



**AGENDA
TAVARES CITY COUNCIL**

**August 3, 2011
4:00 P.M.
TAVARES CITY HALL COUNCIL CHAMBERS**

I. CALL TO ORDER

II. INVOCATION & PLEDGE OF ALLEGIANCE

Pastor Bill Dystra, Mid-Lakes Christian Church

III. APPROVAL OF AGENDA

(The City Council Agenda is subject to change at the time of the Tavares City Council Meeting)

IV. APPROVAL OF MINUTES

Tab 1) July 20, 2011 Regular City Council Meeting Mayor Wolfe

V. PROCLAMATIONS/PRESENTATIONS

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

VII. READING OF ALL ORDINANCES/RESOLUTIONS Nancy Barnett

VIII. CONSENT AGENDA

Tab 2) Postponement of Building Permit Fees – Tavares Station Jacques Skutt
Boutique Hotel/Restaurant

Tab 3) Extension of Interlocal Agreement for Woodlea Sports Tammey Rogers
Complex

IX. ORDINANCES

upon which the appeal is to be based. Individuals with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk at least two (2) working days in advance of the meeting date and time at (352) 253-4546.

The Language of Local Government
Definition of Terms

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

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

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

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

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

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

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

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

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

contiguous – Sharing a common boundary.

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

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

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

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

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

ex parte communications – Direct or indirect communication on the substance of a pending matter without the knowledge, presence, or consent of all parties involved in the matter.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CITY OF TAVARES
MINUTES OF REGULAR COUNCIL MEETING
JULY 20, 2011
CITY COUNCIL CHAMBERS
4:00 p.m.

COUNCILMEMBERS PRESENT

ABSENT

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

STAFF PRESENT

John Drury, City Administrator
Lori Houghton, Finance Director
Bob Williams, City Attorney
Susie Novack, Deputy City Clerk
Chief Stoney Lubins, Police Department
Jacques Skutt, Director of Community Development
Chief Richard Keith, Fire Department
Chris Thompson, Public Works Director
Joyce Ross, Communications Director
Bill Neron, Economic Development Director
Scott Aldrich, Recreation Project Manager
Brad Hayes, Utilities Director

I. CALL TO ORDER

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

II. INVOCATION AND PLEDGE OF ALLEGIANCE

Bill Hartman, Lady Lake Assembly of God, gave the invocation and those present recited the Pledge of Allegiance.

III. APPROVAL OF AGENDA

Mr. Drury stated he would like to pull Tab 10) Approval of Contract with Gator Sktch for Design of Public Safety Complex. He said this would be moved to the August 3, 2011 agenda.

Mayor Wolfe said he would like to move Tab7) Resolution 2011-17 – Remarketing Agreement to Extend the Sale of Taxable Bonds for Osprey Lodge Project to be heard prior to Tab 6) Ordinance 2011 – Large Scale Future Land Use Amendment Transmittal Far Reach Ranch.

1 **MOTION**

2
3 Kirby Smith moved to approve the agenda, seconded by Sandy Gamble. The motion
4 carried unanimously 5-0.

5
6 **IV. APPROVAL OF MINUTES**

7
8 **MOTION**

9
10 Bob Grenier moved to approve the minutes of July 6, 2011 as submitted, seconded by
11 Sandy Gamble. The motion carried unanimously 5-0.

12
13 **V. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EXPARTE CONTACTS**

14
15 Attorney Williams noted one item on the agenda is a quasi judicial matter (Tab 6) Ordinance
16 2011-06, Large Scale Future Land Use Amendment, Transmittal, Comprehensive Plan Text and
17 Map for Far Reach Ranch/Mead Trust Property, South Shore of Lake Dora, 1352 acres. Attorney
18 Williams swore in those who will be providing testimony on the land use matter.

19
20 Attorney Williams asked Council if any members have had any ex parte communications to
21 disclose; there were none.

22
23 **VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD**

24
25 Ms. Novack read the following ordinances and resolutions into the record:

26
27 **ORDINANCE 2011-06**

28
29 **AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE**
30 **TAVARES COMPREHENSIVE PLAN FUTURE LAND USE ELEMENT BY**
31 **ADOPTING A LAKESIDE MIXED USE FUTURE LAND USE CATEGORY**
32 **INCLUDING POLICIES ASSOCIATED WITH THIS CATEGORY; AND A**
33 **FUTURE LAND USE MAP AMENDMENT PROVIDING FOR A CHANGE OF**
34 **FUTURE LAND USE DESIGNATION ON APPROXIMATELY 1352 ACRES OF**
35 **PROPERTY FROM COUNTY SUBURBAN AND URBAN EXPANSION TO CITY**
36 **LAKESIDE MIXED USE FOR PROPERTY GENERALLY LOCATED ALONG**
37 **THE SOUTH SHORELINE OF LAKE DORA; PROVIDING FOR SEVERABILITY**
38 **AND CONFLICTS; PROVIDING FOR TRANSMITTAL, AND PROVIDING FOR**
39 **AN EFFECTIVE DATE.**

40
41 **RESOLUTION 2011-17**

42
43 **A RESOLUTION OF THE CITY OF TAVARES, FLORIDA AMENDING CITY**
44 **RESOLUTION NO. 2011.12 AS PREVIOUSLY AMENDED BY AUTHORIZING**
45 **THE ISSUANCE OF NOT EXCEEDING \$7,700,000 CITY OF TAVARES,**
46 **FLORIDA ADJUSTABLE RATE FIRST MORTGAGE TAXABLE REVENUE**

1 **BONDS, SERIES 2011C (OSPREY LODGE AT LAKEVIEW CREST); AND**
2 **PROVIDING AN EFFECTIVE DATE.**

3
4 **VII) CONSENT AGENDA**

5
6 Mayor Wolfe asked if anyone in the audience had objections to any item on the Consent Agenda;
7 there were none. He asked if Council wished to pull any item.

8
9 **MOTION**

10
11 **Bob Grenier moved to approve the Consent Agenda, Tabs 2, 3, 4 and 5 [Approval of**
12 **Contract for Construction Management Services for Site Preparation & Ballfields**
13 **Construction at Woodlea Sports Complex, Mutual Aid Agreement with Howey in the Hills,**
14 **Acceptance of 2011 Edward Byrne Memorial Justice Assistance Grant for Officer Reserves**
15 **Program Equipment, Confirm Recommendation for Interim Special Magistrate for Code**
16 **Enforcement Board Hearing], seconded by Kirby Smith. The motion carried unanimously**
17 **5-0.**

18
19 **VIII) ORDINANCES/RESOLUTIONS – PUBLIC HEARING**

20
21 **Tab 7) Resolution 2011-17 – Amending City Resolution 2011-12 as Previously Amended by**
22 **Authorizing the Issuance of Taxable Revenue Bonds Series 2011C for the Osprey Lodge at**
23 **Lakeview Crest**

24
25 Mr. Neron noted Council has approved several resolutions relating to conduit bonds for Osprey
26 Lodge Assisted Living. He said the pre-closing was held on July 19, 2011 and this is the final
27 documentation that needs approval. This resolution takes a portion of the Series B bonds making
28 a Series C with adjustable mortgages. He said there is no debt capacity or commitment to the
29 project and there is no legal obligation on the city or residents for repayment of the bonds. Staff
30 recommends approval based on the advice of city and bond counsel.

31
32 Mayor Wolfe asked for any questions or comments.

33
34 Councilmember Smith reiterated that the city is not obligated in any way toward the resolution.

35
36 **MOTION**

37
38 **Sandy Gamble moved for approval of Resolution 2011-17, seconded by Bob Grenier. The**
39 **motion carried unanimously 5-0.**

40
41 **Tab 6) Ordinance 2011-06 – Comprehensive Plan Text Amendment Creating the Lakeside**
42 **Mixed Use Future Land Use Category and Large Scale Future Land Use Map Amendment –**
43 **Far Reach Ranch and Associated properties, 13039 South Dora Boulevard, 29546 Division**
44 **Street and 29781 Shirley Shores Road**

45
46 Mr. Drury said this ordinance is to provide the property with a broad based land use designation
47 which will follow with a zoning in the future. Mr. Drury noted the stakeholders of Tavares met for

1 a year to develop the future of the city and which included citizens, business community,
2 Chamber of Commerce, Historical Society, Rotarians, not for profits, churches and city
3 government. The vision determined Tavares as a capital waterfront city of Lake County building
4 upon a history and creating a business friendly community. The city then branded itself as
5 America's Seaplane City and an economic development strategy was developed and included
6 several employment centers (medical, government, downtown, tourism, retail, restaurants,
7 manufacturing, rail and housing). Tavares also created Florida's newest airport which was
8 approved by the FAA and Florida Department of Transportation Aviation Office. He said the
9 economic development team has pursued seaplane manufacturing and assembly companies to
10 come to Tavares and create high wage jobs for its citizens and including ICON. The Far Reach
11 Ranch has been identified as the best place for ICON and is just north of the existing commerce
12 park. Once a property is annexed into the city, a need to develop its future land use is required.
13

14 Mr. Skutt said this ordinance establishes a new land use category in the comprehensive plan
15 called Lakeside Mixed Use. This ordinance also applies the new category to the 1352 acres
16 annexed into the city in 2010. The new Lakeside Mixed Use category is designed to
17 accommodate employment, commercial and residential uses in a well proportioned and
18 economically sustainable balance, and in an area and manner that is physically and functionally
19 compatible with the lakeside environment. There is a large amount of flexibility built into the new
20 land use category and is therefore required that subsequent planned development zonings will be
21 applied to lands that bear this land use category. These zonings, when they occur, will
22 specifically define and regulate the ultimate uses that will eventually take place in this land use
23 designation. A conceptual plan is part of the ordinance. He said there are five sub areas on the
24 conceptual plan:
25

- 26 • Jurisdictional wetland areas on the conceptual plan are to remain as natural open space.
- 27 • Existing lakes (53 acres total)
- 28 • Employment Sub Area is located on westerly upland area and is characterized with light
29 industrial, office, aviation and institutional uses
- 30 • Village Center Sub Area is located in the center of the property and is characterized as
31 the business, residential and cultural hub (big box retail stores over 1000 sq ft. are not
32 allowed) and the focal point will be for water dependant and related uses in keeping with
33 the live, work and play balance. Residential uses are allowed and balanced with the
34 employment and cultural opportunities
- 35 • Ultra Low Density Residential Area is located to the east and is compatible with existing
36 subdivisions in the county.
37

38 Mr. Skutt noted that in the county the Suburban land use category allows residential density of 1
39 to 3 dwelling units per acre and this sub area is capped at 1.5 dwelling units per acre.
40

41 This property is serviced with large capacity city water and sewer lines that extend all the way to
42 Deer Island and is in the urban service boundary area. It has been annexed into the city and
43 therefore it requires a city future land use designation. It currently has a county future land use
44 designation of urban expansion and suburban. The proposed Lakeside Mixed Use category is an
45 appropriate blend of these existing categories that create a sustainable urbanized land area. The
46 Planning and Zoning Board voted 4-1 at the June 23, 2011 meeting to recommend approval and
47 staff is recommending that ordinance 2011-06 be approved for transmittal to the state. He said

1 he has also included in the council packet a list of residents that have expressed concern over
2 this ordinance and just prior to the meeting received a call from Mr. Roy Fudge of 1631 Sunshine
3 Lane who is objects to noise issues that may be associated with seaplanes. Mr. Skutt said he is
4 available for questions.

5
6 Mayor Wolfe asked for comments from the audience.

