00

OPTIONS:

1. Accept the lowest bid submitted by Pillar Construction Group using the pervious pavers. (original design) \$112,411.20
2. Accept the lowest bid submitted by Sunshine Hardscapes, Inc. using the alternate material (aquaflow pavers) to reduce/prevent road settling (rutting). \$126,162.00
3. Do not accept either of the bids.

STAFF RECOMMENDATION: Move to approve the staff recommendation of utilizing aquaflow pavers and accept the bid from Sunshine Hardscapes, Inc. in the amount of \$126,162.00.

FISCAL IMPACT:

Pillar Construction Group - \$112,411.20 (original design)
Sunshine Hardscapes, Inc. - \$126,162.00 (utilization of aquaflow pavers)
301-4102-541-63-30 Capital Projects Fund (Paving)

LEGAL SUFFICIENCY:

Legal sufficient

Orlando Sentinel

Published Daily

State of Florida } S.S.
COUNTY OF ORANGE }

Before the undersigned authority personally appeared Tamela Vargas, who on oath says that he/she is the Legal Advertising Representative of Orlando Sentinel, a daily newspaper published at Tavares in Lake County, Florida; that the attached copy of advertisement, being a Advertisement for Bid in the matter of Bid No. 2010-0011 - Alleyway Paver Project In the Lake County, was published in said newspaper in the issue; of 4/22/10

Affiant further says that the said Orlando Sentinel is a newspaper published at Tavares, in said Lake County, Florida, and that the said newspaper has heretofore been continuously published in said Lake County, Florida, each Week Day and has been entered as second-class mail matter at the post office in Tavares in said Lake County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Tamela Vargas

The foregoing instrument was acknowledge before me this 22 day of April, 2010, by Tamela Vargas, who is personally known to me and who did take an oath.

[Signature]



JED J. M. TONEY
NOTARY PUBLIC
STATE OF FLORIDA
Comm# DD0938521
Expires 11/13/2013

Order# 1064650

ADVERTISEMENT / INVITATION TO BID
ALLEYWAY PAVER PROJECT
BID NO. 2010-0011
FOR THE CITY OF TAVARES, FLORIDA

Sealed bids (including 3 copies and one digital copy) are invited by the City of Tavares, to be received at the office of the City Clerk, 201 East Main St., Tavares, FL 32778 or by mail addressed to: P. O. Box 1068, Tavares, Florida 32778-1068, so as to be received not later than 2:00 PM on May 27, 2010. Bids received after this specified time and date will not be considered. The sealed bids will be publicly opened and read aloud in the City of Tavares Council Chambers on the same date of 2:05 pm for the performance of the following work:

Alleyway Paver Project per Specifications

All contractors intending to bid on the project should attend a Mandatory pre-bid conference Tuesday, May 4, 2010, at 10:00 am at the Tavares City Hall Council Chambers located at 201 East Main Street, Tavares, FL 32778. Bidders with access to DemandStar.com can obtain the front end documents by calling 800-711-1712 or on the web at <http://www.demandstar.com>. Complete plans and specifications may be reviewed at the City of Tavares, Florida, 32778. For further information contact: John Rumble, Purchasing Manager, at Tavares City Hall, 201 E. Main St., Tavares, Florida 32778 phone: (352) 742-6131; fax (352) 742-6351.

Bidders are required to submit proposals for the above on the Bid Forms provided. No proposals may be withdrawn after the scheduled closing time for the receipt of proposals for a period of thirty (30) days. Please provide 3 copies and one digital copy.

A Performance and Payment Bond in a sum equal to 110% of the amount of the Contract awarded will be required at the time of execution of the construction contract.

The City of Tavares reserves the right to waive informalities in any bid, to reject any or all bids with or without cause, and/or to accept the bid that in its best judgment will be in the best interest of the City.

John Rumble CPPB, FCPM
Purchasing Manager
LAK1064650 4/22/2010

**CITY OF TAVARES
MANDATORY PRE-BID CONFERENCE**

ALLEYWAY PAVER PROJECT – BID NO. 2010-0011

May 4, 2010

DATE & TIME:

A pre-bid conference was held on Tuesday, May 4, 2010 at 10:00 a.m. in the Council Chambers of City Hall at 201 E. Main Street, Tavares, FL 32778 with regard to the Alleyway Paver Project.

PRESENT:

John Rumble, City of Tavares Purchasing Manager
Don Griffey, Griffey Engineering
Chris Thompson, Public Works Director
Chris Mock , Hanson Paver Products.

