

AGENDA
TAVARES CITY COUNCIL

SEPTEMBER 7, 2011
4:00 P.M.
TAVARES CITY HALL COUNCIL CHAMBERS

I. CALL TO ORDER

II. INVOCATION & PLEDGE OF ALLEGIANCE

Pastor Doug Dykstra, Mid Lake 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) Golden Triangle Minutes, March 23, 2011
City Council Budget Workshop – July 27, 2011
City Council Regular Meeting – August 3, 2011
City Council Regular Meeting – August 17, 2011

V. PROCLAMATIONS/PRESENTATIONS

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

VII. CONSENT AGENDA

Tab 2) Approval of Minor Plat Amendment for Lake Elsie Reserve	Jacques Skutt
Tab 3) Solid Waste Services – Palm Gardens RV Park & Cottages - Report	Chris Thompson
Tab 4) Draft Ordinance for Liening Utility Accounts	Lori Houghton

VIII. PUBLIC HEARING – FISCAL YEAR 2012 MILLAGE & BUDGET – 5:05 P.M.

Tab 5) Resolution #2011-18 – Tentative Millage Rate - 2011/2012	Lori Houghton
Tab 6) Resolution #2011-19 – Tentative Budget – 2011/2012	Lori Houghton

VIV. ORDINANCES/RESOLUTIONS

- Tab 7) Ordinance #2011-10 - Amendment to Section 11-2 of Code Of Ordinances – Discharge of Firearms – First Reading Stoney Lubins
- Tab 8) Ordinance #2011-11- Amendment to Noise Ordinance - Chapter 12 of the Land Development Regulations – First Reading Stoney Lubins

IX. GENERAL GOVERNMENT

- Tab 9) Approval of Agreement with BESH Engineering for Design and Administration of Pavilion Project Tammey Rogers
- Tab 10) Approval of Agreement with Emmett Sapp for Pavilion Tammey Rogers
- Tab 11) Request to Approve Proposal with Malcolm Pirnie for Water Pressure Study at Royal Harbor Brad Hayes
- Tab 12) Approval of Renewal of Work Authorization with Malcolm Pirnie for Consumptive Use Permit Brad Hayes
- Tab 13) Discussion of Annexation of Hickory Point Park John Drury
- Tab 14) Discussion for Options for Expansion of Wooton Park Bill Neron

X. OLD BUSINESS

XI NEW BUSINESS

XII. AUDIENCE TO BE HEARD

XIII. REPORTS

- Tab 15) City Administrator John Drury
- Tab 16) Council Reports City Councilmembers

F.S. 286.0105 If a person decides to appeal any decision or recommendation made by Council with respect to any matter considered at this meeting, he will need record of the proceedings, and that for such purposes he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

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

The Language of Local Government

Definition of Terms

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

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

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

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

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

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

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

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

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

contiguous – Sharing a common boundary.

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

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.

GOLDEN TRIANGLE SUMMIT MEETING

MARCH 23, 2011

TAVARES CITY HALL COUNCIL CHAMBERS

IN ATTENDANCE

City of Eustis

Michael Holland, Mayor
Sue Hooper, Vice Mayor
Bill Ferrer, Commissioner
Karen LeHeup-Smith, Commissioner
Paul Berg, City Manager

City of Mt. Dora

Melissa DeMarco, Mayor
Tom Eppich, Councilmember
Vasco Watters, Councilmember
Janet Coffman, Councilmember
Dennis Wood, Councilmember
Robert Thielhelm, Sr., Councilmember
James Yatsuk, Councilmember
Michael Quinn, City Manager

City of Tavares

Robert Wolfe, Mayor
Bob Grenier, Vice Mayor
Sandy Gamble, Councilmember
Kirby Smith, Councilmember
Nancy A. Barnett, City Clerk

Call to Order

Mayor Wolfe called the meeting to order at 4:00 p.m. and invited each member to introduce themselves. He noted that Councilmember Smith would be joining the meeting later on and that Mr. Drury was unable to attend due to a last minute conflict. He then invited the attendees to review and discuss the joint initiatives listed on the agenda.

Tri-City Cooperatives Programs and Joint Initiatives Update

Financial Software

Mr. Quinn discussed the HTE financial software that all three cities use and noted that the City of Eustis and Mt. Dora also use ASA 400 servers. He said that Eustis and Mt. Dora have discussed changing to a

1 windows based system. He said the current HTE system is expensive to alter, not as user friendly, and
2 labor intensive in terms of generating management reports. He said this might be an area of joint
3 collaboration which would provide benefits to all three cities. Mr. Berg concurred.

4
5 Dispatch

6
7 Mr. Berg commented on the shared software dispatch and records management system and the relationship
8 with Tavares who houses the hardware. Lt. Myers of Tavares commented on the collaboration that has
9 resulted in crimes being solved more quickly by being able to share information and reports instantly.

10
11 Mayor DeMarco thanked the staff of all three entities for working together and taking the time to come up
12 with new ideas.

13
14 County Fire Protection Program Initiative Update

15
16 Chief Keith, Tavares

17
18 Chief Keith thanked the cities of Mt. Dora and Eustis for their attendance and thanked each city for its
19 support of the fire service. He noted Chief Winn from Eustis and Interim Fire Chief Skip Kerkhof from
20 Mt. Dora were present. He said that each chief has done individual presentations to their cities. He said the
21 chiefs continue to work together to find ways to improve service. He commented that Sumter County has
22 voted to give their EMS contract to Rural Metro. He said the landscaping for fire service in Lake County is
23 changing and this is an opportunity to design future medical and fire service. He said the chiefs were
24 prepared to provide a written recommendation to the cities which he then distributed and summarized:

- 25
26 1. Form a standing committee charged with focused scrutiny of the Tri-City Regionalization Plan. He
27 said this will require the participation of policy makers and the assistance of the City
28 Administrators. This committee would represent each of the three cities consisting of the Fire
29 Chief; an elected official or city manager; a representative from Lake County and a Lake County
30 Commissioner (who has requested to be part of the discussions); a representative from Lake
31 Sumter EMS; one of the City Attorneys present to provide oversight; and the Medical Director
32 from Lake County, Paul Banerjee.
33 2. Clearly define the level of service
34 3. Address the following prioritized issues:
- 35 • Station 27 between Eustis and Mt. Dora
 - 36 • Enclaves of Lake County within the city service areas
 - 37 • Interlocal Agreement for Personnel Sharing (impacts city events) – the ability to be able to
38 hire between the three departments
 - 39 • Standardization of Service
- 40

41 Chief Keith said there are existing Interlocal agreements with Lake County. He noted that Lake County is
42 staffing minimally at far ranging stations so it is difficult to rely on them as much as the cities rely on each
43 other. He acknowledged that Lake County does bring many resources in the way of specialized teams such
44 as HazMat and special response teams. He said in terms of Station 27, Lake County has offered to transfer
45 that station in return for the cities covering their enclave areas but without financial compensation.

46
47 Mayor DeMarco noted that if Lake County still has a wide ranging rural level of service versus the cities'
48 urban level of service then they will not be an equitable partner in this endeavor. She said this will be a

1 primary concern of Mt. Dora.
2

3 Chief Keith noted if the cities were to opt to have Lake County provide fire service the level of service
4 would have to be carefully defined. Mayor DeMarco noted the citizens are not interested in having their
5 level of service impacted in any way. Chief Keith responded that, if in the future the Fire Protection
6 District is created there would still need to be an Interlocal Agreement with Lake County.
7

8 Mayor DeMarco asked for information on Lake County's position on Lake Sumter EMS.
9

10 Chief Keith responded that at the last meeting with Lake County (which was a short meeting) EMS had
11 been on the agenda, but did not have a chance to make a presentation. He said he thought the majority of
12 the commissioners were comfortable with Lake Sumter EMS the way it is operating currently.
13

14 Vice Mayor Grenier asked Chief Keith for comments on why the fire chiefs are interested in the Fire
15 District. Chief noted this topic had been under discussion since 1993 when it was determined that the three
16 cities needed to work more closely together which started with Interlocal agreements. He said the more the
17 cities have collaborated the more they have realized what can be learned by working together and what cost
18 savings can be achieved.
19

20 Council Member Coffman asked Chief Kerhof to comment on the advantage of pooling funds. Chief
21 Kerhof said by purchasing the same type of equipment (such as a fire engine) there could be considerable
22 savings.
23

24 Chief Keith said the chiefs had presented four prioritized issues but there are several other issues that will
25 need to be addressed.
26

27 Mayor Wolfe said he appreciated the input of the chiefs as it also demonstrates that the staff are in support
28 of the movement to work together to form a fire district. He noted that the long term goal of servicing the
29 enclaves will have to include compensation which will be needed to offset what is being taken over by the
30 cities. He said his personal goal is for all three cities to combine to create a Golden Triangle District but
31 that each department could have its own personal identify: i.e. Golden Triangle District Mt. Dora Division,
32 Eustis Division, and Tavares Division which would include servicing the enclaves and providing a better
33 level of service to everyone in the Golden Triangle area.
34

35 Council Member Yatsuk asked what needed to be done legally for the next step. He asked if it would come
36 back to Councils to agree on this or discuss since this is not an official council meeting. Chief Keith
37 concurred and said this is why the recommendation was made to form a smaller committee so that all the
38 issues are explored and in order that a city attorney can identify the legal process.
39

40 Mayor Wolfe suggested that the three city managers who meet on a regular basis get a list together of each
41 city's assets in order to determine what is needed. Mayor DeMarco said she would like to know from the
42 city managers how long it would take to obtain a time line chronology of the steps that would need to be
43 taken and at what point the city councils would be able to make decisions. She said Mr. Quinn has
44 considerable experience with fire services and asked for Mr. Berg to comment. Mr. Berg noted there are
45 many different ways to consolidate and the first step is to collect the information before a recommendation
46 can be made. He said, as an example, to make this work Tavares and Eustis would both have to get to the
47 ALS level and Eustis is just in the beginning stages of reviewing this issue and the impact of this type of
48 service.

1
2 Mr. Quinn responded that it would probably take three to six months but there are also some smaller steps
3 that can taken along the way. He said at some point it will have to come back to all of the councils in a
4 report with a recommendation. He said the long term financial impact with the county will take some time
5 to resolve. He said he thought it was a good idea to form the committee but that his preference was the Fire
6 Chief and the Manager although he would support any councilmember that wished to attend. Mayor
7 DeMarco stated she concurred with his recommendation.

8
9 Commisioner Ferrer stated he thought a next step would be a resolution from each city to support the
10 forming a committee to begin the process. Mayor Wolfe and Mayor Holland concurred.

11
12 Mayor DeMarco asked if the resolution would include the three cities negotiating with the County.

13
14 Councilmember Gamble stated he believed the resolution should initially instruct each city manager to go
15 forward with the committee and reflect an expectation to communicate with the county.

16
17 Mayor DeMarco summarized that the resolution should include the cities' intention to have urban fire
18 service, ALS service, and stations manned to an urban level with that quality of service and as part of that
19 would be discussions with the county.

20
21 Mr. Quinn suggested that the three managers can get together and develop the resolution. He asked if the
22 intent was to have the County as part of the committee.

23
24 Mayor DeMarco stated at this point the three cities have similar levels of service; another resolution could
25 be done after further communications with the County.

26
27 Mr. Quinn added there may be different agencies in addition to the county that the committee may want to
28 meet with and it may not be necessary to single out the County in the first resolution.

29
30 **Railroad Infrastructure Improvement Update**

31
32 Mayor Wolfe noted that the cities have agreed to budget funds to upgrade the infrastructure to support the
33 continuous weld from Tavares, Mt. Dora and Eustis, on to Orlando.

34
35 Mayor DeMarco said she serves on the East Central Florida Regional Planning Council with Mayor Land
36 and he has asked to have a meeting with the three mayors along with legislative participation. Mayor
37 Wolfe agreed to meet along with Mayor Holland. She said she does not know all the issues involved but
38 that she would set up a meeting.

39
40 (At 4:52 pm, Councilmember Kirby Smith joined the meeting.)

41
42 Councilmember Smith said the Federal Department of Transportation has committed to a grant for the
43 Dora Canal Trestle Bridge and for the continuous welded track improvements which Orange County and
44 Winter Garden also support. He said Apopka is preparing to vote on this issue.

45
46 **State Legislative Initiatives Update**

47
48 There was no discussion

1
2 **Old Business**
3

4 Mayor Demarco said she would like the three cities to find a way either through economic development
5 directors, CRA directors, elected officials, etc. to explore Economic Gardening. She said she understood
6 that many small businesses are unable to bond and qualify to do the large government projects directly but
7 wondered if the cities could approach the legislators to ask if there is a way to work with second tier
8 Economic Gardening to either break sections out of the contracts to foster local business, or to help them
9 better know how to network so that they know how to approach primes and be subcontractors locally. She
10 asked if there was an interest in exploring that to work with the county.
11

12 Mayor Wolfe responded that he thought it would be a good idea. He said that could be taken back to each
13 council.
14

15 Mayor DeMarco said this would be a way to incentivize existing local businesses. She said she would
16 follow up.
17

18 Mr. Quinn noted there had been some good success stories since the previous meetings:
19

- 20 • Joint dispatching between Tavares and Eustis
- 21 • Employee Health Clinic: He noted there had been discussion regarding employee health clinics
22 and although that hasn't occurred in the Golden Triangle, Mt. Dora and Leesburg have initiated an
23 employee health clinic which has had a good response and looks like it will return the savings that
24 were projected.
- 25 • Economic Gardening had been brought up when Mt. Dora hosted the last meeting and the
26 procurement cooperation between the purchasing agents has been initiated.
- 27 • Trail connectivity was also discussed at the last meeting which is a very important issue for Mt.
28 Dora and that he felt that was also important to the other cities. He said it is an important issue in
29 terms of railroad connectivity for Mt. Dora.
- 30 • Water conservation: Mt. Dora is now embarking on its Thrill Hill Reservoir Project which is a
31 reclaimed water project and if that could be expanded to a multi city project it would also qualify
32 for St. Johns Water Management district grants.
- 33 • Records Storage was another item that was discussed at the previous meeting.
34

35 Mayor Wolfe commented that he was glad Mr. Quinn had brought up these issues which demonstrates that
36 government does cooperate and get things done.
37

38 **Next Meeting**
39

40 Consensus was that the next meeting would be hosted by Eustis. Discussion followed with the consensus
41 that the meeting be held in October of 2011.
42

43 Mayor Wolfe thanked everyone in attendance for participating and expressed appreciation for each city's
44 commitment to achieving a better community for all residents.
45

46 **Adjournment**
47

1 There was no further business and the meeting was adjourned at 5:04 p.m.

2

3 Respectfully submitted,

4

5

6

7 Nancy A. Barnett
Nancy A. Barnett, C.M.C.

8 City Clerk

CITY OF TAVARES
MINUTES OF CITY BUDGET WORKSHOP
JULY 27, 2011
CITY COUNCIL CHAMBERS

COUNCILMEMBERS PRESENT

ABSENT

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

STAFF PRESENT

John Drury, City Administrator
Nancy Barnett, City Clerk
Lori Houghton, Finance Director
Joyce Ross, Director of Public Communications
Tammey Rogers, Director of Community Services
Jacques Skutt, Director of Community Development
Richard Keith, Fire Chief
Stoney Lubins, Police Chief
Bill Neron, Director of Economic Development
Brad Hayes, Director of Utilities
Chris Thompson, Director of Public Works

I CALL TO ORDER

Mayor Wolfe called the meeting to order at 4:00 p.m. He noted that Council had been provided attachments based on questions brought up at the last Council Meeting. He stated several of the questions were brought up by Councilmember Smith who was not able to attend this meeting. He said to be fair he thought Council should wait to have full discussion on these items until the next meeting when Councilmember Smith could be present.

Discussion was held on the following items:

Hartman Retirement Plan changes

Councilmember Gamble asked for information on the increase to the Hartman plan. He said he understood that by this being done similar to the other plan [FRS] that would bring these employees up to 9% in contributions to their retirement.

1 Ms. Houghton stated when the city moved to the FRS plan the city held workshops and had the
2 state retirement division visit the city to provide information to the employees so they could
3 decide at that time if they wished to go into the FRS plan or stay in the previous Hartford plan.
4 The city at that time contributed 6% and has not made any changes to that plan. The plan did
5 not allow for any employee contributions. When employees moved to the FRS plan it had to be
6 a non-irrevocable decision and the city was not allowed to put any new employees into the plan
7 but could maintain the nine employees that were in the Hartford plan. When the city offset the
8 new FRS state required contribution of 3%, these employees asked if the city could the same
9 for the Hartford plan, to require a 3% contribution which the city would offset. She said the
10 purpose is to treat the employees the same as the FRS.

11
12 Councilmember Pfister asked if the Hartford plan requires the contribution. Ms. Houghton said if
13 Council approves the budget, the plan will have to be changed to require the employee
14 contribution as it currently does not require a contribution.

15
16 Mayor Wolfe said he thought the purpose was to have the employees' pay be equitable.
17 Councilmember Pfister said she thought it would be the same regardless and financially she did
18 not think the city would be able to increase anyone's plan.

19
20 Councilmember Gamble asked for the bottom line figure of what it will cost the City. Ms.
21 Houghton said she was not prepared with the figure but it would be under \$10,000. She said
22 she would provide a breakdown to Council with the associated taxes.

23
24 Mayor Wolfe asked Ms. Houghton to bring that information to the next meeting.

25 26 Legal Fees

27
28 Councilmember Pfister said she had wanted to discuss the increase in the legal fees as well.

29
30 Ms. Houghton asked Mayor Wolfe if she wished him to comment. Mayor Wolfe said he thought
31 it should wait for a full council.

32 33 Gateway Signage

34
35 Councilmember Gamble noted the gateway sign is in the deleted items but if it were put back in
36 the budget Council would need to find something else to cut. He said if the city is going to go
37 forward with a gateway he felt it was important to continue to fund it.

38
39 Mayor Wolfe agreed and noted he would be discussing this more as it related to the millage. He
40 said when the tentative millage is set this item needed to be considered.

41 42 Expenditures and Revenues

43
44 Councilmember Gamble commented on the use of revenues to balance the budget.

1
2 Ms. Houghton said in some funds there are expected estimated revenues that are not
3 appropriated and they will be seen as negative revenue in appropriated reserves. She said the
4 General Fund is only budgeted with a reserve appropriations to offset expenditures.

5
6 Councilmember Gamble noted staff has made a lot of cuts and he commended Mr. Drury and
7 the department heads for their work. He said he still felt there were some areas that could be
8 cut.

9
10 **Fuel**

11
12 Ms. Houghton said on some of the accounts, staff had done an analysis going back several
13 years. Last year and the year before staff had originally budgeted high because of estimates for
14 fuel increases. She said when the first round of the budget came in, some of those numbers
15 were based on the original budget. She said staff feels confident that the fuel numbers are
16 correct. She said because of the state fuel card system the city is now better equipped to keep
17 track of what each individual vehicle and driver is spending for fuel so it makes the estimating
18 expenditure more precise.

19
20 Councilmember Gamble noted on the cost of utilities, the projection was under because of the
21 projected increase this year. Ms. Houghton confirmed.

22
23 **Grant Expenditures**

24
25 Councilmember Pfister said she did not think it was fair to give only to the African American
26 Heritage Festival and the rest be given to the Educational Foundation. She said if that donation
27 is still in the budget she would prefer to give it to another group who needs assistance, such as
28 the Early Learning Coalition. She said she understood that although the Renaissance Faire is
29 educational, she did not think it had the impact of an organization such as Early Learning.

30
31 Mayor Wolfe asked Ms. Barnett if Early Learning had requested funds. Ms. Barnett said she did
32 not think they had requested specific funds but had requested to make a presentation. She
33 added that the Early Learning presentation last year was made after the budget was approved.
34 Councilmember Pfister concurred and said it was communicated at that time that Council would
35 consider it during this budget year. Councilmember Pfister said the contribution does not have
36 to be made to Early Learning but that there are other organizations in the city that have financial
37 needs.

38
39 Mayor Wolfe asked where the Early Learning Center is located. Mayor Wolfe commented that
40 the Renaissance Faire also impacts students county wide and that after the Renaissance Faire,
41 the Educational Foundation came to Tavares to have the Duck Race event and have indicated
42 they wish to make this a permanent location for that event. He said the Duck Race brought 30
43 different schools and new visitors to the park. He noted the City of Tavares benefits from the
44 Renaissance Faire economically even though it is technically not in the city.