7
8 Clay Henderson, Holland and Knight Law Firm, representative for the property owner, provided a
9 background of the Community Planning Act and transmittal process for land use adoption. He
10 noted the proposed land use density is consistent with that which is currently allowed under the
11 county and that over 60% of the property will be protected green space. Mr. Henderson said that
12 after comments from the audience he would like the opportunity to respond to questions or
13 concerns. Environmental issues that may be raised will continue to be addressed as projects
14 come forward in the development and rezoning design and the city will be able to tailor the project
15 to meet those environmental concerns. There are two active eagles' nests which have a
16 sufficient buffer as well as a significant amount of natural buffer lands that are adjacent to the
17 nature park. Mr. Henderson noted his appreciation for the cooperation of the city in working
18 together to create a good economic development opportunity for the community. He said Gary
19 Inglehart, Principle Planner, Ty Maxey, Planner and Ted Wicks are available for questions.

20
21 The following audience members spoke regarding concerns of the future land use change which
22 included issues such as preserving the wetlands, lifestyle changes, loss of fishing spots and
23 wildlife:

- 24
- 25 • John Farnolie, Jr., 1628 Sunset Court, Dora Isles
- 26 • Sherrie Farnolie, 1628 Sunset Court, Dora Isles
- 27 • Maxine Gradell, 30029 Wisoki Drive, Lake County
- 28

29 The following audience members were sworn in by Attorney Williams individually and expressed
30 their support of the future land use change which included items such as wetlands that will be
31 protected, staff and Council working together to make a vision come to fruition, better tax base
32 balance, well planned development, economic development, growth in industries and retail
33 business and a community compatible plan:

- 34
- 35 • Charlotte Hope, 3221 Myakka River Road
- 36 • Denise Laratta, 3000 Lake Huron Lane
- 37 • Freddy Belton, Main Street, Tavares
- 38 • Lee Ridenhammer
- 39 • Lou Guigas, Tavares Antique Mall
- 40 • Rodger Kooser, ALS Landing, Downtown Property Owner
- 41
- 42

43 The following audience members were sworn in by Attorney Williams individually and expressed
44 their concerns regarding Florida panthers on the property, wetlands, loss of wildlife habitat,
45 school overcrowding, road traffic and cost of widening and additional flooding of the housing
46 market:
47

- 1 • Margaret Hussey, 14811 Lens Drive, Lake County
- 2 • Kimberly Toops, 11850 Bruce Hunt Road, Lake County
- 3 • Donna Wilbanks, 28833 Columbia Road, Lake County
- 4 • Sheila Blake

5
6
7 Dara Treadwell, 12944 Lake Dora Circle, Lake County, asked about a triangular area as depicted
8 on the map and the location of two eagles nests that were deemed to be inactive.

9
10 Ms. Blake asked if the village center wraps around a lake on the property.

11
12 Mr. Henderson said that the property is currently under the county land use designation for
13 Suburban and Urban Expansion where there are no requirements for wetlands to be set aside of
14 any kind and as a result the property can be divided up just like the adjacent county property. He
15 said that what is different about the proposal is that it is a mixed use proposal which requires that
16 a substantial amount of the property be kept in its natural condition. He noted that there will still
17 be environmental controls when this comes back for rezoning and development

18
19 Mr. Henderson said the triangle area depicted in the map is four acres that is adjacent to the
20 employment area. It is an upland area and located by itself and therefore will likely remain
21 undeveloped.

22
23 Mr. Henderson said the economic and residential areas are limited and will be enveloped by
24 green space. Wildlife issues will be addressed later in the process and which will include
25 comments from the Fish and Wildlife Conservation Commission. He said Mr. Wicks has a map
26 available which depicts the location of eagle nests. Mr. Drury asked Ms. Treadwell to leave her
27 contact information with Mr. Skutt and a map will be provided which depict where the eagles are
28 located that are currently identified. He asked her to advise the city if there are any eagle nests
29 that need to be added. Mr. Drury confirmed that the village center wraps around a lake and it is
30 the upland area designated for the village center.

31
32 Councilmember Gamble asked how much of the lakeshore area would be utilized by ICON. Mr.
33 Drury said there would be an access ramp. Mr. Henderson said the development areas are set
34 back from the lake but there is a policy to allow the employment are to have access to the lake
35 and would be limited for those purposes.

36
37 Councilmember Smith said it is his understanding that 60% of the property will be protected and
38 40% developed leaving plenty of buffer between any of the current residential and plenty of space
39 for wildlife. Mr. Henderson confirmed.

40
41 Mr. Farnolie reiterated his environmental concerns.

42
43 **MOTION**

44
45 **Kirby Smith moved for approval of Ordinance 2011-06, Large Scale Future Land Use**
46 **Amendment, seconded by Bob Grenier.**

47

1 Attorney Williams said for clarification, Council is approving the ordinance for the transmittal and
2 this is not the final adoption. He said it will come back before Council for another public hearing.
3

4 Councilmember Gamble said he has been in Lake County since 1958 and a lot of residences
5 today were either woods or orange groves. He said when the city went through the visioning
6 process and everyone in Tavares was invited to help develop where we want to go. He said this
7 project and Osprey Lodge will help level the tax base burden and the city has an opportunity that
8 will benefit all of the citizens.
9

10 Vice Mayor Grenier said he concurs and one of the three hats he wears is historical preservation
11 and conservation. He said he sees a good balance between development and the protection of
12 wildlife as well as doing what we need to do to preserve the past while moving forward.
13

14 Mayor Wolfe said the city is moving toward leveling the business/resident tax base and that
15 Tavares is America's Seaplane City. He said he feels this will benefit all of the citizens in
16 Tavares.
17

18 **The motion carried unanimously 5-0.**
19

20 *Mayor Wolfe adjourned the meeting at 5:27; Mayor Wolfe re-adjourned the meeting at 5:34.*
21

22 **IX GENERAL GOVERNMENT**

23 **City Administrator Performance Evaluation**

24
25
26 Mayor Wolfe noted that each Councilmember's evaluation was included in the agenda packet.
27 He said that Mr. Drury has done a great job and according to the evaluations has met or
28 exceeded expectations from each Councilmember.
29

30 Mr. Drury asked if Council would prefer that he leave the meeting during discussions;
31 Councilmember Gamble and Councilmember Smith said no.
32

33 Mayor Wolfe stated Mr. Drury was not seeking an increase in pay or benefit compensation.
34 Mayor Wolfe said he would like Council to consider approving a 3% State Retirement Fund (SRF)
35 increase which was implemented for all other affected employees.
36

37 Councilmember Smith said that he is in favor of a 3% increase and that he has worked too hard
38 to take a 3% decrease in his annual compensation.
39

40 Councilmember Pfister said it was her understanding that last year Mr. Drury agreed to a two
41 year contract and that she would like to honor that contract. She said she felt Mr. Drury has done
42 an excellent job.
43

44 Vice Mayor Grenier noted that he is in favor of a 3% FRS increase.
45
46

1 Councilmember Gamble said he would like to see the actual numbers and more information to
2 ensure that a 3% increase would not actually be a decrease in annual salary after taxes et al are
3 calculated.

4
5 Attorney Williams said that traditional compensation is considered when Council evaluates the
6 City Administrator and which can take place at the next meeting.

7
8 Councilmember Pfister requested to have the minutes of the 2010 negotiations for the City
9 Administrators salary to be provided at the next meeting.

10
11 Councilmember Gamble stated for the record his support for a 3% increase as Mr. Drury should
12 have the rights of all of the employees.

13
14 **MOTION**

15
16 **Kirby Smith moved to table the discussion until the next meeting and to be provided with**
17 **the minutes of the negotiation that happened in 2010, seconded by Lori Pfister. The**
18 **motion carried unanimously 5-0.**

19
20 **City Administrator Annual Project Goals**

21
22 Mr. Drury said that as part of his annual review, he looks for Council's goals for the upcoming
23 year. He said that he has also provided last year's list with an update on each of the 14 goals
24 from May 1, 2010 to April 30, 2011. He read the list of goals for the upcoming year into the
25 record and then asked Council to provide a consensus if each goal is on or off of the list.

26
27 Mayor Robert Wolfe

- 28
29 1. *Get Lake Building property settled with Nick Magrone*
30 2. *Start to design/build Public Safety Facility*
31 3. *Work with sister city to establish economic relationship*
32 4. *Start Pavilion Project one way or another*
33 5. *Look into expanding the splash park (Possible Phase II)*
34 6. *Get Royal Harbor water problem solved*
35 7. *Continue to establish and implement Golden Triangle Fire District*
36 8. *Try to secure TDC money*

37
38 Vice Mayor Bobby Grenier

- 39
40 1. *Continue to work on the previous year's 14 items:*

41
42 Council Goals For the period May 1, 2010 – April 30, 2011:

- 43
44 1. *Replace School Bus Barn with Public Safety Facility (Negotiations*
45 *complete, Property closed)*
46 2. *Develop plan for replacement of Public Works Complex (Options*
47 *presented to Council with Woodlea Road site selected by Council)*
48 3. *Continue to redevelop the down town (New business continue to arrive)*

- 1 4. Complete Seaplane Marina Project (95% complete. Contractor to address
- 2 a few more punch list items and dock connection improvements.)
- 3 5. Implement green initiatives (Hosted second Green fair in Tavares, put in
- 4 place four down town charging stations, developed a green committee,
- 5 Community Back Yard project at Aesop Park including community Garden
- 6 75% complete)
- 7 6. Pursue the financing of the purchase of the Major Alexander St. Clair
- 8 Abrams House and turn into a tourist attraction (No funds placed in the
- 9 budget for this and no grants available for this – project on hold)
- 10 7. Relieve traffic congestion on Alfred Street (Funding secured, design
- 11 contract let and project at 30% design).
- 12 8. Develop a Water Reclamation Facility (Obtained a \$900,000 grant and
- 13 DEP loan, designed project, bid out project and received Council approval
- 14 to award bid at the May 2011 meeting.)
- 15 9. Implement the Tavares brand (From KIOSK and alleyway naming to
- 16 uniforms and decals on vehicles and water tower – the brand is out there
- 17 in full force and plain view across Florida and the United States)
- 18 10. Develop a partnership with Lake County on Parks and recreation
- 19 programs (Received a \$250,000 grant to construct the sports park. Sports
- 20 park under construction)
- 21 11. Develop a Freight Village (We are in a "tee-up" mode by finishing the
- 22 Comp Plan Amendment for Land Use Zoning that permits a Freight village
- 23 and by upgrading rail infrastructure from Tavares to Orlando to make the
- 24 rail lines competitive. Comp Plan is complete and has been submitted to
- 25 DCA, Rail Road Grants have been secured and rail road upgrades
- 26 underway at Dora Canal Bridge)
- 27 12. Extend the nature observation walking board walk at Squib Park (No funds
- 28 budgeted and no grants available – project on hold)
- 29 13. Develop the Woodlea Community Sports Park (under construction).
- 30 14. Gateway Beautification (Developed a Horizon Project team that has
- 31 identified locations for signs and is working on obtaining approval from
- 32 FDOT)

- 33
- 34 2. Work on Economic development initiatives through-out the city
- 35 3. Move forward with Rail Road Depot and Pavilion
- 36

37 Council Member Sandy Gamble

- 38
- 39 1. Continue to move forward with Public Safety Complex
- 40 2. Continue development of Woodlea Community Sports Park
- 41 3. Purchase of property adjacent to New Public Safety Complex
- 42

43 Council Member Lori Pfister

- 44
- 45 1. Pavilion
- 46 2. Aesops
- 47 3. Senior Center
- 48 4. Alfred Street
- 49 5. Amphitheater
- 50 6. Green initiatives
- 51

52 Council Member Kirby Smith

- 1
- 2
- 3 1. *Aggressively seek Economic Development ventures*
- 4 2. *Assisting the Tavares chamber and downtown business district in taking over some special events*
- 5 3. *Rail Road Improvements*
- 6 4. *Continue in building our brand of "Americas Seaplane City"*

7 Councilmember Smith inquired about the establishing Sister City and economic development
8 relations with little or no monies included in the budget. Mr. Drury said that \$2,500 has been
9 included in the budget and there is a group of business leaders throughout the community that
10 meet every 2-3 months and are working with the Mayor to build the Sister City relationship at no
11 cost to the city. He said Tavares business owners are looking for opportunities in Taiwan and
12 currently working toward writing letters to the Mayor, getting the Rotary Clubs active in Taiwan
13 and with our local Rotary Club, starting an international student program and continuing the
14 cultural program such as Dragon Boat. Discussion followed and Mr. Drury identified that Council
15 wishes to continue those meetings to build the relationships.