CONTRACTORS:

Sign in sheet attached.

Mr. John Rumble called the meeting to order and noted today's date as May 04, 2010, 10:00 a.m. Mr. Rumble reminded the vendors that all correspondence should be in writing via email. He also noted that there is no bid bond, but that a performance bond of 110% would be required.

Don Griffey stated that pervious pavers will be used (Hanson specs). The exception on this project would be that an alternative paver that is more expensive would also be included in the bid. It will be bid as an alternate. The city would decide if the more expensive product is viable after seeing the results of the bid He noted that the plans are available digitally.

He stated that the sub-base needs to be compacted to specifications. This is very important to avoid rutting. He compared it to the paver project from a year ago in which rutting did occur. Independent testing to ensure compactions is required and the contractor is responsible for all testing.

Mr. Griffey also noted that there are Utilities are located in the alleys and due caution must be exercised. The sewer and water are indicated on the plans. He said that there are several utility poles that need to be relocated and that the city would assume responsibility. There are also several trees that need to be removed, but they are indicated on the plans.

Mr. Griffey stated that the alleys are used by the residents as well as our Sanitation trucks and the contractor should bear this in mind. He said the city will notify the residents of the closure.

It was noted that there will be a staging area located on the vacant church property (for equipment, etc) for them to use

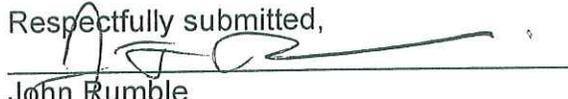
Mr. Griffey also reminded the contractors that they are responsible for sodding the adjacent areas of the alleyway borders.

It was noted that Chris Mock of Hanson Pavers was available to answer any questions after the meeting.

Mr. Rumble concluded by saying if there are any follow up questions or concerns to e-mail him with those and we can include them as an addendum to these minutes.

No other questions or comments were brought forward. Mr. Rumble adjourned the meeting at approximately 10:15 a.m.

Respectfully submitted,



John Rumble
Purchasing Manager

CITY OF TAVARES

MINUTES OF BID OPENING

May 27, 2010

Request for Proposals

Alleyway Paver Project

Bid No. 2010-0011

TAVARES CITY HALL

PRESENT

John Rumble, Purchasing Manager
Kay Mayes, Admin Assistant, Finance

Mr. Rumble noted today's date as Thursday, May 27, 2010. This is the opening of submission packages received in response to RFP 2010-0011, Alleyway Paver Project. There were five proposals received; the amount reflects the Total Lump Sum Bid

- | | |
|---|--------------|
| 1) Pillar Construction Group, LLC
1312 Bowman Street
Clermont, FL 34711 | \$112,411.20 |
| 2) Sunshine Hardscapes, Inc
267 E. Lakeview Street
Umatilla, FL 32784 | \$113,300.00 |
| 3) Paqco, Inc.
101 Weber Avenue
Leesburg, FL 34748 | \$165,000.00 |
| 4) Anglin Construction Company
622 SE 2 Street
Gainesville, FL 32601 | \$182,499.00 |
| 5) Construct Two Group
30 South Ivey Lane
Orlando, FL 32811 | \$241,822.00 |

Mr. Rumble noted the packages would be forwarded to the Engineer of Record for review and technical compliance and estimated the recommendation to award the contract would be on the City Council Agenda within a few weeks. The bid opening concluded at approximate 2:10 p.m.

Respectfully submitted,



Kay Mayes
Admin Assistant, Finance

GRIFFEY ENGINEERING, INC.

June 2, 2010

John Rumble, Purchasing Manager
City of Tavares
201 East Main Street
Tavares, FL 32778

RE: Alleyway Paver Project – Bid No. 2010-0011

Dear John:

I've reviewed the five bids for the referenced project. Each bid is a lump sum cost to complete the work as shown on the design plan. None of the bids include adjustment, exceptions or conditions for completion of the work as proposed and identified in the plans. Based on this review, it is my conclusion that the bids conform with the proposed scope of work, and the award process should proceed forward. The following tables summarize the bids from lowest to highest for both the base design (pervious pavers) and the alternate design (aquafLOW pavers).

