

IX. ORDINANCES

Tab 4) Ordinance #2011-03 – Police Pension Plan Amendment to Chapter 15, Code of Ordinances – Actuarial Definition & Military Buy Back Provision – First Reading Stoney Lubins

IX. RESOLUTIONS

Tab 5) Resolution #2011-03 USDA Reimbursement for Downtown Water/Wastewater Improvements Lori Houghton

Tab 6) Resolution #2011-04 – Adoption of Lake County Hazard Hazard Mitigation Plan Richard Keith

X. GENERAL GOVERNMENT

Tab 7) Approval to Rent Land to Host Colt Ford Concert Tammy Rogers

Tab 8) Approval of Contract with BESH Engineering for the Streetscape Design of the Alfred Street Project Jacques Skutt

Tab 9) Request to Apply for Land & Water Conservation Grant for Woodlea Sports Park Tammy Rogers

Tab 10) Report of Economic Development Horizon Team Councilmember Smith

Tab 11) Request for Donation for Veterans Memorial Vice Mayor Grenier

Tab 12) Request for Approval of Contract to Relocate Scada Systems Brad Hayes

XI. OLD BUSINESS

XII NEW BUSINESS

XIII. AUDIENCE TO BE HEARD

XIV. REPORTS

Tab 13) City Administrator John Drury

Tab 14) Council Reports City Councilmembers

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

such purposes he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Individuals with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk at least two (2) working days in advance of the meeting date and time at (352) 253-4546.

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CITY OF TAVARES
MINUTES OF REGULAR COUNCIL MEETING
DECEMBER 1, 2010
CITY COUNCIL CHAMBERS

COUNCILMEMBERS PRESENT

ABSENT

Robert Wolfe, Mayor
Bob Grenier, Vice Mayor
Lori Pfister, Councilmember
Sandy Gamble, Councilmember
Kirby Smith, Councilmember

STAFF PRESENT

John Drury, City Administrator
Bob Williams, City Attorney
Nancy Barnett, City Clerk
Bill Neron, Economic Development Director
Lori Tucker, Human Resources Director
Lori Houghton, Finance Director
Chief Lubins, Police Department
Jacques Skutt, Director of Community Development
Chief Richard Keith, Fire Department
Chris Thompson, Interim Public Works Director
Tamera Rogers, Director of Community Services
Brad Hayes, Director of Utilities

I CALL TO ORDER

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

II. INVOCATION AND PLEDGE OF ALLEGIANCE

Chaplain Lincoln Haynes, Florida Hospital Waterman gave the invocation and those present recited the Pledge of Allegiance.

III. APPROVAL OF AGENDA

Mr. Drury advised that Tab 9, Interlocal Agreement with Lake County re: Woodlea Sports Complex would be pulled from the agenda.

MOTION

1
2 Kirby Smith moved for approval of the agenda with change as noted, seconded by Bob
3 Grenier. The motion carried unanimously, 5-0.

4
5 IV. APPROVAL OF MINUTES – October 6, 2010

6
7 MOTION

8
9 Bob Grenier moved for the approval of the minutes of October 6, 2010 as submitted,
10 seconded by Kirby Smith. The motion carried unanimously 5-0.

11
12 V. PROCLAMATIONS/PRESENTATIONS

13
14 None.

15
16 VI) SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EXPARTE CONTACTS

17
18 Attorney Williams swore in those wished to testify on Tab 5 and 6.

19
20 VII) READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

21
22 Ms. Barnett read the ordinances and resolutions by title only:

23
24 **ORDINANCE 2010-19**

25
26 **AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA AMENDING PUD**
27 **ORDINANCE 2005-04; AN ORDINANCE THAT GOVERNS THE**
28 **DEVELOPMENT OF THE OAK BEND SUBDIVISION ON S.R. 19;**
29 **SUBSTITUTING THE PROVISION FOR 96 SINGLE-FAMILY ATTACHED**
30 **DWELLINGS FOR 53 SINGLE-FAMILY DETACHED DWELLINGS;**
31 **AMENDING THE CONCEPTUAL MASTER PLAN FOR THE SUBDIVISION**
32 **TO REFLECT THIS CHANGE; SUBJECT TO THE RULES, REGULATIONS**
33 **AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL;**
34 **PROVIDING AN EFFECTIVE DATE.**

35
36 **ORDINANCE 2010-20**

37
38 **AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA; REZONING**
39 **APPROXIMATELY 10 ACRES OF LAND LOCATED GENERALLY AT THE**
40 **NORTHEAST INTERSECTION OF DAVID WALKER ROAD AND OLD U.S. 441**
41 **FROM RMF-2 (RESIDENTIAL MULTI-FAMILY) TO PD (PLANNED DEVELOPMENT**
42 **DISTRICT); SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS**
43 **ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR AN**
44 **EFFECTIVE DATE.**

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RESOLUTION 2010-18

A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, AMENDING THE 2011 FISCAL YEAR ADOPTED BUDGET FOR THE CITY OF TAVARES, REPRESENTING ADJUSTMENTS TO THE ADOPTED BUDGET, AND PROVIDING FOR A REPEALER, SEVERABILITY AND AN EFFECTIVE DATE.

RESOLUTION 2010-19

A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, THAT ESTABLISHES THE CRITERIA FOR THE DESTINATIONS THAT MAY BE DISPLAYED AND ADVERTISED ON SIGNAGE THAT IS PART OF THE WAYFINDING PROGRAM AND PLAN ADOPTED BY THE CITY OF TAVARES

VIII) CONSENT AGENDA

Mayor Wolfe asked if anyone in the audience had objections to items on the Consent Agenda or if Council wished to discuss an item.

Councilmember Smith requested to pull Tab 2 and Tab 3.

Tab 2) Amendment to Interlocal Agreement with Lake County for Fire Inspections of County Owned Buildings

Chief Keith presented the following report:

On August 31, 2007, City Council entered into an inter-local agreement with Lake County for inspections of County-owned buildings and construction projects. The agreement at that time contained two basic components; (1) the construction-phase inspections for county-owned construction projects within the City of Tavares would be accomplished by Lake County employed building inspectors; and (2) annual life-safety and fire prevention inspections of County-owned buildings within the City of Tavares would be accomplished by Lake County employed fire inspectors.

For a variety of reasons, since the inter-local agreement was executed, the County has not been able to conduct the annual life safety and fire prevention inspections in County-owned buildings.

The County is proposing to amend the inter-local agreement that was established in 2007 to put the responsibility for the annual life safety and fire prevention inspections back onto the City of Tavares Fire Department.

Discussion

1
2 Councilmember Smith questioned Chief Keith as to whether entering into the agreement would
3 create additional overtime or the need for another inspector. Chief Keith responded that it would
4 not create overtime and that the department could cover the inspections as currently staffed.

5
6 **MOTION**

7
8 **Kirby Smith moved to approve the Interlocal Agreement with Lake County for Fire**
9 **Inspections, seconded by Sandy Gamble. The motion carried unanimously 5-0.**

10
11 **Tab 3) Approval of IAFF Contract**

12
13 Mr. Drury presented the following report:

14
15 *The Management negotiations team consisting of Mayor Robert Wolfe, City Administrator John*
16 *Drury and Fire Chief Richard Keith has met on several occasions with the Fire Department*
17 *Union negotiating team and recommend the following changes to the contract:*

- 18
19 1. *Elimination of Furlough Program effective retroactively to October 1, 2010 (Consistent*
20 *with all other employees) – Page 32.*
21 2. *A 2% COLA adjustment effective retroactively to October 1, 2010 (Consistent with all*
22 *other employees) – Page 42*
23 3. *Staffing levels back to standard staffing levels – Page 9*
24 4. *Elimination of floating fire fighter position –Page 19*
25 5. *A grammatical correction on page 15 and 29*

26
27 **Discussion**

28
29 Councilmember Smith asked Chief Keith if the third person on the fire engine could not be held
30 off for another year as the City and the community has still not recovered economically.

31
32 Chief Keith responded that according to the National Fire Protection Association every fire
33 engine should have four personnel; the city's Fire Department has two or three. Mr. Drury
34 discussed the process of negotiations noting that the City has not been able to afford to meet
35 the NFPA standards for the trucks.

36
37 Councilmember Smith asked Ms. Houghton if the budget will accommodate the overtime. Ms.
38 Houghton said while she had not analyzed it, she thought it would require some increase to the
39 overtime budget. Councilmember Smith asked Ms. Houghton if the overtime would come out of
40 the General Fund. Ms. Houghton said she will look in the other department line items first. Chief
41 Keith said he did not anticipate being able to cover the overtime in his existing budget.
42 Councilmember Pfister asked about the option of having one station and one truck or a station
43 more centrally located. Chief Keith responded that it would meet the requirement for four people
44 but probably not the time limit to respond to an emergency. Councilmember Gamble discussed

1 the issue of home owner insurance ratings which are affected by staffing and response time.
2 Councilmember Pfister questioned the savings to the homeowners if the ISO rating were better.
3 Chief Keith said it would depend on the individual insurance company.
4

5 Discussion followed on the estimate of overtime. Mr. Drury noted he has asked both Chiefs to
6 be careful on scheduling days off so that overtime is minimized. Chief Keith discussed the issue
7 of fixed minimal staffing which affects the Fire Department more than the Police Department.
8 Chief Keith said he would provide more information on staffing levels during budget discussions
9 next year. He stated that he felt the IAFF had worked with the city cooperatively and met the city
10 in the middle.
11

12 Councilmember Gamble suggested that the City Council meet in a Shade Meeting next year
13 prior to the contract coming to Council in order to get an update on the status of the
14 negotiations. Mayor Wolfe agreed to bring that forward.
15

16 **MOTION**

17
18 **Kirby Smith moved to approve the IAFF contract as stated, seconded by Sandy Gamble.**
19 **The motion carried unanimously 5-0.**
20

21 **IX. ORDINANCES/RESOLUTIONS – PUBLIC HEARING**

22 23 **Tab 4) Ordinance #2010-22 – Amendment to Impact Fee Waiver Ordinance #2009-34 to** 24 **Extend for One Year**

25
26 Read for First Reading only.
27

28 **Tab 5) Ordinance #2010-19 – Planned Development Agreement to Conceptual Plan for** 29 **Oak Bend – Convert Land Designated for Multi-Family Dwellings to Detached Dwellings –** 30 **Second Reading**

31
32 Mr. Skutt presented the following report:
33

34 *The Oak Bend subdivision is located on the west side of S.R. 19, across from Royal Harbor.*
35 *The PD ordinance for this subdivision was approved in 2005. The Planned Development zoning*
36 *permitted 111 single-family detached dwellings and 96 single-family attached dwellings. The*
37 *property was platted to provide lots for these two types of dwellings.*
38

39 *No attached dwellings have been constructed or sold and it is the owner's opinion that the*
40 *property can best be developed exclusively as a single-family detached subdivision. This is*
41 *generally consistent with the City's Comprehensive Plan that encourages higher residential*
42 *densities within our urban core. The proposed amendment will reduce the net upland density of*
43 *this property from 4.81 dwelling units per acre to 3.93 dwelling units per acre. Impacts on all city*
44 *services will be reduced proportionately to this change in density. Other than amending the*

1 *permitted dwelling types, the Planned Development regulations for this subdivision shall remain*
2 *unchanged. The owner will be required to submit updated utility and drainage plans to address*
3 *the reconfiguration of the lots. The roads within the subdivision have already been constructed*
4 *and will not be altered. A new plat of subdivision, reflecting the amended conceptual plan, must*
5 *be approved and recorded.*

6
7 *Oak Bend is located on the southern extremity of the city. Staff is recommending approval of the*
8 *amendment due to the potential reduction of impacts on city services in a manner that is*
9 *consistent with the encouragement of higher residential densities within the urban core.*

10
11 Mr. Skutt noted that the Planning & Zoning Department had recommended approval.

12
13 **Discussion**

14
15 Councilmember Smith asked if this ordinance would change the deed restrictions or the
16 setbacks from the previous ordinance.

17
18 Attorney Williams said it would not affect the deed restrictions and the single family lots will have
19 to meet the setbacks in the Land Development Regulations.

20
21 **MOTION**

22
23 **Sandy Gamble moved to approve Ordinance #2010-19, seconded by Bob Grenier. The**
24 **motion carried unanimously 5-0.**

25
26 **Tab 6 – Ordinance #2010-20 – Rezoning from RMF to Planned Development for Senior**
27 **Apartments Complex at Northeast Corner of David Walker Dr. and Old U.S. 441**

28
29 Mr. Skutt presented the following report:

30
31 *The subject property is located on the northeast intersection of David Walker Drive and Old U.S.*
32 *441 adjacent and south of the Chelsea Oaks Subdivision. The property is approximately 10*
33 *acres in size and is currently vacant. The owners of the property, the Liberty Baptist Church,*
34 *had once considered relocating their church on these lands. They concluded, however, it was in*
35 *their best interest to sell this property. The owners of the Shanti Niketan condominiums on*
36 *David Walker Road have decided to buy this property and develop it as Phase 2 of their project.*
37 *The applicant is requesting to rezone the property from RMF-2 (Residential Multi-Family) to PD*
38 *(Planned Development District).*

39
40 *The proposed Planned Development consists of a maximum of 120 age-restricted, apartment or*
41 *condominium dwelling units. The property bears a Future Land Use designation of Medium*
42 *Density (12 dwelling units per acre). The conceptual plan shows multiple wings of one and two*
43 *storey residential buildings with attached garages. Parking is calculated on the basis of 1.35*
44 *spaces per dwelling unit. No commercial uses will be allowed within this development. The*

1 *community will be landscaped and buffered in accordance with the City's Land Development*
2 *Regulations. The applicant shall obtain all necessary permits from applicable local, regional,*
3 *state and federal agencies as well as city site plan approval prior to any construction.*
4

5 *A traffic analysis has been submitted with a determination that the project will generate an*
6 *additional 12 new peak hour trips and is therefore exempt from requiring a full traffic impact*
7 *study under the Methodology Guidelines developed by the Lake Sumter MPO. Meals are*
8 *provided on-site for residents. The applicant has elected to defer a full concurrency*
9 *determination until the issuance of a final development order (site plan).*

10
11 *The project is modeled after phase one of the Shanti Niketan development located further north*
12 *on David Walker Road. Phase one has proven to be very successful and has sold out.*

13
14 *The proposed rezoning is consistent with the existing Future Land Use designation of Medium*
15 *Density. The need for this type of residential housing has been established by the success of*
16 *Shanti Niketan Phase One. Staff is recommending approval of the rezoning.*
17

18 Mayor Wolfe asked if there were questions.

19
20 Councilmember Gamble asked if a light on US 441 would be required. Mr. Skutt said it will
21 probably not affect the threshold at this time as there are limited peak hour trips generated.
22 Councilmember Smith asked about the entranceway; Mr. Skutt said it would off David Walker
23 Drive.
24

25 **MOTION**

26
27 **Sandy Gamble moved to approve Ordinance #2010-20, seconded by Kirby Smith. The**
28 **motion carried unanimously 5-0.**
29

30 **Tab 7) Resolution #2010-18 – Fiscal Budget 2011 – Roll Forwards – First**

31
32 Ms. Houghton apologized for not including the detail previously for this resolution and that she
33 had now provided descriptions to Council for each item.
34

35 Ms. Houghton explained that the resolution represents increases to the adopted budget for
36 Fiscal Year 2011. The increases represent adjustments to the budget for additional expenditure
37 requirements and estimated revenue adjustments for the Harvest Moon Festival, and
38 **encumbrance roll forwards** from the prior fiscal year. A description is provided (Exhibit A) for
39 each account where the budget amount will be increased for prior year commitments.
40

41 This resolution represents the FIRST AMENDMENT to the Adopted Budget for Fiscal Year
42 2010-2011.
43

1 Mayor Wolfe noted an error in the resolution language. Ms. Houghton said it has been
2 corrected. Councilmember Gamble said he appreciated the backup information.

3
4 **MOTION**

5
6 **Kirby Smith moved to approve Resolution #2010-18, Fiscal Budget, Roll Forwards,**
7 **seconded by Bob Grenier. The motion carried unanimously 5-0.**

8
9 **Tab 8) Resolution #2010-19 – Wayfinding Program Signage Criteria**

10
11 Mr. Skutt presented the following summary:

12
13 *City Council has approved a Wayfinding System for the city and has authorized staff to*
14 *negotiate contracts with Don Bell Signs to engineer, fabricate and install signage associated*
15 *with this program. FDOT must approve and permit those signs that are located on or are in the*
16 *proximity of State Roads (US 441 and SR 19). On November 5th, city staff met with District 5,*
17 *FDOT representatives in Deland, to obtain their opinions on our proposed sign designs,*
18 *including our major Gateway signs which are all themed in support of our brand...America's*
19 ***Seaplane City.*** *The FDOT representatives were enthusiastically supportive of the designs.*
20 *Minor recommendations that were made have been incorporated into the designs.*

21
22 *The Florida Administrative Code, Part V of Chapter 14-51, outlines the procedure that local*
23 *governments must follow to obtain FDOT permits for Wayfinding Signs. Key to this process is*
24 *the necessity for the local government to adopt a resolution that establishes the criteria for the*
25 *destinations shown on the Wayfinding Sign System Plan. This is intended to set the ground*
26 *rules of what may be advertised on our Wayfinding signs and will eliminate future disputes from*
27 *individuals or business that may seek off-site advertising opportunities on our Wayfinding signs*
28 *that are not intended for this purpose. Our plan provides for the advertising of individual*
29 *businesses on Kiosk signs that will be located in the downtown core area. Our Gateway, Main*
30 *Directional and Vehicular signs will announce to visitors that they are entering Tavares,*
31 *America's Seaplane City, direct them from the State roads to our Downtown/Seaplane Base and*
32 *guide them to public and cultural points of interest, recreational facilities, shopping and*
33 *entertainment districts and government facilities. The Kiosk signs will lead pedestrians to*
34 *specific business and buildings within our downtown core.*

35
36 *Council adoption of this resolution will satisfy the requirements of the Florida Administrative*
37 *Code and will enable the city to commence the permitting of our Wayfinding signage.*

38
39 Mayor Wolfe asked if there questions or if the audience wished to speak.

40
41 **MOTION**

42
43 **Bob Grenier moved to approve Resolution #2010-19, seconded by Kirby Smith. The**
44 **motion carried unanimously 5-0.**

1
2 **X. GENERAL GOVERNMENT**

3
4 **Tab 9) Interlocal Agreement with Lake County for Woodlea Sports Park Contribution**

5
6 Removed from agenda.

7
8 **Tab 10) Agreement with Angel Flight at Planes, Trains, & BBQ Event**

9
10 Mr. Neron noted Tab 10 and Tab 11 are interrelated. He said last year there was an informal
11 relationship with Angel Flight to be the charity for the event. The proposal is to make this into a
12 formal relationship for the next fiscal year. There would be a \$2.00 gate fee charged and Angel
13 Flight would receive the gate fee to support its charity. In return Angel Flight would guarantee
14 \$10,000 donation to the city to cover the cost of half of the air show. The hope is to transition
15 the event to Angel Flight to have them be fully responsible for the event costs in future years if
16 they are successful in their fundraising.

17
18 Councilmember Pfister noted that the Planes, Trains, and BBQ event would now have an
19 entrance fee in addition to the fee planned for the concert.

20
21 Councilmember Smith asked for clarification that 99% of the other city run events do not have
22 gate fees. Mr. Neron confirmed. Discussion followed on the issue of including in the contract
23 that no alcohol is to be sold, what would happen if Angel Flight could not raise the \$10,000,
24 whether city residents could be exempt from the gate fee, and the overall budget. Mr. Neron
25 stated currently the city has \$10,000 budgeted for the Air Show. He said the cost is \$20,000 but
26 Angel Flights will cover the other \$10,000. Mr. Neron said it would be difficult to administer a
27 system of identification for residents. He noted it is common to have a gate fee at BBQ events
28 and that it is less than most of the other gate fees that are charged for events.