16
17 Councilmember Pfister and Councilmember Smith stated their support for the Sister City program
18 at no cost and no increase to the budget.

19
20 Mayor Wolfe said he would like to look into expanding Wooton Park/Splash Park toward a 10-13
21 year old age group. Mr. Drury said this might include a figure 8 design and connecting to the
22 same system but as a separate area to the splash park. Councilmember Gamble said his
23 concern would be area taken away from the existing park as well as how much more parking area
24 would be needed to facilitate an expansion. Mr. Drury said staff will provide an in-house
25 conceptual plan, financing, grant opportunities, costs and staffing for Council consideration.

26
27 Vice Mayor Grenier said he would like to continue with the 14 items that are included in last
28 year's goals. He said if a grant funding becomes available on some of the projects that are on
29 hold then we can move forward.

30
31 Mr. Drury asked for feedback regarding the railroad depot. Vice Mayor Grenier suggested grants,
32 providing a conceptual design and finishing the railroad station.

33
34 Councilmember Pfister clarified that she placed the amphitheater on the list however she is
35 referring to acquiring the property and not building an amphitheater. She said that if the city
36 continues searching for grant monies perhaps one day an amphitheater can be built but that she
37 would like the city to secure the property. Mr. Drury said Council has instructed staff to work with
38 the property owner and Trust for Public Lands to come up with alternative ideas for park
39 expansion only (no amphitheater) and that those discussions are 70% complete. He said staff
40 will bring ideas for Council consideration in approximately thirty days. Councilmember Gamble
41 said it is his understanding that a land purchase would go back to the voters for final approval.
42 Mr. Drury said it would be a Council decision.

43
44 Mr. Drury noted that the Senior Center is an initiative for Tavares to begin providing services on a
45 city level and which is currently handled by the County. He said staff and Councilmember Pfister
46 met with Lake County, who is looking to add a food distribution facility in Tavares. He said staff is
47 negotiating how that will look at Ingraham Park which will come back before Council within the

1 next two months. He said the city is moving forward with senior center initiatives starting with
2 meals.

3
4 Mr. Drury said the city is upgrading the Dora Canal bridge this year and lining up the funding for
5 the railroad tracks next year.

6
7 Mr. Drury asked if there should be any additions to the list. He said he will provide a status
8 update on all of the above projects next year.

9
10 *There was a consensus from Council that all of the above goals remain on the list for the*
11 *upcoming year.*

12
13 **Award of Bid for Woodlea Sports Complex for Site Preparation & Construction of Ballfields**

14
15 Mr. Aldrich said the overall objective is to approve the recommended low bidder for the grading of
16 land and construction of one field and the greening of the adjacent land to prepare for future fields
17 and authorize staff to negotiate a contract with the selected bidder. He said on June 12, 2011,
18 the city advertised an Invitation to Bid for the Woodlea Sports Complex Green Space Grading
19 and Ball Field Construction. Four companies responded to the invitation with Pillar Construction
20 Group, LLC of Clermont, Florida, Being the lowest bidder at \$453,971.16. The submission by this
21 company has been reviewed by staff and by the engineer of record, DMC, and has met
22 compliance in all areas. The project is funded through the Infrastructure Sales Tax fund and
23 through an Interlocal agreement with Lake County Board of County Commissioners. The project
24 is expected to be completed by September 30, 2011 or soon thereafter. Mr. Aldrich said that staff
25 recommends moving forward with the selection of the lowest bidder, Pillar Construction Group,
26 LLC, in the amount of \$453.971.16.

27
28 Mayor Wolfe asked for comments from the audience.

29
30 **MOTION**

31
32 **Sandy Gamble moved to approve the staff recommendation by staff [Approve the**
33 **recommended low bidder, Pillar Construction Group, LLC, for the grading of land, the**
34 **construction of one ball field and the “greening” of land in preparation for future ball fields**
35 **and to authorize staff to negotiate a contract with selected bidder.], seconded by Kirby**
36 **Smith. The motion carried unanimously 5-0.**

37
38 **Confirm IAFF Fire Union Negotiations Management Representatives**

39
40 Mr. Drury stated that each year the Council puts together an IAFF negotiations management
41 team. One meeting has been held with the fire union and the current management
42 representation consisting of the City Administrator, Mayor and Fire Chief. Mr. Drury asked for
43 confirmation that it is Councils wish to continue with the same representatives on the negotiations
44 team.

45
46 **MOTION**

47

1 **Sandy Gamble moved to approve the appointment of the Mayor, City Administrator and**
2 **Fire Chief to represent the city in contract negotiations with the IAFF for 2011, seconded**
3 **by Bob Grenier. The motion carried unanimously 5-0.**
4

5 **X. FIRSCAL YEAR 2011-2012 BUDGET**
6

7 **Presentation of Five Year Capital Improvement Plan**
8

9 Ms. Houghton presented the Five Year Capital Improvement Plan for Fiscal Year Proposed
10 Budget 2011-2012 with a brief overview of program areas as well as the Fiscal Year 2012
11 Proposed Operating Budget Special Revenue Funds and Water/Wastewater Restricted Funds
12 and their locations/descriptions in the proposed budget that has been provided to Council.
13

14 Ms. Houghton noted that the total amount of the projects identified for 11 program areas is
15 \$153,094,260. The total amount of Special Revenue Funds is \$1,931,270 and the
16 Water/Wastewater Restricted Funds is \$6,193,445.
17

18 Mr. Drury noted that a more in depth description and discussion of the projects included in the
19 capital improvement plan will take place during the next budget workshop.
20

21 **Fiscal Year Budget 2011-2012 Discussion**
22

23 Mr. Drury said the budget was delivered at the last meeting (July 6, 2011) and the tentative
24 maximum millage rate will be set at the next meeting (August 3, 2011). He said once the
25 maximum millage rate is set it can go down but not up. He said the budget that has been
26 presented and recommends a slight reduction in the millage rate from 6.95 mils to 6.89 mils and
27 calls for a reduction in reserves. Mr. Drury noted this is Council's opportunity to discuss and
28 decide where the budget will go and any comments or questions during the Council's budget
29 discussions will be answered or researched and then brought back to the following meeting.
30

31 Mayor Wolfe stated that he is still reviewing the budget and asked for comments from Council.
32

33 **Councilmember Smith**
34

- 35 • Asked Ms. Houghton about the increase in Legal Services and said she will be bringing
36 back a line item breakdown.
- 37 • Asked for information regarding major collection of Library books at \$35,000 for \$70,000
38 toward books in two years.
- 39 • Asked for information regarding Youth Spring Baseball at \$43,000.
40

41 Ms. Houghton said there are revenue items in the general fund revenues that offset that
42 expenditure and one is team sponsorship and the other is for the fees that the city collects.
43

- 44 • Asked for information regarding \$28,000 (General Services) per year for the traffic lights
45 to the county and would like to know how many traffic lights are in the city
46

1 Ms. Houghton stated that the general fund revenues include an offset under intergovernmental
2 revenues and the city receives some monies from the state to offset the cost of maintenance for
3 the traffic lights. Mr. Drury said staff will provide information regarding costs and reimbursements
4 to the city for traffic lights.

- 5
- 6 • Asked for information regarding 25 tents for the Farmers Market (Seaplane Base and Marina)
7 which was removed (\$2,475) and then added back at a cost of \$4,000.
- 8

9 Councilmember Smith said he will not be present for the August 20,2011 Budget Workshop. He
10 said he would like the maximum millage rate to be as stated in the budget or lower. He said he
11 does not like to see the use of reserves and would like to work towards putting it back into the
12 general budget without increasing the recommended maximum millage rate of 6.89 mils.

13
14 Councilmember Smith noted the Gateway Sign project was not included in the budget.

15
16 Councilmember Gamble

- 17
- 18 • Asked for information regarding the flag pole and lights at the cemetery that was taken out
19 of the budget. He asked if there is something wrong with the existing lights or is this a
20 new item.
- 21 • Asked for information regarding going paperless and would like to look at potential
22 savings.
- 23

24 Mr. Drury said there are long run savings and upfront capital cost. He said Ms. Barnett will
25 provide her thoughts and ideas at the next meeting.

26
27 Councilmember Pfister

- 28
- 29 • Asked for information regarding \$10,000 coming out of reserves and was paid by impact
30 fees previously
- 31

32 Ms. Houghton said it is a Special Revenue Fund called Reserves and collected in one year and
33 appropriated the following year. She said the city does not have any new impact fees coming
34 and are using what has been previously collected to purchase a LED sign.

- 35
- 36 • Asked for information regarding events such as which line items they are placed, why they
37 are placed in different departments, and the change in approval process.
- 38

39 Discussion was held regarding the changing process of event and grant funding approval within
40 the past few years. Ms. Houghton said she will provide a summary of all events, what funds they
41 are being paid out of including line item and page number and a list of those events or
42 contributions to civic groups that were cut.

43
44 Mayor Wolfe asked for comments from the audience.
45

1 Norman Hope, Myakka River Road, said the budget is not available on the web site. Ms.
2 Houghton said the budget should be uploaded onto the website by the end of the week. Mr.
3 Drury said you can request a paper copy from staff.
4

5 **XI. OLD BUSINESS**
6

7 None.
8

9 **XII. AUDIENCE TO BE HEARD**
10

11 None.
12

13 **XII. REPORTS**
14

15 **Tab 12) City Administrator**
16

17 None.
18

19 **Utility Director**
20

21 Mr. Hayes said the contractors are on site for the reclaimed water project with groundbreaking in
22 approximately two weeks.
23

24 **Tab 14) City Council**
25

26 **Councilmember Pfister**
27

28 None
29

30 **Councilmember Gamble**
31

32 None.
33

34 **Vice Mayor Grenier**
35

36 Councilmember Grenier said Mary Treadway Custar, wife of Ralph Custar and sister of David and
37 Margaret Treadway, passed away this week. He said she was a lifetime resident. He noted that
38 he conducted interviews five years ago of many life residents for historical purposes including
39 Mrs. Custar.
40

41 **Councilmember Smith**
42

43 None.
44

45 **Mayor Wolfe**
46

47 None.

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Adjournment

There was no further business and the meeting was adjourned at 7:23 p.m.

Respectfully submitted,



Susie Novack
Susie Novack, C.M.C., Deputy City Clerk

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
AUGUST 3, 2011**

AGENDA TAB NO. 2

**SUBJECT TITLE: Postponement of Building Permit Fees
Tavares Station's Boutique Hotel/Restaurant**

OBJECTIVE:

To present to Council a request for postponement of payment of building permit fees for the next phase of Tavares Station at 123 South Joanna Avenue which will consist of 18 guest suites, retail shops and restaurants.

SUMMARY:

On June 1st, 2011, City Council passed Ordinance 2011-05 thus creating Chapter 23, "Community Economic Development Initiatives" within the City's Land Development Regulations. Division 4 of this Chapter provides that City Council, as an economic development incentive, may authorize the deferral of payment of non-residential building permit fees for a period of six months or until the issuance of a certificate of occupancy or completion for which the permit was issued, whichever occurs first.