1
2 Mayor Wolfe listed the various events that the city supports. There was discussion regarding the
3 revenues that the city receives from some of the participants.
4

5 Councilmember Pfister referred to the agenda summary from October 15, 2008 that mentioned
6 grant awards from 2008-2009. She expressed concern over the change in funding and the
7 impact on the small town feel of Tavares. Vice Mayor Grenier said many of the events that the
8 city holds now, especially fishing events, were very popular in Tavares historically.
9

10 Councilmember Pfister said that the figure that the city contributes to the Renaissance could be
11 divided among the various organizations that previously received funding.
12

13 Mr. Neron commented that the list that Ms. Houghton had reviewed is event sponsorship. Up
14 until last year he said the Council had a fund which was opened to the public for requests for
15 funding for community events. He said last year due to budget constraints the council deleted
16 those funds from the budget. He said funds for events and grants for helping community
17 organizations are different funding sources.
18

19 Councilmember Pfister said she agreed but all the groups that used to receive funding were in
20 the same funding source. She said some of the events got moved and although she approved
21 the budget she was not able to read every item because of the amount of material and the
22 limited time Council has to review the budget.
23

24 Mr. Neron discussed the changes and transition that had been made in the grant funding
25 process.
26

27 Councilmember Pfister asked why the Renaissance Faire was in the Seaplane Budget. Ms.
28 Houghton acknowledged that that item needs to be reviewed.
29

30 Mr. Neron said last year the Executive Director of the Educational Foundation came to Council
31 to request the funding and the majority of the Council voted to include the Renaissance Faire in
32 the budget. Councilmember Pfister said she remembered that two years ago the Council voted
33 not to fund the Renaissance Faire. She said at the next meeting the item was on the agenda
34 and Council voted to give the funding. She said last year the funding was included but was not
35 up for discussion.
36

37 Councilmember Gamble said the person who needs to answer Councilmember Pfister's
38 question is not at this meeting and it is not fair to ask Ms. Houghton as the Acting City
39 Administrator. Ms. Houghton said the Renaissance Faire belongs under Community Grants in
40 the General Fund and she will make that correction.
41

42 Councilmember Gamble said before Council votes on this issue, Council needs to consider how
43 many people the Educational Foundation event brings to the city.
44

1 Councilmember Pfister reiterated that she was concerned about the process that had been
2 followed for determining what items would go into the budget for funding. She asked for
3 clarification if the process is to send a letter to the City Administrator. Mayor Wolfe commented
4 that there are other organizations that have submitted requests to council during the year.
5

6 Mayor Wolfe acknowledged that there was a representative from the Educational Foundation in
7 the audience.
8

9 Jeff Major of the Educational Foundation said he was present to answer questions. He said the
10 Foundation serves the entire county. He said at the last event 67 rooms at the Holiday Inn in
11 Tavares were utilized; 47% of the attendees came from Lake County, and there were a total of
12 12,432 patrons that came into Tavares during the Faire in 2010.
13

14 Councilmember Pfister said the web site for the Renaissance Faire does not have a good link
15 for Tavares. Mr. Major said the web site is being changed and that they will do a better job of
16 promoting the city.
17

18 Councilmember Gamble asked Mr. Major if he had information about other cities that contribute
19 and how much they contribute. Mr. Major said that he does not have the data broken down but
20 he has sponsorship totals for last year. He said last year sponsorships came to \$8500 of which
21 \$4,000 came from the City. He acknowledged they also make in kind requests. Councilmember
22 Pfister commented that the figure of 12,432 patrons refers to visitors in the county because
23 Hickory Point Park is in the county.
24

25 Mayor Wolfe asked for further information to be presented at the next meeting on August 3rd.
26

27 Vice Mayor Grenier asked Ms. Houghton if someone were to write a letter of request, could that
28 amount then go into the budget for Council consideration. Ms. Houghton said there is one other
29 item that was cut that was the School Readiness contribution. She said they are listed as
30 deleted items for Council consideration.
31

32 City Newsletter

33
34 Vice Mayor Grenier asked what the \$7,067 represented in the line item.
35

36 Ms. Ross said the entire amount is the yearly printing cost. She said the vendor prints it and
37 delivers to the company that inserts the utility bills.
38

39 Vice Mayor Grenier asked if there was an increase from last year. Ms. Ross said it is based on
40 the current contract.
41

42 Operating Expenditures for Parks and Recreation

43

1 Councilmember Gamble asked about electric, water and gas noting the cost was \$20,587 and
2 for two previous years it was zero.

3
4 Ms. Houghton asked Ms. Giesy to comment. Ms. Giesy said Recreation is a new division and
5 that the electric and water costs that are strictly for Parks were moved from the previous
6 combined division of parks and recreation.

7
8 **Uniformed Officers**

9
10 Councilmember Gamble said he remembered taking a uniformed officer position and using it for
11 something else. Ms. Houghton responded it was utilized for the Records Analyst position.

12
13 Councilmember Gamble said the city has 27 officers and runs in shifts of four. He said he would
14 like to know Chief Lubin's opinion but was not going to put him on the spot.

15
16 Chief Lubins said with vacations and training, the shifts are usually made up of three officers
17 and that with the size of the city and call load he would be more comfortable with 30 to 31
18 officers.

19
20 **Public Communications**

21
22 Councilmember Pfister questioned the increase in this department. She said Ms. Ross has done
23 a wonderful job and her comments have nothing to do with her personally. She said she had
24 understood that the position would be taking over the web site but that this has been
25 outsourced.

26
27 Councilmember Gamble said the only savings would be the salary. Ms. Houghton said she
28 would provide further information for the next meeting. She said there is a 3% increase for the
29 FRS included.

30
31 Councilmember Gamble asked Chief Lubins about the time savings for him by having the public
32 Communications Officer to do press releases. Chief Lubins said the department has used Ms.
33 Ross several times for press releases but he could not provide a time estimate. He said the
34 media has his phone number and they contact him directly as well.

35
36 Councilmember Gamble said he would have concerns over not having a public communications
37 officer with all the activities going on in the city and also because this position relieves other
38 staff members.

39
40 Ms. Houghton said that a list of the tasks and initiatives performed by the position will be
41 prepared. Councilmember Pfister said she thought Council has already received the information
42 and she thought it was unnecessary.

43
44 **Dispatch**

1
2 Mayor Wolfe noted he had brought up the issue last year of having the sheriff do dispatch for
3 the city. He said the sheriff has guaranteed that it would be the same level of service and it
4 would be a savings of \$125,000. Mayor Wolfe said he did not want to bring up the issue again
5 unless it was going to be thoroughly discussed and considered.

6
7 **General Services**

8
9 Councilmember Gamble said he was impressed by the proposed budget in General Services
10 and he commended Mr. Thompson and his staff. He said the city is doing a great job with the
11 resources it has.

12
13 **Dehumidifier for the Records Room**

14
15 Councilmember Gamble asked Ms. Barnett to comment on this item that was cut from the
16 budget. He noted other items had been deleted to help with streamlining the council meeting
17 and records preparation.

18
19 Ms. Barnett stated the room is air conditioned but some of the older records were being
20 affected. She said the amount of \$5,000 was a rough estimate for the dehumidifier.
21 Councilmember Gamble said he would like to have a more precise figure. He asked about the
22 other items removed from the budget to do with records.

23
24 Ms. Barnett stated the digital imaging software proposed was for the records for the entire city.
25 She said it requires a significant expenditure up front but down the road should pay for itself.
26 She said there is a whole array of requirements to truly go paperless and also be able to
27 retrieve information. She said the Clerk's department has managed without the software but has
28 been scanning as much as possible in preparation for the future.

29
30 Councilmember Gamble stated he did not think the public knows how much time is spent
31 preparing the agenda. He said anything that Council can do to make this job more expeditious
32 would be a good investment.

33
34 Ms. Barnett said in terms of Council going paperless, this has been achieved to some extent.
35 She said another option, if Council is interested is for Council to use an IPAD at the dais
36 because they take up less space than the laptops. Councilmember Pfister said she is interested
37 in the IPADS and if it would save money in the long run she would be interested.

38
39 Councilmember Pfister said she would like to have access to more past Minutes. Ms. Barnett
40 staff will continue to put past minutes on the web site. Councilmember Pfister asked if other
41 cities have had good results with digital imaging. Ms. Barnett said it is definitely faster and more
42 efficient once the system is implemented. Ms. Barnett asked if Council wanted her to come back
43 with a proposal for Council going paperless or the entire city.

1 Vice Mayor Grenier said he is not as comfortable with going paperless for the council agenda.
2 Mayor Wolfe said he does not want a city issued computer and he said it did not appear that the
3 city had sufficient funds for the upfront expenditure.
4

5 Fire Department

6
7 Councilmember Pfister said she understood that the Tri City Fire Service is under discussion but
8 she continues to have many residents asking about the Fire Department. She asked if this issue
9 of a fire assessment should go on the ballot again. She said the question would be "do you want
10 to have an assessment or would you like Lake County to do your fire service?"
11

12 Mayor Wolfe said there are still plans for a Fire District but he was not in favor of dissolving the
13 Fire Department and having Lake County take over. He said their response time is not as good
14 which would affect insurance ratings for the homeowners.
15

16 Councilmember Pfister said she thought it was time to allow the voters to decide.
17

18 Councilmember Gamble spoke against having the County do the fire service.
19

20 Vice Mayor Grenier noted the analysis for the assessment had been complicated.
21

22 Ms. Ross discussed the ballot language issue and the public relations component.
23

24 Mayor Wolfe discussed the previous methodology that was used.
25

26 Ms. Houghton said there are some newer methods that have not received significant legal
27 challenge.
28

29 Vice Mayor Grenier concurred there are a number of people that are not paying their share for
30 fire services.
31

32 TIF District Funds

33
34 Councilmember Gamble asked if the TIF funds can be used for sidewalks. Mr. Neron responded
35 that they can be used for sidewalks in the CRA, however, the funds have dropped significantly
36 because of all the tax exempt property in the CRA. Councilmember Gamble said he felt there
37 were still areas that were hazardous and needed a sidewalk, especially on St. Clair Abrams.
38

39 Mr. Neron said hopefully the city will obtain CDBG funds for sidewalks in the next fiscal year.
40

41 Vice Mayor Grenier asked how many alleyways had been paved out of the 15. Mr. Thompson
42 stated five or six have been completed.
43

44 Five Year Capital Plan

1 No discussion

2
3 **Tentative Millage Rate**

4
5 Mayor Wolfe said the millage can be set at the current rate of 6.95 or based on the City
6 Administrator's proposed balanced budget at 6.89 which is .06 lower than last year. He said the
7 different items proposed at this meeting may mean a need for more funds. He said the
8 maximum millage is 7.66. He noted the rate can be lowered if the budget stays the same.

9
10 Councilmember Pfister said she would like to start at the current millage until all the different
11 budget variables have been reviewed.

12
13 **MOTION**

14
15 **Councilmember Pfister moved to set the tentative millage at the current rate of 6.95 with**
16 **the understanding that the rate can go down. The motion was seconded by Vice Mayor**
17 **Grenier.**

18
19 Councilmember Gamble said this would mean putting \$494,362 back into the budget.
20 Discussion followed.

21
22 Ms. Houghton said the difference is under \$30,000.

23
24 Councilmember Gamble questioned the information that had been provided in the agenda
25 summary. Mayor Wolfe said there is less coming in regardless of how the millage is set and it
26 would have to be set at 7.66 mills to receive the same amount collected this year.

27
28 **The motion carried unanimously 4-0 to set the tentative millage rate at 6.95.**

29
30 Ms. Houghton said staff will prepare the paperwork and submit to the County.

31
32 **Audience**

33
34 Charlotte Hope, 3221 Myakka River Road, said she wished to suggest that with government
35 contracts and government budgets that when anything is changed from one line item to another
36 and something is added or subtracted, it is common practice to put an asterix and a note at the
37 bottom. She said this would assist with any questions by Council or the public.

38
39 She said there is a large of money owed to the city fines and liens (over \$800,000) which should
40 be collected.

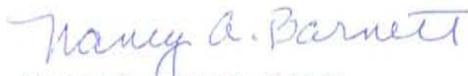
41
42 Councilmember Gamble asked Council to keep their attachments so they did not have to be
43 printed again for the next meeting.

1
2
3
4
5
6
7
8
9
10
11
12

Adjournment

There was no further business and the meeting was adjourned at 5:47 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Nancy A. Barnett". The signature is written in a cursive style.

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

CITY OF TAVARES
MINUTES OF REGULAR COUNCIL MEETING
AUGUST 3, 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
Nancy Barnett, 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
Tammy Rogers, Community Services Director
Lori Tucker, Human Resources 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

MOTION

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

IV. APPROVAL OF MINUTES

1 **MOTION**

2
3 Kirby Smith moved to approve the minutes of July 20, 2011 as submitted, seconded by
4 Sandy Gamble. The motion carried unanimously 5-0.

5
6 **V. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EXPARTE CONTACTS**

7
8 Attorney Williams noted there were no quasi-judicial items on the agenda.

9
10 **VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD**

11
12 Ms. Barnett read the following resolution into the record by title only:

13
14 **RESOLUTION 2011-15**

15
16 A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, AMENDING THE 2011
17 FISCAL YEAR ADOPTED BUDGET FOR THE CITY OF TAVARES,
18 REPRESENTING THE SECOND ADJUSTMENT TO THE ADOPTED BUDGET,
19 AND PROVIDING FOR A REPEALER, SEVERABILITY AND AN EFFECTIVE
20 DATE.

21
22 **VII) CONSENT AGENDA**

23
24 Mayor Wolfe asked if anyone in the audience had objections to any item on the Consent Agenda.
25 He asked if Council wished to pull any item.

26
27 **MOTION**

28
29 Sandy Gamble moved to approve the Consent Agenda, Tabs 2 and 3, seconded by Bob
30 Grenier [Request to Postpone Building Permit Fees for the Tavares Station Boutique
31 Hotel/Restaurant and Extension of Interlocal Agreement for Woodlea Sports Complex.]
32 The motion carried unanimously 5-0.

33
34 **VIII) ORDINANCES/RESOLUTIONS – PUBLIC HEARING**

35
36 **Tab 4) Resolution 2011-15 – Mid Year Budget Adjustment**

37
38 Ms. Houghton explained that the resolution reflected increases and decreases in various line
39 items of the budget. She said all of the items have been previously approved by Council with the
40 exception of two line items: increases of \$10,000 to the vehicle maintenance repair line item and
41 \$4,448 for the sewer department for a rear bumper hoist.

42
43 **MOTION**

44
45 Bob Grenier moved for approval of Resolution 2011-15, seconded by Kirby Smith. The
46 motion carried unanimously 5-0.

47

1 **IX GENERAL GOVERNMENT**

2
3 **Tab 5) City Administrator FRS Compensation**

4
5 Mayor Wolfe said that Council recently approved a 3% increase to the employees in the state
6 retirement program to keep their paychecks the same. He said Mr. Drury had requested not to be
7 included in this group of employees. In addition he said Mr. Drury had requested no increase from
8 the city for his annual compensation. He said because Mr. Drury is an employee he believed it
9 would be just to give him the 3%. He said the previous minutes were provided as Councilmember
10 Pfister requested. He said he would like to ask that Council give Mr. Drury the 3% adjustment.

11
12 Councilmember Pfister discussed treating Mr. Drury as a CEO versus an employee which she
13 said they had discussed.

14
15 Councilmember Grenier said he had not wanted to negotiate a compensation packet for another
16 year, but he felt this was a different issue.

17
18 Councilmember Smith said he also did not view this as compensation but as a way to keep Mr.
19 Drury's pay neutral. He said since the state passed the 6% mandatory requirement that even with
20 the FRS employees being given the 3%, there is still a savings of \$106,000 to the city. He said
21 Mr. Drury has done an outstanding job this year but said he did not want to discuss any other
22 issues around compensation at this time.

23
24 Councilmember Gamble said he would have liked to discuss some of Mr. Drury's other
25 compensation such as vacation pay.

26
27 Mayor Wolfe said that is part of his overall contract which was negotiated four years ago and at
28 this time he just wanted to discuss his recommendation for the 3% adjustment.

29
30 Mayor Wolfe asked for public comment.

31
32 **Norm Hope, Fox Run resident**

33
34 Mr. Hope said he was hearing Council being in favor of the 3%. He spoke in support of Mr. Drury
35 receiving the 3% adjustment.

36
37 **Gary Santora, Lake Huron Lane**

38
39 Mr. Santoro spoke in support of the 3% adjustment. He said Mr. Drury is a CEO and is also an
40 employee. He said when residents have a complaint they can speak to Mr. Drury directly which
41 does not usually happen in a corporation. He said Mr. Drury deserves the adjustment because he
42 has done everything that Council has requested. He said that Mr. Drury is the biggest
43 cheerleader of all for the City of Tavares.

44
45 **MOTION**

46
47 Lori Pfister moved to give Mr. Drury the 3% adjustment, seconded by Kirby Smith.

1
2 Councilmember Gamble said he wished to clarify that he was not against the 3% adjustment. He
3 said at a future time Council needs to look at Mr. Drury's contract as a whole.
4

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

6
7 **Tab 6) Request to Purchase LED Christmas Tree**
8

9 Ms. Rogers requested to purchase a used pre-lit synchronized LED 18 foot Christmas tree from
10 Clark Displays in Tavares. The tree would be installed on the water and be part of the Light Up
11 Event. She said the tree cost \$7500 originally but the purchase price used is \$2,000 and would
12 come from General Reserves.
13

14 Mr. Drury noted that when he originally came to the city there was a Light Up Event and the lights
15 were located throughout the park and were installed by staff. He said staff has determined after
16 consulting with an arborist, that the damage being done to the trees from having lights in the trees
17 over the years had caused problem. He acknowledged that the new lighting installed in Wootton
18 Park as part of the park expansion did not have the same "light up" effect. He said one of the
19 things he liked about this proposal was that having a large tree to light up with a "count down"
20 would bring back that excitement.
21

22 Councilmember Smith asked Ms. Rogers if she could not find the \$2,000 in her current regular
23 budget. Ms. Rogers said she and Mr. Thompson have discussed that issue. She said if it is taken
24 from the Public Works budget it will mean fewer decorations on the light poles on Main Street.
25 Ms. Rogers said she is planning on purchasing a snow machine with what is left and that it will be
26 cheaper than leasing a snow machine.
27

28 Councilmember Smith said he would like to have at least half of the cost being taken from the
29 current budget. Mr. Thompson said he could take \$1,000 from his budget.
30

31 Councilmember Pfister questioned the impact on the trees. Mr. Thompson and Ms. Rogers
32 discussed the staff time spent in putting up and removing the lights in the past, and the affect on
33 the trees when the lights were left up year around. Councilmember Pfister asked if a company
34 could be hired to install and remove the lights because the residents miss the lights in the trees.
35 Vice Mayor Grenier concurred. Ms. Rogers said there may be an opportunity to introduce more
36 lighting that would not impact landscaping and in addition, staff will continue to make lighting
37 improvements.
38

39 Councilmember Pfister asked Ms. Rogers if she would check on the cost to put in and remove
40 tree lights. She said there might be businesses in the community that would contribute. Mr.
41 Thompson said the electrical has been deleted from the trees and it would require several
42 generators.
43

44 Councilmember Smith suggested making the LED's white when the trees are first lit up.
45

46 Mr. Drury said a budget will be prepared for lights in the trees for council consideration.
47

1 **MOTION**

2
3 **Lori Pfister moved to approve \$1,000 from Reserves towards the purchase of the tree,**
4 **seconded by Kirby Smith. The motion carried unanimously 5-0.**

5
6 **Tab 7) Empty Bowls Charity Event**

7
8 Ms. Rogers said the city was approached by the Empty Bowl committee, which is an international
9 fundraising initiative whereby potters make clay bowls which are sold at a Harvest supper. All the
10 proceeds go towards purchasing food for Food Banks in the community. She said this is the third
11 season for this committee. The request is to use Wooton Park and some support services. She
12 said their goal is to paint 1000 bowls and raise \$10,000. The event is scheduled for October 17th
13 from 5:30 to 8:30 p.m. and the local restaurants will provide the soup.

14
15 **MOTION**

16
17 **Bob Grenier moved to approve the event and the request to use Wooton Park and city**
18 **support services, seconded by Lori Pfister. The motion carried unanimously 5-0.**

19
20 **Tab 8) Appointment of Council Representative to Lake Community Action Agency**

21
22 Mayor Wolfe designated Councilmember Gamble to be the representative to this board.

23
24 **Council consensus to approve the Mayor's designation.**

25
26 **Tab 9) Request for Approval of Change Order to Fox Run North Area Drainage Project**

27
28 Mr. Drury said there is an ongoing contract for the Fox Run drainage system. He said it has been
29 brought to the city's attention that there are five road crossings that are sinking due to the
30 stormwater pipes collapsing. He said the city is responsible for repairing roads and has been
31 patching them for a number of years. He said staff recommends that these roads be repaired
32 while the contractor is doing the current work. The cost estimate is \$96,669 which requires a
33 change order to the current contract. He said the funding would come from the stormwater budget
34 (\$48,000) and the remainder (\$50,000) would come from what was not used from the street loan.
35 He said staff has given Council the options of doing a change order, bidding out this work
36 separately or continuing to patch the roads.

37
38 Councilmember Smith asked if the Fox Run roads are city streets. Mr. Drury answered in the
39 affirmative.

40
41 Mayor Wolfe asked if there was public comment.