29
30 Mayor Wolfe asked if the audience had questions.

31
32 Denise Laratta, Royal Harbor

33
34 Ms. Laratta questioned the figure for the TIF budget as she felt she had seen \$25,000 budgeted
35 in the upcoming budget.

36
37 Ms. Laratta said although she agreed with supporting Angel Flight she did not agree with having
38 a gate fee for a city sponsored event.

39
40 **MOTION**

41
42 **Kirby Smith moved to approve the agreement with Angel Flight, with the amendment that**
43 **the city requests that only non-alcoholic drinks be sold, seconded by Sandy Gamble.**
44

1 Discussion continued on the gate fee. Mr. Drury commented that this was also an attempt to
2 have those who would be attending the event, to participate more in the cost of the event, as not
3 all residents attend the event. He noted that having a not for profit aviation charity participate
4 was a positive contribution.

5
6 Mr. Neron added that, as with all events, the Splash Park and Wooton Wonderland are always
7 open and alcoholic beverages are not allowed in that portion of the park.

8
9 Councilmember Pfister asked if in the future it could become an Angel Flight event.

10
11 Mr. Drury said he thought it would be possible. He described the Angel Flight program in more
12 detail including his own experience as a pilot taking a sick child to a hospital out of state. He
13 said it had potential to become a major fund raiser for Angel Flight.

14
15 **The motion carried unanimously 5-0.**

16
17 **Tab 11) Agreement for Air Show at Planes, Trains, & BBQ Event**

18
19 Mr. Neron said this is the Agreement with Air Boss to put on the event that books the acts and
20 provides insurance for the event. He said the agreement is for \$20,000 and is the same as last
21 year's agreement.

22
23 Councilmember Smith asked what would happen if the event were affected by bad weather or if
24 not all the planes participated in the show. He said he did not see any place for weather or
25 mechanical issues with the planes. Mr. Neron said it probably would have to be considered on a
26 case by case basis.

27
28 Mr. Drury said the contract does not address the number of planes. Attorney Williams said there
29 are some specifications regarding the Air Show which are not in the contract. He said a
30 cancellation of the event would have to be addressed with them. Councilmember Smith said
31 Item 9 clarifies this information.

32
33 Attorney Williams said he prefers not to pay monies up front. He said that by holding back the
34 \$10,000 payment until after the performance the city can determine if it is satisfied with the
35 event.

36
37 Mayor Wolfe asked if there was comment from the audience.

38
39 **MOTION**

40
41 **Sandy Gamble moved to approve Tab 11 [Agreement with Air Boss], seconded by Bob**
42 **Grenier. The motion carried unanimously 5-0.**

43
44 **Tab 12) Update on City Programs and Projects**

1
2 Mr. Drury presented the following update:
3

4 *The new fiscal year commenced on October first and an opportunity is presented to the Council*
5 *to be updated on Horizon Team projects and other projects that have rolled forward from prior*
6 *fiscal year into this new fiscal year and for any questions to be asked/answered that Council*
7 *members may have on the listed projects or any other project.*
8

- 9 1. **Public Safety Facility:** (Council Liaison – Mayor Wolfe/Staff manager- Richard Keith).
10 *Council selected the design Team (Gator Sktch) and authorized staff to negotiate an*
11 *engineering contract. A \$500,000 Federal Grant has been secured to get the project*
12 *going. The team is pursuing the “bus barn” location as the number 1 priority location for*
13 *the facility. A placeholder site behind City Hall has been identified to get the project*
14 *moving forward. It is anticipated that the engineering firm’s grant writing staff will assist*
15 *the City in obtaining a grant to construct the project. The estimated cost to construct is*
16 *\$8 million.*
- 17 2. **Seaplane Base and Marina:** (Council Liaison –Councilmember Lori Pfister/Staff
18 manager - Bill Neron). Grand Opening completed this past April with Governor. Punch
19 list items to be completed include improving the welded and hinged dock connections
20 with rubber connections, installing a fueling pump adjacent to the aircraft apron for the
21 larger twin aircraft and boats who prefer to fuel on shore, installing the flag pole and
22 associated plaques (Historical and Dedication). Project should be closed out within the
23 next several months.
- 24 3. **Tavares Pavilion on the water:** (Council Liaison – Councilmember Lori Pfister/Staff
25 manager - Tamera Rogers). DEP permit has been secured. This took a year to obtain.
26 Council previously selected the BESH team to design the project. Awaiting decision on
27 TDC grant application in the amount of \$750,000 to add to the budget of \$1.5 million for
28 a total budget of \$2,250,000. Presentation to TDC scheduled for December 15. If
29 approved then TDC grant application goes to County Commission in January for
30 approval. If approved then notice to proceed on design will be issued. The Council has
31 also instructed staff to obtain proposals from “Construction Management At Risk” firms
32 to do the work. Proposals have been received and are being ranked after which they will
33 go to Council for approval.
- 34 4. **Dora Canal Bridge Replacement** (Council Liaison – Councilmember Kirby Smith/Staff
35 manager - Bill Neron). Project funded by Rail Road, Water Authority and City.
36 Agreements have been executed by all parties. Rail Road to commence
37 construction/replacement after new year. Awaiting grant agreement from State.
- 38 5. **Tavares Outdoor Sports Park** (Council Liaison – Councilmember Sandy Gamble/staff
39 manager - Tamera Rogers). Design Team DMC is developing plans for a Master Permit
40 from DEP/St Johns of the entire complex. Permitting is underway with Florida Wildlife
41 and Game Commission for the relocation of gopher tortoises. Once the tortoises are
42 removed and the stormwater permitting is completed, the land will be cleared and
43 grading will begin. Interlocal Government Agreement between County and City is being
44 developed between city and County attorney on the funding component for council’s

1 approval in the near future. County has budgeted \$250,000 to assist with the project and
2 City has budgeted \$300,000. Total sports complex estimated to cost \$8 million. The first
3 phase will be limited to environmental permitting, gopher tortoise removal and clearing
4 and grubbing.

5 6. **Alleyways and alleyway signage** (Council Liaison – Vice Mayor Bob Grenier/staff
6 manager - Chris Thompson). Three Alleyways under construction. Naming of alleyways
7 approved by City Council. Signs for those alleyways that are completed or under
8 construction have been installed.

9 7. **Gateway and Kiosk signs:** (Council Liaison – Vice Mayor Bob Grenier/staff manager -
10 Jacques Skutt). Sign manufacture selected by Council. A work order for the first KIOSK,
11 to be placed off Main Street in the City Hall court yard, has been issued. After it is
12 installed and accepted, two more are scheduled. One for Ruby Street in a grassy area
13 near O'Keefe's and one at the west end of Main Street near the County Parking Garage.
14 Gateway signs off 441 and 19 and the entire wayfinding program has been submitted to
15 FDOT for approval. Approval is pending the City's development of sign specifications.
16 Once sign specifications have been completed then FDOT will conduct final approval
17 and wayfinding signs can be programmed into the Capital Improvement program.

18 8. **Alfred Street Project** (Council Liaison – Councilmember Lori Pfister/Staff manager -
19 Jacques Skutt). BESH was selected to design project. Contract has been approved by
20 County (who is paying for project) and notice to proceed issued. A separate streetscape
21 design that reflects the City's Master plan is being negotiated with BESH and will be
22 presented to Council in the near future. .

23 9. **Community Backyard Project** (Council Liaison – Councilmember Lori Pfister/staff
24 manager - Tamera Rogers). Includes Dog Park, catch and release fishing pond, Butterfly
25 Park, community vegetable garden, exercise trail/stations, grilling stations, park benches
26 and park furniture. Dog Park is complete. Pond has been cleaned out, graded and
27 seeded. Trees and underbrush were removed and cleaned out. Parking area off Disston
28 Ave was created. Restrooms are under construction. Small pumpkin patch was planted.
29 Over this fiscal year, Parks Department will work to stock pond with fish and put in place
30 a butterfly attracting plants and raised beds for community vegetable gardening and
31 parking will be enlarged and improved.

32 10. **Public Works Facility** (Council Liaison – Vice Mayor Bob Grenier/staff member Chris
33 Thompson. Team continues to evaluate site locations. The Caroline property that City
34 owns is rising to the top of the preferred list. No funding available at this time to move
35 forward. Funding will be addressed in a future year through the Capital Improvement
36 Programming process.

37 11. **Rail upgrades:** (Council Liaison – Councilmember Kirby Smith/Staff member Bill Neron)
38 \$13,000,000 in grants secured for continuous welded tracks to Orlando. MPO trying to
39 secure the grant match of \$4 million from Lake County, Orange County, R.R., Tavares,
40 Eustis, Mt. Dora and Umatilla. Cities and County continue to meet on this issue with
41 MPO. No funding available this year for the grant match. Project on hold until grant
42 match can be identified and secured. City programmed \$300,000 over a three year
43 period beginning next year in the Capital Improvement Program.

- 1 **12. Economic Development:** *(Council Liaison – Councilmember Kirby Smith/Staff member*
2 *Bill Neron). The Tavares Economic Development Strategy continues to include support*
3 *towards: Hospital, Medical Village, Rail Village, County Government Campus,*
4 *Commerce Park, Seaplane Base and Marina, Special Events, Multi Modal*
5 *Transportation system, Sports Park and growing our own businesses. This strategy was*
6 *developed by the city three years ago and is making progress on all fronts. The team is*
7 *engaged on all fronts and most recently is focusing on business recruitment for*
8 *companies that offer high wage jobs (manufacturing) and growing or own (down town*
9 *businesses). The other economic development programs include the Impact Fee Waiver*
10 *Program and fast track permitting program.*
- 11 **13. Banking RFP:** *Finance Department is currently in process of developing a scope of*
12 *desired services and requirements for banking services. The preferred bank will provide*
13 *services that will provide efficiency for financial reporting, enhance customer service*
14 *delivery, and provide safety for City of Funds.*
- 15 **14. Meter Reading RFP:** *Finance Department is currently in process of developing a scope*
16 *of services and requirements for meter reading services. The desired vendor will*
17 *provide meter reading services in a timely fashion and within City customer service*
18 *guidelines.*
- 19 **15. Golf Cart Crossing:** *Staff Manager – John Drury. Two locations on State Road 19 and*
20 *441 have been applied for with FDOT (Dead River Road and St. Clair Abrams Road).*
21 *FDOT is developing standards for Golf Cart crossings at state roads. City awaits*
22 *approval and standards.*
- 23 **16. City Comprehensive Plan –** *The Evaluation and Appraisal Report has been completed*
24 *and submitted to DCA for approval. City awaits determination of approval.*
- 25 **17. CRA Water Sewer Upgrades.** *Staff Manager – Brad Hayes. \$17 million in grant and*
26 *loans secured. Scope of work to design is being negotiated and will be submitted to*
27 *Council and Grant/Loan Funding Agency (USDA) in near future.*
- 28 **18. CRA Storm Water upgrades.** *Staff Manager – Brad Hayes. \$10 million grant/loans*
29 *have been applied. City awaits determination of grant award.*
- 30 **19. Reclaim Facility and Water Utility bld.** *Staff Manager Brad Hayes. \$18 million*
31 *grant/loans applied for. \$900,000 St John's grant received for construction and \$1.2*
32 *million DEP loan received for design services of the reclaimed facility. Project under*
33 *design.*
- 34 **20. Water Treatment Plant Upgrades:** *Staff Manager Brad Hayes: 95% complete, using*
35 *\$2.5M –ARRA Grant money. Construction completion estimated by this year's end.*
- 36 **21. Sidewalk Replacement/Ramps:** *Staff Manager Chris Thompson: Replacement of 1605*
37 *ft of sidewalk and 11 ramps. Project commenced in October and continues throughout*
38 *the city.*
- 39 **22. Traffic Circle at West Main Street:** *Staff Manager – Jacques Skutt. County has agreed*
40 *to fund and construct at the completion of the Judicial project which is scheduled to be*
41 *complete within two years.*

- 1 **23. Storm Water Pond Behind Jail:** Staff Manager – Brad Hayes. County and City
2 negotiating an interlocal government Agreement which will be brought back to respective
3 boards after the new year.
- 4 **24. Sister City Program:** (Council Liaison- Mayor Robert Wolfe/Staff Manager Joyce Ross).
5 Sister Cities Tavares and Taiwan's Xindian have both passed resolutions codifying the
6 sister city relationship. After the first of the year, an agreement defining the level of the
7 relationship will be developed and presented to both cities for approval.
- 8 **25. Special Events Team:** (Council Liaison - Robert Wolfe/Staff Manager Bill Neron).
9 Crappie Masters 1/27 Bass Master Elite 3/10 Classic Race Boat Regatta 3/18 Antiques
10 Classic Boats 3/24 Planes Train BBQ and Colt Ford 4/1 Dragon Boat Races 4/8 Jet Ski
11 races (May and June) Bass Jr. (August).
- 12 **26. Community Events:** Staff Manager Tamera Rogers. Light-up 12/4 July 4th Art Festival
13 1/21 African American 2/5 Harvest Moon Festival October.
- 14 **27. Expansion of Wooton Park:** (Council Liaison – Councilmember Lori Pfister/Staff
15 Manager – Bill Neron). Project included an Amphitheater and was presented to the
16 voters in November for approval. By a vote of 2,328 to 2,717 the bond issue to pay for
17 the expansion failed. No further work is being done on this project.

18
19 Mayor Wolfe asked if anyone on Council wished to comment or add an item.

20
21 Mayor Wolfe said in terms of the Public Safety Complex, the project continues to move forward.
22 He noted that the School Board met recently and voted to purchase the property at South Lake
23 to build their maintenance facility.

24
25 Councilmember Smith said that Mr. Fish (Executive Director of the MPO has been in contact
26 with Orange County who is very receptive to the commuter rail project and it appears that it will
27 go forward.

28
29 Councilmember Pfister asked about the Wooton Park expansion project. Mr. Drury responded
30 that staff needs direction from Council on whether or not to continue to look at the options.

31
32 Mr. Drury asked Councilmember Pfister if she would like him to put this on the agenda for
33 discussion. Councilmember Pfister said she has been receiving comments from residents but
34 would like to hear opinions from the other councilmembers.

35
36 Vice Mayor Grenier spoke in support of continuing to look at the project.

37
38 Councilmember Pfister asked Council if it should be back on the agenda. She said she has had
39 residents approach her who voted against it but state they did not fully understand the issue.
40 She said she was attempting to remove herself from the project but also felt it would good to
41 have more discussion and audience input.

42
43 **Consensus to bring back the issue of the Wooton Park expansion for discussion.**
44

1 Mayor Wolfe asked for audience comment.

2
3 Rosemary Gantz, 1115 North Avenue

4
5 Ms. Gantz stated she did not feel the city could afford to lose a piece of lakefront property to a
6 condo however she felt the property plus an auditorium was too much for the residents to
7 consider together. She recommended Council try again just on the property issue.

8
9 Norman Hope, Myakka River Road

10
11 Mr. Hope commented on the tearing up of the streets for the infrastructure improvements. He
12 said he would be concerned about the businesses downtown having access and signage for
13 their customers. He said he has heard concerns from the business owners about losing
14 business

15
16 Mr. Hope stated that he and his wife and other citizens had formed the Political Action
17 Committee to educate the public about the Wooton Park project. He said they had been told it
18 was a "do or die" project and that was the way they had presented it to the citizens. He said he
19 has received information that there is a plan "B" which is contrary to what he had informed the
20 citizens. He said he is still 100% in favor of the project but he cautioned Council to be careful
21 about appearing that they are going against the wishes of the citizens.

22
23 Betty Burleigh, 214 N. New Hampshire Avenue

24
25 Ms. Burleigh stated that Mr. and Mrs. Hope should be thanked for their efforts however she said
26 she felt the early voting component had influenced the outcome. She said she felt the city
27 should purchase the property.

28
29 Denise Laratta, Royal Harbor

30
31 Ms. Laratta said she appreciated Mr. and Mrs. Hope's presentations however she did not think
32 the presentations were widely attended. She said she felt the city could have provided more
33 information about the issue. She said the vote was close and that she was in support of Council
34 having a discussion about this issue.

35
36 Mayor Wolfe thanked Mr. Drury for his report and noted the Wooton Park expansion issue
37 would be put on the next agenda for discussion.

38
39 **Tab 13) Current Board and Horizon Project Representation**

40
41 Mr. Drury reviewed the current Board and Horizon Project Representation as follows:

42
43 **Existing Active Teams**

- 1 1. Special Events Project Team (Robert Wolfe, Bill Neron and Cecilia Smith)
- 2 2. Seaplane/Marina Project Team (Lori Pfister, Bill Neron, John Drury)
- 3 3. Community Back Yard (Lori Pfister, Tamera Rogers, John Drury)
- 4 4. Alfred Street-Carolina Street one way pair (Lori Pfister, Jacques Skutt)
- 5 5. Public Safety Complex & School Board Bus Barn Property (Richard Keith, Stoney
- 6 Lubins, Nancy Barnett, Norb Thomas, Robert Wolfe)
- 7 6. Public Works Complex (Chris Thompson, John Drury, Bob Grenier)
- 8 7. Rail upgrades (John Drury, Kirby Smith, Bill Neron, Lori Houghton)
- 9 8. Tavares Sports Park Complex (John Drury, Sandy Gamble, Tamera Rogers)
- 10 9. Tavares Pavilion on the Water Project – John Drury, Lori Pfister, Tamera Rogers
- 11 10. Alleyway Signage (Chris Thompson, Vice Mayor Grenier)
- 12 11. Gateways (Jacques Skutt, Vice Mayor Grenier)
- 13 12. Economic Development (Councilmember Smith, Bill Neron)
- 14 13. Dora Canal Bridge Replacement (Councilmember Smith, Bill Neron)
- 15 14. Sister City Program (Mayor Wolfe, Joyce Ross)

16
17
18 **BOARD REPRESENTATION**

19
20 **Florida League of Cities Legislative Committees**

21
22 Urban Administration – Richard Keith
23 Environment & Energy Council – Robert Wolfe (Brad Hayes alternate)
24 Growth Management & Transportation – Jacques Skutt
25 Finance & Taxation – Lori Houghton

26
27 **Lake Community Action Agency – 4th Wed. at 7 p.m.**

28
29 Sandy Gamble – Representative

30
31 **Lake County Library Advisory Board – 3rd Thursday at 5 p.m.**

32
33 Tamera Rogers – Representative (through 2014)
34 Beth Sindler, Library Director - Alternate

35
36 **Lake County League of Cities – 2nd Friday at 11:30 a.m.**

37
38 Robert Wolfe – Representative
39 Bob Grenier - Alternate

40
41 **Lake County League of Cities - Solid Waste Advisory Committee**

42
43 Lori Houghton – Representative

44

1 **Lake County School Board – Lake County Schools Local Preference Committee:**

2
3 Lori Houghton, Member

4
5 **Lake County Water Alliance Technical Committee**

6
7 Brad Hayes – Representative
8 Burney Vaughn - Alternate

9
10 **Metropolitan Planning Organization**

11
12 Kirby Smith – appointed to four year term through 2013
13 Alternate - Councilmember Lori Pfister - appointed November 2007 - 2011

14
15 **Metropolitan Planning Organization – Technical Advisory Committee**

16
17 Jacques Skutt – Representative
18 Alisha Maraviglia - Alternate

19
20 **Metropolitan Planning Organization – Bicycle/Pedestrian Committee**

21
22 Alisha Maraviglia - Effective through December 31, 2012
23 Councilmember Lori Pfister - Alternate

24
25 **Metropolitan Planning Organization – Citizens Advisory Committee**

26
27 David Clutts – Effective through December 31, 2012

28
29 **Myregion.org**

30
31 Mayor Wolfe – Representative

32
33 **Tavares Chamber of Commerce**

34
35 Bob Grenier - Representative

36
37 **School Concurrency Committee**

38
39 Council Representative - Sandy Gamble
40 School Concurrency Technical Advisory Committee – Jacques Skutt/Alisha Maraviglia

41
42 **Lake Technical Center Charter Board**

43
44 Richard Keith - Representative

1
2 Mr. Drury asked Council if they wished to make any changes in terms of representation. He said
3 these two agenda items [Tabs 12 & 13] represented what would be worked on in the coming
4 year.