Tavares Station Development, LLC is the owner of property located on the northeast corner of South Joanna Avenue and West Ruby Street. The owner is proposing to construct a 3 storey, multi-use building which will include 2 retail shops, a breakfast café, a full-service restaurant, 18 guest suites and one residential dwelling unit. The estimated construction cost is between \$1,000,000 to \$1,500,000. Executed contracts with the Building Contractor will verify the actual value of work prior to the issuance of the permits. Using the estimates supplied by the owner, the permit fees could range between \$15,000 and \$22,500. The owner has requested that payment of these fees be postponed as an economic incentive under Chapter 23 of the Land Development Regulations. A copy of this request is attached to this report.

Staff concurs with the applicant that this project will create an immediate and lasting economic benefit to our community, especially for our downtown revitalization. The guest suites will provide a much needed component to our downtown that is presently lacking and the creation of 30 or more full time jobs is a substantial boost to our local economy.

OPTIONS:

1. That City Council approves the deferral of payment of building permit fees associated with the next phase of the Tavares Station project located at the northeast corner of Joanna Ave and Ruby Street for a period of six months or until the issuance of a certificate of occupancy, whichever occurs first.

2. That City Council denies the application to defer payment of building permit fees for this project.

STAFF RECOMMENDATION:

That City Council moves to approve the deferral of payment of building permit fees associated with the next phase of the Tavares Station project located at the northeast corner of Joanna Ave and Ruby Street for a period of six months or until the issuance of a certificate of occupancy, whichever occurs first.

FISCAL IMPACT:

That Building Permit Fees normally collected in conjunction with this permit will be deferred for a maximum of six months.

LEGAL SUFFICIENCY:

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



124 South Joanna Ave., Tavares, FL 32778

7/19/11

Dear Jacques,

I would like to apply for a permit fee waiver for the building we are currently preparing to build at the corner of Joanna Ave and Ruby Street with the current address of 123 South Joanna Ave. We would like to have the building completed before the next season and operating for all of the boat shows, etc. as they come to town.

The proposed building will be a 3 story with 2 retail shops, one breakfast cafe and one full service restaurant on the first floor, 10 guest suites on the second floor and 8 guest suites plus one residential unit on the third floor.

As always we will be employing local subcontractors for construction boosting the local economy.

After completion the combination of businesses should create approximately 30 more full time jobs downtown Tavares.

Sincerely,

A handwritten signature in black ink, appearing to read "Rodger Kooser". The signature is fluid and cursive, with a long horizontal stroke at the end.

Rodger Kooser

Tavares Station Development, LLC

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: August 3, 2011**

AGENDA TAB NO. 3

SUBJECT TITLE: Extension of Interlocal Agreement with Lake County for Woodlea Sports Complex funding

OBJECTIVE: To approve a three-month extension to the Interlocal Agreement between Lake County and the City of Tavares relating to the contribution of funds for construction of Phase I of the Woodlea Sports Complex.

SUMMARY: Although it is anticipated that this phase of the project will be substantially completed by the deadline prescribed by the original agreement—September 30, 2011—a brief extension has been requested to allow for any unforeseen weather events that could impede the work progress.

OPTIONS:

- 1) Approve the extension
- 2) Do not approve

STAFF RECOMMENDATION: Make a motion to approve a three-month extension of the Interlocal Agreement between Lake County and the city for the contribution of funds for the construction of Phase I of the Woodlea Sports Complex.

FISCAL IMPACT: n/a

LEGAL SUFFICIENCY: meets legal sufficiency

**AMENDMENT TO
INTERLOCAL AGREEMENT
BETWEEN LAKE COUNTY AND
THE CITY OF TAVARES, FLORIDA
RELATING TO CONTRIBUTION OF FUNDS
FOR CONSTRUCTION OF WOODLEA SPORTS COMPLEX**

This is an Amendment to the Interlocal Agreement between Lake County, Florida, a political subdivision of the State of Florida, by and through its Board of County Commissioners (hereafter the "COUNTY"), and the City of Tavares, Florida, a municipal corporation organized and existing under the laws of the State of Florida (hereafter the "CITY").

WITNESSETH:

WHEREAS, on March 15, 2011, the CITY and the COUNTY entered into an Agreement to develop a Sports Complex located at 2770 Woodlea Road, Tavares, Florida, that is intended to include baseball, softball, and multi-use fields; and

WHEREAS, COUNTY agreed to reimburse CITY for construction costs incurred for the project in an amount not to exceed Two Hundred Fifty Thousand Dollars (\$250,000.00); and

WHEREAS, the Agreement provided should construction of the Sports Complex not be completed by September 30, 2011; the parties could extend the timeframe for reimbursement funding; and

WHEREAS, CITY has requested an extension until December 31, 2011 to complete construction of the project;

NOW, THEREFORE, for and in consideration of the mutual covenants, promises, conditions and payments contained herein, the parties agree as follows:

Section 1. **Recitals.** The above recitals are true and correct and incorporated herein.

Section 2. The timeframe for reimbursement funding as provided for in Section 3 of the Agreement shall be extended from September 30, 2011 until December 31, 2011.

Section 3. All other provisions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature: Lake County through its Board of County Commissioners, signing by and through its Chair, authorized to execute same by Board action on

the ____ day of _____, 2011; and City of Tavares through its City Council, signing by and through its Mayor, authorized to execute same by Council action on the ____ day of _____, 2011.

COUNTY

ATTEST:

LAKE COUNTY, through its
Board of County Commissioners

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

Jennifer Hill, Chairman

This ____ day of _____, 2011.

Approved as to form and legality:

Sanford A. Minkoff
County Attorney

Amendment to Interlocal Agreement between Lake County and City of Tavares for Funding of Woodlea Sports Complex

CITY

ATTEST:

CITY OF TAVARES

Nancy A. Barnett, City Clerk

Robert Wolfe, Mayor

This ____ day of _____, 2011.

Approved as to form and legality:

Robert Q. Williams, City Attorney

**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: August 3, 2011**

AGENDA TAB NO 4

SUBJECT TITLE: Resolution #2011-15 – FY 2010-2011 First Budget Amendment

OBJECTIVE:

To approve Resolution 2011-15, amending Fiscal Year 2010-2011 City of Tavares Annual Operating Budget

SUMMARY:

The attached resolution represents increases and/or decreases to the adopted and revised budget for Fiscal Year 2011. The increases and or decreases represent adjustments to the budget for additional reserve appropriations approved by the City Council, additional expenditure requirements, and estimated revenue adjustments from the prior fiscal year.

A detailed exhibit is attached to the Resolution detailing each revenue and expenditure line item.

This resolution represents the SECOND AMENDMENT to the Adopted Budget for Fiscal Year 2010-2011.

OPTIONS:

1. Approve Resolution 2011-15, the Second Amendment to the FY 2010-2011 City of Tavares Annual Operating Budget.
2. Do not approve Resolution 2011-15.

STAFF RECOMMENDATION:

Motion to approve Resolution 2011-15, the Second Amendment to the FY 2010-2011 City of Tavares Annual Operating Budget.

FISCAL IMPACT: Items included in this resolution have received prior approval from the City Council.

LEGAL SUFFICIENCY:

The resolution has meets legal sufficiency.

RESOLUTION 2011 - 15

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

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

Section 1. That the adopted budget for the City of Tavares for Fiscal Year 2011 should be increased from \$28,744,864 to \$29,795,230 in both revenues and expenditures where the increase represents increases in reserve appropriations in operating funds for prior additional expenditure requirements, and the change represents the second amendment to the adopted budget for fiscal year 2011. (Exhibit A)

Section 2. Any resolution or portion of a resolution in conflict with this resolution or any portion of this resolution is hereby repealed.

Section 3. If any section, sentence, clause, phrase or word of this resolution is held invalid by a court of competent jurisdiction, the remainder of the resolution shall not be affected and remain in full force and effect.

Section 4. This resolution shall be effective upon its adoption.

Fund Name	Fund Number	Original Budget	Revised Estimated Revenues	Reserve Appropriations or (Non-Appropriated Revenues)	Revised Estimated Appropriations
General Fund	001	\$ 11,266,113	\$ 11,837,887	\$ 285,565	\$ 12,123,452
Water/Wastewater Utility	401	6,335,346	6,335,346	622,159	6,957,505
Water/Wastewater Impacts	441	310,000	310,000	1,292,825	1,602,825
W/WW RR&I Fund	443	300,000	300,000	(300,000)	-
W/WW SRF Construction	444	-	-	584,531	584,531
W/WW SRF Loan	445	778,976	778,976	-	778,976
Sanitation	402	2,350,825	2,350,825	-	2,350,825
Stormwater	403	462,375	462,375	388,033	850,408
Marina/Seaplane Base	405	418,426	418,426	119,461	537,887
Police Education	102	2,500	2,500	646	3,146
Police Automation	103	100	100	27,775	27,875
Community Redevelopment	105	188,991	196,991	98,224	295,215
Special Events	106	17,500	17,500	18,991	36,491
Police Impacts	110	4,150	4,150	7,850	12,000
Fire Impacts	111	25,500	25,500	91,083	116,583
Forfeiture Fund	112	-	-	-	-
Park Impacts	114	6,100	6,100	-	6,100
Infrastructure Sales Tax	150	1,074,163	1,074,163	812,125	1,886,288
Grant Fund	151	82,319	107,748	-	107,748
Debt Service Fund	201	273,473	273,473	-	273,473
Capital Project Fund	301	-	-	798,848	798,848
Dental Insurance Fund	501	68,484	3,598	-	3,598
Municipal Police Pension	601	699,058	699,058	(553,315)	145,743
Firefighter's Pension	602	1,424,284	1,424,284	(1,217,317)	206,967
Mildred Hunter Trust	605	260	260	-	260
Woodlea Park Playground Trst	606	353	353	647	1,000
		<u>\$ 26,171,168</u>	<u>\$ 26,629,613</u>	<u>\$ 3,078,131</u>	<u>\$ 29,707,744</u>

Original Budget Amount does not include reserve appropriations or reserve additions.

PASSED and ADOPTED this third day of August, 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: August 3, 2011**

AGENDA TAB NO. 5

SUBJECT TITLE: City Administrator's FRS contribution discussion

OBJECTIVE: To continue the Council's discussion on the Mayor's proposal to adjust the City Administrators compensation to off-set the 3% contribution he was required to make towards FRS beginning July 1, 2011.

SUMMARY: At the last regular Council meeting the Mayor provided an opportunity for the Council to go over their individual performance evaluations. Afterwards the Mayor advised the Council that the City Administrator was not looking for any compensation adjustments.

The Mayor then requested that the Board consider adjusting the City Administrators compensation to make up the 3% he was required to contribute effective July 1 which reduced his take home pay by 3% on July 1.

The Council tabled the discussion to the next meeting and requested more information including the minutes of the meeting from the previous year where compensation was addressed and clarification on the exact amount of the adjustment to keep the City Administrator at the exact same take home pay amount after July 1 as he was making before July 1.

Attached are the requested minutes. The Administrator began making bi-weekly payments to FRS of \$164.54 per pay period or 3% of his \$142,600 annual salary which is equivalent to \$4,278.00 per year. If the Council made the adjustment that the Mayor recommended then his annual compensation would be adjusted by 3% or \$4,278 from \$142,600 to \$146,878. This would result in his take home pay being the same (unadjusted).

OPTIONS:

- 1) That the Council discusses the Mayor's proposal.
- 2) That the Council does not discuss the Mayor's proposal

STAFF RECOMMENDATION: Discuss the proposal.

FISCAL IMPACT: The 3% FRS contributions was previously budgeted by Council in this current year's budget.

LEGAL SUFFICIENCY: All options are legally sufficient.

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

2
3 **X – GENERAL GOVERNMENT**

4
5 **Tab 12) City Administrator Employment Compensation**

6
7 Mayor Wolfe said that Council directed the Mayor to negotiate a contract with Mr. Drury.
8 He provided a brief history and review of the negotiation process. Mayor Wolfe read the
9 proposed changes to the compensation adjustment package. He said he wished to
10 draw up a five year program in order to retain Mr. Drury He noted all the changes and
11 accomplishments in the city and downtown.