42
43 **Norm Hope, Fox Run**

44
45 Mr. Hope thanked the city for the improvements done in the southern drainage area which are
46 working well. He discussed the problem in the north area. He said the change order is for the
47 pipes that go between the ponds that go to the swale that goes into the canal which drains the

1 rest of Fox Run. He said when the plat was dedicated to the city the roads were part of that
2 dedication. He said the roads are collapsing because of the pipes underneath.

3
4 **MOTION**

5
6 **Sandy Gamble moved to approve Option 1 and to award the change order to Morr**
7 **Engineering in the amount of \$96,669 for the repairs and the replacement of the**
8 **infrastructure under the five roadways, seconded by Kirby Smith. The motion carried**
9 **unanimously 5-0.**

10
11 **Tab 10) Request for Improvements to Todd Way Cul de Sac in Imperial Terrace East**

12
13 Mr. Thompson said the request is for Council's direction concerning a request from the Imperial
14 Terrace East Homeowners Association for the cul de sac on Todd Way to be brought up to the
15 standards of the other four existing cul de sacs in their subdivision. Staff have met with the
16 residents and received a design from an engineer. The residents approved the proposed design.
17 The cost estimate is \$11,308. He said in terms of past projects, the City has not upgraded cul de
18 sacs unless there is a safety consideration.

19
20 Mayor Wolfe said he looked at the cul de sac. He suggested that the homeowners remove the
21 bedding and replace it with white rock. Mr. Thompson discussed the proposed design and
22 changes.

23
24 Councilmember Smith said the fiscal impact is \$11,308 out of reserves. He said he agreed with
25 the staff recommendation to proceed with the bidding process but request that Imperial Terrace
26 pay for the improvement.

27
28 Mayor Wolfe invited public comment.

29
30 **Elizabeth Olson, Imperial Terrace**

31
32 Ms. Olson said the cul de sac does not have proper drainage and when it rains the water stands
33 and the street is sinking because of that. She said the one drain fills with dirt and plugs. She said
34 there are not only garbage trucks, but also large dual trucks come in which have broken the
35 curbs. She said the ambulances and the fire truck also have a problem navigating the cul de sac
36 which is only 18 feet wide.

37
38 Councilmember Gamble stated the previous item was taken out of the road paving improvement
39 project. He asked if this would qualify for that fund. Mr. Drury said it would qualify.
40 Councilmember Gamble said if this is the city's property then it should be maintained.

41
42 Mayor Wolfe questioned the estimate. Mr. Drury said he felt when the bids come in, it will be at a
43 lower cost.

44
45 Mr. Drury said the engineer recommended keeping the tree and reducing the circle which will
46 gain two feet for the street.

1 **MOTION**

2
3 **Sandy Gamble moved to proceed with the bidding process and authorize a budget**
4 **amendment to the project from the road paving improvement project and to bring back the**
5 **award of bid to the Council, seconded by Kirby Smith. The motion carried unanimously 5-**
6 **0.**

7
8 **At 5:07 pm the meeting adjourned for a five minute break.**

9
10 **X. FISCAL YEAR 2011-2012 BUDGET**

11
12 **At 5:20 pm, the Mayor called the meeting to order.**

13
14 **Tab 11) Fiscal Year Budget 2011-12 and Five Year Capital Budget**

15
16 **Mr. Drury discussed the information that staff had brought back since the last meeting.**

- 17
18
- 19 • Quick reference guide on the CIP codes
 - 20 • Index of every department and division by fund
 - 21 • Corrected copy of Special Revenue Fund and identifying tab
 - 22 • Breakdown for legal fees – he noted they have projected to be higher for next year based
 - 23 on historical trends and activities going on the city (bond issues, closings, etc.)
 - 24 • Cemetery flagpole
 - 25 • Library major collections and spring and fall programs
 - 26 • Recreation programs with costs vs. revenue

27
28 **Ms. Rogers discussed the flagpole. She said it would be a larger lighted pole than the current**
29 **pole, however the item was cut. She reviewed the past library budgets for major collections noting**
30 **the budget has declined over the past seven years but that it is important to stay current. She**
31 **said county funding is directly related to circulation. She discussed the various materials that**
32 **make up the collection. She said for the ball leagues the revenues from participation exceed the**
33 **expenses.**

- 34
- 35 • Explanation for \$2475 being moved from the Farmer Market's tent and \$4000 being
 - 36 replaced in the Seaplane Budget – Ms. Houghton provided information.
 - 37 • List of all impact fees
 - 38 • Detailed listing of the special events
 - 39 • Copy of the agenda item that identified all of the previous community grants
 - 40 • Additional information on moving towards paperless – Ms. Barnett will be working on a
 - 41 "white paper" that gives various ideas and costs
 - 42 • Budget to be placed on the city's web site. Next year the goal is to break it up into
 - 43 sections to make it easier to download
 - 44 • List of the number of traffic lights, crossing lights, cost to maintain, and the reimbursement
 - 45 that is received from the state for state roads. It was noted that the school board does not
- pay for the crossings; the city pays the county to maintain all street lights.

- More information on the Public Communications Department (a power point presentation was made)
- Status of Fire Services and the Golden Triangle Fire District

Mr. Drury noted he had put \$4,000 in for the Renaissance Faire and that there is a representative from the Early Learning Coalition present who has requested \$5,000.

Renaissance Faire and Early Learning Coalition

Councilmember Pfister said she was still concerned about the process and she now understood that all that was needed was to submit a letter to the City Administrator.

Mr. Drury said he had put the funds into the budget for the Renaissance Faire. He said he has created a category called Special Events for those events that brings thousands of people to the community who stay in the hotels and impact economic development. He said the other category is social programs. He said there is a grant program for this category. He said Council could direct staff to put funds into the budget for community services and he would then activate the ranking committee.

Councilmember Pfister said she was never informed that Mr. Drury had taken the list for ranking these requests and divided them up. Mr. Drury said he felt he had provided full disclosure through the budgeting process. Councilmember Pfister said the Renaissance Faire is not in the City of Tavares and the city is carrying the majority of its costs.

Mayor Wolfe discussed the economic impact of the Renaissance Faire and the Duck Race on the City.

Mr. Drury said that at the beginning of the budget process he will try to do a better job of obtaining direction from Council as to what events and or programs they wish to fund. He added that Council has the option of making a decision at this meeting as to whether or not to fund certain items or asking staff to "flag" those items for later on.

MOTION

Kirby Smith moved to include the Renaissance Faire funding of \$4,000 in the upcoming budget, seconded by Sandy Gamble.

The motion carried 4-1 as follows:

Robert Wolfe	Yes
Kirby Smith	Yes
Bob Grenier	Yes
Sandy Gamble	Yes
Lori Pfister	No

Councilmember Pfister asked whether it included the in-kind services.

1 **MOTION**

2
3 **Kirby Smith moved to include the in-kind services associated with the Renaissance Faire,**
4 **seconded by Sandy Gamble. The motion carried 4-1 as follows:**

5
6 **Robert Wolfe** **Yes**
7 **Kirby Smith** **Yes**
8 **Bob Grenier** **Yes**
9 **Sandy Gamble** **Yes**
10 **Lori Pfister** **No**

11
12 **Bill Hartman, Early Learning Coalition**

13
14 Mr. Hartman said he is the Business Development Director for the Early Learning Coalition. He
15 discussed the event that they hold two days before the Renaissance Faire that brings in 1500
16 people. He noted if the city will give \$5,000, they are given federal funds on a 16: 1 ratio which
17 means the community will be given \$80,000 which goes back into the community to pay providers
18 and the employees of the providers. He discussed the budget cuts from the state government this
19 year. He said there are about 126 children in Tavares that receive services. He said they are
20 mandated by the state to offer the school readiness program which subsidizes child care for the
21 working poor. The stipulations for the program are that both parents have to work.

22
23 Mayor Wolfe asked if the audience had comments.

24
25 **Norm Hope, Fox Run**

26
27 Mr. Hope registered concern that two votes that were just taken were done without asking for
28 public feedback.

29
30 Mr. Drury asked if Council wanted the Early Learning request to be flagged or did Council wish to
31 vote on it at this time.

32
33 Mayor Wolfe asked for public comment.

34
35 **Denise Laratta**

36
37 Ms. Laratta said she was very disappointed in the Council Meeting. She said when a current
38 committee was dissolved it was stated that the citizen would have input into the budget by coming
39 to City Council meetings. She said she did not think the City should take money out of reserves.

40
41 Mr. Drury commented that the budget is balanced which includes a recommendation of taking
42 some funds from reserves. He discussed the city initiatives that have been done in order to keep
43 the city investing in itself. He said further cuts will require cutting programs.

44
45 Councilmember Pfister said she did not think a vote needed to be taken on Early Learning at this
46 meeting. She said she did not want it to be forgotten but it could be considered as the discussion
47 proceeds on the budget.

1
2 Public Communications
3

4 Councilmember Pfister said she felt the position needed to be dissolved. Mayor Wolfe said he
5 thought the position was needed and did not need to be dissolved. Vice Mayor Grenier said it is a
6 position that needs to remain and that he appreciated the information from power point
7 presentation. Councilmember Smith said he did not think it was a luxury position when the city
8 was in the process of being branded and trying to entice new businesses. Councilmember
9 Gamble said he liked the fact that the tasks were being done by one person instead of being
10 assigned to different people.

11
12 Mayor Wolfe asked for public comment.
13

14 Charlotte Hope
15

16 Ms. Hope said she would like to know what the three bids were last year and who won for the
17 newsletter printing and if this year if it will be sent for bid to the same companies. She asked how
18 many copies are printed. Ms. Ross said 8700 are printed. Ms. Ross said 7500 are inserted in the
19 water bill, the employees have been added and some of the larger mobile home parks have been
20 added. Ms. Houghton said Council recently awarded a new contract to Pinnacle which is in
21 Georgia. Ms. Hope asked if it was advertised locally and Mayor Wolfe confirmed.
22

23 Denise Laratta
24

25 Ms. Laratta said Tavares has excellent employees and that she hoped that each department
26 head had the ability to speak to the media. She said she thought the increased media attention
27 was due to the activities of the city. She said she did not think a budget could be considered
28 balance based on including reserves.
29

30 Millage and Budget
31

32 Councilmember Gamble asked the difference in revenue between the current 6.95 millage and
33 the budgeted 6.89. Ms. Houghton responded "\$20,000." He said he believed there are 14
34 departments and if each department could come with a cut of \$31,011 it would mean the city
35 would not have to go into reserves.
36

37 Mr. Drury commented that to make further cuts would mean services and that he would need
38 direction. He offered to meet with Mr. Gamble individually or discuss it further at the Budget
39 Workshop.
40

41 Dehumidifier for Records Room
42

43 Councilmember Gamble said he felt a dehumidifier needed to be added to the budget. Mr. Drury
44 noted Mr. Hayes had offered to donate his residential dehumidifier but he would look at adding
45 this item back in.
46

47 Councilmember Smith asked the residents in the audience if they had suggestions for cuts.

1
2 Charlotte Hope

3
4 Ms. Hope said she would be putting her suggestions into writing. She suggested that the city
5 should consider recovering the liens and fines owed to the city.

6
7 Mayor Wolfe responded that the city is in the process of addressing this matter. Attorney Williams
8 noted that a lot of the fines and liens are against homesteaded property which will not be
9 affected, but that a program will be developed to address non-homesteaded property.

10
11 **XI. OLD BUSINESS**

12
13 None.

14
15 **XII. AUDIENCE TO BE HEARD**

16
17 None

18
19 **XII. REPORTS**

20
21 **Tab 12) City Administrator**

22
23 None.

24
25 **Tab 13) City Council**

26
27 **Councilmember Pfister**

28
29 Councilmember Pfister said she will not be at the August 17th Council Meeting as she is taking
30 her daughter to Notre Dame in South Bend, Indiana.

31
32 **Councilmember Gamble**

33
34 Councilmember Gamble noted he is temporarily without a cell phone.

35
36 **Vice Mayor Grenier**

37
38 None

39
40 **Councilmember Smith**

41
42 Councilmember Smith said he will not be in attendance at the August 17th meeting. He said he
43 would like discussion of annexation of Hickory Point to be on the first meeting in September.

44
45 **Mayor Wolfe**

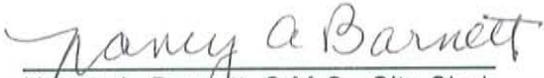
46
47 None.

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11

Adjournment

There was no further business and the meeting was adjourned at 7:06 p.m.

Respectfully submitted,


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

CITY OF TAVARES
MINUTES OF REGULAR COUNCIL MEETING
AUGUST 17, 2011
CITY COUNCIL CHAMBERS
4:00 p.m.

COUNCILMEMBERS PRESENT

Robert Wolfe, Mayor
Bob Grenier, Vice Mayor
Sandy Gamble, Councilmember

ABSENT

Lori Pfister, Councilmember
Kirby Smith, Councilmember

STAFF PRESENT

John Drury, City Administrator
Lori Houghton, Finance Director
Kaely Smith Frye, City Attorney
Nancy Barnett, City Clerk
Chief Stoney Lubins, Police Department
Mike Fitzgerald, Zoning Technician
Chief Richard Keith, Fire Department
Chris Thompson, Public Works Director
Joyce Ross, Communications Director
Bill Neron, Economic Development Director
Tammey Rogers, Community Services Director
Brad Hayes, Utilities Director
Lori Tucker, Human Resources Director

I. CALL TO ORDER

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

II. INVOCATION AND PLEDGE OF ALLEGIANCE

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

Recognition of Elected Officials

Mayor Wolfe welcomed the following elected officials: Representative Larry Metz, County Commissioner Leslie Campione, and County Commissioner Jimmy Connor.

III. APPROVAL OF AGENDA

MOTION

1 **Bob Grenier moved to approve the agenda, seconded by Sandy Gamble. The motion**
2 **carried unanimously 3-0.**

3
4 **IV. APPROVAL OF MINUTES**

5
6 **MOTION**

7
8 **Sandy Gamble moved to approve the minutes of July 13, 2011 as submitted, seconded by**
9 **Bob Grenier. The motion carried unanimously 3-0.**

10
11 **V. PROCLAMATIONS/PRESENTATIONS**

12
13 **Presentation from Osprey Lodge and Groundbreaking**

14
15 Ms. Ross introduced Tom Hofmeister of the Osprey Lodge project.

16
17 Mr. Hofmeister welcomed all present to Osprey Lodge and conducted a ground breaking
18 ceremony. He introduced his business partner, Dave Croson. Mr. Croson expressed appreciation
19 to all the elected officials for attending and to the City for their assistance in making the project
20 come to fruition. He stated he is a seaplane pilot. He recognized his wife and father who were in
21 attendance and Peter Johnson, the caregiver manager who runs several successful facilities in
22 the Ocala area.

23
24 Mr. Hofmeister discussed the three year visioning process he and Mr. Croson had carried out in
25 researching and making plans for this project. He discussed animal therapy and then introduced
26 the first "resident" of Osprey Lodge—Mary Ann, a purebred collie. Mary Ann arrived on a wagon
27 designed as a seaplane escorted by the granddaughter of Tavares resident Betty Burleigh.

28
29 **At 4:15 pm Mayor Wolfe adjourned the meeting for a short break.**

30
31 **At 4:19 pm Mayor Wolfe re-convened the meeting.**

32
33 **Tab 3) Introduction of Scott Blankenship, Economic Development Director for Lake County**

34
35 Mr. Neron introduced Mr. Blankenship.

36
37 Mr. Blankenship presented a power point presentation on the Lake County economic
38 development action plan. He discussed the department's plans for decentralizing their services
39 and establishing regional incubators.

40
41 **Tab 4) Presentation from BESH Engineering on 30% Design Completion of Alfred Street**
42 **Project**

43
44 Mr. Drury reviewed the visioning process and the background to the one way pairing of Alfred
45 Street project. He noted the County is paying for the improvements while the city manages the
46 project.

47

1 Duane Booth, project manager of BESH engineering, stood to speak. He said there had been
2 some changes since the original PD&E study. He discussed the following:

- 3
- 4 • The east end has stayed the same since the PD&E study (including alignments)
- 5 • The west end has had the most changes because of the property acquisitions on the west
6 end with the School Board.
- 7 • With opportunities that came with the purchase of the School Board property, the section
8 to the north of Caroline will be city owned and the part to the south will be owned by the
9 County. .2 acres of the County property will be taken but the county gains about 1.1 acres.
- 10 • The landscape islands at the intersections have about 25 parking spaces that are parallel
11 on both streets with turn lanes at every intersection
- 12 • There are four traffic signals planned
- 13 • The survey is 100% complete with all the right of ways identified; utility locates have been
14 done
- 15 • The next step is to look at more details of grading, drainage and utility adjustments
- 16 • He noted that staff have been meeting with property owners; letters have gone out to all
17 property owners
- 18 • He said on the west end, as the traffic comes around the curve at the bottom where Alfred
19 comes back near Barrow, there are two properties with some issues. Part of the
20 agreement with the County is leaving the building currently occupied by the School Board
21 facilities management so it can be occupied for some period of time. The challenge has
22 been how to get through the corridor without impacting property owners and without
23 impacting this County building. Staff has considered acquiring the two properties, the
24 southern property and a corner of the back property. Mr. Drury acknowledged negotiation
25 is ongoing and it will involve some part of that property. He said that issue will come back
26 to Council in a couple of months for final approval.
- 27 • Road sections: Noted they have changed slightly from the PD&E study based upon mainly
28 what the survey has revealed. The road widths, the 12 foot lane, the 10 ft. parking aisle,
29 the curb and gutter, the 7 ft. bike and walking path, and the 5 ft. sidewalk on the other side
30 remain the same.
- 31 • Bump Outs: He noted that there had been some concern about the bump outs on Main
32 Street, however the through lane being designed for Alfred Street will emphasize traffic
33 flow. He described the islands and turn lanes.
- 34 • Alleyways: The truck turning movements at the alleyways have posed some issues. He
35 said he had met with Mr. Thompson to look at the needs of the sanitation trucks and their
36 turning movements. He said it is not as critical on Caroline but is more of an issue on
37 Alfred Street. He said they are proposing not to have the landscape islands at some of the
38 alleyway intersections to allow the trucks to make the turning movements.
- 39

40 Mayor Wolfe asked if the garbage truck route could be modified. Mr. Booth and Mr. Thompson
41 confirmed that the routes will be reviewed.

42
43 Mayor Wolfe asked the audience if they had comments.

44
45 John Boulware, 1913 Oak Circle

46

1 Mr. Boulware said he was a liaison between the Union Congregational Church and the city. He
2 expressed appreciation for the city's helpfulness in educating its members. He commended Mr.
3 Skutt and his staff for their cooperation.

4
5 **VI. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EXPARTE CONTACTS**

6
7 Attorney Frye noted there were no quasi-judicial items on the agenda.

8
9 **VII. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD**

10
11 None

12
13 **VII CONSENT AGENDA**

14
15 Mayor Wolfe asked if anyone in the audience had objections to Tab 5, Approval of Ranking for
16 Special Magistrate.

17
18 **MOTION**

19
20 Bob Grenier moved to approve the Committee's recommendation [Rick Joyce], seconded
21 by Sandy Gamble. The motion carried unanimously 3-0.

22
23 **Lx. ORDINANCES/RESOLUTIONS – PUBLIC HEARING**

24
25 **X) RESOLUTIONS**

26
27 **XI, GENERAL GOVERNMENT**

28
29 **Tab 6) Finalize Budget for Pier and Pavilion Contract**

30
31 Ms. Rogers stated this is the request to accept the business plan for operating the pavilion, to
32 adopt the financing plan, and to establish the budget at 3.6 million.

33
34 Ms. Rogers noted that building the pavilion was part of the planned build out for Wooton Park.
35 She said it was left to the end of the project because of the time needed to obtain the FDEP
36 permit. She said the engineer is BESH and the architectural firm is Bob Blaise. The construction
37 at risk contract was awarded by Council to Emmett Sapp and staff will be bringing back that
38 contract for approval.

39
40 Ms. Rogers stated that the citizens had asked the City to revere its past which is reflected by the
41 decision to re-construct the pavilion. She said the pavilion was constructed in 1912 and then
42 dismantled in 1961.

43
44 Ms. Rogers discussed the kinds of businesses that are anticipated to be created as a result of the
45 pavilion: florist shops, tuxedo rental, wedding planning, etc. She stated that the pavilion will hold
46 approximately 150 seats on both levels. She said the pier will be 45 feet, 150 feet in length and
47 will be built to accommodate vehicles so deliveries can be made. She said the city is anticipating

1 many types of events to be held at the pavilion. She said an internal design team has been
2 formed. Ms. Rogers showed a power point presentation that she developed for a presentation to
3 the Tourist Development Council.

4
5 Mr. Drury said the full business plan with all projected expenses and occupancy rates are in the
6 agenda packet.

7
8 Ms. Houghton presented the proposed funding. She said there are capital project funds from the
9 Wooton Park Seaplane Loan that was taken out in 2007 which has approximately 1.3 M left. In
10 addition the city has applied for a grant with the Lake County Tourist Development Council.