5
6 **Council consensus to remain with current representatives.**

7
8 **Tab 14) Appointments to Police and Fire Pension Boards**

9
10 Mayor Wolfe made the following appointments:

11
12 Fire Pension Board: Denise Laratta, reappointment to 2012

13
14 Police Pension Board: Arthur VanDerStufy, reappointment to 2012

15
16 **MOTION**

17
18 **Sandy Gamble moved to approve the Mayor's appointments, seconded by Lori Pfister.**

19
20 Councilmember Gamble stated he thought the appointments should be made in November so
21 that they take effect immediately in December.

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

24
25 **Tab 15) Request to Sell City Bottled Water**

26
27 Mr. Hayes presented the following summary:

28
29 *The City has established Wooton Park as a center for numerous functions throughout the year.
30 The City is working diligently at marketing Tavares as "Americas Seaplane City". Staff is
31 constantly looking for new and creative ways to accomplish this task. Staff would like Council to
32 consider the bottling of Tavares Water for use in marketing the City and its events. Presently,
33 only one local city bottles water with a City label, but the source water is not that of the bottling
34 city (Leesburg).*

35
36 *There are two different methods for a City to bottle and label water.*

37
38 *1. Contract with a bottling company to use their water that has been treated, but the source is
39 unknown, and affix a label with our logo to the bottle.*

40
41 *2. Use our water from our City facility and truck it to the bottling plant, enabling us to use "Pure
42 Tavares Water on the label, providing a distinctive difference when it comes to the general
43 public and residents of Tavares.*

1 *Should we choose to use our own water as a source then Ultra Pure Company is a propriety*
2 *company in this area. If we choose to use water from somewhere other than Tavares, then it*
3 *would be necessary to solicit an RFP for competitive bidding.*

4
5 *Should the Council decide to move forward with this project and choose to bottle its own water,*
6 *then the Tavares Utility Department would work with the Ultra Pure to tanker our water to their*
7 *facility where it would receive an added treatment to meet regulations. It would then be labeled*
8 *and shipped back to Tavares in cases on pallets for distribution.*

9
10 *Suggested distribution channels:*

- 11 *• Sell the bottled water at the Prop Shop*
- 12 *• Sell the bottled water at Fred Stover concession stands and at Woodlea Sports Complex*
- 13 *• Require that only Tavares Bottled Water be sold by vendors at Wooton Park events*
- 14 *• Offer the bottled water to other organizations, free of charge, for distribution at various*
15 *events, charity fund raisers, etc.*
- 16 *• Investigate other venues and vendors*

17
18 Discussion

19
20 Councilmember Smith said he did not want to have the project costs funded from reserves. He
21 said that vendors who sell water should sell the water at the city's costs.

22
23 Councilmember Gamble said some vendors may be able to get their water cheaper from
24 another source; he questioned what the city would charge to the vendors.

25
26 Mr. Drury noted that staff would bring back a policy on water distribution and that the markup
27 cost was a good point.

28
29 Councilmember Pfister questioned the wording on the proposed marketing.

30
31 Mayor Wolfe asked for comment from the audience.

32
33 Charlotte Hope, Fox Run

34
35 Ms. Hope expressed support for the project. She said the City should consider putting the
36 bottles in the city vending machines and other locations in the City.

37
38 Ruth Potochnik, 430 Sinclair Circle

39
40 Ms. Potochnik said she liked the idea however she suggested the label should include nutrition
41 information and the sodium content.

42
43 MOTION

1 **Sandy Gamble moved to go forward with the bottled water project and to direct staff to**
2 **come back to Council with a policy on the bottled water distribution plan. The motion**
3 **was seconded by Kirby Smith. The motion carried unanimously 5-0.**
4

5 **Tab 16) Request to Paint Ingraham Tower & Place New City Logo**
6

7 Mr. Hayes presented the following summary:
8

9 *Previously, the Ingraham Water Tower had surpassed its useful life as a water tower. The*
10 *board authorized staff to inspect its structural integrity so that the City could utilize the Water*
11 *Tower as a "Landmark Beacon" for Tavares. The City procured bids from vendors in 2007 to*
12 *repair and paint the structure and to add the City Logo. The color scheme at that time was a*
13 *light blue with our logo.*
14

15 *The vendor is recommending painting the tank a neutral color, close to white, because of*
16 *potential fading from the sun. This will set the appropriate background for our new logo, while*
17 *inviting the public to our City.*
18

19 *Utility Services was selected to paint, repair, and maintain the Water Tower for a 9 year period*
20 *through the RFP process. The color, Tank White, is recommended by the company based on*
21 *experience with thousands of tanks throughout the nation. In an effort to keep costs down, staff*
22 *recommends that only the bowl of the tower be painted, which will present the water tower with*
23 *a nice two tone appearance. [Four (4) possible graphic designs were provided for Council*
24 *consideration.]*
25

26 Mayor Wolfe asked for comment from the audience.
27

28 Denise Laratta, Royal Harbor
29

30 Ms. Laratta supported Option #3 along with the suggestion that there be a reduction in the cost.
31

32 Discussion
33

34 Council discussed the current contract in effect, the vendor's obligation to maintain the previous
35 water tower paint job, and whether that might lower the cost for the new paint job.
36

37 **MOTION**
38

39 **Kirby Smith moved to approve Option #3, white top with the blue letters large fonts, only**
40 **and to have a renegotiated contract brought back to Council with a reduction in price,**
41 **seconded by Sandy Gamble.**
42

43 Councilmember Pfister indicated she preferred the blue top. Vice Mayor Grenier supported the
44 effort to renegotiate the contract but noted he would like to see the project move forward.

1
2 **The motion carried unanimously 5-0.**

3
4 **Tab 17) Approval of Utility Fee Policy for Vacant Properties**

5
6 **Ms. Houghton presented the following report:**

7
8 *During the fiscal year 2011 budget process, the City Council had requested that staff develop a*
9 *policy for removal of water meters in order to provide some relief of base fees to those parcels*
10 *where meters had been installed, but structures had either been removed or not built.*

11
12 *A draft policy was presented to Council on September 8, 2010, as part of the Tentative Budget*
13 *Hearing. At that meeting the City Administrator stated that staff would bring this policy*
14 *statement back to the City Council for approval.*

15
16 She noted a copy of the policy as presented on September 8, 2010 was attached for review and
17 consideration by the City Council.

18
19 Councilmember Gamble clarified that this policy refers to vacant land only. Ms. Houghton said
20 the stormwater fee would be charged if there is an impervious structure on the land such as a
21 driveway.

22
23 Lori Pfister moved for Option #1 [Meter Removal Policy as submitted by staff], seconded by
24 Bob Grenier. The motion carried unanimously 5-0.

25
26 **Tab 18) Discussion of Holding One Meeting in November**

27
28 Mr. Drury advised that in the past the city swore in new candidates and held elections of the
29 mayor and vice mayor at the first Wednesday meeting following the election (the day after the
30 election). Due to changes in the election law regarding provisional ballots for persons who vote
31 without identification and in order to allow time for overseas and military ballots, the city
32 determined in 2009 to not swear in the newly elected council until the second meeting in
33 November. This was because the Supervisor of Elections was not able to "certify" the election
34 by the first Wednesday in November.

35
36 Although there was no "certification" issue for candidates, (since there were no candidates on
37 the ballot) in the recent 2010 election, there were two referendums on the ballot and the official
38 results for the referendum vote were not available until November 12th, but were in time to be
39 placed on the agenda for the second meeting in November (November 17th).

40
41 Mr. Drury said Council may want to consider setting a policy to hold only one meeting in
42 November, the third Wednesday, which would allow for a consistent procedure. It would be
43 understood that any policy decision set by this Council would be subject to change by future
44 Councils. The Charter (Section 3.06) requires that "Council meet at least once in every month at

1 such times and places as the council may prescribe rule.” In addition, Special Meetings may be
2 called upon 12 hours notice to the public as needed. Therefore if Council chose to approve a
3 policy to hold only one meeting in November it would meet the requirements of the City Charter
4 and it would allow the City to receive the official Certification of Election results from the
5 Supervisor of Elections before swearing in the newly elected councilmembers and holding the
6 election for Mayor and Vice Mayor.

7
8 Councilmember Gamble asked if the motion could include a stipulation that the first meeting
9 could still be held immediately after the election if the candidates were elected without
10 opposition.

11
12 Attorney Williams questioned whether the first meeting might fall occasionally after the election
13 results have been received.

14
15 Councilmember Pfister said she thought it would be less complicated and more consistent for
16 the citizens to know that there would only be one meeting held in November on the third
17 Wednesday.

18
19 **MOTION**

20
21 **Lori Pfister moved to have only meeting in November, the third Wednesday of the month,**
22 **from this point forward, seconded by Bob Grenier. The motion carried unanimously 5-0.**

23
24 **XI. OLD BUSINESS**

25
26 Mayor Wolfe presented a framed photograph of Xindian that was sent to the City by its Sister
27 City, Xindian, Taiwan. He said he would be asking the City Clerk to have placed in City Hall.

28
29 **XII. NEW BUSINESS**

30
31 None.

32
33 **XIII. AUDIENCE TO BE HEARD**

34
35 None.

36
37 **XV. REPORTS**

38
39 **Tab 19) City Administrator**

40
41 Mr. Drury added to his list of meetings, a reminder of the upcoming County meeting re: Fire &
42 EMS to be held December 7th in Leesburg.

1 Agenda Distribution: Mr. Drury stated that he had discussed this with staff and requested that
2 the date of January 19th be the goal for getting the agenda distributed on Wednesday instead of
3 Friday.
4

5 He noted that he had distributed an emergency contact card to each council member with
6 phone numbers of the department directors.
7

8 He said he has requested Ms. Houghton to administer the next council Meeting, as he will be
9 attending the Tourist Development Council meeting to request a grant for the pavilion project at
10 the same time as the City Council meeting.
11

12 City Clerk

13
14 Ms. Barnett encouraged Council to contact her at any time regarding changes or clarifications
15 on the agenda.
16

17 Economic Development Director

18
19 Mr. Neron said he had a correction to make and that Ms. Laratta was correct. He said when the
20 TIF budget was approved it was for \$25,000 for Planes, Trains and BBQ but with the new
21 agreements it will be amended to \$10,000.
22

23 Community Development Director

24
25 Ms. Rogers reminded everyone of the Light Up Event December 4, 2010. Mr. Drury noted
26 someone will arrive at in a “special” manner at the event.
27

28 Finance Director

29
30 Ms. Houghton noted she was visiting at Florida Hospital recently and observed there was an
31 excellent view of the water tower from the upper floor of the hospital.
32

33 Tab 20) City Council

34 Councilmember Pfister

35
36
37 None.
38

39 Councilmember Gamble

40
41 Councilmember Gamble thanked Mayor Wolfe for some items from his trip to Taiwan.
42

43 Councilmember Gamble said he has been reading about debate regarding the size of street
44 sign lettering and reflectivity. Mr. Drury said staff is doing a study of the impacts on street signs

1 because of this new federal mandate. Councilmember Gamble said he hoped this was being
2 considered with current signage being done.

3

4 **Vice Mayor Grenier**

5

6 None

7

8 **Councilmember Smith**

9

10 Councilmember Smith commended all the staff members for their creativity and for working as a
11 team.

12

13 **Mayor Wolfe**

14

15 Mayor Wolfe noted the gifts he had provided were from the President of the Xindian City
16 Council.

17

18 **Adjournment**

19

20 There was no further business and the meeting was adjourned at 6:46 p.m.

21

22 Respectfully submitted,

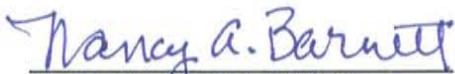
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24

25

26

27



28

Nancy A. Barnett, C.M.C.

29

City Clerk

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**CITY OF TAVARES
MINUTES OF REGULAR COUNCIL MEETING
JANUARY 5, 2011
CITY COUNCIL CHAMBERS**

COUNCILMEMBERS PRESENT

ABSENT

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

Sandy Gamble, Councilmember

STAFF PRESENT

John Drury, City Administrator
Lori Houghton, Finance Director
Bob Williams, City Attorney
Nancy Barnett, City Clerk
Bill Neron, Economic Development Director
Lori Tucker, Human Resources Director
Chief Lubins, Police Department
Jacques Skutt, Director of Community Development
Chief Richard Keith, Fire Department
Chris Thompson, Interim Public Works Director
Tamera Rogers, Director of Community Services
Brad Hayes, Director of Utilities

I. CALL TO ORDER

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

II. INVOCATION AND PLEDGE OF ALLEGIANCE

Pastor Tim Green, Liberty Baptist Church, gave the invocation and those present recited the Pledge of Allegiance.

III. APPROVAL OF AGENDA

Mayor Wolfe noted that Resolution #2010-01 would be heard at 5:05 p.m. as advertised.

Mr. Drury stated that staff wished to defer the approval of the December 1, 2010 City Council Meeting Minutes.

1 **MOTION**

2
3 **Kirby Smith moved for approval of the agenda as amended, seconded by Bob Grenier. The motion**
4 **carried unanimously 4-0.**

5
6 **IV. APPROVAL OF MINUTES – October 27, 2010, November 17, 2010, December 15, 2010**

7
8 **MOTION**

9
10 **Bob Grenier moved for the approval of the minutes of October 27, 2010; November 17, 2010; and**
11 **December 15, 2010 as submitted, seconded by Kirby Smith. The motion carried unanimously 4-0.**

12
13 **V. PROCLAMATIONS/PRESENTATIONS**

14
15 **Tab 2) Medication Disposal Program**

16
17 **Mr. Hayes presented a proposed medication disposal program that will be operated in conjunction with**
18 **the Police Department. It will provide an opportunity for residents to dispose of unused medications in a**
19 **secure environment to lessen the impact on the water system.**

20
21 **MOTION**

22
23 **Bob Grenier moved to approve the partnership with the Police Department and the disposal**
24 **program, seconded by Kirby Smith. The motion carried unanimously 4-0.**

25
26 **VI) SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EXPARTE CONTACTS**

27
28 **Attorney Williams stated there were no quasi-judicial matters on the agenda.**

29
30 **VII) READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD**

31
32 **Ms. Barnett read the resolutions by title only:**

33
34 **RESOLUTION NO. 2011-01**

35 **A RESOLUTION OF THE CITY OF TAVARES, FLORIDA APPROVING FOR**
36 **THE PURPOSES OF SECTION 147(f) OF THE INTERNAL REVENUE CODE**
37 **OF 1986, AS AMENDED, THE ISSUANCE OF NOT TO EXCEED \$26,000,000 OF**
38 **CITY OF TAVARES, FLORIDA INDUSTRIAL DEVELOPMENT REVENUE**
39 **BONDS TO FINANCE AN ADULT ASSISTED LIVING AND**
40 **ALZHEIMER/MEMORY LOSS FACILITY AND RELATED FACILITIES TO**
41 **BE OWNED BY LAKEVIEW CREST, LLC; AND PROVIDING AN EFFECTIVE**
42 **DATE.**

RESOLUTION 2011-02

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

VIII) CONSENT AGENDA

None

IX. ORDINANCES/RESOLUTIONS – PUBLIC HEARING

Tab 4) Resolution #2011-02 – Application to Florida Department of Environmental Protection for Construction Loan for Reclaimed Water System

Ms. Houghton presented the following report:

This is a request to consider the approval of Resolution #2011-02 to apply for \$4,941,553 from the Florida Department of Environmental Protection (FDEP) State Revolving Fund (SRF) program. These funds are for Phase 1 of the project which includes reclaim water mains and a ground storage tank. Approximately \$2.5 million is available from FDEP for funding at this time and \$2.4 million is anticipated to be available in March of the current year. Pledge revenues for the entire project will be via a reclaimed water enterprise fund program, which will be secured by the operating revenues of the City's water and sewer system and any future pledge revenues.

Ms. Houghton noted that staff may come back to council for an interim funding request if the state approves the loan before the funding is available.

Councilmember Smith asked if this project would impact the utility rates.

Mr. Shannon of Malcolm Pirnie stated that this phase is covered under the current rate study but that staff will be bringing a report back to Council in February regarding projections for the remainder of the phases.

Mayor Wolfe asked if the audience had comments.

MOTION

Bob Grenier moved to approve Resolution #2011-02, seconded by Kirby Smith. The motion carried unanimously 4-0.

1 **X. GENERAL GOVERNMENT**

2
3 **Tab 5) Tavares Pavilion on the Lake Horizon Project Update**

4
5 Mr. Drury explained that the Horizon Team had recently appeared before the Tourist Development
6 Council to make application for funding. The TDC has stated that it wants a formal application process to
7 be developed which will take about two months. The City will make the formal application once it
8 receives information on this process.

9
10 Councilmember Pfister requested Ms. Rogers to explain the issue of phasing that the team had discussed.
11 Ms. Rogers explained that the pavilion exterior and platform may be designed first, with the interior at a
12 later time, depending on the amount of funding that can be obtained.

13
14 **Tab 6) Construction Manager at Risk for Tavares Pavilion on the Lake**

15
16 Ms. Rogers discussed the details and discussion was held regarding the construction management at risk
17 applicant for the pavilion. She stated that the committee was recommending Emmet Sapp Builder because
18 of his extensive experience in construction management at risk projects and his local contacts which the
19 committee felt was significant.

20
21 Councilmember Smith said he was impressed with the level of detail evaluated by the committee and the
22 research done by Councilmember Pfister.

23
24 **MOTION**

25
26 **Kirby Smith moved to approve Emmett Sapp Builder to be the construction manager at risk for the**
27 **Tavares Pavilion on the Lake project, seconded by Bob Grenier. The motion carried unanimously**
28 **4-0.**

29
30 **Tab 7) Tavares Bottled Water Business Plan**

31
32 Mr. Hayes stated that upon approval of the selection of the bottled water firm at the December 1, 2010
33 CC Meeting, staff was requested to bring back to council a Business Plan or policy for distribution of the
34 bottled water. He noted that the business plan had been submitted to Council with the agenda packet.

35
36 Councilmember Smith asked for confirmation that if the water is not found to be profitable after the first
37 order a further order will not be done. Mr. Hayes confirmed.

38
39 Mayor Wolfe asked if there were comments from the audience.

40
41 **MOTION**

42
43 **Bob Grenier moved to approve the business plan as presented by staff, seconded by Kirby Smith.**
44 **The motion carried unanimously 4-0.**

1
2 **Tab 7) Mutual Appointment to Fire Pension Board**

3
4 Mayor Wolfe stated this was a request to approve the appointment of Richard Keith to the mutual
5 appointment on the Fire Pension Board for 2010-2014, and to confirm the terms of the Council
6 appointments to this Board as follows: Charlotte Hope – 2010-2012; and Denise Laratta – 2010-2014.

7
8 **MOTION**

9
10 **Kirby Smith moved to approve the Mayor’s appointments to the Fire Pension Board and terms of**
11 **the existing members, seconded by Bob Grenier. The motion carried unanimously 4-0.**

12
13 **XI. OLD BUSINESS**

14
15 None

16
17 **XII. NEW BUSINESS**

18
19 None.

20
21 **XIII. AUDIENCE TO BE HEARD**

22
23 None

24
25 **XV. REPORTS**

26
27 **Tab 19) City Administrator**

28
29 Mr. Drury noted he had provided information on upcoming events and meetings in the packet.

30
31 **Public Communications Director**

32
33 Ms. Ross discussed the upcoming events noting a press release had gone out regarding upcoming events.