12
13 Mayor Wolfe asked for comments from the audience.

14
15 Delores Russ, 1613 Orange Avenue, asked for clarification that the contract is for the
16 upcoming fiscal year 2011. Mayor Wolfe confirmed.

17
18 Norman Hope, Fox Run

19
20 Mr. Hope said he believes Mr. Drury deserves a raise but the issue is how much the city
21 can afford to pay. He asked Council to make its decision at this meeting.

22
23 Bill Powell,

24
25 Mr. Powell stated Mr. Drury has done an excellent job but that he thought the amount
26 was too high for Tavares.

27
28 Denise Laratta, Fox Run

29
30 Mr. Laratta commended Mr. Drury and the staff. She said she did not think the City
31 could afford the proposal presented.

32
33 Trueman Hurley, Tavares resident

34
35 Mr. Hurley commended Mr. Drury. He said the proposal is wrong at this time and asked
36 how it compared to that proposed for the employees.

37
38 Mr. Drury discussed the recommendation for employees (elimination of furlough
39 October 1st and 2% COLA on April 1) and noted the budget does not include more
40 staff.)

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Mayor Wolfe asked for comments from Council.

Vice Mayor Pfister

Vice Mayor Pfister said Mr. Drury's motivational leadership ability has proven to be a positive influence in regard to the Vision Statement that was created by the residents of Tavares. She said the majority of the residents, staff, Council and outsiders looking in are astonished by the forward progression Tavares has made in the four years under Mr. Drury's direction. She had spent a lot of time in discussion with the residents and she hoped that what Council determines will be acceptable to Mr. Drury and that he will continue to lead his "village." She suggested that his benefit package remain the same but his salary be increased \$10,000 for the fiscal year of 2011 to be renegotiated next year after the growth comes to pass.

Councilmember Gamble said he has received many phone calls and email that echo what has been said. He is in favor of the same compensation that the employees are proposed to receive. He said his concern is what the city can afford.

Councilmember Grenier said he is in favor of a one year contract with a salary increase only to \$140,000 and then renegotiate next year. He said he also would like more information on what the employees would receive in the budget.

Councilmember Smith thanked the citizens who called Council over this issue. He said there continues to be a lot of uncertainty in the economy. He said with the evaluation that has been given he is in support of a \$10,000 raise to be renegotiated in on year. He commended Mr. Drury for his integrity and leadership.

MOTION

Lori Pfister moved for the Fiscal Year 2011 to increase Mr. Drury's base salary by \$10,000, with all other benefits to remain the same in his current contract, to be renegotiated next Fiscal Year and with no merit or COLA increases. The motion was seconded by Kirby Smith.

There was discussion on Mr. Drury's vacation and sick time reimbursement.

Councilmember Grenier noted his support for the motion but that he would agree to \$142,500.

1 **The motion carried 3-2 as follows:**

2

3 **Robert Wolfe: No**

4 **Lori Pfister: Yes**

5 **Sandy Gamble: No**

6 **Bob Grenier: Yes**

7 **Kirby Smith: Yes**

8

9 Mr. Drury said this process of negotiating with the City Manager is government at is best
10 and complete and total transparency. He said that he is honored to go through the
11 process with the Council and public and proud to be in Tavares. He said that he will
12 work very hard for all the issues that come before him and plans to be with the
13 community for a long time. He commended staff's hard work and long hours and said
14 Tavares will be positioned to get out of the economic downturn because of the forward
15 thinking of City Council.

16

17 **Tab 13) Creating an Official Name for the City's Retail Store at Wooton Park &**
18 **Choosing Type of Sign**

19

20 Ms. Rogers said the retail store at Wooton Park (replicated Woodlea House) has not
21 officially been named and staff has provided name and sign options for Council's
22 consideration.

23

24 Vice Mayor Pfister stated her preference to use an identifying name other than the
25 Woodlea. Councilmember Smith said he surveyed fifty citizens who indicated that they
26 prefer the Prop Shop and that is his preference. Councilmember Pfister said she prefers
27 "Prop Shop" as it incorporates both airplanes and boats. Mr. Drury noted these options
28 were provided by staff, and invited Council to make their suggestions.

29

30 Mayor Wolfe asked for comments from the audience.

31

32 Charlotte Hope, Fox Run

33

34 Ms. Hope said that lived in the historic Commonwealth of Virginia where it was common
35 to give a home an informal name name such as the "Prop Shop" and then follow it up
36 with its more formal name to cover the historic aspect as well as the contemporary.

37

38 Discussion followed on the use of the term "sundries."

39

40 **MOTION**

ORDINANCE 2010-12

AN ORDINANCE AMENDING THE CITY OF TAVARES CHARTER
PERTAINING TO TERMS AND ELECTIONS OF COUNCILMEMBERS;
CHANGING THE TERM OF OFFICE FOR COUNCILMEMBERS FROM
TWO (2) YEARS TO FOUR (4) YEARS; PROVIDING FOR MUNICIPAL
ELECTIONS IN EVEN NUMBERED YEARS; PROVIDING FOR
TRANSITION; PROVIDING FOR A REFERENDUM; PROVIDING FOR
AN EFFECTIVE DATE.

VIII) CONSENT AGENDA

Interlocal Agreement with Lake County – Extend for One Year

Mayor Wolfe asked Council if they wished to pull the Consent Agenda item for discussion or if anyone in the audience objected to this item.

MOTION

Sandy Gamble moved to approve the Extension of the Interlocal Agreement with Lake County Library System for One Year, seconded by Bob Grenier. The motion carried unanimously 5-0.

Tab 6) City Administrator's Compensation Package

Mayor Wolfe stated that Council had directed him to negotiate another compensation package with the City Administrator. He asked Ms. Barnett to distribute the new compensation package and he reviewed the changes, noting that he would recommend no further negotiations for the next two years. He said he did not intend to entertain further public comment since this was the third time he had requested public input.

Councilmember Gamble asked if the Mayor had the right to restrict public input.

Attorney Williams responded that the Mayor runs the meeting and has the right to determine who speaks and on what issues. He said it is not mandated by law compared to issues such as land issues where the public has the right to speak. He said generally Council has allowed the public to speak on other issues as courtesy.

Mayor Wolfe requested a motion. Councilmember Gamble said he could not make a motion having just received the changes. He said until the budget has been approved

1 concerning employee compensation, he did not think Council could make a decision.
2 Mayor Wolfe asked that one of the councilmembers propose a compensation package
3 to vote on at this meeting.
4

5 Vice Mayor Pfister said as a representative of the citizens, she needed to hear public
6 opinion, that she wanted more time to review the changes, and that she felt the public
7 should also have seen the recommendations before the meeting. Councilmember Smith
8 concurred.
9

10 Mr. Drury said he was hearing that Council wished to have the contract brought back at
11 a subsequent meeting. He said the reason it had been presented sooner, was so that
12 Council would have the information before developing the budget. He said in terms of
13 the employees, the budget currently includes a reasonable COLA and elimination of
14 furlough.
15

16 Attorney Williams discussed the practice that had been followed to do the City
17 Administrator's evaluation first, and then follow up with compensation review. He noted
18 that Mr. Drury's current compensation package is effective through the end of
19 September.
20

21 Vice Mayor Pfister said the Mayor did what was instructed and she did not have a
22 problem with what the Mayor had negotiated to this point. She said whether or not she
23 agrees with the contract, she is concerned with not being able to advise the public
24 beforehand.
25

26 Councilmember Grenier added that he would like to hear public opinion first and what
27 could be done to help the staff.
28

29 **MOTION**
30

31 **Lori Pfister moved that Council review the new negotiated contract that was**
32 **presented and have Council vote on it at the next meeting to allow Council an**
33 **opportunity to speak to the public. The motion was seconded by Kirby Smith.**
34

35 Councilmember Gamble said he had advised Mr. Drury that in his opinion his increase
36 and his benefits should be no more than given to the regular employees. He said this is
37 a business agreement and Mr. Drury understood that.
38

39 **The motion carried 3-2 as follows:**
40

1	Robert Wolfe	No
2	Bob Grenier	No
3	Lori Pfister	Yes
4	Sandy Gamble	Yes
5	Kirby Smith	Yes

6

7 **Tab 7) Bassmasters Crappie Tournament 2011**

8

9 Mr. Neron said that staff is requesting that Council approve the attached contract for the
10 City to host the Bass Pro Shop Crappie Masters 2011 Florida State Championship at
11 Wooton Park.

12

13 Mr. Neron reported that for the last three years, the City of Tavares in partnership with
14 the Lake County Tourist Development Council (TDC) has hosted the Bass Pro Shop
15 Crappie Masters State Championship at Wooton Park.

16

17 As outlined in the attached contract, it is proposed that the City and the TDC again host
18 this event in 2011. The estimated cost to host the event is \$15,000 in host fees and an
19 estimated \$2,500 for other expenses. The TDC has committed to providing half of the
20 host fee of \$7,500. The City's share of expenses would be an estimated \$10,000 and
21 would be covered by 2010 – 2011 CRA-TIF revenues. He discussed the economic
22 multiplier effect of the 2009 tournament based on surveys done of 52 anglers which is
23 estimated to be \$536,812.

24

25 Mayor Wolfe asked if the audience wished to speak. Ms. Barnett noted that the agenda
26 showed the item as occurring in 2012 however this was in error as it should have read
27 "2011."

28

29 **MOTION**

30

31 **Kirby Smith moved to approve the contract for the Bass Prop Shop Crappie**
32 **Masters 2011 State Championship at Wooton Park January 26-29, 2011, seconded**
33 **by Sandy Gamble.**

34

35 **The motion carried unanimously 5-0.**

36

37 **Tab 8) Design of Alleyway Signs**

38

39 Mr. Skutt presented the following report:

40

1 MOTION

2
3 **Sandy Gamble moved to approve Ordinance 2010-15 (as long as the city is following the**
4 **State codes and just adding them into the Land Development Regulations), seconded by**
5 **Kirby Smith. The motion carried unanimously, 5-0.**
6

7 X – GENERAL GOVERNMENT

8
9 Tab 9) City Administrator Contract

10
11 Mr. Drury noted that Mayor Wolfe had completed his negotiations with the City Administrator
12 and included a memo outlining his recommendations. He said the options for Council was to
13 discuss the recommendations and make a motion directing the City Attorney to develop a
14 contract and authorize the Mayor to execute the contract, or to not approve the
15 recommendations.
16

17 Mayor Wolfe noted that he had provided a letter to each Councilmember on June 1 to allow
18 Council a month to review his recommendations and do research. He said the evaluations by
19 each councilmember were taken into consideration in addition to pay compensation of other
20 governmental agencies throughout the area and how different CEO's are paid. He said he
21 wanted Council to approve or not approve his recommendations.
22

23 Councilmember Gamble said he had not wanted to suggest by his evaluation that he was willing
24 to give a 20% raise. He questioned whether the City had the funding currently as he was not
25 sure that the employees would be able to be given a raise. He said there were other unknowns
26 in the budget to be considered.
27

28 Councilmember Grenier said he concurred with Councilmember Gamble although he
29 commended Mr. Drury on his performance.
30

31 Councilmember Smith said he had initially struggled with the amount, however, the City has a
32 City Administrator whom he believes (in addition to others he has spoken to) is the best City
33 Administrator Tavares has ever had. He said Mr. Drury has grown the City and Palatka, New
34 Smyrna, and Titusville have been visiting Tavares to see what the city is doing to help its
35 economic development. He noted it has taken a team of people, however, Council needed to
36 consider the costs of replacing Mr. Drury should he decide to leave the City.
37

38 Mayor Wolfe said in his memo he had listed what the position is worth and what Mr. Drury is
39 worth and included all the grant monies he has obtained. He reviewed his memorandum and his
40 positive points about Mr. Drury's performance. He noted the incentive plan was put in to
41 encourage him to stay but that if he chose to leave within five years he would not receive any of
42 the incentive monies.
43

1 Councilmember Gamble said he understood Mayor Wolfe's points and he did not question Mr.
2 Drury's accomplishments; he said he questioned the timing. He discussed the pay cuts of other
3 people in the community. He said he agreed with an incentive raise but not more than was
4 going to be given to the employees.