11
12 Ms. Houghton said staff is recommending to complete the project via an interfund loan at 2.2 M
13 from the water and sewer operational reserve, impact fee and renewal and replacement funds.
14 Those funds will be paid back through projected revenues from the pavilion. Projected revenues,
15 expenses and cash flow have been analyzed in order to pay back the loan as soon as possible.
16 For the first year, the projected revenues have been based on 60% occupancy which is less than
17 the revenues generated by a similar facility in Lake Mary during its first year. The annual debt
18 service will be based on interest only payments for the first five years so that the new fund can
19 build cash reserves based on a 1.5% interest rate. The current investment yield is below the
20 1.5%. Staffing needs have also been identified. In addition there is an allowance for additional
21 staffing for contingencies. The first year \$92,407 will be contributed by the General Fund for
22 salaries and the second two years reimbursement goes back to the General Fund but the
23 General Fund will forgive those numbers in order to build up reserves.

24
25 Ms. Houghton said a reimbursement resolution will be brought back to City Council so that if the
26 City decides to issue debt to pay back the utility fund a reimbursement resolution will be on file
27 that will allow the city to do so.

28
29 Councilmember Gamble said in 2012, \$5,000 is shown for equipment. Ms. Houghton said it is a
30 contingency fund for two years for unanticipated smaller pieces of equipment.

31
32 Mr. Drury discussed the background of the project including the citizen visioning process. He
33 noted Councilmember Pfister is the liaison for the project but could not attend because she is
34 taking her daughter to college. He read a letter from Councilmember Pfister into the record:

35
36 *"There is nothing wrong with change, if it is in the right direction!"*

37
38 *An inspirational quote by Winston Churchill comes to mind as Tavares has transformed itself from an*
39 *economically struggling existence, into a community reaching for the stars. It is evident that we are headed*
40 *in the right direction, not only to ease the burden of supporting the county seat on our residents, but to*
41 *increase their property values as we become the "go to place," all while maintaining our close-knit*
42 *neighborhood ambience.*

43
44 *The "crown jewel" of our planned evolvement is the pavilion project. As council liaison to this project, it*
45 *has taken years to get to this point. Countless hours in meetings with DEP and calls directly to the*
46 *Governor were efforts expended that were very rewarding as approval for this unique, like no other*
47 *project, was finally granted. Wow! How fortunate are we to have permits to rebuild the Tavares Pavilion in*

1 *the location where it once served the residents of this community as a gathering place to celebrate and*
2 *instill memories to last a lifetime. Conceptual designs are complete, and the contractor in place to break*
3 *ground, or should I say "part water" for this rare, much anticipated addition to "America's Seaplane City."*
4

5 *In these tough economic times, our community cannot afford to rebuild the pavilion for a historical*
6 *presence only. It must be an investment, with a business plan put in place that leaves no doubt to a*
7 *rewarding return on said investment. One point two million dollars is the remaining budget for this project*
8 *which leaves a deficit within reason. All efforts to secure grants and additional funding from outside*
9 *sources have been exhausted. I am requesting the support of my fellow council members to fund the*
10 *balance needed by approving an internal, low-interest loan to complete this project as designed, an*
11 *amazing facility, offering a piece of history, but designed with promise of the future.*
12

13 *Thanking you in advance for your consideration and approval of this request.*
14

15 *Lori Pfister, Council member*
16

17 Vice Mayor Grenier recognized Ms. Betty Coven whose father built the original pavilion. He said
18 the Tavares Improvement Association was the group that spearheaded the original pavilion,
19 similar to the citizen's Visioning group that met more recently. Vice Mayor Grenier stated he
20 supported the project both as an economic tool and for its historical value.
21

22 Ms. Houghton stated that Mark Galvin, financial consultant from Southwest Financing has
23 reviewed the plan and is present to answer questions.
24

25 Mayor Wolfe asked for comments from the public.
26

27 John Boulware, 1913 Oak Circle
28

29 Mr. Boulware said when the original pavilion was standing there was open acreage between Main
30 Street and the pavilion. He questioned the parking plans.
31

32 Mr. Drury responded that the Master Plan includes relocating the Public Works facility currently
33 on Disston Avenue out to the Woodlea Sports Park and that area will become the parking area.
34 He said it will be phased in as first a paved flat area but eventually will be a four story garage.
35

36 Mr. Drury said the Fire Department will be locating to a public safety complex and the Historical
37 Society has an interest in the historical train station building currently housing the Fire
38 Department.
39

40 Mr. Cameron, Vice President Director of Cline Marine Operations
41

42 Mr. Cameron said they were the contractor for the pier and boat ramp at Wooton Park and did the
43 test piling for the architect for the proposed pavilion. He congratulated the City for the work that
44 has been done. He said he was still owed monies for his work.
45

46 Jerry Wosika, Reserve Drive, Tavares
47

1 Mr. Wosika said he would prefer to see the pavilion built for the remaining funds and not take out
2 the loan. He discussed issues about the source of the loan, the contingency fund, parking,
3 proposed rental fees, etc. He said the city should encourage a private company to build the
4 facility and run it. He said there are other facilities in the area that already provide a similar level
5 of service so the government will be competing against private business.

6
7 Mark Andrews, 1100 St. Clair Abrams

8
9 Mr. Andrews said it is tough economic times but he noted in 1925 and 1927 the United States
10 began Mt. Rushmore and the Hoover Dam because the government is supposed to inspire and
11 provide larger projects that cannot be afforded by individual citizens or corporations. He spoke in
12 support of the project.

13
14 Colleen McGinley, Executive Director, Tavares Chamber of Commerce

15
16 Ms. McGinley said she is also a business owner in Tavares and is a resident. She spoke in
17 support of the project based on feedback she has received from many sources.

18
19 Robbie Cunningham, Owner of Trident Pontoons

20
21 Mr. Cunningham said he was instrumental in building the docks at the Seaplane Basin. He said
22 he is owed payments from the previous work. He said he thought it was a great initiative for the
23 City of Tavares.

24
25 Linda Bennett, Business Owner and President of the Chamber of Commerce

26
27 Ms. Bennett said she moved to Tavares in 2005 and attended some of the visioning sessions.
28 She said she had been impressed by the leadership of Tavares. She spoke in support of the
29 project.

30
31 Ze Carter, Business Owner, Ruby Street

32
33 Ms. Carter said this is her second location for her business and her decision to move to the new
34 location was the development that was going on downtown. She spoke in support of the project.
35 She said the price stated for the ballroom probably was too high. She asked for information on
36 how the caterers would be chosen. Ms. Rogers said the city will do an RFQ and will have a
37 preselected group of caterers. Ms. Carter asked that consideration be given to local businesses.
38 She acknowledged that she understood the bidding process.

39
40 Council Discussion

41
42 Councilmember Gamble said he had recently spoken to a restaurant owner outside of Tavares
43 who had remarked that Tavares is business friendly. He said he would want to have Council
44 review the RFQ process for caterers.

45
46 **MOTION**

47

1 **Bob Grenier moved to accept the proposed business plan, the proposed financing plan to**
2 **borrow two million from Utility Reserves at 1.5% interest and set the pavilion on the Lake**
3 **budget at 3.36 million. The motion was seconded by Sandy Gamble.**

4
5 Mayor Wolfe said he thought it was important for the city to invest in itself. He said the residents
6 have already paid into the reserve fund and will now get a return for their investment.

7
8 **The motion carried unanimously 3-0.**

9
10 **Mayor Wolfe asked for a short recess at 6:01 pm. The meeting was reconvened at 6:06 pm.**

11
12 **Tab 7) Foreclosure of Non-Homesteaded Properties with Outstanding Code Enforcement**
13 **Liens**

14
15 Chief Lubins made the following report:

16
17 *There are properties within the city that have code enforcement liens placed against them as a result of*
18 *non-payment of fines associated with a code enforcement action due to non-compliance with the various*
19 *codes of the city.*

20
21 *The properties of concern are those that are not homesteaded and involve both residential and commercial*
22 *parcels. The code enforcement department has a voluntary compliance rate of approximately 97%,*
23 *therefore this program would involve approximately 3% of the total actions taken by the code enforcement*
24 *officer.*

25
26 *Staff proposes that city council approve a program that instructs staff to determine the economic viability of*
27 *foreclosing on a code enforcement lien. Any property that has an outstanding lien beyond ninety (90) days*
28 *would undergo review. Recommended staff includes the City Administrator; City Finance Director; and City*
29 *Code Enforcement Officer with consultation from the City Attorney. With staff recommendation, the*
30 *proposed properties will be presented to city council for approval. Upon approval, the city council will*
31 *instruct the city attorney to begin the foreclosure process.*

32
33 *It is not the intent to initiate a policy that is designed to generate revenue; instead this policy would be*
34 *designed to promote compliance while protecting property values of surrounding property owners.*

35
36 Councilmember Gamble recommended that the review committee should include the mayor.

37
38 Mayor Wolfe asked for public comment.

39
40 Linda Bennett, Chamber of Commerce

41
42 Ms. Bennett asked if there would be a minimum of code enforcement fees for those properties
43 being reviewed.

44
45 Mr. Drury responded that this would be for properties that have already gone before a judge,
46 whereby the judge has ordered a fine and the owner has not paid the fine for a determined period
47 of time. The city will appoint a committee to review the properties. He noted it was for properties
48 where the owner does not live in the home.

49

1 **MOTION**

2
3 **Sandy Gamble moved to approve Option 1, to authorize the city to organize a foreclosure**
4 **program and begin determining the economic viability of all active code enforcement**
5 **liens, ultimately foreclosing on those code enforcement liens recommended by the staff.**
6 **The motion was seconded by Bob Grenier. The motion carried unanimously 3-0.**

7
8 **Tab 8) Recommendation to Adjust Gazebo Rental Fees**

9
10 Mr. Neron stated that the rental rates for the park gazebos have not been adjusted since 2002.
11 He said staff have reviewed comparative rental rates and have found the city's rates are lower
12 than the standard charged by other comparable entities.

13
14 **MOTION**

15
16 **Bob Grenier moved to approve the four gazebo rental rates as recommended in the**
17 **schedule presented in the agenda packet, seconded by Sandy Gamble. The motion carried**
18 **unanimously 3-0.**

19
20 **Tab 9) Proposal to Adjust Splash Park Schedule of Operation**

21
22 Mr. Neron stated that during the budget review process the data for the Splash Park was
23 analyzed for last year compared to the current year. It was determined that during the month of
24 September and October weekends, once school starts attendance drops dramatically. Last year
25 expenses exceed revenues during these periods. Staff is recommending the park only be open
26 on the weekends in September after the Labor Day weekend, and officially close for the season
27 as of September 30th.

28
29 Councilmember Gamble said he has had people ask him why the Splash Park does not open in
30 the middle of March. Mr. Neron said staff will consider starting on weekends in mid March next
31 year and monitor the attendance.

32
33 Mayor Wolfe asked for audience comment

34
35 **MOTION**

36
37 **Sandy Gamble moved to approve the staff recommendation [open on weekends only in**
38 **September after Labor Day weekend and officially close for the season on September 30th],**
39 **seconded by Bob Grenier. The motion carried unanimously 3-0.**

40
41 **Tab 10) Change in Operational Procedure and Day for Downtown Farmer's Market**

42
43 Mr. Neron reviewed the past procedure of hiring an outside coordinator and having the market on
44 Tuesdays. He said staff have reviewed this and are now recommending coordinating this service
45 in-house by the seaplane marina staff and changing the day of the week from Tuesday to Friday.
46 The new site being recommended is on the grass triangle next to the train station. He said the
47 goal is to acquire two quality produce vendors, along with bakery, florist vendors etc.

1
2 Vice Mayor Grenier spoke in support. He asked Mr. Neron for his opinion regarding potential
3 damage to the lawn.

4
5 Mr. Neron answered that he did not think one half day use, one day a week would have great
6 impact but staff will monitor. Councilmember Gamble questioned whether a flood from heavy
7 rains would be a problem. Mr. Neron said he did not think this would be an area that would be
8 significantly impacted by standing water.

9
10 Mayor Wolfe asked for comment from the audience.

11
12 **MOTION**

13
14 **Bob Grenier moved to approve Option 1 [approve city staff coordinating the Tavares**
15 **Farmer's Market to be held on Fridays during October – April in the triangle grassy area**
16 **next to the Train Platform at Wooton Park], second by Sandy Gamble. The motion carried**
17 **unanimously 3-0.**

18
19 **XII. FISCAL YEAR 2011-2012 BUDGET**

20
21 Mr. Drury said this is an opportunity for the City Council to continue its discussion on the Fiscal
22 Year 2012 budget. He noted that Council has discussed the budget on July 20, July 27, and
23 August 3. He said there are two additional public hearings on the budget on September 7 and 21.

24
25 Councilmember Gamble said he met with Ms. Houghton and Mr. Drury to review the budget for
26 possible cuts because of expenditures. He said Ms. Houghton had pointed out the revenue side
27 of the expenditures which was very helpful.

28
29 Vice Mayor Grenier said he has no additional questions or comments at this time. He said Ms.
30 Houghton and Mr. Drury have also assisted him with understanding the budget proposals.

31
32 Councilmember Gamble said one of the things that concerned him was that departments may
33 change what they wish to purchase mid-year. He said Ms. Houghton and Mr. Drury have assured
34 him that if the departments wish to purchase something different than what was originally
35 identified they must bring that information back to Council.

36
37 Mr. Drury noted the city has a very good pre-audit process and when an item is being spent it
38 goes into a requisition process whereby the Finance Department reviews the item and ensures it
39 was budgeted and that funds are available and that it serves a valid public purpose. In addition he
40 noted the annual audit also reviews the purchases.

41
42 **XIII. OLD BUSINESS**

43
44 Mayor Wolfe asked for an update on the Request for Qualifications for banking.

45
46 Ms. Houghton acknowledged that she is behind in finalizing the RFQ, and has discovered there
47 are more technical issues to be considered than she had anticipated.

1
2 Mr. Drury asked when the RFQ would be sent out. Ms. Houghton said it would be done within 30
3 days.

4
5 **XV. AUDIENCE TO BE HEARD**

6
7 None.

8
9 **XVI. REPORTS**

10
11 **Tab 12) City Administrator**

12
13 Mr. Drury noted that the citizens had wanted the city to be a "capital" city in their vision statement
14 and he said he did not think the city could be a capital city without a convention center. He
15 commended the Council for their decision and noted this action honors the hard work done by the
16 participants in the visioning process. He commended Ms. Rogers as the lead project coordinator.

17
18 **City Clerk**

19
20 Ms. Barnett congratulated Councilmember Gamble and Councilmember Smith for being re-
21 elected to Council.

22
23 Mr. Drury added that since no one else qualified as of August 15th, the two councilmembers have
24 been elected and will be sworn in in November.

25
26 **Utility Director**

27
28 Mr. Hayes gave an update on the work being done in Fox Run and on the reclamation project on
29 SR 19.

30
31 **Community Services Director**

32
33 Ms. Rogers expressed appreciation to Council for their decision on the pavilion. She reminded
34 everyone of the art stroll this Friday from 5:30 pm to 8:30 pm.

35
36 **Finance Director**

37
38 Ms. Houghton noted that fiscal year end is coming up and staff will be working on the banking
39 RFQ as well as the end of the year process.

40
41 **Tab 14) City Council**

42
43 **Councilmember Gamble**

44
45 Councilmember Gamble thanked the residents for being able to serve the city for two more years.

46
47 **Vice Mayor Grenier**

1
2 Vice Mayor Grenier commended Mr. Hayes and Ms. Ross for the opening ceremony last week for
3 the reclamation project. He noted Major St. Clair Abrams [the founder of Tavares] had built many
4 buildings in the city and stimulated the economy. He said he is proud of honoring the history of
5 Tavares through the pavilion project. He noted his father's art work will be on display this Friday
6 at the art walk. He commended Mr. Neron on the news of the tourist train. He noted that he has
7 an exciting DVD of train history from the Railroad Historical Society of America that focuses on
8 Tavares that he will be providing to staff for the web site. He said it will also be shown at the Civic
9 Center for the Tavares Historical Society.

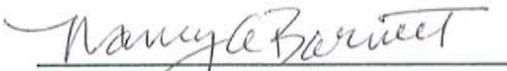
10
11 **Mayor Wolfe**

12
13 Mayor Wolfe thanked Mr. Hofmeister for the groundbreaking and expressed appreciation for his
14 investment in Tavares and the jobs that will be created.

15
16 **Adjournment**

17
18 There was no further business and the meeting was adjourned at 6:42 p.m.

19
20 Respectfully submitted,

21
22
23 
24 _____
25 Nancy Barnett, City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
SEPTEMBER 7, 2011**

AGENDA TAB NO. 2

**SUBJECT TITLE: LAKE ELSIE RESERVE – MINOR SUBDIVISION PLAT
AMENDMENT**

OBJECTIVE:

To approve a minor subdivision plat amendment to the Lake Elsie Reserve Subdivision on Dora Avenue.

SUMMARY:

KB Homes has purchased the remaining vacant lots in Lake Elsie Reserve on Lake Dora Drive. This subdivision surrounds an existing parcel of property on which a single family dwelling exists. KB Homes has also purchased this property. The applicant is proposing to demolish this home and create four additional lots that will be incorporated into this subdivision.

A final amending plat has been submitted and reviewed by staff. The plat meets all the requirements of the City of Tavares' Land Development Regulations and the City of Tavares' Comprehensive Plan.

OPTIONS:

1. That City Council moves to approve the plat of the minor subdivision amendment to Lake Elsie Reserve.
2. That City Council denies the proposed subdivision amendment.

STAFF RECOMMENDATION:

Staff recommends that City Council moves to approve the plat of the minor subdivision amendment to Lake Elsie Reserve.

FISCAL IMPACT:

No fiscal impact.

LEGAL SUFFICIENCY:

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

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: SEPTEMBER 7, 2011**

AGENDA TAB NO. 3

SUBJECT TITLE: Palm Gardens Solid Waste Collection

Informational Summary

Palm Gardens RV Park and Cottages, located at 1661 Palm Gardens Street Tavares, FL., was annexed into the City of Tavares on December 5, 2007. At that time, a contract was in place with Waste Management Services for their solid waste collection. This contract has expired. Per City Ordinance, the City of Tavares must assume the responsibility to provide this service.

The Director of Public Works, the Solid Waste Supervisor and Keith Buse, the owner of Palm Gardens, met on several occasions to discuss this transition, provide options and work out the details. Two options were presented: twice per week curbside service, utilizing 95 gallon City owned trash cans, or dumpster service. It was mutually agreed that the curbside service (presently used by Waste Management Services) would be the preferred method.

The Tavares Public Works department sent a certified letter to Mr. Buse informing him that January 23, 2012 will be the date for this transition to begin. This date will provide adequate time for notifying their present provider (Waste Management Services) and also provide time for proper notification by the owner to the affected residents. It is the City's mission to provide Palm Gardens with the same professional service as is now provided to the rest of the community.

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: September 7, 2011**

AGENDA TAB NO: 4

SUBJECT TITLE: DRAFT ORDINANCE TO PROVIDE FOR LIENS OF UNPAID WATER, WASTEWATER AND RECLAIMED WATER CHARGES.

OBJECTIVE:

To obtain approval of proposed draft ordinance to amend the City's Land Development Regulations to allow the City to place and perfect a lien upon real property for unpaid utility service charges. The ordinance also allows provides for the addition and collection of late fees for reclaimed water service.

SUMMARY:

At the June 15, 2011 City Council meeting, Council directed staff to prepare a draft ordinance which would allow for filing property liens on real property for uncollectible utility charges and/or fees.

At Council's direction, the City has drafted the attached ordinance for Council's review. This ordinance allows for a lien for unpaid utility service charges to be placed upon the real property should these charges remain unpaid for a period of ninety (90) days from the date they are due. Within the ordinance, the types of charges are defined, and the amendment includes a provision for late fees and liens for reclaimed water charges; although reclaimed water is not yet provided to our citizens, implementation of the reclaimed water program is underway, and must be included in charges eligible for late fees and/or lien action.

OPTIONS:

- 1) Approve the draft ordinance allowing for utility liens as prepared and request staff to assign an ordinance number and to bring the ordinance back to the City Council for First Reading.
- 2) Do not approve the draft ordinance.

STAFF RECOMMENDATION: Move to approve the draft ordinance allowing for utility liens as prepared and request staff to assign an ordinance number and to bring the ordinance back to the City Council for First Reading.

FISCAL IMPACT:

A lien ordinance will increase collectability of delinquent and uncollectable accounts, and provide improved collectability in bankruptcy and foreclosure cases.

LEGAL CONSIDERATIONS: The City Attorney has reviewed this request.

ORDINANCE 2011-__

AN ORDINANCE AMENDING SECTION 17-57 OF THE CITY OF TAVARES LAND DEVELOPMENT REGULATIONS TO PROVIDE FOR COLLECTION OF LATE FEES FOR RECLAIMED WATER; PROVIDING A LIEN FOR UNPAID WATER, WASTEWATER, RECLAIMED WATER CHARGES; AND PROVIDING AN EFFECTIVE DATE.