CONTRACTOR	BASE DESIGN (PERVIOUS PAVERS)				
	Alley #3	Alley #7	Alley #8A	Alley #8B	TOTAL
Pillar Construction Group	\$25,903.32	\$29,878.46	\$26,587.25	\$30,042.17	\$112,411.20
Sunshine Hardscapes, Inc.	\$27,923.00	\$29,596.00	\$27,139.00	\$28,642.00	\$113,300.00
Paqco, Inc.	\$39,500.00	\$44,500.00	\$39,500.00	\$41,500.00	\$165,000.00
Anglin Construction Co.					\$182,499.00
Construct Two Group	\$61,310.00	\$60,117.00	\$57,860.00	\$62,535.00	\$241,822.00

CONTRACTOR	ALTERNATE DESIGN (AQUAFLOW PAVERS)				
	Alley #3	Alley #7	Alley #8A	Alley #8B	TOTAL
Sunshine Hardscapes, Inc.	\$31,106.00	\$33,022.00	\$30,134.00	\$31,900.00	\$126,162.00
Pillar Construction Group	\$36,040.56	\$40,057.04	\$36,625.96	\$40,205.49	\$152,929.05
Anglin Construction Co.					\$185,770.00
Paqco, Inc.	\$52,500.00	\$54,500.00	\$50,000.00	\$51,000.00	\$208,000.00
Construct Two Group	\$77,229.00	\$75,507.00	\$72,801.00	\$78,576.00	\$304,113.00

Sincerely,



Donald A. Griffey, P.E.

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TAVARES

See

**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: June 16, 2010**

**AGENDA TAB NO. 12
SUBJECT TITLE: Appointment to Community Redevelopment Area
Advisory Committee (CRAAC)**

OBJECTIVE:

The Mayor will make an appointment to fill the CRAAC vacancy.

SUMMARY:

There is one vacancy left on the CRAAC.

Applications have been received from Denise Laratta and Andrew O'Keefe

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A



***Application for a Board/Committee Appointment
City of Tavares***

Please Print: Laratta Denise
Last Name Middle First

Telephone: 352 (313) 3210
Email: laratta@embarqmail.com

Cell Phone: ()
Fax: _____

Present Address 3000 Lake Huron Lane Tavares

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: N/A

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

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

1 2 3 4

1 2 3 4

Are You Employed at Present? (Please Circle)

YES

NO

Name of Last or Present Employer: AT&T

Address:

Number and Address

City

State

Zip

Date Hired: July 1969

Position: Consultant

Brief Description of Responsibilities: Organization Development
Consultant specializing in strategic planning,
quality processes, team building and executive
teaching

Have You Served on a City of Tavares Board or Committee? Yes

If You Answered Yes:

When? Currently

Where? Fire Pension Board

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?

OD Consultant skills listed above, familiar with City plans/issues

2) What do you think should be the purpose of this board?

Provide input to City on current and potential redevelopment projects

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

- | | | | | |
|----|---------------------------|-----------------------------|---------------|-------------|
| 1) | <u>Marty Sugarman</u> | <u>3205 Saratoga Dr</u> | <u>Towers</u> | <u>6</u> |
| | Name | Address | Business | Years Known |
| 2) | <u>Glennida Gutierrez</u> | <u>5547 Bessy Circle</u> | <u>Towers</u> | <u>5</u> |
| | Name | Address | Business | Years Known |
| 3) | <u>Charlotte Keller</u> | <u>2994 Lake Huron Lane</u> | <u>Towers</u> | <u>5</u> |
| | Name | Address | Business | Years Known |

Next of Kin: Ron Laratta Spouse Name
Address Relationship

In Case of Emergency, Please Notify:

Ron Laratta 3000 Lake Huron Lane 352-343-3210
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 Denise Laratta Date 5/20/10

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.

Denise Laratta 5/20/10
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:



**Application for a Board/Committee Appointment
City of Tavares**

Please Print: O'Keefe Andrew T.
Last Name First Middle Initial

Telephone: (352) 314-6919 Email: AToKeefe@hotmail.com

Cell Phone: (352) 406-0027 Fax: 352-343-8500

Present Address 10111 CANterburg DRIVE Leesburg Fl. 34788

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: NONE

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

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

1 (2) 3 4

1 2 3 4

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

Name of Last or Present Employer: O'Keefe's Irish Pub and Restaurant

Address: 115 South Rockingham AVE. TAVARES FL 32778
Number and Address City State Zip

Date Hired: FEB 1984 Position: OWNER

Brief Description of Responsibilities: Oversee Day-to-Day Operations

Have You Served on a City of Tavares Board or Committee? yes, Community Redevelopment Committee

If You Answered Yes: When? 2004 Where? TAVARES city Hall

Professional or Civic Memberships:

- 1) TAVARES Chamber of Commerce
- 2) American Culinary Federation
- 3) Mt. Dora Chamber of Commerce
- 4) Florida Restaurant & Lodging Association

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?