34
35 **Community Services Director**

36
37 Mr. Skutt announced that DCA has found the City’s Evaluation and Appraisal Report to be sufficient and
38 that staff will now move forward on addressing the EAR based amendments.

39
40 **Tab 20) City Council**

41
42 **Councilmember Pfister**

1 Councilmember Pfister said she noticed the Harvest Moon event was not listed on the press release. In
2 addition she asked for information on the Seaplane Fly In event.

3
4 Ms. Ross said she had left off the Harvest Moon event because the date had not been confirmed.

5
6 Mr. Neron said the Seaplane Fly In is an event which has been organized with the Seaplane Pilots
7 Association. He said it will be a small event initially and will be a gathering where pilots fly in and have
8 lunch.

9
10 **Vice Mayor Grenier**

11
12 Vice Mayor Grenier noted Councilmember Gamble is absent because his aunt passed away (mother of
13 Councilmember Gamble's cousin Jerry Miller).

14
15 **Councilmember Smith**

16
17 Councilmember Smith wished everyone a Happy New Year. He said he thought it would be a good idea
18 to have the first council meeting in the pavilion once it is completed.

19
20 **Mayor Wolfe**

21
22 Mayor Wolfe adjourned the meeting at 4:41 p.m. Councilmember Pfister left the meeting at this time.

23
24 The meeting was readjourned at 5:05 p.m. for the Public Hearing on the TEFRA Resolution.

25
26 **Resolution #2010-02 – TEFRA Hearing for Osprey Lodge 5:05 p.m.**

27
28 Mr. Neron explained that Florida Statutes allow county and city governments to serve as a conduit for tax
29 exempt financing for certain economic development projects. He said this hearing is for consideration of
30 providing access to Osprey Lodge for conduit financing of up to 26 million. He said the City Attorney has
31 stated that when the city serves as a vehicle for the conduit financing there is no obligation or liability for
32 the city of any sort to repay the debt or anything related to the project. He said Osprey Lodge will cover
33 any out of pocket expenses the city will have for bond counsel and the City Attorney to promote this
34 economic development project.

35
36 Tom Hofmeister, representative and part-owner of Osprey Lodge stood to address Council. He noted that
37 his partner Dave Croson was also present. Mr. Hofmeister noted the project started about two and half
38 years ago. He said he has been studying and interviewing health professionals in the adult care industry
39 since that time. He discussed the phases planned for the facility: Assisted Living - Phase 1 – five story
40 building that will include a Memory Care Unit for Alzheimer's patients) and Phase 2 Independent Living
41 (apartment living that graduates into assistance). Mr. Hofmeister described the various programs being
42 planned such as Internet Café, private space to work on computers, beauty salon, multi-purposes areas for
43 crafts and community interaction. Mr. Hofmeister expressed appreciation to the City for its willingness to
44 open up the bond environment to finance the first phase.

1
2 Councilmember Smith asked Mr. Hofmeister how many jobs were anticipated to be created during the
3 construction phase and then once it begins operations. Mr. Hofmeister responded that the first phase of
4 construction will employ 50 to 100 people daily on average during a five week work and should take
5 about 14 months to complete. He said there should be a staff of about 50 people during the first phase of
6 operations. Councilmember Smith asked for confirmation that only phase 1 was a five story building for
7 the Alzheimer's facility. Mr. Hofmeister confirmed.

8
9 Mayor Wolfe asked if the audience wished to comment.

10
11 Council expressed their consensus and support for the project. Councilmember Smith noted he had
12 discussed his questions extensively with Mr. Drury and Mr. Neron and was satisfied with the information
13 he had received about the project.

14
15 **MOTION**

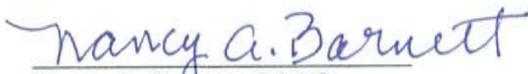
16
17 **Kirby Smith moved for approval of Resolution #2011-01, seconded by Bob Grenier. The motion**
18 **carried unanimously 3-0 as follows:**

19
20 **Robert Wolfe** **Yes**
21 **Bob Grenier** **Yes**
22 **Kirby Smith** **Yes**
23 **Sandy Gamble** **Absent**
24 **Lori Pfister** **Absent**

25
26 **Adjournment**

27
28 There was no further business and the meeting was adjourned at 5:19 p.m.

29
30 Respectfully submitted,

31
32
33 
34 Nancy A. Barnett, C.M.C.
35 Nancy A. Barnett, C.M.C.
36 City Clerk

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: January 19, 2011**

AGENDA TAB NO. 2

SUBJECT TITLE: Proclamation for Tavares Public Schools

OBJECTIVE:

To recognize the achievements of Tavares Elementary, Tavares Middle, and Tavares High School for having all 'A' Schools

SUMMARY:

Each year, public schools in Florida receive a school grade of A, B, C, D or F based primarily upon achievement data from the Florida Comprehensive Achievement Test (FCAT).

For 2010, Tavares Elementary, Tavares Middle, and Tavares High School all received at 'A' rating.

Mayor Wolfe will read a proclamation in honor of the schools' achievement.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Legally sufficient



PROCLAMATION

**A PROCLAMATION OF THE TAVARES CITY COUNCIL RECOGNIZING TAVARES
ELEMENTARY, TAVARES MIDDLE, AND TAVARES HIGH SCHOOL FOR
RECEIVING THE RATING OF 'A' FOR 2010**

WHEREAS, the State of Florida has a very rigorous grading system based on student achievement; and

WHEREAS, the City of Tavares recognizes the importance of a quality school system; for its impact on the lives of children and society;

WHEREAS, quality schools contribute to economic development because companies and individuals desire to locate to communities with excellent schools;

WHEREAS, Lake County Schools have risen to the challenge and provided a high quality school system; and

WHEREAS, for the first time ever in 2010 a Lake County high school -Tavares High School – has earned the school grade of A.

WHEREAS, Tavares Elementary and Tavares Middle School have also received an 'A' rating which continues each school's successful record;

WHEREAS, the City Council recognizes Dr. Susan Moxley, the Lake County School Board, all Tavares teachers, and support staff for their loyal dedication to our students;

NOW, THEREFORE, BE IT RESOLVED that I, Robert Wolfe , Mayor of the City of Tavares hereby congratulates Tavares Elementary, Tavares Middle, and Tavares High School for receiving an 'A' rating for the year 2010, pledges to support its public schools, and encourages the business community to spread the word about the quality education provided by the Tavares public schools.

DONE AND PROCLAIMED this 19th day of January 2011.

**Robert Wolfe, Mayor
City of Tavares**

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: January 19, 2011**

AGENDA TAB NO. 3

SUBJECT TITLE: Presentation to the City by Sunnyland Antique Boat Society

OBJECTIVE:

To receive a presentation by Lou Ronca of the Sunnyland Antique Boat Society and approve donation in support of the Flagpole monument at Wooton Park

SUMMARY:

The Sunnyland Antique Boat Society wishes to make a donation of \$3,500 in support of the Flagpole monument at Wooton Park.

OPTIONS:

- 1) Accept the donation of \$3,000 to be spent on the Flagpole monument
- 2) Do not accept the donation

STAFF RECOMMENDATION:

Move to accept the donation of \$3,500 from the Sunnyland Antique Boat Society and authorize staff to apply donation to the cost of the Flagpole Monument

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Legally sufficient

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: January 19, 2011**

AGENDA TAB NO. 4

SUBJECT TITLE: Ordinance #2011-03 – Police Pension Plan Amendments

OBJECTIVE:

To consider the approval of Ordinance #2011-03 which amends Chapter 15 of the Code of Ordinances relating to the Police Pension Plan, regarding the current requirement for the member to pay for an actuarial study and the definition of "Actuarial Equivalent."

SUMMARY:

The current ordinance allows the pension plan members after ten (10) years of credited service (vestment period) and who has also served in the military service of the United States for any period for which he received combat pay to receive credited service for any such period without cost to the member. There is also a buy back provision for other active duty service prior to first and initial employment with the City of Tavares. Ordinance #2011-03 would allow a member to request and receive one calculation at no cost to the member for the purchase of this credited military or prior law enforcement service.

In addition Ordinance #2011-03 amends the definition of "Actuarial Equivalent" to update the mortality table to a more recently published table which is being used by the Fund's actuary.

OPTIONS:

- 1) Move to approve Ordinance #2011-03, Amendment to Chapter 15 of the Code of Ordinances regarding the Police Pension Plan
- 2) Do not approve Ordinance #2011-03, Amendment to Chapter 15 of the Code of Ordinances regarding the Police Pension Plan.

STAFF RECOMMENDATION:

Move to approve Ordinance #2011-03, Amendment to Chapter 15 of the Code of Ordinances regarding the Police Pension Plan.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY: Legally sufficient.

ORDINANCE NO. 2011-03

AN ORDINANCE OF THE CITY OF TAVARES AMENDING CHAPTER 15, PENSIONS AND RETIREMENT, ARTICLE IV, POLICE OFFICERS' PENSION TRUST FUND, OF THE CODE OF ORDINANCES OF THE CITY OF TAVARES; AMENDING SECTION 15-71, DEFINITIONS TO AMEND THE DEFINITION OF "ACTUARIAL EQUIVALENT"; AMENDING SECTION 15-96, MILITARY SERVICE PRIOR TO EMPLOYMENT; AMENDING SECTION 15-97, PRIOR POLICE SERVICE; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY OF PROVISIONS; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE.

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

SECTION 1: That Chapter 15, Pensions and Retirement, Article IV, Police Officers' Pension Trust Fund, of the Code of Ordinances of the City of Tavares, is hereby amended by amending Section 15-71, Definitions, to amend the definition of "*Actuarial equivalent*" to read as follows:

Actuarial equivalent means a benefit or amount of equal value, based upon the ~~1983 Group Annuity Mortality~~ RP 2000 Combined Healthy Male Mortality Table with Blue Collar Adjustment projected to the fiscal year commencement date that includes the benefit commencement date for participants and the RP 2000 Combined Healthy Mortality Female Table with Blue Collar Adjustment projected to the fiscal year commencement date that includes the benefit commencement date for beneficiaries, with ages set forward five years for disabled participants and an interest rate of eight (8%) percent per annum. This definition may only be amended by the city pursuant to the recommendation of the board using the assumptions adopted by the board with the advice of the plan's actuary, such that actuarial assumptions are not subject to city discretion.

SECTION 2: That Chapter 15, Pensions and Retirement, Article IV, Police Officers' Pension Trust Fund, of the Code of Ordinances of the City of Tavares, is hereby amended by amending Section 15-96, Military service prior to employment, to read as follows:

Sec. 15-96. Military service prior to employment.

(a) After accruing ten (10) years of credited service, a member who has served in the military service of the United States as described in (b) below, shall, for any period for which he received combat pay, receive credited service for any such period without cost to the member.

(b) In addition to the credited service received under subsection (a) above, the years or fractional parts of years that a police officer serves or has served on active duty in the military service of the Armed Forces of the United States, the United States Merchant Marine or the United States Coast Guard, voluntarily or involuntarily and honorably or under honorable conditions, prior to first and initial employment with the Tavares Police Department shall be added to his years of credited service provided that:

- (1) The member contributes to the fund the sum that he would have contributed, based on his salary and the member contribution rate in effect at the time that the credited service is requested, had he been a member of the system for the years or fractional parts of years for which he is requesting credit plus amounts actuarially determined such that the crediting of service does not result in any cost to the fund plus payment of costs for all professional services rendered to the board in connection with the purchase of years of credited service. Notwithstanding the previous sentence, a member may request and receive one calculation at no cost to the member for the purchase of credited service under this Section or this Section combined with Section 15-97, Prior police service.
- (2) Multiple requests to purchase credited service pursuant to this section may be made at any time prior to retirement.

- (3) Payment by the member of the required amount shall be made within six (6) months of his request for credit, but not later than the retirement date, and shall be made in one lump sum payment upon receipt of which credited service shall be given.
- (4) The maximum credit under this subsection (b) when combined with service purchased for service other than with the City of Tavares pursuant to Section 15-97, shall be five (5) years.
- (5) Credited service purchased pursuant to this section shall count for all purposes, except vesting and eligibility for not-in-line of duty disability benefits.

SECTION 3: That Chapter 15, Pensions and Retirement, Article IV, Police Officers' Pension Trust Fund, of the Code of Ordinances of the City of Tavares, is hereby amended by amending Section, to read as follows:

Sec. 15-97. Prior police service.

Unless otherwise prohibited by law, and except as provided for in section 15-71, the years or fractional parts of years that a member previously served as a full-time police officer with the city during a period of previous employment and for which period accumulated contributions were withdrawn from the fund, or the years and fractional parts of years that a member served as a full-time police officer for any other municipal, county or state law enforcement department in the State of Florida shall be added to his years of credited service provided that:

- (1) The member contributes to the fund the sum that he would have contributed, based on his salary and the member contribution rate in effect at the time that the credited service is requested, had he been a member of the system for the years or fractional parts of years for which he is requesting credit plus amounts actuarially determined such that the crediting of service does not result in any cost to the fund plus payment of costs for all professional services rendered to the board in connection with the purchase of years of credited service. Notwithstanding the previous sentence, a member may request and receive one calculation at no cost to the member, for the

purchase of credited service under this Section or this Section combined with Section 15-96, Military service prior to employment.

- (2) Multiple requests to purchase credited service pursuant to this section may be made at any time prior to retirement.
- (3) Payment by the police officer of the required amount shall be made within six (6) months of his request for credit, but not later than the retirement date, and shall be made in one lump sum payment upon receipt of which credited service shall be given.
- (4) The maximum credit under this section for service other than with the City of Tavares combined with service purchased pursuant to Section 15-96, shall be five (5) years of credited service and shall count for all purposes, except vesting and eligibility for not-in-line of duty disability benefits. There shall be no maximum purchase of credit for prior service with the City of Tavares and such credit shall count for all purposes, including vesting.
- (5) In no event, however, may credited service be purchased pursuant to this section for prior service with any other municipal, county or state law enforcement department, if such prior service forms or will form the basis of a retirement benefit or pension from a different employer's retirement system or plan as set forth in section 15-85, subsection (h)(2).

SECTION 4: Specific authority is hereby granted to codify and incorporate this Ordinance in the existing Code of Ordinances of the City of Tavares.

SECTION 5: All Ordinances or parts of Ordinances in conflict herewith be and the same are hereby repealed.

SECTION 6: If any section, subsection, sentence, clause, phrase of this ordinance, or the particular application thereof shall be held invalid by any court, administrative agency, or other body with appropriate jurisdiction, the remaining section, subsection, sentences, clauses, or phrases under application shall not be affected thereby.

SECTION 7: That this Ordinance shall become effective upon its adoption.

PASSED AND ORDAINED ON this _____ day of _____, 2011, by the
City Council of the City of Tavares, Florida.

Robert Wolfe, Mayor
Tavares City Council

Passed First Reading: _____

Passed Second Reading: _____

ATTEST:

Nancy A. Barnett
CITY CLERK

Approved as to form:

Robert Q. Williams
CITY ATTORNEY

Law Offices

Christiansen & Dehner, P.A.

63 Sarasota Center Blvd. Suite 107 Sarasota, Florida 34240 • 941-377-2200 • Fax 941-377-4848

January 5, 2011

Ms. Nancy Barnett, City Clerk
City of Tavares
P.O. Box 1068
Tavares, Florida 32778

Re: Ordinance Amending Plan

Dear Nancy:

As approved by the Board at its meeting on December 17, 2010, enclosed please find an ordinance amending the City of Tavares Police Officers' Pension Trust Fund, which is recommended for adoption by the City Council.

This ordinance amends the definition of Actuarial Equivalent to update the mortality table to a more recently published table which is being used by the Fund's actuary. The ordinance also adds language to each of the buyback sections for Military Service Prior to Employment and Prior Police Service, in order that each member may receive one calculation of prior service at no cost to the member.

I am enclosing a copy of a letter from the Board's actuary, Gabriel Roeder Smith & Company, indicating that there is no cost associated with its adoption.

If you have any questions regarding the enclosed, please feel free to give me a call.

Yours very truly,



Scott R. Christiansen

SRC/dm
enclosure

cc: Norman Hope

November 5, 2010

RECEIVED
NOV 12 2010
BY: _____

Mr. Norman Hope, Chairman
Tavares Police Pension Board
Post Office Box 805
Tavares, Florida 32778-0805

Re: Proposed Ordinance # 2011-XX

Dear Norm:

As requested by Scott Christiansen, Esq., we have performed an actuarial review of the proposed Ordinance (copy attached).

Based upon our review, the proposed Ordinance:

1. Updates the definition of *Actuarial Equivalent* to reference a more recently published mortality table.
2. Allows members to receive one calculation of the member's cost to purchase prior military service or prior police service at no cost to the requesting member.
3. Provides for codification.
4. Repeals all Ordinances in conflict.
5. Provides for severability.
6. Provides for an effective date.

In our opinion, based upon the actuarial assumptions and methods employed in the October 1, 2009 Actuarial Valuation, the proposed Ordinance is a *no cost* Ordinance under State funding requirements.

While the proposed Ordinance is a *no cost* Ordinance based upon the actuarial assumptions and methods employed in the Actuarial Valuation, there may be administrative cost associated with the proposed Ordinance.

We are available to respond to any questions concerning the above.

Sincerest regards,



Lawrence F. Wilson, A.S.A.
Senior Consultant and Actuary

Enclosure

cc: Scott Christiansen, Esq.

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: January 19, 2011**

AGENDA TAB NO. 5

SUBJECT TITLE: Resolution No. 2011-03 Expressing the City's Intent to issue Tax Exempt Debt in anticipation of Acceptance of USDA Loan, allowing for reimbursement of expenditures from debt proceeds.

OBJECTIVE: To consider Resolution No. 2011-03 which expresses the intent of the City to issue Tax-Exempt debt to acquire, construct and equip improvements to the City's Water and Sewer System.

SUMMARY:

As part of the City's vision and downtown Master Plan, an assessment of water and sewer lines was accomplished for the downtown CRA district. The assessment revealed that water lines and sewer mains had been in place for more than 40 years and were in need of replacement and improvement.

In January 2009 the City Council authorized Malcolm Pirnie to assist the City by preparing the Preliminary Engineering Report and Environmental Report required to apply for grant funds and low interest loans from the United States Department of Agriculture (USDA) to replace the broken and inadequate water and wastewater utility lines.

The Utilities Department submitted an application to the USDA to secure the grant and loan funds to rehabilitate the aging CRA infrastructure. As a result the USDA awarded funding to the City for the project with a USDA Low Interest Loan in the amount of \$15,805,000 and a USDA Grant in the amount of \$1,195,000. A summary with related details of the various actions to date for this project are provided below:

On May 10, 2010, the USDA issued a letter of condition providing the city a \$1,195,000 grant and \$15,805,000 low interest loan for a total of \$17 million to reconstruct the downtown and CRA water and sewer system. At this time staff estimated annual debt service on the \$15,805,000 low interest loan of 3.25% over 38 years is \$730,350 per year. The recommended source of funding for this debt service is \$300,000 from the Renewal and Replacement fund, \$300,000 from those funds pledged for retiring debt service and \$130,350 from Impact Fees. The Impact Fee fund has approximately \$5 million in available funds: an Impact Fee Waiver program is currently in place to attract development within the City.

On May 17, 2010, the City Council approved and accepted the USDA Letter of Conditions dated May 10, 2010 for acceptance of the USDA Loan and Grant and authorized the Mayor to sign the Letter of Conditions and related forms for acceptance of the USDA Loan.

On July 7, 2010, the City's consultant, Malcolm Pirnie, provided an overview of the condition of the current infrastructure within the downtown and CRA areas. In addition they provided additional detail on possible cost savings that replacement of the system would provide.

On November 17, 2010, the City adopted Resolution Number 2010-15 authorizing the issuance of debt for acceptance of an amount not to exceed \$15,806,000 from the USDA for a low interest loan where proceeds will be used to upgrade the Water and Sewer infrastructure system in the downtown CRA areas.