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

Section 17-57 of the City of Tavares Land Development Regulations is hereby amended to provide as follows:

Sec. 17-57 Collection of Charges; Late Fees.

(A) All water, reclaimed water, and wastewater utility treatment charges shall be due and payable at the city hall within twenty (20) days following the date of billing. There shall be added to and collected on each and every charge for water, reclaimed water, wastewater provided by the city, and not paid within twenty (20) days from the date of billing, a late fee of five (5) percent of the total bill.

(B) If the failure to pay the service charge continues for a period of ninety (90) days from when said charge has become due, the City shall send to the person responsible for said bill a notice that a lien for the unpaid utility service charges will be placed upon the real property so served. This notice shall be sent by certified mail return receipt requested. If, within ten (10) days of the mailing of this letter, the City has not received payment in full, it shall be entitled to impose a lien upon the real property so served as allowed by law. This lien shall be recorded in the Public Records of Lake County, Florida and may be foreclosed upon in a manner as provided in Section 159.17, Florida Statutes. The City will be authorized to include in the lien amount the late fees, its attorneys' fees, and costs in the foreclosure proceedings. The lien shall have priority over all other liens on such lands or premises served except the lien relating to State, County and municipal taxes and shall be on a parity with the lien of such State, County and municipal taxes.

This Ordinance shall take effect immediately upon adoption.

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

Robert Wolfe, Mayor
Tavares City Council

45 ATTEST:

46

47

48 _____
Nancy Barnett, City Clerk

49

50

51 Approved as to Form:

52

53

54

55 _____
Robert Q. Williams, City Attorney

56

57

58 Passed First Reading: _____

59

60 Passed Second Reading: _____

AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: September 7, 2011

AGENDA TAB NO. 5

**SUBJECT TITLE: Resolution #2011-18 -Tentative Millage Rate for FY 2012
& Public Hearing**

OBJECTIVE:

To consider the approval of Resolution 2011-18 – Tentative Millage for FY 2012 and receive public input.

SUMMARY:

The tentative millage rate is based on the following assumptions and details:

- Ad valorem millage rate of 6.95 mills which is 9.29%% less than the rollback rate of 7.6618 mills
- An assessed taxable property value of \$624,303,974 which is a decrease of 7.89% from the prior year
- No Cost of Living increases for employees (CPI as of March 2011 = 2.7)
- No Merit increases for employees
- FRS employer contributions are budgeted at blended rates as rates will increase effective July 1, 2012 (5.331% *Regular Class* & 8.838% *Senior Management Class*)
- Staffing level decreases – do not fund 2 positions (GIS Technician, Police Officer)
- Fire Pension contribution rate decrease from 22% to 21.1%
- Police Pension contribution rate remains unchanged at 21.2%
- Health insurance increases budgeted at blended rate of 7% (*assumes 50% participation in new health plan*)
- Employees will pay 50% of premium cost for family health coverage
- Employees will pay 50% of premium increases for health insurance
- Proposed budget includes capital lease for a VOIP Phone System for telephone expenditure savings
- Proposed Budget includes capital lease for purchase of replacement solid waste automated truck
- Proposed Budget includes capital lease for purchase of replacement street sweeper
- Proposed Budget includes sponsorship for the Renaissance Faire in the General Fund in the amount of \$4,000.
- Workers' compensation rate increase of 5%
- General liability rate increase of 5%

- Push capital replacements until the following year
- Fund only operational costs critical to the service delivery mission
- Maintain a similar level of service.
- Reserve appropriations of \$390,059 (revised from draft budget to include maximum millage rate of 6.95, additional revenues anticipated from CST Tax and Municipal Revenue Sharing)
- The General Fund proposed Reserve Fund Balance is proposed at \$1,296,257 or 11.1%.

Previously the City Council discussed the proposed FY 12 Budget at the following public meetings:

- February 16 – Council discussed broad budget goals
- March 2 – Council set broad budget goals
- July 13th - Draft Budget Presentation
- July 20th – Council Budget Workshop
- July 27th - Council Set Maximum Millage
- August 3th – Council Budget Workshop
- August 17th – Council Budget Workshop

The Council set the tentative maximum millage rate at 6.95 mills which resulted in a balanced General Fund draft budget of \$11,522,468. The General Fund Tentative budget has been adjusted to \$11,609,511 to reflect changes as identified below and shown in the following tables.

- 1) Include debt service proceeds and capital purchase for VOIP system. The debt service for this item was included in the draft budget. The net effect is zero.
- 2) Include additional revenue for Ad valorem taxes to reflect 6.95 millage rate
- 3) Include additional revenue for CST Service Tax and Municipal Revenue Sharing to reflect adjustments posted by the State of Florida in the prior week.

In addition changes have been made to Police Impact Fund, Grant Fund, Water/Wastewater Fund, Sanitation Fund, Stormwater Fund and the Seaplane Base Fund as shown below and shown in the following tables.

- 4) Debt service proceeds and capital purchases associated with debt service proceeds included in the draft budgets
- 5) The Federal EOC Grant and Grant Match for the Public Safety Complex
- 6) Florida Boating Improvement Grant for Boat Docks at Tavares Recreational Park
- 7) Additional supplies and equipment for the Water/Wastewater Lab
- 8) Move the Renaissance Faire from the Seaplane Base Fund to the General Fund.

**ADJUSTMENTS to GENERAL FUND DRAFT BUDGET
FOR TENTATIVE BUDGET AMOUNT**

REVENUES - General Fund	Account Number		
Ad- valorem proceeds	2 001-0000-311-01-00	\$	24,764
Communication Service Tax Revenue	2 001-0000-315-00-00		6,422
Municipal Revenue Sharing Revenue	2 001-0000-335-12-00		12,915
Debt Proceeds - Capital Lease for VOIP	1 001-0000-384-20-00		87,043
Reserve Appropriations	2 001-0000-389-90-00		(44,101)
Total Revenue Adjustments			<u>87,043</u>
EXPENDITURE APPROPRIATIONS - General Fund			
Adjust for Capital Purchase - VOIP System	1 001-1203-512-64-15		87,043
Adjust for Renaissance Faire	3 001-1203-512-81-10		4,000
Adjust Transfer to Seplane Base (Renaissance Faire)	3 001-1203-512-91-08		(4,000)
Total Appropriation Expenditure Adjustments			<u>87,043</u>
Draft Gen Fund Budget for 2012			11,522,468
Adjustments as provided			87,043
Tentative Budget for 2011 as presented 9-7-2011			<u>\$ 11,609,511</u>

¹ Adjust budget to include debt proceeds and purchase of VOIP Equipment - VOIP Debt Service was included, but this was inadvertently left out. - net effect is zero. Lease proceeds = equipment expenditures

² Adjust for additional revenue due to adjusted state estimates- reduces reserve appropriations from \$434,160 to \$390,059

³ Adjust to include Renaissance Fair in General Fund which reduces transfers to Seaplane Base Fund

**ADJUSTMENTS for POLICE IMPACT FUND DRAFT BUDGET
FOR TENTATIVE BUDGET AMOUNT**

REVENUES - POLICE IMPACT Fund	Account Number		
Grant Match for Public Safety Facility	1 110-0000-389-90-00		110,000
Total Revenue Adjustments			<u>110,000</u>
EXPENDITURE APPROPRIATIONS - Grant Fund			
Public Safety Facility - Grant Match	1 110-2101-521-64-25		110,000
Total Appropriation Expenditure Adjustments			<u>110,000</u>
Draft Police Impact Fund Budget for 2012			10,000
Adjustments as provided			110,000
Tentative Budget for Police Impact Fund 2011 as presented 9-7-2011			<u>\$ 120,000</u>

¹ Adjust budget to include grant match for Public Safety Federal Grant

**ADJUSTMENTS for GRANT FUND DRAFT BUDGET
FOR TENTATIVE BUDGET AMOUNT**

REVENUES - Grant Fund	Account Number	
Federal Grant - EOC Revenue	1 151-0000-331-25-12	500,000
Florida Boating Improvement Grant Revenue	7 151-0000-334-70-05	53,500
Total Revenue Adjustments		<u><u>553,500</u></u>
EXPENDITURE APPROPRIATIONS - Grant Fund		
Public Safety Facility - Design & Construction	1 151-2201-522-64-25	500,000
Dock Improvements - Boating Grant	1 151-7201-572-63-80	53,500
Total Appropriation Expenditure Adjustments		<u><u>553,500</u></u>
Draft Grant Fund Budget for 2012		250,000
Adjustments as provided		553,500
Tentative Budget for Grant Fund 2011 as presented 9-7-2011		<u><u>\$ 803,500</u></u>

¹ Adjust budget to include additional Grants awarded for FY 2012

**ADJUSTMENTS to WATER/WASTEWATER FUND DRAFT BUDGET
FOR TENTATIVE BUDGET AMOUNT**

REVENUES - Water/Wastewater	Account Number	
Retained Earnings Appropriations	1 401-0000-389-90-01	10,585
Total Revenue Adjustments		<u><u>10,585</u></u>
EXPENDITURE APPROPRIATIONS - Water/Wastewater Fund		
Lab Supplies (microscope slides, dye, & chemicals)	2 401-3503-535-52-75	2,085
New Equipment (grease analyzer)	3 405-3503-535-64-15	8,500
Total Appropriation Expenditure Adjustments		<u><u>10,585</u></u>
Draft Water/Wastewater Fund Budget for 2012		6,504,203
Adjustments as provided		10,585
Tentative Budget for Water/Wastewater 2011 as presented 9-7-2011		<u><u>\$ 6,514,788</u></u>

¹ Adjust for additional reserve appropriations to offset additional expenditure request

² Adjust for additional lab supplies

³ Adjust for new equipment needed for the lab

**ADJUSTMENTS for SANITATION FUND DRAFT BUDGET
FOR TENTATIVE BUDGET AMOUNT**

REVENUES - Sanitation Fund	Account Number	
Capital Lease Proceeds - Sanitation Truck	1 402-0000-384-20-00	262,811
Total Revenue Adjustments		<u><u>262,811</u></u>
EXPENDITURE APPROPRIATIONS - Sanitation Fund		
Equip Replacement (Sanitation Truck purchased under Capital Lease)	2 402-3401-534-64-11	262,811
Total Appropriation Expenditure Adjustments		<u><u>262,811</u></u>
Draft Sanitation Fund Budget for 2012		2,458,390
Adjustments as provided		262,811
Tentative Budget for Sanitation Fund 2011 as presented 9-7-2011		<u><u>\$ 2,721,201</u></u>

¹ Adjust budget to include debt proceeds and purchase of Sanitation Truck - Debt Service for this item was included in the draft budget

**ADJUSTMENTS for STORMWATER FUND DRAFT BUDGET
FOR TENTATIVE BUDGET AMOUNT**

REVENUES - Stormwater Fund	Account Number	
Capital Lease Proceeds - Street Sweeper	1 403-0000-384-20-00	250,000
Total Revenue Adjustments		250,000
EXPENDITURE APPROPRIATIONS - Stormwater Fund		
Equip Replacement (Street Sweeper purchase under Capital Lease)	2 403-3801-538-64-11	250,000
Total Appropriation Expenditure Adjustments		250,000
Draft Stormwater Fund Budget for 2012		488,248
Adjustments as provided		250,000
Tentative Budget for Stormwater Fund 2011 as presented 9-7-2011		\$ 738,248

¹ Adjust budget to include debt proceeds and purchase of Streetsweeper - Debt Service for this item was included in the draft budget

The average value of a home in Tavares is \$125,000. This equates to a \$521.25 annual or \$43.44 monthly City tax payment for a homesteaded home (\$125,000-\$50,000/1000X6.95).

The General fund does not include those items that were "cut" from the draft budget as identified on "Exhibit A". The other fund budgets are as follows:

1. Water/Wastewater/Reclaim \$6,514,788
2. Solid Waste/Garbage \$2,721,201
3. Stormwater \$898,785
4. Seaplane Base \$564,639

At the Council's August 3rd Budget Workshop, Council reviewed and discussed the budgets of the various funds, and staff was asked to move the \$4,000 contribution to Renaissance Faire from the Seaplane Base Promotional Activities to the General Fund Community Grants expenditure line item.

OPTIONS:

1. Take Public input and adopt the Tentative FY 2012 millage rate as reflected in Resolution 2011-18
2. Take Public input and adopt Resolution Number 2011-18 to reflect the Tentative Millage rate as approved.

STAFF RECOMMENDATION:

Take public input and move to approve the Tentative FY 2012 Tentative Millage Rate as presented in Resolution No. 2011- 18.

FISCAL IMPACT: At this point all budgets are balanced. Changes will be reflected dependent upon Council changes.

RESOLUTION 2011- 18

A RESOLUTION ADOPTING A FINAL MILLAGE RATE OF 6.95 FOR THE CITY OF TAVARES, FLORIDA, FOR AD VALOREM TAXES FOR FISCAL YEAR 2011-2012; SETTING FORTH THE PERCENT BY WHICH THE MILLAGE RATE IS LESS THAN THE "ROLLED-BACK" RATE.

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

WHEREAS, the City of Tavares of Lake County, Florida on September 7, 2011, adopted the 2011-2012 Fiscal Year Tentative Millage Rate following a public hearing as required by Florida Statute 200.065.

WHEREAS, the City of Tavares of Lake County, Florida, following due public notice as required by law, held a second public hearing on September 21, 2011, as required by Florida Statute 200.065 on the 2011-2012 Millage Rate; and

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within Lake County has been certified by the County Property Appraiser to the City of Tavares as \$624,303,974.

NOW THEREFORE, BE IT RESOLVED by the City of Tavares of Lake County, Florida, that:

1. The City of Tavares Fiscal Year 2011-2012 operating millage rate to be levied is hereby set at 6.95 mills, which millage rate is less than the rolled back rate of 7.6618 by 9.29%.
2. The voted debt service millage is 0.00.
3. This Resolution will take effect immediately upon its adoption.

PASSED AND RESOLVED this 21st day of September 2011, by the City Council of the City of Tavares, Florida. Time Adopted: _____.

Robert Wolfe, Mayor
Tavares City Council

ATTEST:

Nancy A. Barnett
City Clerk

Approved as to form:
Robert Q. Williams,
City Attorney

EXHIBIT A

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2011-2012E = Existing
P = ProposedSUMMARY OF BUDGET OPTIONS
ITEMS LISTED WERE DELETED FROM THE PROPOSED BUDGET FOR BALANCING PURPOSES

SERVICE DESCRIPTION	DEPT	PERSONAL SERVICES	OPERATING EXPENSES	CAPITAL EQUIPMENT/ SOFTWARE	CAPITAL PROJECTS	DEBT SERVICE, TRANSFER & OTHERS	TOTALS
CITY COUNCIL							
E Sister City Program	40-10 1101		(7,500)				(7,500)
<i>Total City Council</i>		-	(7,500)	-	-	-	(7,500)
CITY ADMINISTRATOR & General Government							
E FCCMA Annual Conference	40-10 1201		(1,075)				(1,075)
E Lake County Days	40-10 1201		(500)				(500)
E Repairs & Maintenance	46-15 1201		(47)				(47)
E Copy Paper Adjust	52-10 1202		(1,022)				(1,022)
E Contingency	59-90 1201		(5,000)				(5,000)
<i>Total City Administrator & General Government</i>		0	(7,644)	0	0	0	(7,644)
FINANCE/INFORMATION TECHNOLOGY							
E Computer Repairs	46-20 1301		(800)				(800)
E Advertising	49-10 1301		(1,906)				(1,906)
E Operating Supplies	52-10 1301		(1,330)				(1,330)
P Rate Software	52-11 1301		(2,000)				(2,000)
E Utility Billing Line Printer Replacement	64-10 1301			(6,600)			(6,600)
P Mobile Lite Filing Solution	64-10 1301			(8,000)			(8,000)
P Meter Reading & Mobile Data Collector-Meter Read	64-14 1301			(1,500)			(1,500)
P Meter Data Collection Training	64-15 1301			(9,950)			(9,950)
p Replace Carpet in Finance Areas	64-15 1301			(6,000)			(6,000)
P Rate Software	64-15 1301			(1,500)			(1,500)
E Regular Salaries & Wages - Computer Services	12-10 1302	(48,925)					(48,925)
E FICA and Medicare Taxes - Computer Services	21-10 1302	(63,743)					(63,743)
E Florida State Retirement - Computer Services	22-20 1302	(2,909)					(2,909)
E Health Insurance - Computer Services	23-10 1302	(6,039)					(6,039)
E Dental Insurance - Computer Services	23-15 1302	(247)					(247)
E Life Insurance - Computer Services	23-20 1302	(278)					(278)
E Dependent Health - Computer Services	23-30 1302	(4,336)					(4,336)
E Dependent Dental - Computer Services	23-35 1302	(495)					(495)
E Long Term Disability - Computer Services	23-40 1302	(126)					(126)
E Workers' Compensation - Computer Services	24-10 1302	(2,608)					(2,608)
E Computer Services - Operating Supplies	52-10 1302		(1,303)				(1,303)
E Desktop Computer	52-11 1302		(988)				(988)
E LapTop Computer	64-13 1302			(1,192)			(1,192)
<i>Total Finance/IT Costs</i>		(129,706)	(8,327)	(34,742)	0	0	(172,775)
COMMUNITY DEVELOPMENT							
E Desktop Computer	52-11 1501		(988)				(988)
E Fuel Costs	52-15 1501		(700)				(700)
E Lap Top Computer	64-13 1501			(1,192)			(1,192)
E Gateway Sign Project	64-25 1501				(67,436)		(67,436)
<i>Total Community Development</i>		0	(1,688)	(1,192)	(67,436)	0	(70,316)
CITY CLERK							
E Florida Dept of ethics in-house training	40-10 1601		(500)				(500)
E Miscellaneous equipment repair	46-15 1601		(94)				(94)
P Digital Imaging Scanners	64-15 1601			(4,000)			(4,000)
P Digital Imaging Software	64-15 1601			(12,940)			(12,940)
P Dehumidifier for records room	64-15 1601			(5,000)			(5,000)
P Microfiling storage	64-15 1601			(5,000)			(5,000)
P Upgrade to Council Chamber Recording Software	64-23 1601			(1,000)			(1,000)
P Agenda Management Software	64-23 1601			(4,100)			(4,100)
<i>Total City Clerk</i>		0	(594)	(32,040)	0	0	(32,634)
HUMAN RESOURCES							
P Regular Salaries & Wages- HR Specialist	12-10 1701	(32,445)					(32,445)
P FICA and Medicare Taxes - HR Specialist	21-10 1701	(2,481)					(2,481)
P Florida State Retirement - HR Specialist	22-20 1701	(1,729)					(1,729)
P Health Insurance - HR Specialist	23-10 1701	(6,038)					(6,038)
P Dental Insurance - HR Specialist	23-15 1701	(247)					(247)
P Life Insurance - HR Specialist	23-20 1701	(184)					(184)
P Dependent Health - HR Specialist	23-30 1701	(4,335)					(4,335)
P Dependent Dental - HR Specialist	23-35 1701	(495)					(495)
P Long Term Disability - HR Specialist	23-40 1701	(84)					(84)
P Workers' Compensation - HR Specialist	24-10 1701	(68)					(68)
P Employee Health Clinic	34-10 1701		(246,000)				(246,000)
P Travel and Training	34-10 1701		(200)				(200)
P City Appreciation	48-10 1701		(5,550)				(5,550)
P Tech, Safety, & Career Path Training	52-50 1701		(5,000)				(5,000)

EXHIBIT A

E = Existing
P = ProposedCITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2011-2012SUMMARY OF BUDGET OPTIONS
ITEMS LISTED WERE DELETED FROM THE PROPOSED BUDGET FOR BALANCING PURPOSES