Owner and Operator of one of the oldest Retail establishments in the C.R.A. and also served on the Community Redevelopment Committee for the City of TAVARES, which later became the C.R.A. Advisory Committee.

SEE BACK →

2) What do you think should be the purpose of this board?

To Address and Improve economic growth, Living conditions and other poor unsafe or inadequate conditions in the Community Redevelopment Area.

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

- 1) Michael Graves 715 W. MAIN ST, TAVARES 23
Name Address Business Years Known
- 2) Robyn Hudson 224 N. Rockingham AVE, TAVARES 8
Name Address Business Years Known
- 3) Brent Miller 205 E. Barkleigh Blvd. TAVARES 10
Name Address Business Years Known

Next of Kin: Jennifer O'Keefe 10111 Canterbury Drive Leesburg Fl. 34788 WIFE
Name Address Relationship

In Case of Emergency, Please Notify:

Jennifer O'Keefe 10111 Canterbury Drive Leesburg Fl. 34788 (352) 314-6919
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 Andrew T. O'Keefe Date JUNE 2, 2010

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.

Andrew T. O'Keefe JUNE 2, 2010
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:

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: JUNE 16, 2010**

AGENDA ITEM NO: X, Tab 13

SUBJECT TITLE: Consideration of Local Match for a \$1.3 million State grant to Replace the Dora Canal Bridge

OBJECTIVE:

To have City Council to consider approving a proposed share of the local match for a \$1.3 million grant to replace the Dora Canal Railroad Bridge.

SUMMARY:

At the Council meeting of May 8, 2008, the City Council approved an Economic Development Strategy that included the development of a Freight Village and related improvements to the Florida Central Railroad Corridor between Orlando and Eustis/Tavares.

The proposed railroad construction includes the replacement of the Dora Canal Bridge, improvements to several railroad crossings in Tavares, and the installation of continuous welded rail between Plymouth and Tavares/Eustis. The installation of the continuous welded rail will provide for higher speed trains between Tavares/Eustis and downtown Orlando and allow for the provision of commuter rail service between Tavares/Eustis and downtown Orlando in the future.

The State DOT current fiscal year budget under its Strategic Intermodal System funding has currently earmarked \$1.3 million to replace the current Dora Canal Bridge which was reconstructed in the 1950's. The replacement of the Dora Canal bridge will allow for a wider span between the bridge supports which will improve water flow through the Dora Canal and improve boater safety in this congested area. The project will also allow for limited track and other improvements between the Dora Canal Bridge and the Wooton Park Train Platform.

The \$1.3 million of funding would consist of \$975,000 of State money (75%) and a required local match of \$325,000 (25%). To date, commitments for the local match consist of \$112,500 from the Lake County Water Authority and \$128,500 from Florida Central Railroad leaving a shortfall in the needed local match of \$84,000. The cities of Eustis and Mount Dora as well as Lake County have been requested to participate in the local match but no commitments have been received from them to date.

Since the State grant funds are surplus funds in the current State fiscal year budget ending June 30th, it is important to line up the needed local match funds by that date or potentially risk losing the entire grant.

The Railroad Horizon Team for the City consists of Councilmember Kirby Smith, City Administrator John Drury and Economic Development Director Bill Neron. The Horizon Team after careful review believes the City of Tavares should commit to providing the needed local match of \$84,000 from the City's current General Fund Reserves for Contingencies.

OPTIONS:

1. To review and approve the City of Tavares providing an \$84,000 share of the needed local match for the \$1.3 million Dora Canal Bridge Replacement Grant with the funds coming from the General Fund Reserve for Contingency account.
2. To review and not approve the City of Tavares providing an \$84,000 share of the needed local match for the \$1.3 million Dora Canal Bridge Replacement Grant.

STAFF RECOMMENDATION:

The Railroad Horizon Team recommends that the Council approve the City of Tavares providing an \$84,000 share of the needed local match for the \$1.3 million Dora Canal Bridge Replacement Grant with the funds coming from the General Fund Reserve for Contingency account..

FISCAL IMPACT:

The direct fiscal impact on the City will be the provision of a local grant match of \$84,000.

Financial information regarding reserves will be provided before the meeting.

LEGAL CONSIDERATIONS:

The City Attorney has reviewed the attached information.

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TAVARES

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: June 16, 2010**

AGENDA TAB NO. 14

SUBJECT TITLE: Charter Referendum – Discussion re: Council Seats

OBJECTIVE:

To discuss the question of whether to include the creation of Council Seats in the proposed charter referendum,

SUMMARY:

Staff are in the process of developing the referendum ordinance for four year terms. The City Attorney has recommended the consideration of an additional issue concerning elections.