5 Councilmember Grenier questioned the car allowance.
6

7 Councilmember Smith reiterated his concern over the possibility of losing the City Administrator
8 amidst the projects that are underway.
9

10 Vice Mayor Pfister said she wanted [Mr. Drury] to be here because he wanted to be here.
11

12 Mayor Wolfe asked the public if they had comments.
13

14 Norman Hope, Fox Run
15

16 Mr. Hope said he has been one of Mr. Drury's biggest supporters and that he continued to be
17 100% behind Mr. Drury. He said the perception from the audience is that Council would have to
18 pass the Mayor's recommendation or else he would leave. He said Mr. Drury deserves a raise
19 along with his staff. He discussed his concern about the expected decline in property tax
20 revenues in the coming year.
21

22 Mayor Wolfe clarified that he did not mean to state that Mr. Drury is going to leave if this
23 compensation package is not approved. He said he is aware that Mr. Drury is being recruited
24 throughout the southeast from other cities who have offered substantial compensation.
25

26 Brenda Smith, 1250 Smith Avenue
27

28 Ms. Smith said she has been a long time resident of Tavares. She said Mr. Drury has brought
29 ideas to Tavares that have jumpstarted the entire City. She said with the addition of the new
30 businesses coming in, it will help the tax situation. She said the City has a good administrator
31 with a lot of good ideas that has put Tavares on the map. She said it will cost a lot of money to
32 recruit and retain a new administrator.
33

34 MOTION
35

36 **Kirby Smith moved to approve the negotiated contract with the City Administrator as
37 written.**
38

39 **The motion failed for lack of a second.**
40

41 MOTION
42

43 **Sandy Gamble moved to send the issue back for continued negotiations, seconded by
44 Lori Pfister.**

1
2 Councilmember Gamble noted he was concerned about the message being sent to the
3 employees.

4
5 **The motion carried 3-2 as follows:**

6		
7	Robert Wolfe	No
8	Lori Pfister	Yes
9	Bob Grenier	Yes
10	Kirby Smith	No
11	Sandy Gamble	Yes

12
13 Attorney Williams said he has made it a policy not to speak during City Administrator
14 compensation discussions, however, he wanted to clarify that he was involved with Mayor Wolfe
15 during negotiations and there was never any suggestion that Mr. Drury would leave if the
16 agreement was not approved. He said the only reason it came up was that he had suggested
17 the Mayor consider the cost of replacement and the cost of hire.

18
19 **Tab 10) Approval of Wooton Park Landscape Contract**

20
21 Mr. Neron said in March 2010, the City Council approved a Business Plan for the city to operate
22 the Wooton Park Seaplane Base/Marina. Three full time positions (Manager, Operations
23 Supervisor and Maintenance) were included to do all the mowing, mulching and cleaning of
24 restrooms. The amount of work has been underestimated and is beyond the capability of one
25 full time person to maintain the park in the pristine condition that is desired as a destination
26 venue for the city. In order to improve the level of landscape and other maintenance services,
27 staff is recommending hiring Valley Crest Landscape Maintenance, Inc. Services to do the
28 landscaping and grounds maintenance. Valley Crest currently has a contract with the city for
29 the US 441 medians. Their cost of \$38,892 includes the landscaping, mowing, mulching,
30 weeding, sprinkler system maintenance and tree pruning etc. The advantage to utilizing an
31 outside firm is that they have additional staff to perform the work should someone be ill as well
32 as saving in the cost of purchasing maintenance equipment.

33
34 Mayor Wolfe asked if broken sprinkler heads and pipes are included in the price. Mr. Neron
35 confirmed.

36
37 Councilmember Gamble inquired about the position of the existing employee. Mr. Neron said
38 the employee is still on board because there are other duties that need to be maintained such
39 as cleaning restrooms, clearing garbage, spray washing the marina docs and decks,
40 maintaining the speaker systems, etc. Councilmember Gamble said the estimated prorated
41 cost for the remainder of the current fiscal year is \$9,723. Mr. Neron said the funds will be used
42 within the existing budget.
43

**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: August 3, 2011**

AGENDA TAB NO. 6

SUBJECT TITLE: Purchase of 18' LED Christmas Tree

OBJECTIVE: To approve the purchase from Reserves for an 18' LED Christmas tree for the city's annual Light-Up event in the amount of \$2,000.

SUMMARY: Previously, the city celebrated its annual Light-Up event by "counting down" to the illumination of the park. With the new light system, a "flipping of the switch" doesn't quite create the same effect that traditional, sparkling lights would.

Staff has met with the local Christmas display vendor, Clark Sales of Tavares, and an opportunity exists for the city to purchase an 18', pre-lit, musically synchronized, LED Christmas tree that could possibly be installed on a barge near the shore for a truly dramatic and unusual effect that will serve to enhance the existing LED light show. It is also anticipated that a small pyrotechnics show will accompany the tree lighting.

The tree retails for \$7,500.00, but it has been used briefly on two occasions and the vendor does not want to store it, so has offered this deep discount to us as a repeat customer.

OPTIONS:

- 1) Approve the expenditure from Reserves of \$2,000
- 2) Do not approve

STAFF RECOMMENDATION: Make a motion to approve the purchase from Reserves for an 18' LED Christmas tree for the city's annual Light-Up event.

FISCAL IMPACT: \$2,000.00

Funding Source: General Fund Reserves

The Government Financial Officers' Association recommends that at a minimum, general-purpose local governments, regardless of size, maintain unreserved fund balances in their general fund of between 5 and 20% general fund operating expenditures.

Available unreserved fund balance as of July 28, 2011 is estimated at \$1,602,316 or 13.2%.

LEGAL SUFFICIENCY: has been met

AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: August 3, 2011

AGENDA TAB NO. 7

SUBJECT TITLE: Empty Bowls Fund Raising Initiative

OBJECTIVE: To approve use of Wooton Park, with light support, for the Empty Bowls fund raising initiative entitled, "Fall Harvest Soup Supper".

SUMMARY: The city has been requested to be the host site of this year's Empty Bowls fund raising initiative anticipated to be held at Wooton Park on Monday, October 17, 2011 from 2:00 p – 10:00 p.

Empty Bowls is an international grassroots effort to fight hunger and was created by The Imagine Render Group. The basic premise is simple: Potters and other craftspeople, educators and others work with the community to create handcrafted bowls. Guests are invited to a simple meal of soup and bread. In exchange for a cash donation, guests are asked to keep a bowl as a reminder of all the empty bowls in the world. The money raised is donated to an organization working to end hunger and food insecurity.

It is the collective genius of all the people involved that has made Empty Bowls what it has become. Events have now taken place across the United States and in at least a dozen other countries. Many millions of dollars have been raised and donated to hunger-fighting organizations.

Although in its infancy in Lake County, after only two years of operation, this group raised \$6,034.00 last year alone, doubling its first year earnings. It is anticipated that between 600-1000 people will be in attendance. A Special Events permit has been completed and submitted.

The city contribution will be light and will include, in addition to use of the park, a few trash cans, an electricity source, use of the sound system, and insurance coverage.

Last year, three Tavares businesses; Ruby Street Grille, Al's Landing and JJ Fins served as soup vendors.

This event promotes community involvement and generosity and serves as yet another method in which to build a quality community within our city's borders.

OPTIONS:

- 1) Approve the request
- 2) Do not approve

STAFF RECOMMENDATION: Make a motion to approve the request as presented.

FISCAL IMPACT: n/a

LEGAL SUFFICIENCY: meets legal sufficiency



**SPECIAL EVENT
PERMIT APPLICATION**

PERMIT NO. _____

Date Received: _____

**City of Tavares
201 E. Main Street
Tavares, FL 32778
Phone: (352) 742-6213 Fax: (352) 742-6087**

Use this form for any event where the anticipated attendance exceeds 300 people per day. Examples of Special Events include, but are not limited to: Parades, Festivals, Carnivals, Runs/Races/Walks, Art Shows, Concerts, Special Musical Presentations, Street Dances, Photography Shoots, and Fireworks Displays. Council approval is required for Special Events involving street closings, city co-sponsorship or has a crowd attendance in excess of 2,000 people per day. Completed application with all necessary attachments is required thirty (30) days prior to the actual event (sixty (60) days if Council approval is required). For information call (352) 742-6213.

Organization: Empty Bowl Charities

Nature of Event: Empty Bowls Fall Harvest Soup Super

Location (Attach Site Plan): WOOTEN PARK

	Set-Up Time	Actual Event Times	Take Down Time
Date: <u>Oct. 17, 2011</u>	<u>2:00^{pm} to 4:30^{pm}</u>	<u>5:00^{pm} to 8:00^{pm}</u>	<u>8:30^{pm} to 10^{pm}</u>
Date: _____	_____ to _____	_____ to _____	_____ to _____
Date: _____	_____ to _____	_____ to _____	_____ to _____

Has this event been held in the past? YES If so, when was the last event? October 18, 2010
LAKE DORA, FL

Individual Contact for Activity/Event: DONNA JACKSON Phone: 343-5971

Address: 728 Lake DORA Drive, TAVARES Fax: 352-742-7655

E-Mail Address: tdubyaia@emborgmail.com

Major Sponsor(s): Al's Landing, Ruby & Grill, Pikes Peak, Cady's on Fourth, Renaux Cafe, Saucy Spoon Bistro, Pizza Amare, My Father's Bread, JJ Finns(?)

Promoter(s): Dina Horse Wellness Phone or Contact #: _____
Yate Yate Battery

❖ **Items 1-3 marked yes require City Council approval.**

- | | Yes | No |
|--|-------------------------------------|-------------------------------------|
| 1. Crowd: Is anticipated crowd size 2,000 or more? Actual anticipated number: _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Streets/Traffic: Will any street(s) or sidewalk(s) be closed? (If yes, provide location on site plan.) Signs, barricades and traffic control plans will be the responsibility of the applicant and will be required in conjunction with City of Tavares Police Department, Department of Transportation and Emergency Services review and approval. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. City Co-Sponsorship: Is City co-sponsorship being requested? If yes, please describe reason(s): _____
Organization(s) benefiting from event proceeds: _____ | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Noise: Will there be amplified music or entertainment? If yes, please attach type(s) of entertainment and time(s) of performance(s). <u>Indicate stage location(s) on site plan.</u>
<i>Four individual performers</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Fireworks: Is this a public _____ or private _____ display? Applicant must comply with State Law F.S. 791: and NFPA 1123 and obtain any applicable Lake County permit. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Banners, Signs, etc.: Will exterior banners, balloons, signs or other types of advertising techniques be used? Temporary signs may only be placed in accordance with the Sign Ordinance. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7. Alcoholic Beverages: Will alcoholic beverages be sold _____ or consumed _____ on the premises? (If yes, please check one or both.) A copy of the Florida Beverages Commission permit is required at the time of application and prior to event approval.
Permit Holder: _____
Division of Alcoholic Beverages and Tobacco: (407) 245-0785. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Security: Will private security be provided to protect exhibits, equipment or facilities brought on-site for the event? Name of Company: _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Private Property: Does the applicant own the property where the event is to be held? If not, please attach a letter of permission from the property owner. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 10. Public Safety: Will Police and Emergency Services Personnel be requested? (Based on responses to questions certain Public Safety personnel may be required i.e., emergency services, fire, etc.) Once staffing needs are determined, applicant will be required to provide copies of its contracts detailing obligated public safety personnel staff necessary to assist with the event. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 11. Tents/Canopies: Will tents or canopies be used? <u>If yes, indicate on site plan the tent size, location and type of surface on which the tent(s) will be installed and intended use of each tent.</u>
<i>Possibly, soup vendors, may bring tents</i> | <input type="checkbox"/> | <input type="checkbox"/> |

Yes No

12. Air Conditioning Units/Power Generators: Will exterior air conditioning units or power generating equipment be operated from vehicles or trailers? If yes, indicate location of equipment on site plan.