SERVICE DESCRIPTION	DEPT	PERSONAL SERVICES	OPERATING EXPENSES	CAPITAL EQUIPMENT/ SOFTWARE	CAPITAL PROJECTS	DEBT SERVICE, TRANSFER & OTHERS	TOTALS
E Memberships for proposed position	54-10 1701		(220)				(220)
Total Human Resources		(48,106)	(256,970)	0	0	0	(305,076)
PUBLIC COMMUNICATION							
P Videography services	34-10 1801		(20,000)				(20,000)
E FGCA Conference	40-10 1801		(650)				(650)
E FGCA Conference	40-10 1801		(400)				(400)
Total Public Communication		0	(21,050)	0	0	0	(21,050)
FLEET MAINTENANCE							
E Repice Vehicle #111 - F450 Superduty Truck	64-11 1901			(42,174)			(42,174)
P Laptop Computer	64-11 1901			(1,192)			(1,192)
P Hunter Model 20-1626 for Tire Changer	64-15 1901			(7,760)			(7,760)
P Software for vehicles	64-15 1901			(2,500)			(2,500)
Total Fleet Maintenance		0	0	(53,626)	0	0	(53,626)
POLICE SERVICES							
Uniform Division							
E Regular Salaries & Wages - 2 Police Officers	12-10 2101	(67,198)					(67,198)
E FICA and Medicare Taxes - 2 Police Officers	21-10 2101	(5,140)					(5,140)
E Police Pension - 2 Police Officers	22-20 2101	(14,246)					(14,246)
E Health Insurance - 2 Police Officers	23-10 2101	(12,076)					(12,076)
E Dental Insurance - 2 Police Officers	23-15 2101	(494)					(494)
E Life Insurance - 2 Police Officers	23-20 2101	(382)					(382)
E Dependent Health - 2 Police Officers	23-30 2101	(8,670)					(8,670)
E Dependent Dental - 2 Police Officers	23-35 2101	(990)					(990)
E Long Term Disability - 2 Police Officers	23-40 2101	(174)					(174)
E Workers' Compensation - 2 Police Officers	24-10 2101	(1,828)					(1,828)
E Fuel for vehicles	52-15 2101	(5,000)					(5,000)
E Laptop Computer Replacements	64-13 2101			(13,112)			(13,112)
Total Police Uniform Division		(116,198)	0	(13,112)	0	0	(129,310)
Communication/Dispatch Division							
P Spillman Software (MOVED to Automation)	64-23 2102			(12,563)			(12,563)
Total Police Dispatch/Communication Division		0	0	(12,563)	0	0	(12,563)
Code Enforcement							
Total Code Enforcement Division		0	0	0	0	0	0
Total Police Department		(116,198)	0	(25,675)	0	0	(141,873)
FIRE SERVICES							
P Regular Salaries & Wages - 5 Paramedics (ALS)	12-10 2201	(182,350)					(182,350)
P FICA and Medicare Taxes - 5 Paramedics (ALS)	21-10 2201	(2,644)					(2,644)
P Fire Pension - 5 Paramedics (ALS)	22-20 2201	(38,476)					(38,476)
P Health Insurance - 5 Paramedics (ALS)	23-10 2201	(30,194)					(30,194)
P Dental Insurance - 5 Paramedics (ALS)	23-15 2201	(1,237)					(1,237)
P Life Insurance - 5 Paramedics (ALS)	23-20 2201	(1,032)					(1,032)
P Dependent Health - 5 Paramedics (ALS)	23-30 2201	(21,677)					(21,677)
P Dependent Dental - 5 Paramedics (ALS)	23-35 2201	(2,476)					(2,476)
P Long Term Disability - 5 Paramedics (ALS)	23-40 2201	(475)					(475)
P Workers' Compensation - 5 Paramedics (ALS)	24-10 2201	(5,743)					(5,743)
E Fire Overtime	14-10 2201	(28,000)					(28,000)
E Fire Overtime - FICA Medicare Taxes	21-10 2201	(2,642)					(2,642)
E Fire Overtime - Workers' Compensation	24-10 2201	(2,898)					(2,898)
P Psychological testing for paramedic positions	31-25 2201		(1,000)				(1,000)
P Medical Screening for paramedic positions	31-27 2201		(2,000)				(2,000)
E Operating Supplies for two workstations	52-10 2201		(1,700)				(1,700)
E Durable Goods - Desktop Computer	52-11 2201		(988)				(988)
P Medical Supplies for Paramedic Positions	52-13 2201		(25,000)				(25,000)
E Uniforms - Bunker Gear (reduce by 1.5)	52-25 2201		(2,876)				(2,876)
P Uniforms for Paramedic Positions	52-25 2201		(4,000)				(4,000)
E Laptop Computer	64-13 2201			(1,192)			(1,192)
Total Fire Department		(319,844)	(37,564)	(1,192)	0	0	(358,600)
GENERAL SERVICES							
Facilities Maintenance							
E Desktop Computers - 4	52-11 4101		(3,952)				(3,952)
P Preliminary Design for new Public Works Facility	64-20 4101			(30,000)			(30,000)
P Streetsign Replacement	63-10 4101			(15,000)			(15,000)
P New Public Works Facility	64-25 4101				(4,000,000)		(4,000,000)
P New Logo Sign for City Hall	64-25 4101				(4,000)		(4,000)
Total Facilities Division		0	(3,952)	(45,000)	(4,004,000)	0	(4,052,952)
Streets Division							
P Regular Salaries & Wages - Street Maint Wkrs-2	12-10 4102	(57,379)					(57,379)
P FICA and Medicare Taxes - Street Maint Wkrs-2	21-10 4102	(4,412)					(4,412)

EXHIBIT A

E = Existing
P = Proposed

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2011-2012

SUMMARY OF BUDGET OPTIONS
ITEMS LISTED WERE DELETED FROM THE PROPOSED BUDGET FOR BALANCING PURPOSES

SERVICE DESCRIPTION	DEPT	PERSONAL SERVICES	OPERATING EXPENSES	CAPITAL EQUIPMENT/ SOFTWARE	CAPITAL PROJECTS	DEBT SERVICE, TRANSFER & OTHERS	TOTALS
P Florida State Retirement - Street Maint Wkrs - 2	22-20 4102	(3,074)					(3,074)
P Health Insurance - Street Maint Wkrs - 2	23-10 4102	(12,076)					(12,076)
P Dental Insurance - Street Maint Wkrs - 2	23-15 4102	(494)					(494)
P Life Insurance - Street Maint Wkrs - 2	23-20 4102	(230)					(230)
P Dependent Health - Street Maint Wkrs - 2	23-30 4102	(8,670)					(8,670)
P Dependent Dental - Street Maint Wkrs - 2	23-35 4102	(990)					(990)
P Long Term Disability - Street Main Wkrs - 2	23-40 4102	(150)					(150)
P Workers' Compensation - Street Maint Wkrs - 2	24-10 4102	(5,334)					(5,334)
P Training seminars for proposed positions - 2	40-10 4102		(1,500)				(1,500)
P Rental Equipment for proposed Street Division	44-10 4102		(1,500)				(1,500)
P Equipment Repair for proposed Street Division	46-15 4102		(500)				(500)
P Operating Supplies for proposed Street Division	52-10 4102		(3,000)				(3,000)
p Uniforms for proposed Street Division	52-25 4102		(1,248)				(1,248)
p Two works trucks for proposed Street Division	64-17 4102			(50,000)			(50,000)
Total Streets Division		(92,809)	(7,748)	(50,000)	0	0	(150,557)
Construction Inspection Division							
P Regular Salaries & Wages - Const Coordinator	12-10 4103	(35,535)					(35,535)
P FICA and Medicare Taxes - Const Coordinator	21-10 4103	(2,718)					(2,718)
P Florida State Retirement - Const Coordinator	22-20 4103	(1,894)					(1,894)
P Health Insurance - Coordinator	23-10 4103	(6,038)					(6,038)
P Dental Insurance - Const Coordinator	23-15 4103	(247)					(247)
P Life Insurance - Const Coordinator	23-20 4103	(202)					(202)
P Dependent Health - Const Coordinator	23-30 4103	(4,335)					(4,335)
P Dependent Dental - Const Coordinator	23-35 4103	(495)					(495)
P Long Term Disability - Const Coordinator	23-40 4103	(92)					(92)
P Workers' Compensation - Const Coordinator	24-10 4103	(735)					(735)
P Engineering for proposed Const Insp Division	34-10 4103		(2,000)				(2,000)
P Travel, Training & Conferences for Const Division	40-10 4103		(1,500)				(1,500)
P Telephone Svcs for proposed position & division	41-10 4103		(400)				(400)
P Postage for proposed Const Insp Division	41-30 4103		(200)				(200)
P Liability Ins for proposed Const Insp Division	45-10 4103		(1,795)				(1,795)
P Equipment Repair for proposed Const Insp Division	46-15 4103		(500)				(500)
P Business Cards for proposed Const Insp Coordinato	47-10 4103		(250)				(250)
P Office Supplies for Const Inspection Division	51-10 4103		(200)				(200)
P Operating Supplies for Const Inspection Division	52-10 4103		(1,750)				(1,750)
P Fuel for proposed Const Insp Division	52-15 4103		(3,996)				(3,996)
P Uniforms, boots, ets for proposed Const Insp Coord	52-25 4103		(400)				(400)
P Training Manuals for proposed Const Insp Division	54-10 4103		(300)				(300)
P Vehicle for proposed Const Coordinator	64-17 4103			(25,000)			(25,000)
Total Construction Inspection Division		(52,291)	(13,291)	(25,000)	0	0	(90,582)
Total General Services		(145,100)	(24,991)	(120,000)	(4,004,000)	0	(4,294,091)
ECONOMIC DEVELOPMENT							
E Harvest Moon Festival	4860 5901		(20,000)				(20,000)
Total Economic Development		0	(20,000)	0	0	0	(20,000)
LIBRARY SERVICES							
P Regular Salaries & Wages - Youth Svcs Spec	12-10 7101	(25,749)					(25,749)
P FICA and Medicare Taxes - Youth Svcs Spec	21-10 7101	(1,969)					(1,969)
P Florida State Retirement - Youth Svcs Spec	22-20 7101	(1,372)					(1,372)
P Health Insurance - Youth Svcs Spec	23-10 7101	(6,038)					(6,038)
P Dental Insurance - Youth Svcs Spec	23-15 7101	(247)					(247)
P Life Insurance - Youth Svcs Spec	23-20 7101	(146)					(146)
P Dependent Health - Youth Svcs Spec	23-30 7101	(4,335)					(4,335)
P Dependent Dental - Youth Svcs Spec	23-35 7101	(495)					(495)
P Long Term Disability - Youth Svcs Spec	23-40 7101	(66)					(66)
P Workers' Compensation - Youth Svcs Spec	24-10 7101	(54)					(54)
E Carpet for the Lirary	64-25 7101				(10,511)		(10,511)
Total Library Services		(40,471)	0	0	(10,511)	0	(50,982)
PARKS AND RECREATION							
E Electric, Water, Gas - Adjust Electric	43-10 7201		(20,587)				(20,587)
E Tables & Chairs for Civic Center	52-11 7201		(3,900)				(3,900)
E Desktop Computer	52-11 7201		(988)				(988)
E Kubota Mower Replacement	64-11 7201			(14,066)			(14,066)
E Ford F250 4x2 Ext Cab with Light Bar (replace)	64-11 7201			(23,586)			(23,586)
E Ford F250 4x4 Reg cab with Light Bar (replace)	64-11 7201			(24,161)			(24,161)
P Flag Pole & Lights for Cemetery	64-25 7201				(3,000)		(3,000)
P Aesop Park Paving	64-25 7201				(100,000)		(100,000)
P Tavares Nature Park Restroom & Pavilion	64-25 7201				(75,000)		(75,000)
P Tavares Nature Park Fencing (back perimeter)	64-25 7201				(10,000)		(10,000)

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2011-2012SUMMARY OF BUDGET OPTIONS
ITEMS LISTED WERE DELETED FROM THE PROPOSED BUDGET FOR BALANCING PURPOSES

SERVICE DESCRIPTION	DEPT	PERSONAL SERVICES	OPERATING EXPENSES	CAPITAL EQUIPMENT/ SOFTWARE	CAPITAL PROJECTS	DEBT SERVICE, TRANSFER & OTHERS	TOTALS
P Jogging Trail at Aesop's Park	64-25 7201				(2,500)		(2,500)
P Playground Equipment at Aesop's Park	64-25 7201				(30,000)		(30,000)
E Branded Signage for City's Park System	64-25 7201				(30,000)		(30,000)
P Underground Electric at Cemetery	64-25 7201				(3,000)		(3,000)
P Greenhouse	64-25 7201				(7,000)		(7,000)
E Resurface Basketball Courts for Ingraham Park	64-25 7201				(21,500)		(21,500)
E Resurface Tennis Courts at Aesop's Park	64-25 7201				(8,000)		(8,000)
Total Parks Services Division		0	(25,475)	(61,813)	(290,000)	0	(377,288)
Recreation							
E Postage	4130 7202		(1,500)				(1,500)
P Outdoor Movie Screen System	44-10 7202		(3,200)				(3,200)
P Recreation Newsletter	47-10 7202		(1,500)				(1,500)
E PA Sound System	52-11 7202		(2,500)				(2,500)
E Babe Ruth Program Costs	55-20 7202		(3,000)				(3,000)
E Father Daughter Dance	55-20 7202		(600)				(600)
P New Programs	55-20 7202		(2,000)				(2,000)
P Inflatable Acoustic Bandshell	64-15 7202			(12,000)			(12,000)
P Outdoor Movie Screen System	64-15 7202			(16,000)			(16,000)
P RecPro Software System	64-15 7202			(15,000)			(15,000)
P Tennis Court Wind Screens	52-11 7202			(2,000)			(2,000)
P Golf Cart for Local Travel & Special Events	64-17 7202			(1,500)			(1,500)
Total Recreation Division		0	(14,300)	(46,500)	0	0	(60,800)
Total Parks & Recreation Department		0	(39,775)	(108,313)	(290,000)	0	(438,088)
TOTAL GENERAL FUND		(799,425)	(426,103)	(376,780)	(4,371,947)	0	(5,974,255)
							(5,974,255)
WATER/WASTEWATER							
Water Treatment							
P Laptop Computer	64-13 3301			(1,192)			(1,192)
P Pole Barn Internal Offices Enclosure/Central A/C	64-15 3301			(5,000)			(5,000)
P Computer Treatment Inventory Control Program	64-23 3301			(550)			(550)
Total Water Treatment Division		0	0	(6,742)	0	0	(6,742)
Water Transmission Division							
P Dell ATG & Docking Station - Line Locator	64-14 3301			(5,323)			(5,323)
P Pole Barn Internal Offices Enclosure/Central A/C	64-15 3301			(5,000)			(5,000)
P Software for fixed assets	64-23 3301			(550)			(550)
P TOKAY Link Software	64-23 3301			(2,500)			(2,500)
Total Water Transmission Division		0	0	(13,373)	0	0	(13,373)
Total Water Department		0	0	(20,115)	0	0	(20,115)
WASTEWATER							
Wastewater Treatment Division							
P Computer	52-10 3501		(988)				(988)
E Digester Blower	64-10 3501			(45,000)			(45,000)
R Motor & Pump Replacements at Woodlea	64-10 3501			(36,000)			(36,000)
E Replace Ethernet Switches	64-10 3501			(3,000)			(3,000)
Total Wastewater Treatment Division		0	(988)	(84,000)	0	0	(84,988)
Wastewater Lab Division							
P Oil & Grease Analyzer	64-15 3503			(8,500)			(8,500)
Total Wastewater Lab Division		0	0	(8,500)	0	0	(8,500)
Wastewater Collection							
Total Wastewater Collection Division		0	0	0	0	0	0
Total Wastewater Department		0	(988)	(92,500)	0	0	(93,488)
SANITATION							
E Desktop Computer	52-11 3401		(988)				(988)
E HINO Autocar ACX64 - Replce Veh #619	64-11 3401			(262,811)			(262,811)
E HINO KWT370 Claw Truck - Replace Veh#512	64-11 3401			(133,228)			(133,228)
<i>Purchase vehicles with capital lease</i>							0
Total Sanitation Department		0	(988)	(396,039)	0	0	(397,027)
STORMWATER							
E General Engineering	31-15 3801		(7,000)				(7,000)
E Stormline and ditch cleaning and repairs	34-10 3801		(3,000)				(3,000)
E Office Supplies - Reduction	51-10 3801		(1,000)				(1,000)
E Operating Supplies - Reduction	52-10 3801		(1,000)				(1,000)
E Tools, Millings, Concrete & Asphalt - reduction	53-20 3801		(2,500)				(2,500)
E Transfer to General Fund - Reduction	59-20 3801		(3,035)				(3,035)
Total Stormwater Department		0	(17,535)	0	0	0	(17,535)
SEAPLANE BASE							
Airport & Marina Operations							
E Janitorial Supplies	52-10 4304		(9,000)				(9,000)
E Uniforms - Reduction	52-25 4304		(300)				(300)
Total Airport & Marina Operations		0	(9,300)	0	0	0	(9,300)

EXHIBIT A

E = Existing
P = ProposedCITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2011-2012SUMMARY OF BUDGET OPTIONS
ITEMS LISTED WERE DELETED FROM THE PROPOSED BUDGET FOR BALANCING PURPOSES

SERVICE DESCRIPTION	DEPT	PERSONAL SERVICES	OPERATING EXPENSES	CAPITAL EQUIPMENT/ SOFTWARE	CAPITAL PROJECTS	DEBT SERVICE, TRANSFER & OTHERS	TOTALS
Splash Park							
E Operating Supplies - reduction	52-10 7301		(1,958)				(1,958)
E Uniforms - reduction	52-25 7301		(650)				(650)
Total Splash Park		0	(2,608)	0	0	0	(2,608)
Wooton Park General Maintenance							
p Big Screen TV Rental	52-10 7401		(4,800)				(4,800)
p Operating Supplies - Tents for Farmer's Market	52-25 7401		(2,475)				(2,475)
p Outdoor 50 ft. Christmas Tree	64-15 7401			(20,000)			(20,000)
Total Splash Park		0	(7,275)	(20,000)	0	0	(27,275)
Total Seaplane Base		0	(19,183)	(20,000)	0	0	(39,183)
TOTAL ENTERPRISE FUND OPERATIONS		0	(38,694)	(628,654)	0	0	(567,348)
TOTAL ALL CITY WIDE DELETIONS		(799,425)	(464,797)	(905,434)	(4,371,947)	0	(6,541,603)
GENERAL GOVERNMENT							
Mayor and City Council		0	(7,500)	0	0	0	(7,500)
City Administrator & General Government		0	(7,644)	0	0	0	(7,644)
Finance & Technology		(129,706)	(8,327)	(34,742)	0	0	(172,775)
Legal Services		0	0	0	0	0	0
City Clerk		0	(594)	(32,040)	0	0	(32,634)
Human Resources		(48,106)	(256,970)	0	0	0	(305,076)
Public Communication		0	(21,050)	0	0	0	(21,050)
Fleet Maintenance		0	0	(53,626)	0	0	(53,626)
Economic Development		0	(20,000)	0	0	0	(20,000)
Total General Government		(177,812)	(322,085)	(120,408)	0	0	(620,305)
PUBLIC SAFETY							
Police Services		(116,198)	0	(25,675)	0	0	(141,873)
Fire Services		(319,844)	(37,564)	(1,192)	0	0	(358,600)
Total Public Safety		(436,042)	(37,564)	(26,867)	0	0	(500,473)
PHYSICAL ENVIRONMENT							
Community Development		0	(1,668)	(1,192)	(67,436)	0	(70,316)
General Services		(145,100)	(24,991)	(120,000)	(4,004,000)	0	(4,294,091)
Total Physical Environment		(145,100)	(26,679)	(121,192)	(4,071,436)	0	(4,364,407)
CULTURE & RECREATION							
Library		(40,471)	0	0	(10,511)	0	(50,982)
Parks & recreation		0	(39,775)	(108,313)	(290,000)	0	(438,088)
Total Culture & Recreation		(40,471)	(39,775)	(108,313)	(300,511)	0	(489,070)
ENTERPRISE OPERATIONS							
Water		0	0	(20,115)	0	0	(20,115)
Wastewater		0	(988)	(92,500)	0	0	(93,488)
Sanitation		0	(988)	(396,039)	0	0	(397,027)
Stormwater		0	(17,535)	0	0	0	(17,535)
Seaplane Base		0	(19,183)	(20,000)	0	0	(39,183)
Total Enterprise Operations		0	(38,694)	(528,654)	0	0	(567,348)
TOTAL ALL FUNCTIONS AND SERVICES		(799,425)	(464,797)	(905,434)	(4,371,947)	0	(6,541,603)
		0	0	0	0	0	0
		0	0	0	0	0	(6,541,603)

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AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: September 7, 2011

AGENDA TAB NO. 6

SUBJECT TITLE: Resolution #2011-19 -Tentative Budget for FY 2012 & Public Hearing

OBJECTIVE:

To consider the approval of Resolution 2011-19 – Tentative Budget for FY 2012 and receive public input.

SUMMARY:

The tentative millage rate is based on the following assumptions and details:

- Ad valorem millage rate of 6.95 mills which is 9.29%% less than the rollback rate of 7.6618 mills
- An assessed taxable property value of \$624,303,974 which is a decrease of 7.89% from the prior year
- No Cost of Living increases for employees (CPI as of March 2011 = 2.7)
- No Merit increases for employees
- FRS employer contributions are budgeted at blended rates as rates increase effective July 1, 2012 (5.331% Regular Class & 8.838% Senior Management Class)
- Staffing level decreases – do not fund 2 positions (GIS Technician, Police Officer)
- Fire Pension contribution rate decrease from 22% to 21.1%
- Police Pension contribution rate remains unchanged at 21.2%
- Health insurance increases budgeted at blended rate of 7% (*assumes 50% participation in new health plan*)
- Employees will pay 50% of premium cost for family health coverage
- Employees will pay 50% of premium increases for health insurance
- Proposed budget includes capital lease for a VOIP Phone System for telephone expenditure savings
- Proposed Budget includes capital lease for purchase of replacement solid waste automated truck
- Proposed Budget includes capital lease for purchase of replacement street sweeper
- Proposed Budget includes sponsorship for the Renaissance Faire in the General Fund in the amount of \$4,000.
- Workers' compensation rate increase of 5%
- General liability rate increase of 5%

- Push capital replacements until the following year
- Fund only operational costs critical to the service delivery mission
- Maintain a similar level of service.
- Reserve appropriations of \$390,059 (revised from draft budget to include maximum millage rate of 6.95, additional revenues anticipated from CST Tax and Municipal Revenue Sharing)
- The General Fund proposed Reserve Fund Balance is proposed at \$1,296,257 or 11.1%.