In February 2011, Malcolm Pirnie will present to the city Council a 20 to 30 year financial analysis of the affordability for the Water & Sewer Project. Once the analysis has been provided to the Council, the Council will have the option of either doing the entire project, doing phases of the project, or not doing the project.

In order to allow the City to reimburse itself for costs such as project design that may or could be incurred prior to the final execution of documents related to the USDA Loan, this resolution is needed under the requirements of United States Treasury Regulation Section 1.150-(2) (e). Under the requirements of the USDA Loan requirements, the loan will be executed once the design is complete and bids have been received by the city for the project thus this resolution is presented in meeting the City's due diligence in anticipation of the USDA loan which will allow for reimbursement of design costs from loan proceeds once the City is ready to issue the notice to proceed.

This resolution has been prepared by the City's Bond Counsel, Mike Williams, and reviewed by the City Attorney and the City's Financial Advisor, Mike Galvin of First Southwest.

OPTIONS:

1. Move to **adopt** Resolution Number 2011-03 which expresses the intent of the City to issue Tax-Exempt debt to acquire, construct and equip improvements to the City's Water and Sewer System.
2. Move to **not** adopt Resolution Number 2011-03

STAFF RECOMMENDATION:

Move to **adopt** Resolution Number 2011-03 which expresses the intent of the City to issue Tax-Exempt debt to acquire, construct and equip improvements to the City's Water and Sewer System.

FISCAL IMPACT:

The estimated annual debt service on the \$15,805,000 low interest loan of 3.25% over 38 years is \$730,350 per year. The recommended source of funding for this debt service is \$300,000 from the renewal and Replacement fund, \$300,000 from those funds pledged for retiring debt service and \$130,350 from Impact Fees.

LEGAL SUFFICIENCY: Resolution No. 2011-03 was prepared by the City's Bond Counsel, Mike Williams of Akerman Senterfitt through the office of the City Attorney.

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RESOLUTION NO. 2011-03

A RESOLUTION EXPRESSING THE INTENT OF THE CITY OF TAVARES, FLORIDA TO ISSUE TAX-EXEMPT DEBT TO ACQUIRE, CONSTRUCT AND EQUIP IMPROVEMENTS TO THE CITY'S WATER AND SEWER SYSTEM; EXPRESSING THE INTENT FOR PURPOSES OF COMPLIANCE WITH UNITED STATES TREASURY REGULATION SECTION 1.150-(2)(e) TO REIMBURSE WITH THE PROCEEDS OF SUCH TAX-EXEMPT FINANCING, EXPENDITURES MADE WITH RESPECT TO THE ACQUISITION, CONSTRUCTION AND EQUIPPING OF SUCH IMPROVEMENTS; PROVIDING FOR THE ISSUANCE BY THE CITY OF NOTES, BONDS OR OTHER OBLIGATIONS IN ONE OR MORE SERIES IN AN AGGREGATE PRINCIPAL AMOUNT NOT EXCEEDING \$15,805,000 TO PAY THE COST OF SUCH PROJECTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Tavares, Florida (the "City") is initiating the process to undertake certain improvements to the City's water and sewer system (the "Project"); and

WHEREAS, the City intends to finance the costs of such Project with the proceeds of its revenue bonds, notes or other obligations to be issued in the future in one or more series the interest on which is intended to be excludable from gross income for federal income tax purposes (the "Tax Exempt Financing"); and

WHEREAS, the City expects to initially pay certain costs of the Project with funds other than proceeds of the Tax Exempt Financing (the "Advanced Funds") and to reimburse itself for such expenditures with proceeds from the Tax Exempt Financing.

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

SECTION 1. AUTHORITY. This Resolution is adopted pursuant to Chapter 166, Florida Statutes, and other applicable provisions of law (collectively, the "Act").

SECTION 2. FINDINGS. The City Council hereby finds, determines and declares as follows:

A. The City is authorized under law, including, without limitation, the Act, to issue the Tax Exempt Financing for the valid public purpose of paying the cost of the Project.

B. It is necessary, desirable, convenient and in the interest of the City that the Project be acquired, constructed, equipped and financed as contemplated in this Resolution.

C. The City intends to finance certain of the costs of the design, permitting, acquisition, construction, equipping and installation of the Project with the proceeds of its Tax Exempt Financing to be issued in the future.

D. The City expects to pay certain costs of the Project with Advanced Funds before the issuance of the Tax Exempt Financing.

SECTION 3. EXPRESSION OF INTENT. The City reasonably expects to use the proceeds of the Tax Exempt Financing to reimburse itself for all expenditures described herein made with the Advanced Funds. This Resolution is a declaration of the official intent of the City in that regard, within the contemplation of Section 1.150-(2)(e) of the Income Tax Regulations promulgated by the United States Department of the Treasury.

SECTION 4. MAXIMUM AMOUNT OF DEBT. The maximum principal amount of the Tax Exempt Financing reasonably expected to be issued to finance the cost of the Project is \$15,805,000.

SECTION 5. FURTHER ACTION. The officers and employees of the City are hereby authorized to do all acts and things required of them by this Resolution for the full, punctual and complete performance of all the terms, covenants and agreements contained herein or necessary or convenient to the issuance of the Tax Exempt Financing as provided herein.

SECTION 6. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED at the regular meeting of the City Council of the City of Tavares, Florida on the 19th day of January, 2011.

THE CITY OF TAVARES, FLORIDA

(SEAL)

By: _____
Robert Wolfe, Mayor

ATTEST:

Nancy A. Barnett, City Clerk

Approved as to Form:

Robert Q. Williams, City Attorney

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: January 19, 2011**

AGENDA TAB NO. 6

SUBJECT TITLE: Resolution #2011-04 – Adoption of Lake County Multi-Jurisdictional Hazard Mitigation Plan

DEPARTMENT: Fire Department

OBJECTIVE:

The objective of this agenda item is to inform City Council about the Lake County Local Mitigation Strategy Plan / Group and seek Council adoption of Resolution #2011-03 adopting the proposed Lake County Multi-Jurisdictional Hazard Mitigation Plan.

Invited Guest Presenters:

- Mr. Jerry Smith; Director, Lake County Division of Emergency Management
- Ms. Amye King; Chairperson, Lake County Local Mitigation Strategy Group
- Mr. Sean Loughlin; Disaster Assistance Coordinator, Lake County Division of Emergency Management

SUMMARY:

By law, the local county mitigation plan of each County must be updated every five (5) years. That time is here and the Lake County Local Mitigation Strategy Group is seeking adoption of the updated plan by each municipality, including Tavares.

Below, please find two excerpts from the plan document that begin to explain the process.

The Executive Summary of the plan states:

This document serves as a comprehensive guide to mitigation efforts in Lake County, Florida. By law, each county's local mitigation strategy (or plan) must be updated every five years. This update meets the update requirements by analyzing each specific area of the current plan and identifying ways in which it could be improved upon or changed.

This local mitigation strategy begins by identifying and describing the people who were crucial in getting this very important document updated, the Local Mitigation Strategy Working Group. Through their efforts and concerns, many excellent ideas were incorporated into this document. This group has the long term safety of the residents of Lake County in mind. The document also lays out the plan's goals and objectives, as well as the process of identifying and describing the natural hazards that might affect Lake County. The plan includes maps of hazards that might be more damaging in some areas than in others (e.g. flooding). The plan also includes a probability matrix that describes how likely it is that any given natural hazard will impact the jurisdictions.

Utilizing this knowledge and data, the LMS assesses each jurisdiction by individual hazards in order to better understand how vulnerable any given jurisdiction is to those hazards. While it may be simple to say that those areas with higher probability will probably have higher risk, it is important to realize that there is more to determining risk than just probability. One must also consider other variables that, when aggregated, give a picture of how "vulnerable" a community is. These can range from the demographic makeup of a community to the number of homes that were built before a certain date.

Knowing what the vulnerabilities are within each community, however, is only a piece of the puzzle. Since the vulnerabilities are known, it is then possible to investigate and suggest projects that might help reduce the vulnerability within each community. Projects are described and a prioritization score given so that it can be determined what the most effective use of funding might be. The remaining sections of the LMS describe the ways in which the plan will be maintained and incorporated into existing planning mechanisms.

*Overall, this document serves as a message to the citizens of Lake County: **"we know our vulnerabilities and are working diligently to mitigate against them."***

The Introduction of the plan states:

Florida is an amazing place to live; the climate, the beaches, and the people all contribute to Lake County's quality of life. However, despite the high quality of life, Lake County is threatened by a number of different hazards that many Floridians have experienced firsthand, such as hurricanes, sinkholes, forest fires, tornadoes and lightning, to name a few.

This document details the activities of staff, the LMS Working Group and input from the public to update this plan. The document covers the identified hazards within Lake County and data broken down by municipal jurisdiction related to specific hazards. The document also identifies initiatives to address the identified hazards within the plan. The LMS Working Group has determined that the plan will not address avalanches, earthquakes or volcanic activity.

Overall, the Lake County Local Mitigation Strategy attempts to reduce some of the risk associated with hazards by implementing projects within Lake County and municipalities. The Federal Emergency Management Agency claims that for every dollar spent on a mitigation project, the benefit will be that four dollars is saved by the recipient in the long term. The LMS process is also intended to be a framework for documenting the activities of the LMS Working Group and the future mitigation activities within Lake County. This plan includes the updated bylaws of the LMS Working Group – and the overall planning process is intended to make the LMS Working Group more active in the coming years and to find ways to further promote public participation.

The entire Lake County Local Mitigation Strategy document is 340 pages in length so it is not presented in its entirety as part of this agenda summary. The plan, however, may be viewed at the following Web site.

http://www.lakecountyfl.gov/departments/public_safety/emergency_management/local_mitigation_strategy.aspx

Guest presenters have been invited to provide Council Members with a verbal report on the plan, explain the process that the plan must go through, and answer questions for Council.

At the completion of the presentation, Council will be asked to approve a resolution (copy attached) adopting the Lake County Multi-Jurisdictional Hazard Mitigation Plan, memorializing the City's intent to cooperate with the Lake County Division of Emergency Management as recommended by the Florida Division of Emergency Management and the Federal Emergency Management Agency.

Staff is in the process of adding two (2) projects to the Lake County Multi-Jurisdictional Hazard Plan for the City of Tavares: storm/high wind evaluation and hardening programs for City Hall (\$250,000) and the proposed new Public Safety Facility (\$500,000). These projects have not been prioritized by the planning group, however, so a priority of each must be established and each project adopted by the planning group.

Option:

Option 1: City Council may move to approve Resolution #2011-04 adopting the Lake County Multi-Jurisdictional Hazard Mitigation Plan

Option 2: City Council may move to disapprove Resolution #2011-04 adopting the Lake County Multi-Jurisdictional Hazard Mitigation Plan, providing Staff with different direction.

Option 3: City Council may choose to take no action.

STAFF RECOMMENDATION:

Move Option 1: Move to approve Resolution #2011-04 adopting the Lake County Multi-Jurisdictional Hazard Mitigation Plan

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

City Attorney Robert Q. Williams has reviewed the issue for legal sufficiency.

RESOLUTION NO. 2011-04

A RESOLUTION OF THE CITY OF TAVARES , FLORIDA, ADOPTING THE LAKE COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN AND PROVIDING AN EFFECTIVE DATE.

WHEREAS the Florida Division of Emergency Management and the Federal Emergency Management Agency recommends that all local governments, in cooperation with their local county department of emergency management, develop and maintain a hazard mitigation plan; and

WHEREAS the City of Tavares desires to have and participate in this plan to protect the life and property of its citizens; and

WHEREAS the City of Tavares, in cooperation with Lake County, has developed the plan, policies and procedures necessary to plan and develop projects to protect the citizens of Tavares and Lake County from hazards.

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

The City of Tavares adopts the proposed Lake County Multi-Jurisdictional Hazard Mitigation Plan, dated March, 2010, identifying the hazards and strategies to mitigate those hazards.

THIS RESOLUTION shall become effective upon its passage and adoption according to law.

PASSED AND RESOLVED this 19th day of January , 2011, by the City Council of the City of Tavares, Florida.

Robert Wolfe, Mayor

Tavares City Council

ATTEST:

Nancy A. Barnett
City Clerk

Approved as to form:

Robert Q. Williams
City Attorney

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AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: January 19, 2010

AGENDA TAB NO. 7

SUBJECT TITLE: Approval to rent land to host Colt Ford Concert

OBJECTIVE: To approve the rental of land from Tavares Station Development LLC to host the Colt Ford Concert in the amount of \$3,000 plus 1/3 of the profit on beverage sales.

SUMMARY: Previously the Council instructed staff to add a Colt Ford concert to the Planes Trains and Barbeque signature event on April 2, 2010. In addition Council requested that it be a gated event to offset some of the costs. Tickets are \$15.00 in advance through Ticket Master and \$20.00 at the door.

As the Barbeque teams and vendors for the PTB event will be consuming the Wooton Park property during the event there is no room at Wooton Park to host the concert portion. The only logical place to host the concert is on the open field along the water next to the park which is owned by Tavares Station Development LLC (see attached map). The property will accommodate up to 2,500 people and 400 cars.

Staff has approached the Tavares Station regarding their willingness to rent the property to the city for this event and has inspected the site for suitability for a music venue. It has been determined that with some minimal work (event fencing, picking up debris, light grading of an access road to the stage area from the south west end at St. Clair Ave. to accommodate the motor coaches and stage) the property will be suitable for the concert. Tavares Station has agreed to lease the land for three days (day before, day of and day after) for \$3,000 plus 1/3 of the beverage profits.

Staff has approached the Tavares Chamber to handle the beverage (beer) sales for this event. The Chamber is willing to handle beverage sales. The Chamber, City and Tavares Station would split beverage sale profits 1/3 each. The city would run the paid parking (free parking at the County Parking garage) and keep the revenues from that.

The City would receive revenues from ticket sales, parking fees at the concert site, 1/3 of beverage sales profit, sponsorships and food vending fees. The revenue derived would be used to offset the cost of renting the land.

OPTIONS:

- 1) Approve the rental of land from Tavares Station LLC and authorize the City Administrator to execute an agreement approved by the city attorney reflecting a \$3,000 rental rate and 1/3 of the beverage profits.
- 2) Do not approve the rental of land from Tavares Station.

STAFF RECOMMENDATION: Move to approve the rental of land from Tavares Station LLC and authorize the City Administrator to execute an agreement approved by the city attorney reflecting a \$3,000 rental rate and 1/3 of the beverage profits.

FISCAL IMPACT: Revenues from ticket sales, parking fees, percentage of beverage sales, sponsorships and food fending would be used to offset the rental rate.

LEGAL SUFFICIENCY:

This is legally sufficient.

COLT FORD EVENT PARKING & SEATING LAYOUT



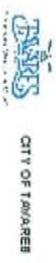
VEHICLE CAPACITY: 400
SEATING CAPACITY: 2,500

*** USING A 24 SQ FT GRID SYSTEM FOR PEOPLE ***
 *** USING A 200 SQ FT GRID SYSTEM FOR VEHICLES ***



- Legend**
- 40x50 Ft Stage
 - 20 Ft Stage Buffer
 - Entrance
 - Parking Spaces
 - Service Road
 - Area B
 - VENDING
 - RESTROOMS
 - RAILROAD

CITY OF TOWAHEE - GIS
 COREY HATHIB, CSM
 COMMUNITY DEVELOPMENT / GIS DEPT.
 MAP NUMBER: 01_04_11/02/10



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**AGENDA SUMMARY
TAVARES CITY COUNCIL
JANUARY 19, 2011**

AGENDA TAB NO. 8

SUBJECT TITLE: Approval of Contract with BESH Engineering for the Streetscape Design of the Alfred Street One-Way Pair Project.

OBJECTIVE:

To present to Council a proposed contract between the City of Tavares and BESH Engineering for the streetscape design portion of the downtown Alfred Street one-way pair project.

SUMMARY:

On March 8th, City Council selected BESH Engineering as the top ranked firm to perform this design project and a contract for the engineering portion of that project has been executed. City staff has negotiated a scope of work with BESH for the streetscape design which is the second component of the project. The proposed contract is valued at \$152,800. The streetscape design will follow the guidelines established by the city's approved Downtown Master Plan. BESH has separated this part of the project into three main tasks as follows:

Task 1. - \$30,600

Develop a "standardized" design using the components envisioned in the approved Downtown Master Plan for our city (wide sidewalks, high quality paving, appropriate landscaping, themed furnishings, paver crosswalks, etc.). We would be able to use this design as a template for all of our downtown streets.

Task 2. - \$61,100

Using the template created in Task 1, perform a complete, engineered streetscape plan for Alfred Street.

Task 3. - \$61,100

Using the template created in Task 1, perform a complete, engineered streetscape plan for Caroline Street.

OPTIONS:

1. Partially fund this project this year and budget for the balance in future years.
2. Fund the complete project this year.
3. Do not fund any portion of the project this year and budget for it in future years.
4. Pursue alternative designs that may cost less.

STAFF RECOMMENDATION:

That City Council moves to approve the proposed contract with BESH Engineering for the streetscape design of the Alfred Street one-way pair project and authorizes the City Administrator to execute the attached contract with funding to come from the Reserve Account (Option 2).

FISCAL IMPACT:

\$152,800 from Capital Project Fund – Road Project Debt Proceeds – Available balance:
\$317,486.

LEGAL SUFFICIENCY:

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



VIA E-MAIL & US MAIL

November 24, 2010

Mr. Jacques Skutt
CITY OF TAVARES
Post Office Box 1068
Tavares, Florida 32778

RE: **PROPOSAL/AGREEMENT FOR
ALFRED AND CAROLINE STREET STREETScape IMPROVEMENTS**

Dear Mr. Skutt:

Thank you for taking the time, along with John Drury, on Thursday, November 18, 2010, to discuss the above project. As discussed, we have divided our Proposal for services into two tasks. The first task, for the Alfred Street corridor, includes two phases of work. The first phase of work is the initial streetscape programming, during which the Design Team will work with the City Staff to "standardize" the streetscape elements to be carried forward on future streetscape projects. The second phase of this work will include the hard design for implementation of the streetscape elements picked for this corridor. The second task of this proposal is for the Caroline Street corridor, and includes final design utilizing the elements chosen during the first phase of the work. Enclosed please find Booth, Ern, Straughan & Hiott, Inc.'s revised proposal for civil engineering services necessary to complete the above-referenced project.

Should you have any questions with regards to this matter, please feel free to contact our office.

Sincerely,

BOOTH, ERN, STRAUGHAN & HIOTT, INC.

Robert A. Ern, Jr., P.E.
Principal
rern@besandh.com

RAE\sd

Enclosures

c: Mr. John Drury, City of Tavares (w/ enc, via e-mail)

H:\stacey\WordPerfect\Rob\Proposal\City of Tavares\Alfred Street\Streetscape Design\BESH Proposal Submittal Letter 11-24-10.wpd

ENGINEERS ♦ SURVEYORS ♦ LAND PLANNERS
350 North Sinclair Avenue ♦ Tavares, Florida 32778
Phone: 352.343.8481 ♦ Fax: 352.343.8495
E-Mail: Info@besandh.com ♦ www.besandh.com

ENGINEERING PROPOSAL/AGREEMENT

FOR

**CITY OF TAVARES
ALFRED AND CAROLINE STREETS
STREETSCAPE IMPROVEMENTS
INITIAL STREETSCAPE PROGRAMMING AND FINAL DESIGN**

**ENGINEERS:
BOOTH, ERN, STRAUGHAN & HIOTT, INC.
350 North Sinclair Avenue
Tavares, Florida 32778
(352) 343-8481 - Phone
(352) 343-8495 - Fax**

**CLIENT:
CITY OF TAVARES
201 East Main Street
Tavares, Florida 32778
(352) 742-6209 - Phone
(352) 742-6351 - Fax**

PROJECT: Alfred and Caroline Street Streetscape Improvements
CLIENT: City of Tavares
DATE: November 24, 2010

PROPOSAL/AGREEMENT

SCOPE: Booth, Ern, Straughan & Hiott, Inc., is pleased to submit this proposal for the design of the streetscape, landscape, hardscape and irrigation components of the Alfred & Caroline Street One-Way Pair Roadway Improvements Project. The scope of this project includes implementation of various elements found in Chapter 5, Urban Design and Historic Preservation, of the City of Tavares *Downtown Tavares Redevelopment Master Plan*. Task 001 of this Proposal, includes the initial Streetscape Programming and Final Design for the Alfred Street corridor. Task 002 of this Proposal includes the Final Design for the Caroline Street corridor. It is important to note that additional work will be required for Task 001 which will not need to be repeated for Caroline Street, or other subsequent downtown Streetscape projects, and includes initial Programming which will be carried forward on future projects.