13. Food/Cooking: Will food be cooked _____ catered on-site during this event? Indicate on site plan the location of vendors and cooking equipment to be used. (Appropriately rated fire extinguishers required.) The applicant is responsible for obtaining required food permits from the **Florida Department of Business and Professional Regulation-Division of Hotel and Restaurant Management- 850-787-1395.**

14. Sanitary Facilities:
Will temporary sanitary facilities be provided? If yes, indicate location on site plan.

Will additional refuse containers/dumpsters be provided?

15. Insurance Requirement: (Events on City property or City co-sponsored). Please provide the City of Tavares with a Certificate of Insurance for property and liability coverage of the event, naming the City as additional insured.

DURING REVIEW BY VARIOUS CITY DEPARTMENTS, ADDITIONAL CONDITIONS MAY BE IMPOSED. THIS PERMIT IS VALID ONLY FOR THE TIME INDICATED ON THIS PERMIT. IN THE EVENT THAT THE APPLICANT FAILS TO FULFILL THE REQUIREMENT(S) AS SET FORTH IN THIS PERMIT OR FAILS TO OBTAIN PROPER AUTHORIZATION TO PROCEED, IF CONDITIONS HAVE CHANGED, OR THE EXPECTED OUTCOMES, IMPACTS, OR SPECIFICATIONS, INCLUDING BUT NOT LIMITED TO TIME AND ACTIVITIES, THE PERMIT MAY BE CANCELLED BY THE CITY ADMINISTRATOR AND THE ACTIVITY SHALL CEASE IMMEDIATELY.

I, the undersigned, will indemnify, defend and hold harmless, the City of Tavares, its agents, employees, officers and any and all other associates, from and against any and all actions, in law or in equity, from liability or claims for damages, demands or judgments to any person or property which may result now or in the future from the conduct of this event.

The undersigned has read and voluntarily signed the release and waiver of liability and Indemnity Agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.


Signature of Applicant Date 7/27/11

Comments: _____

City Administrator Date

Comments: _____

Venue for Empty Bowls

From : Terry W donna r jackson <tdubyaj@embarqmail.com>

Mon, Jul 25, 2011 04:09 PM

Subject : Venue for Empty Bowls

To : Alchiodi1984 <alchiodi1984@me.com>

July 25, 2011

To: Mr. John Drury
City Administrator
City of Tavares
Tavares, FL 32778

From: Empty Bowls Charities
Lake County, FL

Enclosure: Empty Bowls flier

Dear Mr. Drury

Empty Bowls is an international project operating on a grass roots level, the objective of which is to provide food for the hungry, food security, and raise the level of awareness of the hunger needs within a given community.

The Empty Bowls concept is to bring communities together with a common goal to create an event enabling funds to be raised toward this effort.

To this end, we are requesting the City of Tavares, for the use of Wooten Park on Monday, October 17, 2011, from the hours of 2:00 p.m. to 10:00 p.m. At this time we will be hosting the Empty Bowls Fall Harvest Soup Supper, the goal of which is to sell tickets in exchange for a hot meal of soup, (served in ceramic bowls made and painted by community citizens), bread, and bottled water, all provided by Lake County restaurants, bakeries, and bottled water companies.

Empty Bowls operates solely on donations from individuals and businesses within Lake County, FL. All funds raised go directly to accomplish our three fold purpose.

To this end, we feel that the community emphasis found in Tavares, together with the beautiful venue of Wooten Park, would only serve to ensure the success of this endeavor.

This letter is to serve as our formal request to use Wooten Park for this event on October 17, 2011, from 2:00p.m. to 10:00 p.m. Please contact us with any questions you may have.

Thank you for your time and consideration.

Sincerely,
Donna Jackson 352-343-5971
Juliette Davis 352-636 8536
Al Chiodi 352-516 4309

Empty Bowl Charities

Needs you to



Help Fight Hunger Locally

There's no cost to help, just use your creativity!

We need 1000 bowls made and painted. Why?...

Bowls will be used in October at our 3rd Annual

Fall Harvest Soup Supper

Make a reservation or stop by Yada Yada Pottery, between 6 pm & 9pm. Wed., Thurs., or Fri. to make or paint a bowl before September 1st.

Help make a difference in your community.

These are just a few of the local business supporting Empty Bowls.



Empty Bowls - a fundraiser benefiting,

Leesburg Food Bank, Lake Cares Food Pantry
& other events to meet the hunger needs locally.

Yada Yada Pottery 822 N. Donnelly St. Mt. Dora 352- 735-1328

Empty

Bowls

is a grass roots project to fight hunger, through art.

ORLANDO SENTINEL
Lake
Section
10/24/10

Soup lovers drink supper, help needy



TOM BENITEZ/ORLANDO SENTINEL

Volunteers Judy Holtz, left, and Sasha Namundl set out bowls for purchase before the soup supper.

By Lori Carter

SPECIAL TO THE ORLANDO SENTINEL

MOUNT DORA — The community came out to support those in need.

The Second Annual Empty Bowl Fall Harvest Soup Supper at Donnelly Park benefited Lake Cares Food Pantry.

Juliette Davis, owner of Yada Yada Pottery in Mount Dora, said \$6,034 was raised through the soup dinner and silent auction last week.

"We doubled last year's money," Davis said.

Cathy Sleaford, outgoing executive director of Lake Cares, said the pantry serves 70 to 75 families a week. With an average of three per family, it comes out to be about 225 people served each week.

"At this time of year, with the holidays upon us, the need is greater than ever," Sleaford said. "These funds will help provide food for families in need."

Davis said more than 500 came out for the event.

"It was very uplifting," Davis said. "Everyone seemed to be having a really good time. It was just an amazing experience."

Before the doors were opened, people gazed at the colorful, unique bowls, which were handmade at Yada Yada Pottery by participants in advance of the event.

Some were shaped like fish, stars and oversized coffee cups. Others had bright suns and stars and moons.

Leesburg resident Karen Beckwith, who created bowls with her daughters, searched for her pink bowl with hearts. As a man walked by, Beckwith, 56, said, "he's got mine." Her daughter, Rachel, 18, teased, "someone liked your bowl, mom."

Inside the gazebo, six stations contained gourmet soups — tomato bisque, Bohemian conch chowder, one called Fred's chili, vegetarian vegetable, black bean and vegan. Outdoors, lines of chairs were filled along with tables. Others sat in the park. Music was provided by John French and the French Connection.

Sam Bradford of Leesburg said she looked for a cranberry colored bowl to match her decor; to no avail. But she thought the blue one she found would work. It was filled with tomato bisque.

"It's delicious," Bradford, 67, said. "It's for a very good cause. It's needed in this day in age."

George and Phyllis Wilkins of Eustis brought their own lawn chairs. He had the chili. You didn't have to see it in his bowl, though. He wore it on his shirt and above his upper lip — evidenced by his orange mustache.

"I'll get it off," George, 84, said and smiled.

"It's par for the course," Phyllis, 82, added.

Phyllis Wilkins, who had the vegetarian vegetable, methodically spooned the last bits of the broth.

"Is it OK to drink out of the bowl?" she asked, then thought better of it.

The goal of the event was to increase awareness and raise money to fight hunger. World Food Day was Oct. 16.

The idea stemmed from an article about a similar event Davis read several years ago. Donna Jackson had seen something in the past as well. So the pair got together to bring the event to fruition.

"It's been amazing," Jackson said. "People came out of the woodwork."

**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: August 3, 2011**

AGENDA TAB NO. 8

SUBJECT TITLE: Appointment to Lake Community Action Agency

OBJECTIVE:

The Mayor will appoint a councilmember representative to the Lake Community Action Agency Board of Directors, an intergovernmental social services agency which is headquartered in Eustis.

SUMMARY:

Councilmember Gamble has served as the representative for the past year.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Legally sufficient.



Local, State &
Federally Funded
*An Equal
Opportunity
Employer*

LAKE COMMUNITY ACTION AGENCY, INC.

"Caring and Sharing"

501 North Bay Street • Eustis, Florida 32726
(352) 357-5550 • (352) 357-3497 • (352) 357-7070
FAX (352) 483-2298 • <http://www.lakecaa.org/>

Executive Director:
James H. Lowe, CCAP

May 24, 2011

Mayor Robert Wolfe
City of Tavares
P O Box 1068
Tavares, FL 32778-1068

Dear Mayor Gamble:

The City of Tavares has been selected again this year to help represent the Public Sector of the Lake Community Action Agency, Inc., Board of Directors.

We also take this opportunity to thank you for the invaluable service Council Member Sandy Gamble has contributed to our board. Council Member Gamble may continue for another year or perhaps you may wish to nominate another person.

According to our by-laws a public official who is appointed by his/her colleagues to serve may select a representative to serve in his/her place or in his/her absence. These representatives need not be public officials themselves, but they shall have full authority to act for the public officials whom they represent at meetings of the Board.

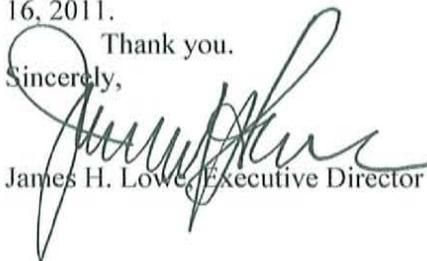
Please provide us with the name, telephone number, email address and mailing address of the person who will represent your elected public official when he/she cannot attend board meetings.

It is our desire that responsible leaders from businesses, public officials, education, industry, labor, religion, significant minority groups, and other major activities and interest join with us in the challenging work of helping people attain self-sufficiency.

Your elected member will be presented as a nominee to the LCAA Board of Directors at its Annual Board of Directors Dinner/Awards Meeting on Friday, November 4, 2011 at 6:30 p.m. at the Eustis Community Center in Eustis.

Please complete and return one of the enclosed forms not later than August 16, 2011.

Thank you.
Sincerely,



James H. Lowe, Executive Director

Programs:

Head Start • Early Headstart • Community Services Block Grant • Weatherization • Emergency Homeless
Summer Food • USDA Commodity • Federal Emergency Management Assistance • Affordable Housing
Mid-Florida Homeless Coalition • Family Resource Programs • Home Repairs • Energy Assistance • Youth Alcohol Prevention

Lake Community Action Agency, Inc.
501 N. Bay Street
Eustis, Florida 32726

CERTIFICATION OF NOMINATION TO LCAA BOARD OF DIRECTORS

THIS FORM FOR GROUP ONE ONLY: PUBLIC OFFICIALS

Date: _____

(Name of City, Agency, or Activity)

We hereby nominate _____ to serve on the Board of Directors
of Lake Community Action Agency, Inc.

Tenure Year begins on January 2012

Signature: _____

Name & Title: _____ (Type or Print)

Nominee's Address and Telephone Numbers:

Telephone Numbers: Home _____ Work _____
Email Address: _____

This certifies that the person named was elected by members of the above organization as
a nominee to the Lake Community Action Agency, Inc., Board of Directors.

The election was held during an official meeting of the organization and the results were
recorded in the official minutes.

.....

Please return this completed form to: Lake Community Action Agency, Inc.

501 N. Bay Street
Eustis, Florida 32726

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: August 3, 2011**

AGENDA TAB NO. 9

SUBJECT TITLE: Request to Add a Change Order to the Fox Run Drainage North Area

OBJECTIVE: To add a change order to for the existing Fox Run North Area Drainage Project to the lowest bidder Mora Engineering in the amount of \$96,669 for the removal and replacements of CMP Road Crossings.