Previously the City Council discussed the proposed FY 12 Budget at the following public meetings:

- February 16 – Council discussed broad budget goals
- March 2 – Council set broad budget goals
- July 13th - Draft Budget Presentation
- July 20th – Council Budget Workshop
- July 27th - Council Set Maximum Millage
- August 3th – Council Budget Workshop
- August 17th – Council Budget Workshop

The Council set the tentative maximum millage rate at 6.95 mills which resulted in a balanced General Fund draft budget of \$11,522,468. The General Fund Tentative budget has been adjusted to \$11,609,511 to reflect changes as identified below and shown in the following tables.

- 1) Include debt service proceeds and capital purchase for VOIP system. The debt service for this item was included in the draft budget. The net effect is zero.
- 2) Include additional revenue for Ad Valorem taxes to reflect 6.95 millage rate
- 3) Include additional revenue for CST Service Tax and Municipal Revenue Sharing to reflect adjustments posted by the State of Florida in the prior week.

In addition changes have been made to Police Impact Fund, Grant Fund, Water/Wastewater Fund, Sanitation Fund, Stormwater Fund and the Seaplane Base Fund as shown below and shown in the following tables.

- 4) Debt service proceeds and capital purchases associated with debt service proceeds included in the draft budgets
- 5) The Federal EOC Grant and Grant Match for the Public Safety Complex
- 6) Florida Boating Improvement Grant for Boat Docks at Tavares Recreational Park
- 7) Additional supplies and equipment for the Water/Wastewater Lab
- 8) Move the Renaissance Faire from the Seaplane Base Fund to the General Fund.

**ADJUSTMENTS to GENERAL FUND DRAFT BUDGET
FOR TENTATIVE BUDGET AMOUNT**

REVENUES - General Fund	Account Number		
Ad- valorem proceeds	2 001-0000-311-01-00	\$	24,764
Communication Service Tax Revenue	2 001-0000-315-00-00		6,422
Municipal Revenue Sharing Revenue	2 001-0000-335-12-00		12,915
Debt Proceeds - Capital Lease for VOIP	1 001-0000-384-20-00		87,043
Reserve Appropriations	2 001-0000-389-90-00		<u>(44,101)</u>
Total Revenue Adjustments			<u>87,043</u>
EXPENDITURE APPROPRIATIONS - General Fund			
Adjust for Capital Purchase - VOIP System	1 001-1203-512-64-15		87,043
Adjust for Renaissance Faire	3 001-1203-512-81-10		4,000
Adjust Transfer to Seplane Base (Renaissance Faire)	3 001-1203-512-91-08		<u>(4,000)</u>
Total Appropriation Expenditure Adjustments			<u>87,043</u>
Draft Gen Fund Budget for 2012			11,522,468
Adjustments as provided			<u>87,043</u>
Tentative Budget for 2011 as presented 9-7-2011		\$	<u><u>11,609,511</u></u>

¹ Adjust budget to include debt proceeds and purchase of VOIP Equipment - VOIP Debt Service was included, but this was inadvertently left out. - net effect is zero. Lease proceeds = equipment expenditures

² Adjust for additional revenue due to adjusted state estimates- reduces reserve appropriations from \$434,160 to \$390,059

³ Adjust to include Renaissance Fair in General Fund which reduces transfers to Seaplane Base Fund

**ADJUSTMENTS for POLICE IMPACT FUND DRAFT BUDGET
FOR TENTATIVE BUDGET AMOUNT**

REVENUES - POLICE IMPACT Fund	Account Number		
Grant Match for Public Safety Facility	1 110-0000-389-90-00		<u>110,000</u>
Total Revenue Adjustments			<u>110,000</u>
EXPENDITURE APPROPRIATIONS - Grant Fund			
Public Safety Facility - Grant Match	1 110-2101-521-64-25		<u>110,000</u>
Total Appropriation Expenditure Adjustments			<u>110,000</u>
Draft Police Impact Fund Budget for 2012			10,000
Adjustments as provided			<u>110,000</u>
Tentative Budget for Police Impact Fund 2011 as presented 9-7-2011		\$	<u><u>120,000</u></u>

¹ Adjust budget to include grant match for Public Safety Federal Grant

**ADJUSTMENTS for GRANT FUND DRAFT BUDGET
FOR TENTATIVE BUDGET AMOUNT**

REVENUES - Grant Fund	Account Number	
Federal Grant - EOC Revenue	1 151-0000-331-25-12	500,000
Florida Boating Improvement Grant Revenue	7 151-0000-334-70-05	53,500
Total Revenue Adjustments		<u><u>553,500</u></u>
EXPENDITURE APPROPRIATIONS - Grant Fund		
Public Safety Facility - Design & Construction	1 151-2201-522-64-25	500,000
Dock Improvements - Boating Grant	1 151-7201-572-63-80	53,500
Total Appropriation Expenditure Adjustments		<u><u>553,500</u></u>
Draft Grant Fund Budget for 2012		250,000
Adjustments as provided		553,500
Tentative Budget for Grant Fund 2011 as presented 9-7-2011		<u><u>\$ 803,500</u></u>

¹ Adjust budget to include additional Grants awarded for FY 2012

**ADJUSTMENTS to WATER/WASTEWATER FUND DRAFT BUDGET
FOR TENTATIVE BUDGET AMOUNT**

REVENUES - Water/Wastewater	Account Number	
Retained Earnings Appropriations	1 401-0000-389-90-01	10,585
Total Revenue Adjustments		<u><u>10,585</u></u>
EXPENDITURE APPROPRIATIONS - Water/Wastewater Fund		
Lab Supplies (microscope slides, dye, & chemicals)	2 401-3503-535-52-75	2,085
New Equipment (grease analyzer)	3 405-3503-535-64-15	8,500
Total Appropriation Expenditure Adjustments		<u><u>10,585</u></u>
Draft Water/Wastewater Fund Budget for 2012		6,504,203
Adjustments as provided		10,585
Tentative Budget for Water/Wastewater 2011 as presented 9-7-2011		<u><u>\$ 6,514,788</u></u>

¹ Adjust for additional reserve appropriations to offset additional expenditure request

² Adjust for additional lab supplies

³ Adjust for new equipment needed for the lab

**ADJUSTMENTS for SANITATION FUND DRAFT BUDGET
FOR TENTATIVE BUDGET AMOUNT**

REVENUES - Sanitation Fund	Account Number	
Capital Lease Proceeds - Sanitation Truck	1 402-0000-384-20-00	262,811
Total Revenue Adjustments		<u><u>262,811</u></u>
EXPENDITURE APPROPRIATIONS - Sanitation Fund		
Equip Replacement (Sanitation Truck purchased under Capital Lease)	2 402-3401-534-64-11	262,811
Total Appropriation Expenditure Adjustments		<u><u>262,811</u></u>
Draft Sanitation Fund Budget for 2012		2,458,390
Adjustments as provided		262,811
Tentative Budget for Sanitation Fund 2011 as presented 9-7-2011		<u><u>\$ 2,721,201</u></u>

¹ Adjust budget to include debt proceeds and purchase of Sanitation Truck - Debt Service for this item was included in the draft budget

**ADJUSTMENTS for STORMWATER FUND DRAFT BUDGET
FOR TENTATIVE BUDGET AMOUNT**

REVENUES - Stormwater Fund	Account Number	
Capital Lease Proceeds - Street Sweeper	1 403-0000-384-20-00	250,000
<i>Total Revenue Adjustments</i>		<u>250,000</u>
EXPENDITURE APPROPRIATIONS - Stormwater Fund		
Equip Replacement (<i>Street Sweeper purchase under Capital Lease</i>)	2 403-3801-538-64-11	250,000
<i>Total Appropriation Expenditure Adjustments</i>		<u>250,000</u>
Draft Stormwater Fund Budget for 2012		488,248
		<u>250,000</u>
Tentative Budget for Stormwater Fund 2011 as presented 9-7-2011		<u>\$ 738,248</u>

² *Adjust budget to include debt proceeds and purchase of Streetsweeper - Debt Service for this item was included in the draft budget*

The average value of a home in Tavares is \$125,000. This equates to a \$521.25 annual or \$43.44 monthly City tax payment for a homesteaded home (\$125,000-\$50,000/1000X6.95).

The General fund does not include those items that were "cut" from the draft budget as identified on "Exhibit A". The other fund budgets are as follows:

1. Water/Wastewater/Reclaim \$6,514,788
2. Solid Waste/Garbage \$2,721,201
3. Stormwater \$898,785
4. Seaplane Base \$564,639

At the Council's August 3rd Budget Workshop, Council reviewed and discussed the budgets of the various funds, and staff was asked to move the \$4,000 contribution to Renaissance Faire from the Seaplane Base Promotional Activities to the General Fund Community Grants expenditure line item.

OPTIONS:

1. Take Public input and adopt the Tentative FY 2012 Budget as reflected in Resolution 2011-19
2. Take Public input and adopt Resolution Number 2011-19 to reflect the Tentative Budget rate as approved.

STAFF RECOMMENDATION:

Take public input and move to approve the Tentative FY 2012 Tentative Budget as presented in Resolution No. 2011- 19

FISCAL IMPACT: At this point all budgets are balanced. Changes will be reflected dependent upon Council changes.

RESOLUTION 2011- 19

**A RESOLUTION ADOPTING THE FINAL BUDGET FOR
THE CITY OF TAVARES, FLORIDA, FOR THE FISCAL
YEAR 2011-2012.**

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

WHEREAS, a public hearing on the proposed 2011-2012 budget was held at the Tavares City Hall Council Chambers in the City of Tavares, Florida, Lake County, Florida on September 7, 2011, at 5:05 p.m., as required by Florida Statutes 200.065; and

WHEREAS, the general public was given an opportunity to express its views pertaining to the proposed budget, and

WHEREAS, the City Council approved the tentative budget for 2011-2012, and

WHEREAS, a second public hearing on the proposed 2011-2012 budget was held in the Council Chambers at the Tavares City Hall, 201 East Main Street in the City of Tavares, Florida, on September 21, 2010, at 5:05 p.m.,

NOW, THEREFORE, BE IT RESOLVED that the Budget for 2011-2012 fiscal year for the City of Tavares, Florida is hereby adopted by the Tavares City Council in the amount of \$31,503,654, at public hearing this 21st day of September, 2011.

<u>Fund Name</u>	<u>Fund Number</u>	<u>Estimated Revenues</u>	<u>Reserve Appropriations or (Non-Appropriated Revenues)</u>	<u>Estimated Appropriations</u>
General Fund	001	\$ 11,219,452	\$ 390,059	\$ 11,609,511
Water/Wastewater Utility	401	6,966,223	(451,435)	6,514,788
Water/Wastewater Impacts	441	-	300,000	300,000
W/WW RR&I Fund	443	300,000	(150,000)	150,000
SRF Construction Fund	444	4,844,660	-	4,844,660
W/WW SRF Loan	445	898,785	-	898,785
Solid Waste	402	2,721,201	-	2,721,201
Stormwater	403	738,248	-	738,248
Seaplane Base Fund	405	564,639	-	564,639
Police Education	102	2,025	(525)	1,500
Police Automation	103	-	-	-
Community Redevelopment	105	180,766	(182)	180,584
Special Events	106	-	-	-
Police Impacts	110	-	120,000	120,000
Fire Impacts	111	-	105,000	105,000
Forfeiture Fund	112	-	-	-
Park Impacts	114	-	-	-
Infrastructure Sales Tax	150	1,059,387	290,441	1,349,828
Grant Fund	151	803,500	-	803,500
Debt Service Fund	201	268,083	-	268,083
Capital Project Fund	301	-	-	-
Dental Insurance Fund	501	-	-	-
Municipal Police Pension	601	706,378	(558,844)	147,534
Firefighter's Pension	602	1,721,339	(1,536,401)	184,938
Mildred Hunter Trust	605	347	-	347
Woodlea Park Playground Trust	606	508	-	508
		<u>\$ 32,995,541</u>	<u>\$ (1,491,887)</u>	<u>\$ 31,503,654</u>

This resolution will take effect immediately upon its adoption.

PASSED AND RESOLVED this 21st day of September, 2011, by the City Council of the City of Tavares, Florida. Time Adopted: _____ P.M.

Robert Wolfe, Mayor
Tavares City Council

ATTEST:

Nancy A. Barnett
City Clerk

Approved as to form:
Robert Q. Williams
City Attorney

EXHIBIT A

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2011-2012

E = Existing
P = Proposed

SUMMARY OF BUDGET OPTIONS
ITEMS LISTED WERE DELETED FROM THE PROPOSED BUDGET FOR BALANCING PURPOSES

SERVICE DESCRIPTION	DEPT	PERSONAL SERVICES	OPERATING EXPENSES	CAPITAL EQUIPMENT/ SOFTWARE	CAPITAL PROJECTS	DEBT SERVICE, TRANSFER & OTHERS	TOTALS
CITY COUNCIL							
E Sister City Program	40-10 1101		(7,500)				(7,500)
<i>Total City Council</i>		-	(7,500)	-	-	-	(7,500)
CITY ADMINISTRATOR & General Government							
E FCCMA Annual Conference	40-10 1201		(1,075)				(1,075)
E Lake County Days	40-10 1201		(500)				(500)
E Repairs & Maintenance	45-15 1201		(47)				(47)
E Copy Paper Adjust	52-10 1202		(1,022)				(1,022)
E Conlingency	59-90 1201		(5,000)				(5,000)
<i>Total City Administrator & General Government</i>		0	(7,644)	0	0	0	(7,644)
FINANCE/INFORMATION TECHNOLOGY							
E Computer Repairs	46-20 1301		(800)				(800)
E Advertising	49-10 1301		(1,906)				(1,906)
E Operating Supplies	52-10 1301		(1,330)				(1,330)
P Rate Software	52-11 1301		(2,000)				(2,000)
E Utility Billing Line Printer Replacement	64-10 1301			(6,600)			(6,600)
P Mobile Lite Filing Solution	64-10 1301			(8,000)			(8,000)
P Meter Reading & Mobile Data Collector-Meter Read	64-14 1301			(1,500)			(1,500)
P Meter Data Collection Training	64-15 1301			(9,950)			(9,950)
p Replace Carpet in Finance Areas	64-15 1301			(6,000)			(6,000)
P Rate Software	64-15 1301			(1,500)			(1,500)
E Regular Salaries & Wages - Computer Services	12-10 1302	(48,925)					(48,925)
E FICA and Medicare Taxes - Computer Services	21-10 1302	(63,743)					(63,743)
E Florida State Retirement - Computer Services	22-20 1302	(2,909)					(2,909)
E Health Insurance - Computer Services	23-10 1302	(6,039)					(6,039)
E Dental Insurance - Computer Services	23-15 1302	(247)					(247)
E Life Insurance - Computer Services	23-20 1302	(278)					(278)
E Dependent Health - Computer Services	23-30 1302	(4,336)					(4,336)
E Dependent Dental - Computer Services	23-35 1302	(495)					(495)
E Long Term Disability - Computer Services	23-40 1302	(126)					(126)
E Workers' Compensation - Computer Services	24-10 1302	(2,608)					(2,608)
E Computer Services - Operating Supplies	52-10 1302		(1,303)				(1,303)
E Desktop Computer	52-11 1302		(988)				(988)
E LapTop Computer	64-13 1302			(1,192)			(1,192)
<i>Total Finance/IT Costs</i>		(129,706)	(8,327)	(34,742)	0	0	(172,775)
COMMUNITY DEVELOPMENT							
E Desktop Computer	52-11 1501		(988)				(988)
E Fuel Costs	52-15 1501		(700)				(700)
E Lap Top Computer	64-13 1501			(1,192)			(1,192)
E Gateway Sign Project	64-25 1501				(67,436)		(67,436)
<i>Total Community Development</i>		0	(1,688)	(1,192)	(67,436)	0	(70,316)
CITY CLERK							
E Florida Dept of ethics in-house training	40-10 1601		(500)				(500)
E Miscellaneous equipment repair	46-15 1601		(94)				(94)
P Digital Imaging Scanners	64-15 1601			(4,000)			(4,000)
P Digital Imaging Software	64-15 1601			(12,940)			(12,940)
P Dehumidifer for records room	64-15 1601			(5,000)			(5,000)
P Microfiling storage	64-15 1601			(5,000)			(5,000)
P Upgrade to Council Chamber Recording Software	64-23 1601			(1,000)			(1,000)
P Agenda Management Software	64-23 1601			(4,100)			(4,100)
<i>Total City Clerk</i>		0	(594)	(32,040)	0	0	(32,634)
HUMAN RESOURCES							
P Regular Salaries & Wages- HR Specialist	12-10 1701	(32,445)					(32,445)
P FICA and Medicare Taxes - HR Specialist	21-10 1701	(2,481)					(2,481)
P Florida State Retirement - HR Specialist	22-20 1701	(1,729)					(1,729)
P Health Insurance - HR Specialist	23-10 1701	(6,038)					(6,038)
P Dental Insurance - HR Specialist	23-15 1701	(247)					(247)
P Life Insurance - HR Specialist	23-20 1701	(184)					(184)
P Dependent Health - HR Specialist	23-30 1701	(4,335)					(4,335)
P Dependent Dental - HR Specialist	23-35 1701	(495)					(495)
P Long Term Disability - HR Specialist	23-40 1701	(84)					(84)
P Workers' Compensation - HR Specialist	24-10 1701	(68)					(68)
P Employee Health Clinic	34-10 1701		(246,000)				(246,000)
P Travel and Training	34-10 1701		(200)				(200)
P City Appreciation	48-10 1701		(5,550)				(5,550)
P Tech. Safety, & Career Path Training	52-50 1701		(5,000)				(5,000)

EXHIBIT A

E = Existing
P = ProposedCITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2011-2012SUMMARY OF BUDGET OPTIONS
ITEMS LISTED WERE DELETED FROM THE PROPOSED BUDGET FOR BALANCING PURPOSES