Note: No roadway or stormwater design is included in this proposal, as those tasks are included separately.

TASK 001 STREETScape PROGRAMMING AND FINAL DESIGN, ALFRED STREET

Booth, Ern, Straughan & Hiott, Inc., (BESH) and Michael Pape & Associates, Inc. (MPA), shall work with City Staff to conduct initial Streetscape Programming activities, followed by preparation of Final Streetscape Construction Plans for the Alfred Street corridor. Work shall attempt to incorporate many of the components found on Page 60 of the *Downtown Tavares Redevelopment Master Plan*. Work shall proceed as follows:

Initial Streetscape Programming:

BESH, MPA and City staff shall meet work together to "standardize" on the following components found in the City's Redevelopment Master Plan:

- Wide Sidewalks (sidewalk materials, widths, etc.)
- High Quality Paving
- Appropriate trees, shrubs, groundcover and other Landscape Elements (plant types, etc.)
- Seating Areas (bench style, color, etc.)
- Street Lighting (pole/fixture style, color, etc.)
- Mast Arm Signals (pole style, color, etc.)
- Street Signage (color, design, pole and sign style, etc.)
- On-Street Parking
- Pedestrian "bulb-outs" and "neck-downs" at Intersections
- Landscape "bulb-outs"
- Handicapped Accessible Crossing Design
- Paver Crosswalks (brick materials, etc.)
- Paver Walkable Areas between Sidewalk and Curb (brick materials, etc.)
- Themed Site Furnishings (benches, trash cans, planters, etc.)

PROJECT: Alfred and Caroline Street Streetscape Improvements
CLIENT: City of Tavares
DATE: November 24, 2010

The BESH Team's work within the Initial Streetscape Programming phase will include design development assistance and consulting for all components and details of the Final Design Product, including:

- The BESH Team will review all base/survey data and field conditions in order to evaluate the opportunities and constraints found along the route. Meetings with City and County Staff are anticipated to discuss corridor opportunities.
- Work with the Landscape Architect to evaluate the viability of existing trees and make recommendations on whether to remove or preserve said trees.
- Coordinate with City Staff on irrigation system options and design approach.
- Work with the Design Team and City Staff to evaluate hardscape layout and design opportunities, ADA accessibility, landscape and irrigation design, and materials and color selections.
- Work with the Design Team and City Staff on placement of street furnishings, including materials and color selections.
- Work with the Design Team and City Staff to create a standardized template for Streetscape Design to be carried forward onto future streetscape projects.

Note: Initial Streetscape Programming themes developed on Task I will be able to be carried forward on all other Primary Streetscape corridors, as identified in the ***Downtown Tavares Redevelopment Master Plan***, Chapter 5, Page 60, and will not need to be re-created.

Final Streetscape Design:

BESH and MPA shall incorporate the Initial Streetscape Programming into final, biddable, buildable design documents for the Alfred Street Corridor, including the following components found in the City's Redevelopment Master Plan:

- Wide Sidewalks
- High Quality Paving
- Appropriate trees, shrubs, groundcover and other Landscape Elements
- Seating Areas
- Street Lighting
- Mast Arm Signals
- Street Signage
- On-Street Parking
- Pedestrian "bulb-outs" and "neck-downs" at Intersections
- Landscape "bulb-outs"
- Handicapped Accessible Crossing Design
- Paver Crosswalks
- Paver Walkable Areas between Sidewalk and Curb
- Themed Site Furnishings (benches, trash cans, planters, etc.)

FEE: \$91,700.00

PROJECT: Alfred and Caroline Street Streetscape Improvements
CLIENT: City of Tavares
DATE: November 24, 2010

TASK 002 STREETScape FINAL DESIGN, CAROLINE STREET

Booth, Ern, Straughan & Hiott, Inc., (BESH) and Michael Pape & Associates, Inc. (MPA), shall work to prepare Final Streetscape Construction Plans for the Caroline Street corridor. Work shall attempt to incorporate many of the components found on Page 60 of the Downtown Tavares Redevelopment Master Plan. Work shall proceed as follows:

Final Streetscape Design:

BESH and MPA shall incorporate the Initial Streetscape Programming into final, biddable, buildable design documents for the Caroline Street Corridor, including the following components found in the City's Redevelopment Master Plan:

- Wide Sidewalks
- High Quality Paving
- Appropriate trees, shrubs, groundcover and other Landscape Elements
- Seating Areas
- Street Lighting
- Mast Arm Signals
- Street Signage
- On-Street Parking
- Pedestrian "bulb-outs" and "neck-downs" at Intersections
- Landscape "bulb-outs"
- Handicapped Accessible Crossing Design
- Paver Crosswalks
- Paver Walkable Areas between Sidewalk and Curb
- Themed Site Furnishings (benches, trash cans, planters, etc.)

FEE: \$61,100.00

PROJECT: Alfred and Caroline Street Streetscape Improvements
CLIENT: City of Tavares
DATE: November 24, 2010

SUMMARY FEE SCHEDULE

TASK 001	\$ 91,700.00
TASK 002	\$ 61,100.00
TOTAL	\$ 152,800.00

THIS PROPOSAL DOES NOT INCLUDE THE FOLLOWING ITEMS:

- Roadway and/or Stormwater engineering design or permitting
- Public Meetings
- Environmental Assessments
- Geotechnical Investigations
- Soil Boring Location Staking
- Sketch and Descriptions for Easements
- NPDES Permitting
- Construction Administration
- Project Bidding
- Gateway Structures
- Informational Kiosks
- Survey (Boundary, Topographic, Tree, Offsite Right-of-Way survey for utilities, etc...)
- Advance of permit fees, impact fees, title search fees, recording or advertising fees
- Reimbursables to be billed based upon direct expense incurred by Booth, Ern, Straughan & Hiott, Inc., blueprints, copies, mylars, reproductions, postage, etc.

PROJECT: Alfred and Caroline Street Streetscape Improvements
CLIENT: City of Tavares
DATE: November 24, 2010

**HOURLY RATE SCHEDULE
(2010)**

Professional Services shall be charged at the following rate schedule:

ENGINEERING

PROFESSIONAL ENGINEER (PRINCIPAL)	\$145.00/HOUR
PROFESSIONAL ENGINEER	\$130.00/HOUR
PROJECT ENGINEER	\$110.00/HOUR
ENGINEER TECHNICIAN I	\$95.00/HOUR
ENGINEER TECHNICIAN II	\$75.00/HOUR
SENIOR PLANNER - AICP	\$110.00/HOUR
PLANNING TECHNICIAN	\$75.00/HOUR
CONSTRUCTION ENGINEER	\$85.00/HOUR
EXPERT TESTIMONY PROFESSIONAL ENGINEER	\$300.00/HOUR

SURVEYING

PROFESSIONAL SURVEYOR (PRINCIPAL)	\$145.00/HOUR
PROFESSIONAL SURVEYOR	\$85.00/HOUR
3 MAN FIELD CREW	\$100.00/HOUR
2 MAN FIELD CREW	\$85.00/HOUR
CREW UTILIZING GLOBAL POSITIONING SYSTEM	\$110.00/HOUR
SURVEY TECHNICIAN I	\$75.00/HOUR
SURVEY TECHNICIAN II	\$50.00/HOUR
SURVEY TECHNICIAN III	\$30.00/HOUR
TITLE RESEARCHER	\$85.00/HOUR
EXPERT TESTIMONY PROFESSIONAL SURVEYOR	\$300.00/HOUR

PROJECT: Alfred and Caroline Street Streetscape Improvements
CLIENT: City of Tavares
DATE: November 24, 2010

All printing for this project shall be billed out at the following rate schedule, plus sales tax:
(Outside Copying Services will be billed at cost)

Engineering Bond Copies

Black & White

11 x 17.....\$1.25
24 x 36.....\$2.50

Color Copies

11 x 17.....\$2.00
24 x 36.....\$6.00

Black & White Copies

8 ½ x 11.....\$0.10
8 ½ x 14.....\$0.15
11 x 17.....\$0.20

Color Copies

8 ½ x 11.....\$1.20
8 ½ x 14.....\$1.45
11 x 17.....\$1.70

Other Printing Services

24 x 36 Vellum.....\$9.00
24 x 36 Mylar.....\$12.00
24 x 36 Photo Paper, Color..... \$36.00
24 x 36 Foam Board.....\$20.00

Other Services

Fax.....\$1.00/Copy
Postage (Fed-Ex, Certified Mail, Etc)...@ cost
Concrete Monuments..... \$10.00
Rebar..... \$2.00
Mileage (T/M Projects Only)..... \$0.59

CITY OF TAVARES

II. GENERAL CONDITIONS

A. TERMINATION:

The agreement may be terminated by either party upon thirty (30) days written notice.

B. REQUEST FOR SERVICE:

Any request to replace or repair existing work such as survey control points shall be complied within a reasonable time period of twenty-four (24) hours.

C. DOCUMENTS:

All original drawings and specifications that result from Booth, Ern, Straughan & Hiott, Inc., services are the property of the City of Tavares, to the extent permitted by Law. All intellectual property, computations, details, design calculations, and electronic media that result from Booth, Ern, Straughan & Hiott, Inc., services are the property of Booth, Ern, Straughan & Hiott, Inc. Upon payment in full for services completed, client may at his expense, obtain copies of any documents or reproducible copies of drawings. In doing so, client agrees that no additions, deletions, changes or revisions shall be made to same without the express written approval of Booth, Ern, Straughan & Hiott, Inc.

D. RENEGOTIATION:

The hourly rates given in this contract are applicable through January 1, and are subject to renegotiation on January 1, each year, thereafter (contract prices shall remain as quoted).

E. REGULATORY REQUIREMENTS:

The fees quoted herein are quoted based on all regulations, state and or local that are presently in effect as of this date. If regulations change during the permitting and design phase of this project, Booth, Ern, Straughan & Hiott, Inc., reserves the right to renegotiate fees for services that may be affected by regulatory changes.

F. PERMIT ACQUISITION

Booth, Ern, Straughan & Hiott, Inc., cannot guarantee the acquisition of all permits/approvals. However, we will strive toward this end. Client is responsible for payment of all consulting fees due Booth, Ern, Straughan & Hiott, Inc., regardless of agency/governmental actions.

III. COMPENSATION

A. ADDITIONAL SERVICES:

Booth, Ern, Straughan & Hiott, Inc., will be compensated for additional services, such as:

PROJECT: Alfred and Caroline Street Streetscape Improvements
CLIENT: City of Tavares
DATE: November 24, 2010

1. Changes in scope of services defined in this contract at the client's request.
2. Revisions caused by changes of governmental requirements after the date of this agreement.
3. Redesign per client after preliminary design has been submitted to the approving agency.

B. OUT-OF-POCKET EXPENSES:

In addition to the fee schedule and any additional services, Booth, Ern, Straughan & Hiott, Inc., shall be reimbursed for out-of-pocket expenses for actual cost, such as: blueprints, copies, plots, aerials, express deliveries, specialized postage, and travel outside of the Central Florida area.

C. ACCEPTANCE:

Billing shall be sent on a bi-monthly basis and each shall reflect the percentage of work completed during the billing period. All invoices shall be paid within forty five (45) days. All unpaid balances after fourteen (14) days shall be subject to a finance charge of 1.5% interest. Booth, Ern, Straughan & Hiott, Inc., reserves the right to withhold submittal of applications until such time that all unpaid balances have been satisfied. The undersigned will pay all costs and expenses, including a reasonable attorney's fee, incurred or paid by Booth, Ern, Straughan & Hiott, Inc., in the collection of this obligation by suit or otherwise. Booth, Ern, Straughan & Hiott, Inc., reserves the right to stop work on the above agreed scope of services if any invoice remains unpaid in its entirety for more than 60 days.

Any and all outstanding balances shall be paid or brought current before submittal of Final Improvement Drawings and or Final Plat for approval by state and local agencies.

Thank you for your time and consideration.

PROJECT: Alfred and Caroline Street Streetscape Improvements
CLIENT: City of Tavares
DATE: November 24, 2010

AUTHORIZATION TO PROCEED
PROPOSAL FOR ENGINEERING & PERMITTING SERVICES
AS DESCRIBED IN THE ATTACHED PROPOSAL

To acknowledge your agreement with the terms and conditions set forth in this Agreement (consisting of the Proposal for Services, the Terms and Conditions, the Hourly Rate Schedule and this Authorization to Proceed), and to provide Booth, Ern, Straughan & Hiott, Inc. (BESH) with Client's authorization to proceed with the work described in the Agreement, please fill out and sign the Authorization to Proceed below and return it to our office. We will schedule the work upon receipt of the executed Authorization to Proceed. The contract prices, hourly rates, and costs for printing and similar expenses set forth in this Agreement shall be valid for ninety (90) days from the date of this proposal. If this Agreement is not accepted by Client within said period of ninety (90) days, BESH reserves the right to modify any and all of the contract prices, hourly rates and cost figures set forth herein.

Retainer Amount: \$ N/A

THIS PROPOSAL/AGREEMENT ACCEPTED THIS _____ DAY OF _____, 2010.

Booth, Ern, Straughan & Hiott, Inc.

Client

Signature 
By: Robert A. Ern, Jr., P.E.
Title: Principal

Signature _____
By: _____
Title: _____

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MPA

M I C H A E L P A P E & A S S O C I A T E S , P A
L A N D P L A N N I N G • S I T E D E S I G N • L A N D S C A P E A R C H I T E C T U R E

April 14, 2010 (Revised November 23, 2010)

PROPOSAL

TO: Robert A. Ern, Jr., PE

FR: Michael E. Pape, RLA, ASLA

RE: City of Tavares - Alfred Street Project
Landscape Architectural Services

Rob, I am very grateful that our team has been given the opportunity to undertake this project and I am pleased to present this updated proposal, which has been revised to reflect the new approach we discussed with John Drury. This approach was helpful in defining what our collective scope will be, and in removing some of the unknowns that affected our previous proposal. I have intended to keep this proposal thorough but concise, as our scope will be covered within the overall Proposal/Agreement which BESH will present to the City, and I have simplified it by following the Tasks outlined in that document. I understand that BESH will provide the base data necessary for our work in electronic form, although we will need to ground-truth the existing conditions extensively as part of our work.

In preparing this proposal, I have covered everything required for the scope of work that we know to expect for such a project, including an allowance for the meetings and administrative time, as is typically required for urban improvement projects. The required Task phases will be as follows:

TASK 001: STREETScape PROGRAMMING AND FINAL DESIGN, ALFRED STREET

Michael Pape & Associates, P.A. (MPA) shall work with Booth, Ern, Straughan & Hiott, Inc. (BESH) and City Staff to conduct initial Streetscape Programming activities, followed by preparation of Final Streetscape Construction Plans for Alfred Street corridor. Work shall attempt to incorporate many of the components found on Page 60 of the *Downtown Tavares Redevelopment Master Plan*. Work shall proceed as follows:

2351 S.E. 17TH STREET
OCALA, FLORIDA 34471

(352) 351 -3500
FAX: (352) 351-5894
E-MAIL: mail@mpala.net

Initial Streetscape Programming:

MPA, BESH, and City Staff shall meet and work together to “standardize” the overall design approach per the following components found in the City’s Redevelopment Master Plan:

- Wide Sidewalks
- High Quality Paving
- Appropriate trees, shrubs, groundcover and other Landscape Elements
- Seating Areas
- Street Lighting
- Mast Arm Signals
- Street Signage
- On-Street Parking
- Pedestrian “bulb-outs” and “neck-downs” at intersections
- Landscape “bulb-outs”
- Handicapped Accessible Crossing Design
- Paver Crosswalks
- Paver Walkable Areas between Sidewalk and Curb
- Themed Site Furnishings (benches, trash cans, planters, etc.)

MPA’s scope of work within the Initial Streetscape Programming phase will include design development assistance and consulting for all components and details of these bid documents. MPA’s services will include the following, generally:

1. Work with the team to review base/survey data and field conditions, and to evaluate the opportunities and constraints for preliminary design, and establish the program for design. This step is also expected to include coordination and at least a couple of meetings with City staff regarding program and design considerations.
2. Observe and evaluate the conditions, viability, and importance of all existing trees within or near the ROW that may be affected by the project, and make recommendations accordingly for their removal or preservation.
3. Coordinate with City staff and the design team regarding irrigation supply options and preferences that may affect the preliminary design approach.
4. Work with and coordinate with BESH to develop, explore options, and refine the integrated aspects of hardscape and landscape design for the project area.

5. Assist BESH in respect to hardscape layout and design issues for the final design. Review and consult on any pertinent issues regarding the demolition requirements and any hardscape improvements for ADA accessibility, sidewalk repairs, etc., particularly in respect to construction detailing which may affect landscape and irrigation design and installation.
6. Assist in design, specification, and placement of street furnishings to be included in the final plans, as required.
7. Meetings/coordination with BESH, the City of Tavares, and other project participants. (A total of 10 hours is allotted for this task.)
8. Time is allotted for project administration, as a necessary component for a project of this magnitude, duration, and complexity.

Note: Initial Streetscape Programming themes developed on Task 1 will be able to be carried forward on all other Primary Streetscape corridors, as identified in the Redevelopment Master Plan, Chapter 5, Page 60, and will not need to be recreated.

Final Streetscape Design:

MPA and BESH shall incorporate the Initial Streetscape Programming into final, biddable building design documents for the Alfred Street corridor. Base plans will be provided by BESH for final design and preparation of bid documents by MPA specifically for Landscaping and Irrigation. Within this Final Streetscape Design phase, MPA's services will include the following, generally:

1. Based on the approved overall preliminary project hardscape/landscape plan, prepare a preliminary landscape plan to establish consensus for the planting palette and design approach; prepare an initial cost estimate.
2. Develop the final landscape design and prepare permitting/construction drawings.
3. Design the irrigation system and prepare permitting/construction drawings.
4. Prepare specifications and other bid documents as may be specifically required for landscaping and irrigation.
5. Prepare final cost estimate for landscaping and irrigation, and provide assistance in cost estimating for other elements of the final plans, as may be required.

6. Meetings/coordination with BESH, the City of Tavares, and other project participants. (A total of 10 hours is allotted for this task.)
7. Time is allotted for project administration, as a necessary component for a project of this magnitude, duration, and complexity.

TASK 002 STREETScape FINAL DESIGN, CAROLINE STREET

MPA and BESH shall work to prepare Final Streetscape Construction Plans for the Caroline Street corridor. Base plans will be provided by BESH for final design and preparation of bid documents by MPA specifically for Landscaping and Irrigation. Within this Final Streetscape Design phase, MPA's services will include the following, generally:

1. Based on the approved overall preliminary project hardscape/landscape plan, prepare a preliminary landscape plan to establish consensus for the planting palette and design approach; prepare an initial cost estimate.
2. Develop the final landscape design and prepare permitting/construction drawings.
3. Design the irrigation system and prepare permitting/construction drawings.
4. Prepare specifications and other bid documents as may be specifically required for landscaping and irrigation.
5. Prepare final cost estimate for landscaping and irrigation, and provide assistance in cost estimating for other elements of the final plans, as may be required.
6. Meetings/coordination with BESH, the City of Tavares, and other project participants. (A total of 10 hours is allotted for this task.)
7. Time is allotted for project administration, as a necessary component for a project of this magnitude, duration, and complexity.