SUMMARY:

Fox Run was originally constructed by a private developer that years later were turned over to the City. This development was constructed in a low lying/wet area. This community has had storm drainage problems for many years. Over the years the City has worked with the community to resolve some of these issues by making service repairs and other rehabilitation projects of the drainage area. The streets have been repaired over the years to compensate for the weight of the Sanitation trucks running over the lines and causing the existing metal corrugated pipes to cave-in on the top. The City had the lines professionally televised and it was found that the top of the pipes have collapsed causing the roads to cave-in, the bottoms of the pipes have deteriorated caused by the standing water because the pipes have collapsed on the top.

This Stormwater Project was divided up into two areas for bidding purposes due to economic constraints. The South Section was completed in 2009 and the North section was redesigned for cost efficiency. This move has saved the City approximately \$40,000 from the construction of the North Section leaving approximately \$75,000 from the original line item that the City has budgeted for the North Section in this year's 2010-2011 budgets. The City is requesting to add a change order to this project that was previously not part of the overall project. This is the most opportune time to complete this project with an existing contractor because a major portion of the cost is for materials and that mobilization costs are factored into all bid totals and would not apply in this case as the contractor is already on site.

OPTIONS:

1. Award the Change Order to Mora Engineering in the amount of \$96,669 for repairs and replacement of the infrastructure under the 5 roadways taking advantage of savings and time due to current mobilization of the contractor and authorize budget amendment to use funds remaining from debt proceeds from the Capital Improvement Street Paving Project.
2. Request staff to issue an invitation to bid for the additional work
3. Do **not** Award the Change Order to Mora Engineering in the amount of \$96,669 for repairs and replacement of the infrastructure under the 5 roadways

STAFF RECOMMENDATION:

1. That Council Award the Change order to Mora Engineering in the amount of \$96,669 for repairs and replacement of the infrastructure under the 5 roadways and take advantage of savings and time due to the current mobilization of the contractor and authorize budget amendment to use funds remaining from debt proceeds from the Capital Improvement Street Paving Project.

FISCAL IMPACT: Amend budget to appropriated funds from remaining debt proceeds from the Road Paving Capital Improvement Project. There is currently approximately \$164,686 remaining.

LEGAL SUFFICIENCY: This summary and bid met legal sufficiency



MORA ENGINEERING CONTRACTORS, INC.

1548 Seminola Blvd. / Suite 120 / Casselberry, Florida 32707

Tel. 321.972.9908 / Fax. 321.972.9909 / cmora@mecinc.net

PROPOSAL

REMOVAL AND REPLACEMENT OF CMP ROAD CROSSINGS

<u>Quote To:</u>	CITY OF TAVARES 2770 Woodlea Road Tavares, Florida 32778	<u>Job Name:</u>	FOX RUN SUBDIVISION Manatee Rd. / St. Johns Rd. / Peace Rd. King Way / Santa Fe Rd.
<u>Attn:</u>	Mr. Brad Hayes	<u>Date of Plans:</u>	N/A
<u>Phone:</u>	352.742.6485	<u>Rev. Date:</u>	N/A
<u>Fax:</u>	352.742.6110	<u>Adden./Date:</u>	N/A
<u>Email:</u>	bhayes@tavares.org		

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	REMOVAL AND REPLACEMENT OF EXISTING CMP				
20	EROSION CONTROL	1.00	LS	375.00	375.00
30	M. O. T.	1.00	LS	859.00	859.00
40	REMOVAL AND DISPOSAL OF EXISTING CMP	300.00	LF	12.30	3,690.00
50	REMOVAL AND DISPOSAL OF EXISTING MANHOLES	10.00	EA	270.00	2,700.00
60	ALUMINIZED ARCH 57" X 38" (2-2 x 2/3"x1/2" / 12ga.	120.00	LF	134.00	16,080.00
70	ALUMINIZED ARCH 49" X 33" (2-2 x 2/3"x1/2" / 12ga.	180.00	LF	120.00	21,600.00
80	FDOT "H" BOTTOM MANHOLE (CIP)	10.00	EA	2,631.00	26,310.00
90	FLOWABLE FILL TO BACKFILL TRENCHES	98.00	CY	131.00	12,838.00
92	SUPPORT POLES FOR PIPE INSTALLATION	2.00	EA	577.00	1,154.00
95	12-INCH HEADER CURB	100.00	LF	28.00	2,800.00
100	2-INCH ASPHALT SURFACE	125.00	SY	32.00	4,000.00
110	SOD ST. AUGUSTINE	200.00	SY	3.50	700.00
120	LANDSCAPING AND IRRIGATION	1.00	LS	3,563.00	3,563.00
GRAND TOTAL					\$96,669.00

NOTES:

1. REMOVAL AND/OR REPLACEMENT OF UNSUITABLE MATERIALS AND/OR DEBRIS NOT INCLUDED.
2. REMOVAL AND/OR REPLACEMENT OF CONTAMINATED SOIL NOT INCLUDED.
3. RELOCATION OF CONFLICTING UTILITIES NOT INCLUDED.
4. SOIL TESTING NOT INCLUDED.
5. AS-BUILTS NOT INCLUDED.
6. PERMIT FEES NOT INCLUDED.
7. BACKFILLING WITH EXCAVATEABLE FLOWABLE FILL TO BOTTOM OF 2-INCH ASPHALT SURFACE. (NO BASE MATERIAL)

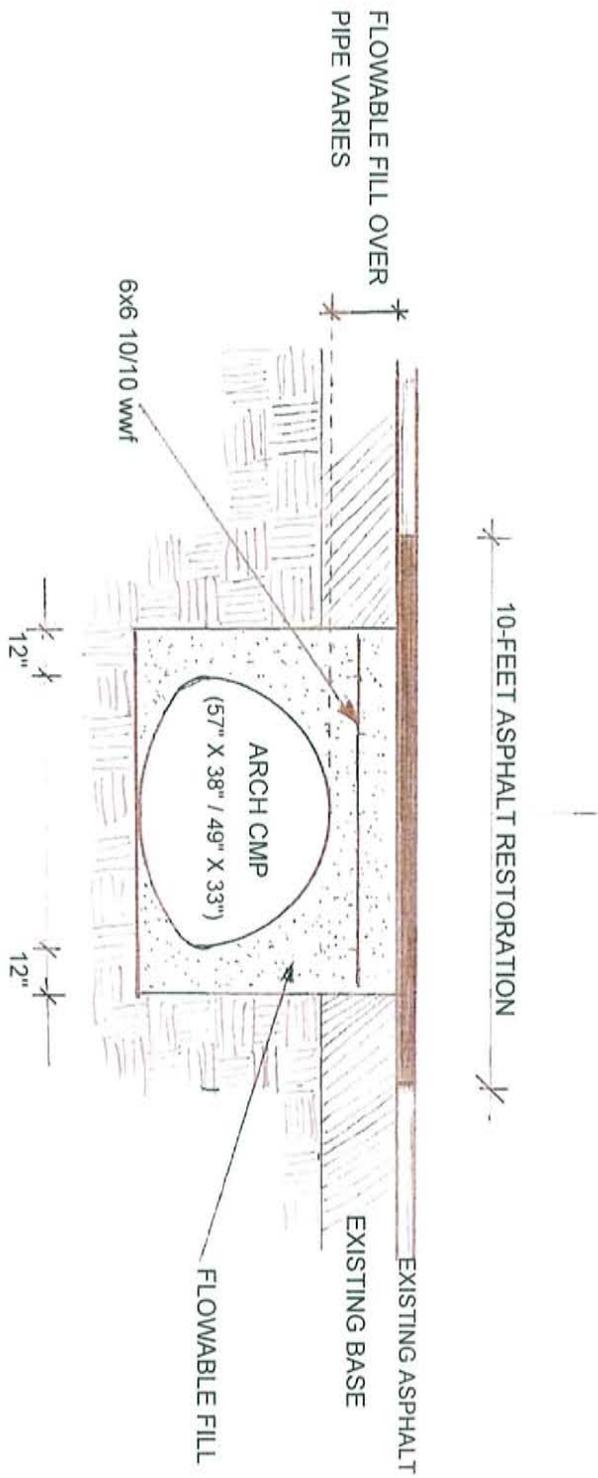
MORA ENGINEERING CONTRACTORS, INC.

CITY OF TAVARES
REMOVAL AND REPLACEMENT OF CMP ROAD CROSSINGS
PROPOSAL DATED 07/19/11

CONTINUE NOTES ...

8. M. O. T. WILL REQUIRE ROAD CLOSURES.
9. MANHOLES ARE CAST IN PLACE.
10. WE TAKE EXCEPTION TO ANY SCOPE OF WORK AND OR COST NOT SPECIFICALLY IDENTIFIED IN THIS PROPOSAL.
11. SEE ATTACHED ARCH CMP ROAD CROSSING DETAIL.

ARCH CMP ROAD CROSSING DETAIL



CITY OF TAVARES
FOX RUN SUBDIVISION
REMOVAL AND REPLACEMENT OF CMP
ROAD CROSSINGS
MORA ENGINEERING CONTRACTORS, INC.
July 19th, 2011

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: August 3, 2011**

AGENDA TAB NO. 10

SUBJECT TITLE: TODD WAY CUL-DE-SAC IMPROVEMENTS

OBJECTIVE:

To seek Council's direction concerning improvements to the Imperial Terrace (Todd Way) cul-de-sac.

SUMMARY:

On April 19, 2011, the City received a letter from the Imperial Terrace East Homeowner's Association, Inc. requesting the cul-de-sac on Todd Way be "brought up to the standards" of the other four existing cul-de-sacs in their sub division. On May 5th, a meeting was arranged with the City Administrator, Ron Abbey (a resident of Imperial Terrace) and the Public Works Director to visit the site and discuss the request. On May 10th, staff met with the City Engineer (Griffey Engineering) at the Todd Way cul-de-sac to assess the situation and make arrangements for a design. The design was received on June 27 and a copy delivered to a representative of the Imperial Terrace Homeowner's Association for review and approval. An approval letter was received on June 23, from the Association's Vice President, Linda Cerwinsky.

The cost estimate for this project, provided by Griffey Engineering, is \$11,308.00. The Public Works Department is requesting direction from Council for this project. As a matter of past practice, the City has not upgraded cul-de sac island improvements unless there is a safety consideration.

OPTIONS:

1. To proceed with the bidding process and authorize a budget amendment to fund the project from General Fund Reserves.
2. To proceed with the bidding process and request that the Imperial Terrace Homeowner's Association fund the project.
3. To take no action at this time. .

STAFF RECOMMENDATION:

Staff recommends option #2 - To proceed with the bidding process and request that the Imperial Terrace Homeowner's Association fund the project.

FISCAL IMPACT: \$11,308.00 (per Griffey Engineering estimate)

Funding Source: General Fund Reserves

The Government Financial Officers' Association recommends that at a minimum, general-purpose local governments, regardless of size, maintain unreserved fund balances in their general fund of between 5 and 20% general fund operating expenditures.

Available unreserved fund balance as of July 28, 2011 is estimated at \$1,602,316 or 13.2%.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
AUGUST 3, 2011**

AGENDA TAB NO. 11

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 – August 3, 2011
- Code Enforcement Hearing – August 23, 2011, 5:00 pm
- Lake Sumter MPO – Board Meeting – August 24, 2011, 2 pm, MPO Board Room
- Library Board – August 12, 2011– 8:30 a.m. Library Conference Room, 314 N. New Hampshire
- Planning & Zoning Board - August 18, 2011, 3 pm, Council Chambers

**AGENDA SUMMARY
TAVARES CITY COUNCIL
August 3, 2011**

AGENDA TAB NO. 12

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