Currently the City Charter provides for the election of councilmembers on a system of the highest vote getters instead of specific seats. Depending on the number of persons up for re-election, it is the three or two receiving the highest number of votes. Candidates cannot choose to run against a specific seat.

In Lake County, the only other city that chooses its public officials through this system is Montverde (who also chooses the number of candidates who will run through a town caucus system).

The other surrounding cities' systems are as follows:

Eustis	Seats
Umatilla	Seats
Lady Lake	Seats and districts
Leesburg	Seats and districts
Mt. Dora	Two at large (one at large seat in the odd year and one in the even year), 4 districts, and separate mayor position.

In even numbered years when the city's election is concurrent with the gubernatorial or the presidential election, there is significantly more turn out than the odd numbered years:

2009 - 1,385 ballots cast
2008 - 6,995 ballots cast

The system in the Tavares charter allows for the possibility of some candidates to receive an advantage in that there are many options that may result in an undervote or overvote. Undervotes are when the voter chooses to only vote for one candidate (when two or running) or two (when three are running), or none – see attached email from Supervisor Elections for more information). In addition, the system does not allow clear analysis to understand the results of an election, i.e. the numbers that determined the outcome of the election. In the example given by the Supervisor of Elections, in 2008 the referendum Ordinance 2008-18 received 2601 “yes” votes and 3,803 “no” votes, however, there were also 583 persons who did not vote on the issue at all and 3 people who voted both “yes” and “no.”

Although the current system is legally sufficient, staff is recommending that the City propose on its referendum to include councilmember seats in order to have an election process that is fairer to all candidates who may wish to run for office. In addition such a system would generate clearer data for the city to utilize when analyzing the results of its elections.

OPTIONS:

- 1) Move to direct staff to develop the referendum ordinance including the question of whether or not to have candidates run for seats
- 2) Do not direct staff to develop the referendum ordinance to include this issue.

STAFF RECOMMENDATION:

Move to direct staff to develop the referendum ordinance for four year terms to include the question of whether or not to have candidates run for seats.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Legally sufficient

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: June 16, 2010**

AGENDA TAB NO. 15

SUBJECT TITLE: Grant for \$250,000.00 from Lake County for Development of Woodlea Sports Complex

OBJECTIVE: To apply for a reimbursable grant in the amount of \$250,000.00 from Lake County Board of County Commissioners for the development of Woodlea Sports Complex.

SUMMARY: Historically, the City has applied for a Youth Services Grant from Lake County to supplement the cost of providing recreation to children living in the unincorporated communities.

If this \$250,000.00 grant is pursued, the Youth Services Grant will be unavailable to the city in the future. This smaller grant has ranged from \$11,000.00 to as much as \$32,000.00 per year.

OPTIONS:

- 1) Authorize staff to apply for the grant
- 2) Do not

STAFF RECOMMENDATION: Move to authorize staff to apply for a reimbursable grant in the amount of \$250,000.00 from Lake County Board of County Commissioners for the development of Woodlea Sports Complex.

FISCAL IMPACT: n/a

LEGAL SUFFICIENCY: Meets legal sufficiency

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
June 16, 2010**

AGENDA TAB NO. 16

SUBJECT TITLE: City Administrator Report

OBJECTIVE:

To inform Council on city related matters.

SUMMARY: Will be presented at meeting

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

- City Council Regular Meeting – July 7, 2010 – 4 p.m.
- Chamber of Commerce Business Luncheon – June 23, 2010 – 11:30 a.m.
- Community Redevelopment Advisory Area Committee – July 12, 2010 – 2 p.m.
- Fire Pension Board – June 18, 2010 – 3:30 p.m.
- Lake County League of Cities Luncheon – July 9, 2010 – 11:30 a.m.
- Lake Sumter MPO – Board Meeting – June 23, 2010 – 4 p.m. – Ag Center, Bob Norris Auditorium
- Library Board – July 9, 2010– 8:30 a.m. Library Conference Room, 314 N. New Hampshire
- Planning & Zoning Board – July 22, 2010 – 3:00 p.m
- Police Pension Board – June 18, 2010 – 1:30 p.m.

EVENTS

4th of July Celebration – July 3, 2010, Wooton Park

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
June 16, 2010**

AGENDA TAB NO. 17

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. Attached is any additional supporting information.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

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TAVARES

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