COST OF SERVICES:

As always, we base our fees on the projected actual time and expense to perform our work, rather than using a percentage of construction costs as a fee basis. A Schedule of Terms with our applicable hourly rates is attached. Of course, our invoicing will conform with BESH's and the City's requirements.

MPA's fees for the outlined services, based on the identified Tasks, are as follows:

TASK 001: \$56,900

(Based on a projected total of 480 personnel hours and an estimated average hourly rate of \$115, plus 3% for reimbursable expenses.)

TASK 002: \$37,900

(Based on a projected total of 320 personnel hours and an estimated average hourly rate of \$115, plus 3% for reimbursable expenses.)

Construction Administration Services: (Not Included)

Naturally, any work not included in this scope – including construction administration, additional areas or tasks, changes to final plans, and required meetings and/or field services requested in excess of specific time allotments – would be considered additional, and subject to prior authorization, and would be billed separately on the same time-and-expense basis, simply to cover the effort involved.

We will consider this proposal accepted and proceed with the work upon your notification. We are prepared to meet all scheduling requirements.

Thanks...and as always, I look forward to continue serving the City of Tavares along with you and everyone else on our BESH team.

ACCEPTED:

Signature

Date

Name typed or printed

Encl: Schedule of Terms

SCHEDULE OF TERMS

1. ACCEPTANCE OF PROPOSAL

This Proposal may be subject to renegotiation if acceptance is not within 30 days. If an extension is desired, MPA should be notified prior to this period. Upon Client's acceptance, this Proposal becomes the Agreement between MPA and the Client. The fees and terms shall remain in force and effect for the duration of the project or the term otherwise proposed, but shall be subject to revision at any time thereafter for work additional to the agreed scope of work.

2. FEES AND CHARGES

a. Standard hourly rates are as follows:

Principal	\$165 per hour
Associate Principal	\$135 per hour
Registered Landscape Architect/Sr. Associate	\$95 per hour
Construction Administrator/ Senior Associate	\$95 per hour
Landscape Architect Designer/Associate	\$75 per hour
Senior CADD Technician	\$65 per hour
CADD Technician	\$55 per hour
Clerical	\$40 per hour

Expert testimony, court appearances and depositions will be charged at 1 1/2 times the listed hourly rates.

b. Reimbursable expenses are in addition to the fee for services and shall include expenditures made in the interest of the project. Current expense item rates are as follows:

Mileage:	At Cost (\$.52/mi., subject to change)
Prints, blue/blackline:	\$1.00/ea (or cost, if less)
Plots: Bond	\$3.50/ea (or cost, if less)
Color	\$10.00/ea (or cost, if less)
Copies:	\$.20/ea (or cost, if less)

Other reproduction; postage/delivery service;
photography; toll calls; fees, site plan review, etc.;
other direct project expenses requested or authorized
by the Client:

At Cost

- c. Consultants engaged by MPA for project services shall be billed at actual cost, unless other arrangements are included as part of the Proposal.

3. PAYMENTS

- a. Where applicable, the requested retainer is payable upon execution of the Agreement. The payment will be credited to final billing for services under the Agreement or an extension of the Agreement.
- b. Payment for services will be billed upon completion of services, or on a monthly basis as appropriate, unless another schedule is arranged. Payments are due within fourteen days after the bill is rendered, and payment not made within 30 days from the date upon which the bill is rendered will bear interest at the rate of one-and-one-half percent (1 1/2%) per month until paid.
- c. The Client agrees to pay the reasonable cost of collection for payments which fail to be made under the terms of the Agreement including attorney's fees and court costs.

4. GENERAL TERMS

- a. The Agreement may be terminated upon a seven day written notice at any time by either party. In the event of termination, full payment shall be made for services performed to termination date, including reimbursable expenses then due.
- b. All claims, disputes and other matters in question regarding construction design errors or omissions relating to services rendered shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, unless the parties resolve otherwise. Notice to demand for arbitration shall be filed within a reasonable time after the matter has arisen, with the other party to the Agreement and with the American Arbitration Association. The decision of the arbitrators shall be final and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction.
- c. Accurate credit for MPA is required whenever the project is published or exhibited. Specific authorization is required for all publicity which utilizes MPA's name in connection with project promotion.
- d. As instruments of service, all documents including original drawings, estimates, specifications, field notes, photographs, and data, are and shall remain the property of MPA, unless specifically provided for otherwise by agreement. Reuse of certain documents shall require permission by MPA and may entitle MPA to further compensation at a rate to be agreed upon by the client and MPA.
- e. Whereas MPA has no control over construction costs, the estimates of cost for the project provided for herein are to be made on the basis of experience and qualifications and represent best judgments as design professionals familiar with the construction industry, but MPA cannot and does not guarantee that proposals, bids, or costs of construction will not vary from its estimates.

- f. The client and MPA each binds himself and his partners, successors, executors, administrators, and assigns to the other party this Agreement and to the partners, successors, executors, administrators, and assigns of such other party, in respect to all covenants of the Agreement; except as above, neither the client nor MPA will assign, sublet or transfer his interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body which may be party hereto, nor shall it be construed as giving any right or benefits hereunder to anyone other than the client or MPA.

Streetscape Design

Sidewalk condition is the dominant factor affecting the streetscape design in a pedestrian oriented and walkable environment. The sidewalk must be well maintained, have adequate width, and be connected. Considerations such as posted speeds, buffer from the travel lane, presence of shade, safety, topography, sidewalk width, sidewalk condition, pedestrian scaled buildings, presence of arcade or awnings, access to public restrooms are some of the factors used to measure the level of comfort. In general, the central business district along south of Caroline Street and north of Wootton Park has a fair pedestrian environment; adequate sidewalk width, pedestrian scaled buildings, street amenities, some shade trees, traffic calming devices.

Shade is an important factor for the pedestrian to feel comfortable to walk in Tavares, as the weather here is hot and humid in the long summer time. Street trees and storefront awnings and arcades can provide the necessary shade for the pedestrians. The City has invested significant resources to upgrade the pedestrian environment along Main Street.

The public investment now needs private investment that will complement the desired pedestrian environment with implementation of appropriate design features. Preliminary analysis revealed that Downtown Tavares has an overall below average level of pedestrian comfort. Poor level of comfort is found mostly in the outer area of the Downtown core, where there is no shade or the sidewalk system is incomplete.

Adequate provision of public restroom facilities are a critical, but often overlooked element of the overall pedestrian environment. Currently, Wootton Park provides Downtown visitors with restroom facilities. However, the special events planned in the City would require the City to evaluate its current standards for restroom demand levels. Several cities across the country are witnessing a revival in providing urban restrooms as essential pedestrian amenities. The Plan recommends that provision of public restrooms be considered in the design of all new civic facilities including the proposed Tavares Square urban plaza.

People are most likely to walk where there is a balanced mixture of land uses: residential, education, recreation, retail, and offices. As the redevelopment program evolves and there is more investment in the private sector, the Downtown is expected to accommodate a more balanced and diverse mix of uses.

Pedestrian destinations

Planned development efforts in Downtown Tavares, particularly Tavares Station and Wootton Park improvements, are expected to transform the existing pedestrian orientation of the area. Currently, most of the pedestrian traffic generated in the Downtown is related to the county facilities and the Wootton Park. The Downtown area is rich in heritage and recreation resources, which are currently underutilized and need better connectivity through appropriate physical improvements and marketing strategies.

Existing destinations

- County administrative facilities
- Lake County Museum
- Wootton Park
- Grace's Cafe/ Starbucks on Main Street and O'Keefe's on Ruby
- Tavares High School
- Tavares Public Library and Civic Center

In the future, a new demand pattern is expected to evolve as a result of the recent projects approved by the City. These include:

New destinations

- Tavares Station
- Wootton Park Marina and Seaplane Basin
- Special Events
- Ingraham Center
- Tavares Plaza
- Ruby Street Entertainment District and Transit Station

Pedestrian profiles

The pedestrian users in Downtown Tavares can be classified into seven basic categories:

- Government Employees
- Downtown Business Owners and customers
- Professional Offices and clients
- Downtown and City residents
- Government Business Visitors
- Special Events Visitors
- Church parishioners

Demand routes

In order to prioritize the improvements to the system, it is necessary to identify the major pedestrian demand routes. The demand routes can be determined by the users and their respective destinations. In addition, the plan must address the future land uses and future pedestrian demand routes. The following is a summary of the major user groups and their respective demand routes:

Weekday Commuters

The weekday commuters are those individuals who work in the Downtown everyday. These individuals are either employed at one of the many government buildings or in the private sector office buildings. These individuals commute into the city on the major roadways. At lunch hour, many of the commuters walk to the parking lot and drive to the many restaurants along US 441. Due to a lack of restaurants Downtown, with the exception of Grace's Cafe and O'Keefe's along Main Street, there is minimal pedestrian activity in the Downtown.

As a result of these existing demand patterns, the dominant pedestrian demand routes are limited to the sidewalk areas from public parking garages to the main employment centers.

Weekday and Weekend Visitors

During the weekends, pedestrian traffic is primarily generated by the following user groups:

- Visitors for church
- Visits to the waterfront and Wootton Park
- Visits to the Tavares Library/ Civic Center
- Special events visitors

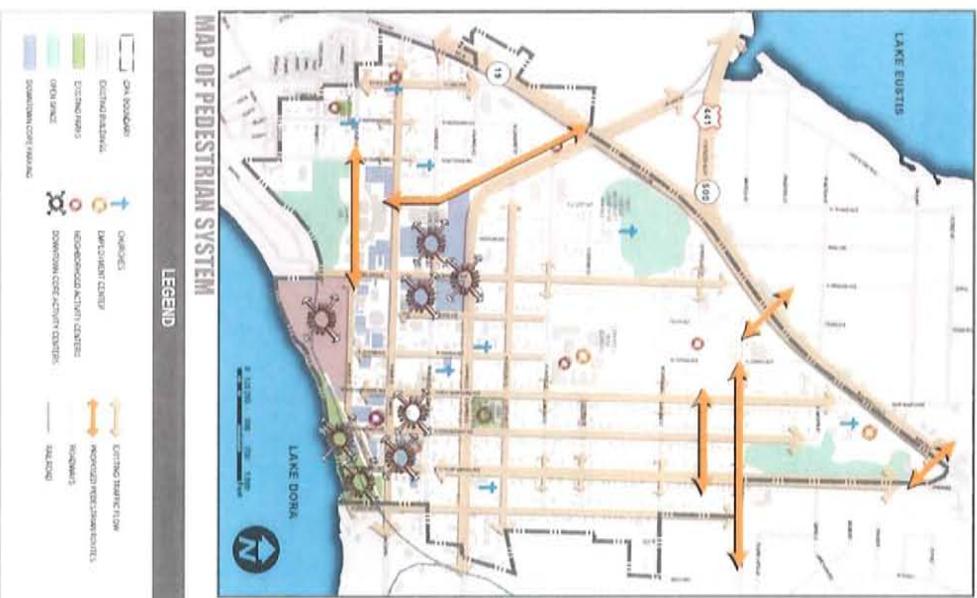
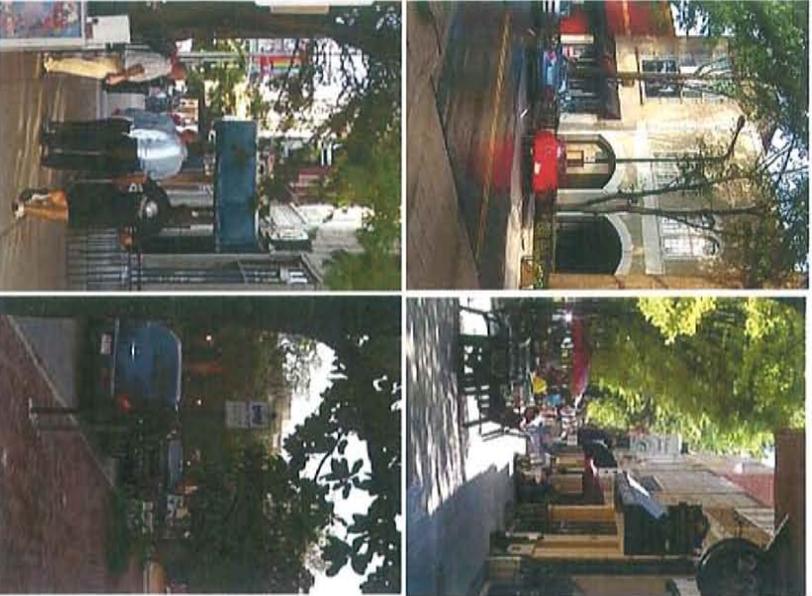


Fig. 5.3 Map illustrating existing and proposed pedestrian movement and destinations, Downtown Tavares



Streetscape design concepts such as water towers, street trees, on-street parking, signage, and prominent destinations are pivotal in creating a pedestrian-friendly atmosphere.

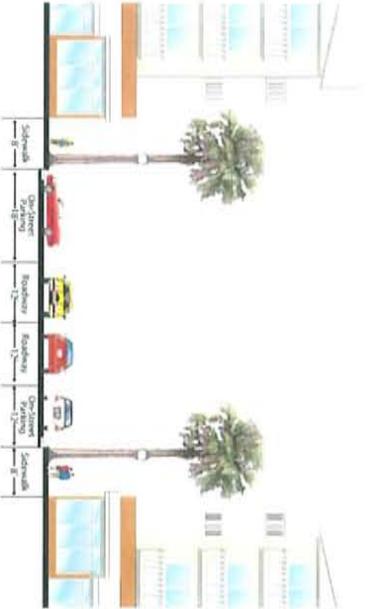
The intent of this section is to provide direction for improvements to the public rights-of-way that will help to create a pedestrian friendly environment and enhance the identity of the area, complementing the overall goals of this Plan. The principal objective of the streetscape guidelines discussed below is to promote a long-term, coordinated strategy that includes improvements to both the public and private realm, and to create a unified design theme attracting quality investment into the area. Given the significant impact transportation corridors have on the aesthetics, efficiency, and health of the local economy, streetscape improvements are envisioned along the major streets in the redevelopment area. The streetscape improvements will enhance the appearance of older physically declining areas and provide visual continuity and improved pedestrian connections between the various activity centers described in the Plan, most notably the waterfront, civic uses, and the neighborhoods. Whenever possible, the available pedestrian space including sidewalks, public plazas, and open spaces should be expanded to increase pedestrian connectivity. The proposed improvements will not adversely impact the capacity of the roadways. Rather, they will improve bicycle and pedestrian access increasing the level of activity along the street, which in turn, will promote a healthy environment for local businesses. The streetscape design elements that should be considered for each of the projects include: medians, street lighting, street furniture, plantings and landscapes, paving materials and textures, intersection design, and signage.

The expansion of sidewalks and public spaces will not only improve pedestrian connectivity, but will also provide public places for congregation. As the physical environment is improved an increasing number of cafes and restaurants may use a portion of this space for exterior seating.

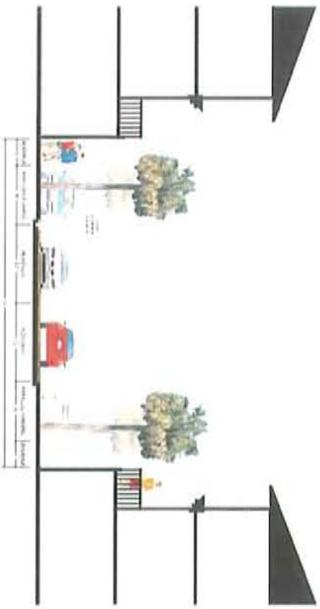
Improvements such as lighting, street furniture, plantings, paving materials, and signage will help to provide continuity along the roadway. Street trees, along the edges of the corridor as well as the center median, provide shade, create visual continuity, and also help separate the pedestrian environment from the automobile environment. The public realm improvements will ultimately result in the creation of an upgraded aesthetic environment that will set the stage for new investment to occur over time. (Refer Chapter 4: Land Use and Development Characteristics for illustrations depicting proposed streetscape improvements within each character district).

Guidelines:

- Replace worn or faded pavement markings at crosswalks.
- Install quality, contrasting paving materials at key pedestrian crossings that signal to drivers that they are entering a pedestrian zone.
- Improve pedestrian crosswalk signal mechanisms, possibly by adding audio cues for visually impaired pedestrians. Signal to adjust timings so as to reduce pedestrian wait time.
- Decrease the distance pedestrians must walk using curb extensions or "bulb-outs".
- Create mid-crossing "safe zones" by installing wider landscaped medians.
- Sidewalks should be designed to be handicapped accessible as set forth in the Americans with Disabilities Act (ADA).
- Use tree grates in retail streets to provide ample space for pedestrian circulation on the sidewalks.
- Properly install and orient sidewalk curb ramps so that pairs face each other directly across the street. This means constructing two curb ramps per corner or one wide ramp encompassing the entire arc of the corner.
- Remove obstacles from crossings such as utility poles, light posts, fire hydrants, stormwater catch basins, curb inlets, planters and similar features.
- Street trees should be consistent with existing trees in the area and selected to provide shade. The mature tree canopies should be maintained where they exist along the streets.
- Maintain existing landscaping, especially indigenous species and consider removal of invasive vegetation along the waterfront.
- Planter design and plant species should be consistent for each street to provide for uniformity.
- Planters should not obstruct the pedestrian right-of-way and meet necessary traffic safety standards.
- Landscaping should be incorporated to lead people from parking areas to activity centers.
- Center medians should be landscaped with ground cover, trees and accent flowering shrubs.
- Medians should be designed to act as pedestrian crossing islands and have few breaks in them.
- Placement of pedestrian lighting should be determined to increase pedestrian safety and enhancing the businesses in the area.
- Street furniture including benches and trash receptacles should be compatible with surrounding streetscape elements.
- Ensure that street paving and sidewalks are consistent throughout the Study Area.
- Place utilities underground, if possible, especially along the primary streetscape systems.
- Traffic calming features should be utilized where traffic data and neighborhood consensus warrants.
- Consider raised brick crosswalks at strategic locations, particularly along Allied Street, with conflicting pedestrian and vehicular traffic patterns to reduce speeds of vehicles.



Typical Streetscape Section: Main Street



Typical Streetscape Section: Canyon Street



Typical Streetscape Section: Neighborhood Connectors

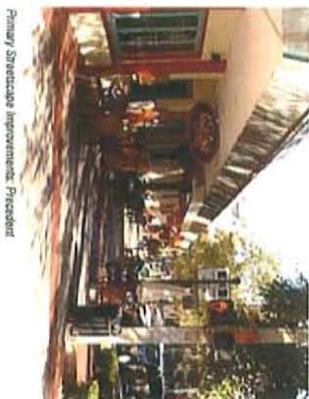
The design guidelines for streetscape improvements establish a combination of Primary and Secondary Streetscape systems, based on a hierarchy of streets and design treatment.

Primary Streetscape Improvements

The roadway sections that are designated in the primary streetscape system are the roads with sidewalks that are most frequently used by pedestrians, and provide more amenities to the pedestrians. These roads should be a high priority for reconstruction. It is also advised to amend the relevant regulations in the City of Tavares Land Development Regulations to address the use of private signage and architectural design of the retail properties that frame the streetscape.

Based on the roadway functions, right-of-way conditions, and access potential, the following street hierarchy has been established for Downtown's primary roadways:

- Downtown Transition Corridor: Alfred Street and Caroline Street
- Primary Retail Streets: Main Street and Ruby Street
- Neighborhood Connectors: St. Clair Abrams Avenue and Sinclair Avenue



Primary Streetscape Improvement: Precinct

Proposed improvements to the typical sidewalk sections in the primary streetscape system are as follows:

- Minimum 6 feet in width
- High quality paving
- High quality stone curbing
- Shade trees with 50-foot spacing
- Seating area at mid-block and intersection locations
- Protective bollards at crosswalks
- Pedestrian scale lighting with common theme
- Signal master arms at intersections
- Themed street signage
- Themed informational and directional signage
- Themed and shaded bus shelters
- Uniform news racks
- Themed information kiosks at proper locations
- On-street parking where feasible
- Pedestrian "bulb-outs" and "neck-downs" at intersection and mid-block pedestrian crossing locations
- Corner crossing design for handicapped accessibility
- Uniform parking signage
- Median safe zones where possible
- Family of themed site furnishings: benches, trash cans, planters, etc.
- Themed gateway pylons to mark the beginning of the core pedestrian zone
- Redesign of the area should minimize steep slope conditions, pedestrian obstacles, trip hazards, and accessibility barriers.



Secondary Streetscape Improvement: Precinct

Secondary Streetscape Improvements

The roadway sections that are designated in the secondary streetscape system are the roads with sidewalks that are less frequently used by pedestrians than those in the primary streetscape system, but are still of considerable importance to the pedestrians. For the secondary streetscape system, improvements should be undertaken systematically as funding becomes available. It is also advised to amend the relevant regulations in the City of Tavares Land Development Regulations to address the use of private signage and architectural design of the retail properties that frame the streetscape. The roadway sections that are included in the secondary streetscape system are the following:

- Primary Commercial Corridor: SR 19 US 441
- Downtown Pedestrian Connectors: New Hampshire, Joanna, Texas, and Lake Avenues; Janthe and Givens Streets

Proposed improvements to the typical sidewalk sections in the secondary streetscape system are as follows:

- A minimum 6 feet in width
- Shade trees of different species from primary streetscape system with 50-foot spacing
- Seating area at mid-block and intersection locations if pedestrian volume justifies
- Pedestrian scale lighting with common theme
- Signal master arms at intersections
- Themed street signage
- Themed informational and directional signage
- Themed and shaded bus shelters
- Uniform news racks
- Themed information kiosks at proper locations
- On-street parking where feasible
- Corner crossing design for handicapped accessibility
- Family of themed site furnishings: benches, trash cans, planters, etc.
- Themed gateway pylons to mark the beginning of the core pedestrian zone
- Redesign of the area should minimize steep slope conditions, pedestrian obstacles, trip hazards, and accessibility barriers.

The following streetscape elements may be used to improve the aesthetic character of Downtown Tavares.

lighting

Pedestrian and street lighting play an important role in enhancing the pedestrian experience and greatly improves the quality and safety of streets and public spaces. Pedestrian scaled lighting design is pivotal in improving the visual character of retail oriented areas in Downtown. Pedestrian lighting consists of fixtures less than 14 feet high and should be based on the uses on a street. Parking and Street lighting is equally important in creating a safe environment. The first two images are examples of existing light fixtures currently installed on Main Street.



street furniture

Street furniture is an important functional component of streetscape design. Street furnishings could include a combination of seating, trash receptacles, tree grates, bike racks, and newspaper stands. Maintenance, safety, cost, and comfort are primary considerations in the design and placement of street furniture. Street furniture may be provided when the public right-of-way allows for a clear pedestrian walking zone and separate seating areas. Furniture should also be incorporated in parking lots, public parks and plazas as part of mixed use developments. The first two images are examples of existing furniture types found on Main Street.



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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: January 19, 2011**

AGENDA TAB NO. 9

SUBJECT TITLE: Land and Water Conservation Fund for the Woodlea Sports Complex expansion project

OBJECTIVE:

To seek approval from council for staff to apply for the Land & Water Conservation Fund to be used towards expanding the Woodlea Sports Complex.

SUMMARY:

The Land and Water Conservation Fund Program (LWCF) is a competitive program that provides grants for acquiring or developing land for public outdoor recreational use. LWCF is a reimbursement grant program with a maximum reimbursement amount of \$200,000. The program is administered by the Florida Department of Environmental Protection (DEP), Division of Recreation and Parks on behalf of the U.S. Department of the Interior, National Park Service (NPS).

Grant applications are due to the LWCF offices by February 15, 2011.

OPTIONS:

- 1) Approve staff to apply for the Land & Water Conservation Fund to use towards the Woodlea Sports Complex expansion.
- 2) Do not approve staff to apply for the Land & Water Conservation Fund to use towards the Woodlea Sports Complex expansion.

STAFF RECOMMENDATION: Make a motion to authorize staff to apply for the Land & Water Conservation Fund grant to use towards the Woodlea Sports Complex expansion.

FISCAL IMPACT:

The grant will administered through a reimbursement process with a 50% / 50% matching ratio of applicant dollar and LWCF program dollar.

Currently, city budget funds exceed \$200,000 for this project to use towards the matching ratio.

LEGAL SUFFICIENCY: meets legal sufficiency

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: January 19, 2011**

AGENDA TAB NO. 10

SUBJECT TITLE: Economic Development Horizon Team Update

OBJECTIVE:

To hear an update from Councilmember Smith on the Economic Development Horizon Team.

SUMMARY:

This is an opportunity for Councilmember Smith to provide an update on the activities of the Economic Development Horizon Team.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Legally sufficient

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AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: January 19, 2010

AGENDA TAB NO. 11

SUBJECT TITLE: Donation to Veterans Memorial Park at Fountain Park Leesburg

OBJECTIVE: To approve a \$1,000 donation to the Veterans Memorial Park.

SUMMARY: Previously at the June 2, 2010 Council meeting, Vice Mayor Robert Grenier presented a discussion on making a donation to the Veterans Memorial Park (see attached minutes).

The Vice Mayor has completed his research and is recommending a \$1,000 donation to the project. Lake County is contributing \$7,500 and the plan is to have every city contribute \$1,000. The \$1,000 will go to the cost of constructing the memorial (see attached sketch) as well as the cost to engrave the City of Tavares name as a contributor onto the wall.

There are over 37,000 veterans in Lake County. The granite memorial will be 60 feet in diameter and 7 feet high and cover 2800 square feet at an estimated cost of \$500,000. Every veteran who served during "war time" will be eligible to have their name engraved for a \$15.00 fee. In addition, there will be 12,500 bricks on the floor of the memorial to honor those veterans who did not serve during war time. The Executive Director would like to give a brief presentation of the project.

OPTIONS:

1. That Council here the presentation and authorize the donation of \$1,000 from the City of Tavares.
2. That Council here the presentation and do not authorize the donation of \$1,000 from the City of Tavares

STAFF RECOMMENDATION:

Move to donate \$1,000 to the Veterans Memorial Park from unused funds in the Fiscal Year 2011 City Council budgeted salary line item.

FISCAL IMPACT:

Previously the city budgeted \$1,044 for a pay increase for City Council and funding for a sine die meeting. Sine die funding was not needed, and population remained virtually unchanged (an increase of 4 people to Tavares – pay is based on population) and therefore pay increase for Council was minimal, thus we have an additional \$1,044 in the City Council salary line item. This is available to fund the \$1,000 needed for the donation.

LEGAL SUFFICIENCY: Legally sufficient.

1 said these people are the elite of Tavares history and are people who do not have
2 places or things named for them at this time.

3
4 Mayor Wolfe asked if there was comment from the audience.

5
6 **MOTION**

7
8 Kirby Smith moved to approve the names recommended to Council [for the
9 alleyways]

10
11 [Alleyway #1 – Cromartie for William Reed Cromartie active African American
12 School Trustee;

13 Alleyway #2 – Henri Fabre; French aviator;

14 Alleyway #3 – Gardner for Mr. Gardner who owned Gardner’s Garage;

15 Alleyway #4 – Blanche Sperry – Began first school lunchroom program;

16 Alleyway #5 – Boulware – Doc Boulware;

17 Alleyway #6 – Marie King – owner of the Tavares Inn;

18 Alleyway #7 – Glenn Curtiss – inventor of the hydroaeroplane;

19 Alleyway #8 – John Cyril Porte – Flying boat pioneer associated with the WW I
20 Seaplane Experimental Station;

21 Alleyway #9 – T. A. Hux – early confederate veteran who settled in Astatula and
22 then moved to Tavares;

23 Alleyway #10 – J. N. Flowers – first Tavares Police Chief;

24 Alleyway #11 – Tally – Judge Emmett M. Tally;

25 Alleyway #12 – Clara Adams – pioneer aviatrix who flew around the world as a
26 passenger;

27 Alleyway #13 – Benny Kinsler – African American school teacher associated with
28 Tavares Elementary School and recognized by Governor Chiles;

29 Alleyway #14 – Shorts – outstanding African American leader in the Mt. Mariah
30 Missionary Church;

31 Alleyway #15 – Coven – Early building contractor in Tavares – some of his
32 buildings include the Duncan House, the Lake Abstract Building and the 1912
33 pavilion on Lake Dora].

34
35 The motion was seconded by Sandy Gamble. The motion carried unanimously 5-
36 0.

37
38 Mayor Wolfe thanked Councilmember Grenier for his work on this project.

39
40 **Tab 12) Discussion of Donation for Veterans Memorial**

1
2 Councilmember Grenier said he thought most of the cities and the County would be
3 making a donation to this project. He noted that he and the mayor had attended the
4 groundbreaking for this new 60 foot war memorial that will be built at Fountain Lake
5 Park in Leesburg. It will be a memorial to all of the veterans in Lake County. He said he
6 would like to research further to find out what the average donation will be and that he
7 would be bringing back this possible donation at a future meeting during the budget
8 process.
9

10 Mayor Wolfe asked if there were comments from the audience.
11

12 **Tab 13) Update from Special Events Horizon Project Team Meeting**
13

14 Mr. Drury stated that the Horizon Project Team is comprised of Mayor Wolfe, the City
15 Administrator, Ms. Rogers, Mr. Neron, Ms. Houghton, and Ms. Cecilia Smith. The team
16 met recently to discuss adding another special event to the slate of special events that
17 was discussed at a previous meeting that would be more recreationally boating related.
18 The conclusion of the Horizon Project Team was that October 22 – 24th would probably
19 be the best date as it gives several months between other large events. He said before
20 the team moves forward it was determined that Council should discuss and make a
21 decision as to whether it is interested in the event and if Councilmember Smith would
22 be interested in working on the boating component and Vice Mayor Pfister on the music.
23

24 Councilmember Smith said he would accept the recommendation based on the ability of
25 staff to put together the grand opening of the marina in April. Councilmember Gamble
26 spoke in support of having a fall signature event.
27

28 Mayor Wolfe asked if the audience had comments.
29

30 **Brenda Smith**
31

32 Ms. Smith said she and her husband had visited Palatka recently and attended a
33 seafood festival. She said she thought those vendors would be willing to attend this
34 event.
35

36 **Council Discussion**
37

38 Mayor Wolfe asked Vice Mayor Pfister if she would be willing to be on the team to work
39 on the music. Vice Mayor Pfister agreed.
40

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60-Foot Memorial Wall To Honor Local Veterans

Sunday, May 23, 2010 10:24:39 AM
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Reported by **Dave D'Marko**
LEESBURG-- Following bagpipes, a Color Guard carried the flag of every foreign war involving U.S. soldiers.



View Larger

In the crowd were veterans from almost every war of the past century, including World War II's Tom Donahoe, who waited 65 years to see his service recognized.

"Nothing is ever easy and I'm sure it was brought up many times," Donahoe said.

Video
[Veterans Memorial](#)

"The governments don't seem to want to give money to build the monuments, so the veterans have to come up with the money," said Don Van Beck, Executive Director of Veteran's Memorial Committee. "The only time they want veterans is when there's a war."

Additional Information
[Lake County Veterans](#)

Lake County's Veterans organization convinced the city of Leesburg to give them land for a memorial.

On Saturday, they broke ground at Fountain Lake Park and unveiled a monument paying tribute to Americans who served, and those who were killed or wounded in foreign wars including Iraq and Afghanistan.

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It includes the emblem of all branches of the military.

"Every person whose ever been in service and especially those in combat share a special bond," said Tom Thell, Korean War veteran.

The 7-foot high monolith is just the centerpiece. The idea is to have it surrounded by a 200,000 pound 60-foot wall with veterans' names.

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"We've only got \$7,000 on the computer now, and we are looking for another \$15,000 to \$20,000," Van Beck said.

Anyone who enlisted in Lake County or now lives there is eligible.

The group is still trying to raise \$500,000 it will need for construction and engraving.

About half of the Lake County mayors invited to Saturday's program attended and pledged to at least consider partial funding in next year's budget.

If you are a Lake County veteran or a surviving family member and would like a name placed on the wall you can get more information at the Veteran's Memorial at Fountain Park [website](#).

Names can be submitted free for the next 60 days. After that there will be a \$15 charge.

The group hopes to have the first phase of the wall by Veterans Day 2010.

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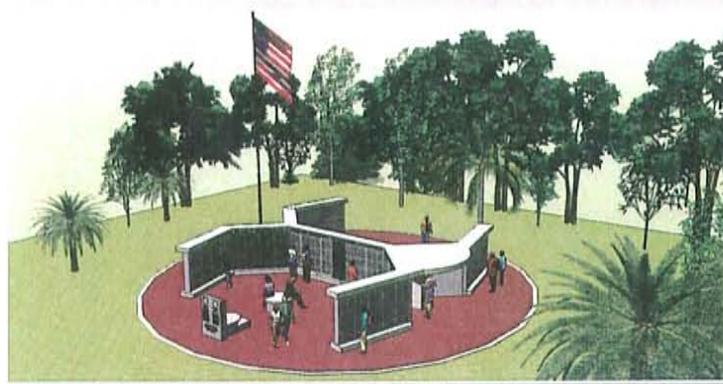
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VETERAN'S MEMORIAL AT FOUNTAIN PARK



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Four Star	\$50,000
Three Star	\$40,000
Two Star	\$30,000
One Star	\$20,000

PATRIOTS

Diamond	\$10,000
Platinum	\$5,000
Gold	\$4,000
Silver	\$3,000
Brass	\$2,000
Bronze	\$1,000

The above sponsors will be engraved on the walls of the computer alcove.

FRIENDS OF THE MEMORIAL

\$1.00 to \$999.00

DATE ____/____/____

NAME _____ TELEPHONE _____ - _____ - _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

AMOUNT ENCLOSED: \$ _____ Receipt? Yes No

Send Check or Money Order To:
Veteran's Memorial at Fountain Park, Inc. • 411 West Main Street • Leesburg, Florida 34748
(352) 314-2100 • info@lakeveterans.com

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: January 19, 2011**

AGENDA TAB NO. 12

SUBJECT TITLE: Request to Approve Woodard & Curran to relocate the Existing SCADA Systems for the Woodlea Wastewater Treatment Facility

OBJECTIVE: To consider the approval for Woodard & Curran to relocate our existing SCADA Systems from the maintenance building to the Administration Building at the Woodlea Wastewater Treatment Facility in the amount of \$20,581.

SUMMARY:

Previously the City found it necessary to replace the older existing electrical room equipment that was over 25 years in age. The existing electrical equipment was not energy efficient and the replacement of the existing equipment was necessary for the upgrades. The relocation of this equipment supplied the Plant with necessary space to have all the SCADA Equipment/systems that are located in maintenance building transferred over to the Administration building. This relocation to the Administration will allow all personal to view the equipment and enable the SCADA System to have the capability to notify maintenance personnel at the same time the operators are being notified. This is important, as it will allow quicker response time to a situation that will help keep us in regulatory compliance. As we go forward with reclaim system we will be able to monitor this facility for 8 hrs per day and thus staff the facility only 16 hours a day as opposed to 24 hours a day; 7 days a week. This SCADA monitoring will save the department the cost from hiring additional personnel for these hours. This equipment is required by the FDEP to monitor the Reclaim Facility and was part of our modifications plan. Woodard & Curran are under contract with the City for operation and maintaining our SCADA Systems.

OPTIONS:

1. **Approve** the agreement with Woodard & Curran to relocate the SCADA System in the amount of \$20,581 and authorize City Administrator to sign.
2. Do **not approve** the agreement with Woodard & Curran to relocate the SCADA System in the amount of \$20,581 and authorize City Administrator to sign.

STAFF RECOMMENDATION:

3. Move to **approve** the agreement with Woodard & Curran to relocate the SCADA System in the amount of \$20,581

FISCAL IMPACT:

The Government Financial Officers' Association recommends that at a minimum, general-purpose local governments, regardless of size, maintain unreserved fund

balances in their operating funds of an amount equal to between 5- 20% of the fund's annual operating expenditures. The Impact Fee is not an Operating Fund, and therefore no minimum requirement is recommended.

The available unreserved and unencumbered retained earnings as of January 12, 2011 for the Water/Wastewater Impact Fee Fund is \$ 3,223,322.

LEGAL SUFFICIENCY: This meets legal sufficiency



WOODARD & CURRAN
MEMORANDUM OF AGREEMENT

Project Number: 224070.00 Client PO Number: _____

Client Name: City of Tavares

Address: 2770 Woodlea Rd. Phone: _____

City: Tavares State: FL Zip: 32778

Project Name: MCC Relocation, SCADA configuration

Project Location: Woodlea RD Plant

Services: **Woodard & Curran will supply the required labor to configure the relocated motor loads into the SCADA computer. This will include HOA control from the SCADA computer, graphic interfacing and alarm notification of overload trips and failed to run alarms. Final connections of the control wiring will be provided by the on-site electrical contractor with W&C providing a final review. This proposal also includes 1 RS View32 Runtime license for the plant manager's office to allow full plant monitoring and control.**

Start Date: Two weeks after PO End Date: Two weeks

Contact Name: Jerry Blair Contact Date: December 28, 2010

Fee Basis:

Lump Sum Amount \$20,581.00 Estimated Fee Amount _____

Direct Expenses X _____ Markup Direct Labor X _____ Multiplier

Hours X Labor Rates _____

If the above fee is indicated as a multiplier times payroll costs plus reimbursable expenses with an estimate, our fee will be based on the time expended. Additional services requested, unusual problems or difficulties may necessitate a higher fee. If a maximum fee amount is indicated, this amount will not be exceeded without further authorization by the client. The terms and conditions under which we are providing these services are attached and are incorporated herein by reference.

Revision Addition to Original Agreement

Billings will be: Monthly At completion of services Other

Terms will be: Net 30 days Other

**Pricing is valid for 60 days from date of proposal*

**Sales tax is not included*

The above is intended as a summary of our agreement for the performance of the work described. Please examine same carefully and, if accurate, indicate your approval and acceptance in the space provided below.

Woodard & Curran

Date: December 28, 2010

By: Joseph A. Hurley

Title: Vice President



Accepted: Proposal **P-224070.00**

The undersigned hereby states that they are the person or duly authorized agent of the person or organization contracting for the above services on the above described project; and that the terms and conditions stated are understood and herewith agreed to and accepted. Woodard & Curran is hereby authorized to proceed with the services outlined above.

Date: _____

By: _____

Title: _____

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
January 19, 2011**

AGENDA TAB NO. 13

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 – February 2, 2011
- Chamber of Commerce Luncheon – 11:30 a.m. January 26, 2011
- Code Enforcement Hearing – February 22, 2011 – 5:00 p.m.
- Lake Sumter MPO – Board Meeting – January 26, 2011 – 4 p.m. – Magnolia Room – Lake Sumter Community College
- Library Board – February 11, 2011– 8:30 a.m. Library Conference Room, 314 N. New Hampshire

EVENTS:

Bass Pro Shops Crappie State Qualifying Tournament

Date: January 27 - 29, 2011

African American Festival and Parade: February 5, 2011

Classic Race Boat Association Regatta – March 18-20, 2011

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
January 19, 2011**

AGENDA TAB NO. 14

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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