	SERVICE DESCRIPTION	DEPT	PERSONAL SERVICES	OPERATING EXPENSES	CAPITAL EQUIPMENT/ SOFTWARE	CAPITAL PROJECTS	DEBT SERVICE, TRANSFER & OTHERS	TOTALS
E	Memberships for proposed position	54-10 1701		(220)				(220)
	Total Human Resources		(48,106)	(256,970)	0	0	0	(305,076)
	PUBLIC COMMUNICATION							
P	Videography services	34-10 1801		(20,000)				(20,000)
E	FGCA Conference	40-10 1801		(650)				(650)
E	FGCA Conference	40-10 1801		(400)				(400)
	Total Public Communication		0	(21,050)	0	0	0	(21,050)
	FLEET MAINTENANCE							
E	Replce Vehicle #111 - F450 Superduty Truck	64-11 1901			(42,174)			(42,174)
P	Laptop Computer	64-11 1901			(1,192)			(1,192)
P	Hunter Model 20-1626 for Tire Changer	64-15 1901			(7,760)			(7,760)
P	Software for vehicles	64-15 1901			(2,500)			(2,500)
	Total Fleet Maintenance		0	0	(53,626)	0	0	(53,626)
	POLICE SERVICES							
	Uniform Division							
E	Regular Salaries & Wages - 2 Police Officers	12-10 2101	(67,198)					(67,198)
E	FICA and Medicare Taxes - 2 Police Officers	21-10 2101	(5,140)					(5,140)
E	Police Pension - 2 Police Officers	22-20 2101	(14,246)					(14,246)
E	Health Insurance - 2 Police Officers	23-10 2101	(12,076)					(12,076)
E	Dental Insurance - 2 Police Officers	23-15 2101	(494)					(494)
E	Life Insurance - 2 Police Officers	23-20 2101	(382)					(382)
E	Dependent Health - 2 Police Officers	23-30 2101	(8,670)					(8,670)
E	Dependent Dental - 2 Police Officers	23-35 2101	(990)					(990)
E	Long Term Disability - 2 Police Officers	23-40 2101	(174)					(174)
E	Workers' Compensation - 2 Police Officers	24-10 2101	(1,828)					(1,828)
E	Fuel for vehicles	52-15 2101	(5,000)					(5,000)
E	Laptop Computer Replacements	64-13 2101			(13,112)			(13,112)
	Total Police Uniform Division		(116,198)	0	(13,112)	0	0	(129,310)
	Communication/Dispatch Division							
P	Spillman Software (MOVED to Automation)	64-23 2102			(12,563)			(12,563)
	Total Police Dispatch/Communication Division		0	0	(12,563)	0	0	(12,563)
	Code Enforcement							
	Total Code Enforcement Division		0	0	0	0	0	0
	Total Police Department		(116,198)	0	(25,675)	0	0	(141,873)
	FIRE SERVICES							
P	Regular Salaries & Wages - 5 Paramedics (ALS)	12-10 2201	(182,350)					(182,350)
P	FICA and Medicare Taxes - 5 Paramedics (ALS)	21-10 2201	(2,644)					(2,644)
P	Fire Pension - 5 Paramedics (ALS)	22-20 2201	(38,476)					(38,476)
P	Health Insurance - 5 Paramedics (ALS)	23-10 2201	(30,194)					(30,194)
P	Dental Insurance - 5 Paramedics (ALS)	23-15 2201	(1,237)					(1,237)
P	Life Insurance - 5 Paramedics (ALS)	23-20 2201	(1,032)					(1,032)
P	Dependent Health - 5 Paramedics (ALS)	23-30 2201	(21,677)					(21,677)
P	Dependent Dental - 5 Paramedics (ALS)	23-35 2201	(2,476)					(2,476)
P	Long Term Disability - 5 Paramedics (ALS)	23-40 2201	(475)					(475)
P	Workers' Compensation - 5 Paramedics (ALS)	24-10 2201	(5,743)					(5,743)
E	Fire Overtime	14-10 2201	(28,000)					(28,000)
E	Fire Overtime - FICA Medicare Taxes	21-10 2201	(2,642)					(2,642)
E	Fire Overtime - Workers' Compensation	24-10 2201	(2,898)					(2,898)
P	Psychological testing for paramedic positions	31-25 2201		(1,000)				(1,000)
P	Medical Screening for paramedic positions	31-27 2201		(2,000)				(2,000)
E	Operating Supplies for two workstations	52-10 2201		(1,700)				(1,700)
E	Durable Goods - Desktop Computer	52-11 2201		(988)				(988)
P	Medical Supplies for Paramedic Positions	52-13 2201		(25,000)				(25,000)
E	Uniforms - Bunker Gear (reduce by 1.5)	52-25 2201		(2,876)				(2,876)
P	Uniforms for Paramedic Positions	52-25 2201		(4,000)				(4,000)
E	Laptop Computer	64-13 2201			(1,192)			(1,192)
	Total Fire Department		(319,844)	(37,564)	(1,192)	0	0	(358,600)
	GENERAL SERVICES							
	Facilities Maintenance							
E	Desktop Computers - 4	52-11 4101		(3,952)				(3,952)
P	Preliminary Design for new Public Works Facility	64-20 4101			(30,000)			(30,000)
P	Streetsign Replacement	63-10 4101			(15,000)			(15,000)
P	New Public Works Facility	64-25 4101				(4,000,000)		(4,000,000)
P	New Logo Sign for City Hall	64-25 4101				(4,000)		(4,000)
	Total Facilities Division		0	(3,952)	(45,000)	(4,004,000)	0	(4,052,952)
	Streets Division							
P	Regular Salaries & Wages - Street Maint Wkrs-2	12-10 4102	(57,379)					(57,379)
P	FICA and Medicare Taxes - Street Maint Wkrs-2	21-10 4102	(4,412)					(4,412)

EXHIBIT A

E = Existing
P = ProposedCITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2011-2012SUMMARY OF BUDGET OPTIONS
ITEMS LISTED WERE DELETED FROM THE PROPOSED BUDGET FOR BALANCING PURPOSES

SERVICE DESCRIPTION	DEPT	PERSONAL SERVICES	OPERATING EXPENSES	CAPITAL EQUIPMENT/ SOFTWARE	CAPITAL PROJECTS	DEBT SERVICE, TRANSFER & OTHERS	TOTALS	
P Florida State Retirement - Street Maint Wkrs -2	22-20 4102	(3,074)					(3,074)	
P Health Insurance - Street Maint Wkrs - 2	23-10 4102	(12,076)					(12,076)	
P Dental Insurance - Street Maint Wkrs - 2	23-15 4102	(494)					(494)	
P Life Insurance - Street Maint Wkrs - 2	23-20 4102	(230)					(230)	
P Dependent Health - Street Maint Wkrs - 2	23-30 4102	(8,670)					(8,670)	
P Dependent Dental - Street Maint Wkrs - 2	23-35 4102	(990)					(990)	
P Long Term Disability - Street Main Wkrs - 2	23-40 4102	(150)					(150)	
P Workers' Compensation - Street Maint Wkrs - 2	24-10 4102	(5,334)					(5,334)	
P Training seminars for proposed positions - 2	40-10 4102		(1,500)				(1,500)	
P Rental Equipment for proposed Street Division	44-10 4102		(1,500)				(1,500)	
P Equipment Repair for proposed Street Division	46-15 4102		(500)				(500)	
P Operating Supplies for proposed Street Division	52-10 4102		(3,000)				(3,000)	
p Uniforms for proposed Street Division	52-25 4102		(1,248)				(1,248)	
p Two works trucks for proposed Street Division	64-17 4102			(50,000)			(50,000)	
Total Streets Division			(92,809)	(7,748)	(50,000)	0	0	(150,557)
Construction Inspection Division								
P Regular Salaries & Wages - Const Coordinator	12-10 4103	(35,535)					(35,535)	
P FICA and Medicare Taxes - Const Coordinator	21-10 4103	(2,718)					(2,718)	
P Florida State Retirement - Const Coordinator	22-20 4103	(1,894)					(1,894)	
P Health Insurance - Coordinator	23-10 4103	(6,038)					(6,038)	
P Dental Insurance - Const Coordinator	23-15 4103	(247)					(247)	
P Life Insurance - Const Coordinator	23-20 4103	(202)					(202)	
P Dependent Health - Const Coordinator	23-30 4103	(4,335)					(4,335)	
P Dependent Dental - Const Coordinator	23-35 4103	(495)					(495)	
P Long Term Disability - Const Coordinator	23-40 4103	(92)					(92)	
P Workers' Compensation - Const Coordinator	24-10 4103	(735)					(735)	
P Engineering for proposed Const Insp Division	34-10 4103		(2,000)				(2,000)	
P Travel, Training & Conferences for Const Division	40-10 4103		(1,500)				(1,500)	
P Telephone Svcs for proposed position & division	41-10 4103		(400)				(400)	
P Postage for proposed Const Insp Division	41-30 4103		(200)				(200)	
P Liability Ins for proposed Const Insp Division	45-10 4103		(1,795)				(1,795)	
P Equipment Repair for proposed Const Insp Division	46-15 4103		(500)				(500)	
P Business Cards for proposed Const Insp Coordinato	47-10 4103		(250)				(250)	
P Office Supplies for Const Inspection Division	51-10 4103		(200)				(200)	
P Operating Supplies for Const Inspection Division	52-10 4103		(1,750)				(1,750)	
P Fuel for proposed Const Insp Division	52-15 4103		(3,996)				(3,996)	
P Uniforms, boots, ets for proposed Const Insp Coord	52-25 4103		(400)				(400)	
P Training Manuals for proposed Const Insp Division	54-10 4103		(300)				(300)	
P Vehicle for proposed Const Coordinator	64-17 4103			(25,000)			(25,000)	
Total Construction Inspection Division			(52,291)	(13,291)	(25,000)	0	0	(90,582)
Total General Services			(145,100)	(24,991)	(120,000)	(4,004,000)	0	(4,294,091)
ECONOMIC DEVELOPMENT								
E Harvest Moon Festival	4860 5901		(20,000)				(20,000)	
Total Economic Development			0	(20,000)	0	0	0	(20,000)
LIBRARY SERVICES								
P Regular Salaries & Wages - Youth Svcs Spec	12-10 7101	(25,749)					(25,749)	
P FICA and Medicare Taxes -Youth Svcs Spec	21-10 7101	(1,969)					(1,969)	
P Florida State Retirement - Youth Svcs Spec	22-20 7101	(1,372)					(1,372)	
P Health Insurance - Youth Svcs Spec	23-10 7101	(6,038)					(6,038)	
P Dental Insurance - Youth Svcs Spec	23-15 7101	(247)					(247)	
P Life Insurance - Youth Svcs Spec	23-20 7101	(146)					(146)	
P Dependent Health - Youth Svcs Spec	23-30 7101	(4,335)					(4,335)	
P Dependent Dental - Youth Svcs Spec	23-35 7101	(495)					(495)	
P Long Term Disability - Youth Svcs Spec	23-40 7101	(66)					(66)	
P Workers' Compensation - Youth Svcs Spec	24-10 7101	(54)					(54)	
E Carpet for the Lirary	64-25 7101				(10,511)		(10,511)	
Total Library Services			(40,471)	0	0	(10,511)	0	(50,982)
PARKS AND RECREATION								
E Electric, Water , Gas - Adjust Electric	43-10 7201		(20,587)				(20,587)	
E Tables & Chairs for Civic Center	52-11 7201		(3,900)				(3,900)	
E Desktop Computer	52-11 7201		(988)				(988)	
E Kubota Mower Replacement	64-11 7201			(14,066)			(14,066)	
E Ford F250 4x2 Ext Cab with Light Bar (replace)	64-11 7201			(23,586)			(23,586)	
E Ford F250 4x4 Reg cab with Light Bar (replace)	64-11 7201			(24,161)			(24,161)	
P Flag Pole & Lights for Cemetery	64-25 7201				(3,000)		(3,000)	
P Aesop Park Paving	64-25 7201				(100,000)		(100,000)	
P Tavares Nature Park Restroom & Pavilion	64-25 7201				(75,000)		(75,000)	
P Tavares Nature Park Fencing (back perimeter)	64-25 7201				(10,000)		(10,000)	

EXHIBIT A

E = Existing
P = Proposed

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2011-2012

SUMMARY OF BUDGET OPTIONS
ITEMS LISTED WERE DELETED FROM THE PROPOSED BUDGET FOR BALANCING PURPOSES

SERVICE DESCRIPTION	DEPT	PERSONAL SERVICES	OPERATING EXPENSES	CAPITAL EQUIPMENT/ SOFTWARE	CAPITAL PROJECTS	DEBT SERVICE, TRANSFER & OTHERS	TOTALS
P Jogging Trail at Aesop's Park	64-25 7201				(2,500)		(2,500)
P Playground Equipment at Aesop's Park	64-25 7201				(30,000)		(30,000)
E Branded Signage for City's Park System	64-25 7201				(30,000)		(30,000)
P Underground Electric at Cemetery	64-25 7201				(3,000)		(3,000)
P Greenhouse	64-25 7201				(7,000)		(7,000)
E Resurface Basketball Courts for Ingraham Park	64-25 7201				(21,500)		(21,500)
E Resurface Tennis Courts at Aesop's Park	64-25 7201				(8,000)		(8,000)
Total Parks Services Division		0	(25,475)	(61,813)	(290,000)	0	(377,288)
Recreation							
E Postage	4130 7202		(1,500)				(1,500)
P Outdoor Movie Screen System	44-10 7202		(3,200)				(3,200)
P Recreation Newsletter	47-10 7202		(1,500)				(1,500)
E PA Sound System	52-11 7202		(2,500)				(2,500)
E Babe Ruth Program Costs	55-20 7202		(3,000)				(3,000)
E Father Daughter Dance	55-20 7202		(600)				(600)
P New Programs	55-20 7202		(2,000)				(2,000)
P Inflation Acoustic Bandshell	64-15 7202			(12,000)			(12,000)
P Outdoor Movie Screen System	64-15 7202			(16,000)			(16,000)
P RecPro Software System	64-15 7202			(15,000)			(15,000)
P Tennis Court Wind Screens	52-11 7202			(2,000)			(2,000)
P Golf Cart for Local Travel & Special Events	64-17 7202			(1,500)			(1,500)
Total Recreation Division		0	(14,300)	(46,500)	0	0	(60,800)
Total Parks & Recreation Department		0	(39,775)	(108,313)	(290,000)	0	(438,088)
TOTAL GENERAL FUND							
		(799,425)	(426,103)	(376,780)	(4,371,947)	0	(5,974,255)
WATER/WASTEWATER							
Water Treatment							
P Laptop Computer	64-13 3301			(1,192)			(1,192)
P Pole Barn Internal Offices Enclosure/Central A/C	64-15 3301			(5,000)			(5,000)
P Computer Treatment Inventory Control Program	64-23 3301			(550)			(550)
Total Water Treatment Division		0	0	(6,742)	0	0	(6,742)
Water Transmission Division							
P Dell ATG & Docking Station - Line Locator	64-14 3301			(5,323)			(5,323)
P Pole Barn Internal Offices Enclosure/Central A/C	64-15 3301			(5,000)			(5,000)
P Software for fixed assets	64-23 3301			(550)			(550)
P TOKAY Link Software	64-23 3301			(2,500)			(2,500)
Total Water Transmission Division		0	0	(13,373)	0	0	(13,373)
Total Water Department		0	0	(20,115)	0	0	(20,115)
WASTEWATER							
Wastewater Treatment Division							
P Computer	52-10 3501		(988)				(988)
E Digester Blower	64-10 3501			(45,000)			(45,000)
R Motor & Pump Replacements at Woodlea	64-10 3501			(36,000)			(36,000)
E Replace Ethernet Switches	64-10 3501			(3,000)			(3,000)
Total Wastewater Treatment Division		0	(988)	(84,000)	0	0	(84,988)
Wastewater Lab Division							
P Oil & Grease Analyzer	64-15 3503			(8,500)			(8,500)
Total Wastewater Lab Division		0	0	(8,500)	0	0	(8,500)
Wastewater Collection							
Total Wastewater Collection Division		0	0	0	0	0	0
Total Wastewater Department		0	(988)	(92,500)	0	0	(93,488)
SANITATION							
E Desktop Computer	52-11 3401		(988)				(988)
E HINO Autocar ACX64 - Replace Veh #619	64-11 3401			(262,811)			(262,811)
E HINO KWT370 Claw Truck - Replace Veh#612	64-11 3401			(133,228)			(133,228)
<i>Purchase vehicles with capital lease</i>							0
Total Sanitation Department		0	(988)	(396,039)	0	0	(397,027)
STORMWATER							
E General Engineering	31-15 3801		(7,000)				(7,000)
E Stormline and ditch cleaning and repairs	34-10 3801		(3,000)				(3,000)
E Office Supplies - Reduction	51-10 3801		(1,000)				(1,000)
E Operating Supplies - Reduction	52-10 3801		(1,000)				(1,000)
E Tools, Millings, Concrete & Asphalt - reduction	53-20 3801		(2,500)				(2,500)
E Transfer to General Fund - Reduction	59-20 3801		(3,035)				(3,035)
Total Stormwater Department		0	(17,535)	0	0	0	(17,535)
SEAPLANE BASE							
Airport & Marina Operations							
E Janitorial Supplies	52-10 4304		(9,000)				(9,000)
E Uniforms - Reduction	52-25 4304		(300)				(300)
Total Airport & Marina Operations		0	(9,300)	0	0	0	(9,300)

EXHIBIT A

E = Existing
P = ProposedCITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2011-2012SUMMARY OF BUDGET OPTIONS
ITEMS LISTED WERE DELETED FROM THE PROPOSED BUDGET FOR BALANCING PURPOSES

	SERVICE DESCRIPTION	DEPT	PERSONAL SERVICES	OPERATING EXPENSES	CAPITAL EQUIPMENT/ SOFTWARE	CAPITAL PROJECTS	DEBT SERVICE, TRANSFER & OTHERS	TOTALS
	<u>Splash Park</u>							
E	Operating Supplies - reduction	52-10 7301		(1,958)				(1,958)
E	Uniforms - reduction	52-25 7301		(650)				(650)
	<i>Total Splash Park</i>		0	(2,608)	0	0	0	(2,608)
	<u>Wooton Park General Maintenance</u>							
p	Big Screen TV Rental	52-10 7401		(4,800)				(4,800)
p	Operating Supplies - Tents for Farmer's Market	52-25 7401		(2,475)				(2,475)
p	Outdoor 50 ft. Christmas Tree	64-15 7401			(20,000)			(20,000)
	<i>Total Splash Park</i>		0	(7,275)	(20,000)	0	0	(27,275)
	<i>Total Seaplane Base</i>		0	(19,183)	(20,000)	0	0	(39,183)
	TOTAL ENTERPRISE FUND OPERATIONS		0	(38,694)	(528,654)	0	0	(567,348)
	TOTAL ALL CITY WIDE DELETIONS		(799,425)	(464,797)	(905,434)	(4,371,947)	0	(6,541,603)
	GENERAL GOVERNMENT							
	Mayor and City Council		0	(7,500)	0	0	0	(7,500)
	City Administrator & General Government		0	(7,644)	0	0	0	(7,644)
	Finance & Technology		(129,706)	(8,327)	(34,742)	0	0	(172,775)
	Legal Services		0	0	0	0	0	0
	City Clerk		0	(594)	(32,040)	0	0	(32,634)
	Human Resources		(48,106)	(256,970)	0	0	0	(305,076)
	Public Communication		0	(21,050)	0	0	0	(21,050)
	Fleet Maintenance		0	0	(53,626)	0	0	(53,626)
	Economic Development		0	(20,000)	0	0	0	(20,000)
	<i>Total General Government</i>		(177,812)	(322,085)	(120,408)	0	0	(620,305)
	PUBLIC SAFETY							
	Police Services		(116,198)	0	(25,675)	0	0	(141,873)
	Fire Services		(319,844)	(37,564)	(1,192)	0	0	(358,600)
	<i>Total Public Safety</i>		(436,042)	(37,564)	(26,867)	0	0	(500,473)
	PHYSICAL ENVIRONMENT							
	Community Development		0	(1,688)	(1,192)	(67,436)	0	(70,316)
	General Services		(145,100)	(24,991)	(120,000)	(4,004,000)	0	(4,294,091)
	<i>Total Physical Environment</i>		(145,100)	(26,679)	(121,192)	(4,071,436)	0	(4,364,407)
	CULTURE & RECREATION							
	Library		(40,471)	0	0	(10,511)	0	(50,982)
	Parks & recreation		0	(39,775)	(108,313)	(290,000)	0	(438,088)
	<i>Total Culture & Recreation</i>		(40,471)	(39,775)	(108,313)	(300,511)	0	(489,070)
	ENTERPRISE OPERATIONS							
	Water		0	0	(20,115)	0	0	(20,115)
	Wastewater		0	(988)	(92,500)	0	0	(93,488)
	Sanitation		0	(988)	(396,039)	0	0	(397,027)
	Stormwater		0	(17,535)	0	0	0	(17,535)
	Seaplane Base		0	(19,183)	(20,000)	0	0	(39,183)
	<i>Total Enterprise Operations</i>		0	(38,694)	(528,654)	0	0	(567,348)
	TOTAL ALL FUNCTIONS AND SERVICES		(799,425)	(464,797)	(905,434)	(4,371,947)	0	(6,541,603)
			0	0	0	0	0	(6,541,603)

**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: September 7, 2011**

AGENDA TAB NO. 7

**SUBJECT TITLE: ORDINANCE #2011-10 - REPEAL SECTION 11-2 OF
CHAPTER 11 OF THE CODE OF ORDINANCES RELATING TO
DISCHARGING OF FIREARMS**

OBJECTIVE: To repeal Section 11-2 of Chapter 11 of the Code of Ordinances titled "Discharging of Firearms" to be in compliance with state law.

SUMMARY: The state legislature passed House Bill 45 that will amend Florida State Statute 790.33 effective October 1, 2011. The intent of the legislation is to create uniformity of firearm laws throughout the state. To ensure the uniformity of such laws, the new law will prohibit any local (county or city) from making new laws or enforcing current laws regulating firearms in any manner. Any entity (i.e. city or county) that enforces their own firearm regulations can face significant civil and criminal ramifications for the city government, elected officials and staff.

OPTIONS:

- 1) Move to approve Ordinance #2011-10 to repeal Section 11-2 of Chapter 11 of the Code of Ordinances to be in compliance with House Bill 45

STAFF RECOMMENDATION:

Move to approve Ordinance #2011-10 to repeal Section 11-2 of Chapter 11 of the Code of Ordinances to be in compliance with House Bill 45.

FISCAL IMPACT: None

LEGAL SUFFICIENCY: This has been reviewed by City Attorney Bob Williams

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ORDINANCE 2011-10

AN ORDINANCE REPEALING SECTION 11-2 OF CHAPTER 11
OF THE CITY OF TAVARES CODE OF ORDINANCES
RELATING TO THE DISCHARGE OF FIREARMS; PROVIDING
FOR AN EFFECTIVE DATE.

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

Section 11-2 of the City of Tavares Code of Ordinances is hereby repealed in its
entirety.

~~Section 11-2-- Discharging of firearms~~

~~No person shall discharge any firearms within the city except:~~

- ~~(1) For the protection of person;~~
- ~~(2) A law enforcement officer in the line of duty;~~
- ~~(3) Shooting vicious animals, birds, or reptiles; or~~
- ~~(4) For benevolent or charitable fundraising shooting events such as that commonly known as a turkey shoot.~~

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

**PASSED AND ORDAINED this day of September , 2011, by the City Council
of the City of Tavares, Florida.**

Robert Wolfe, Mayor
Tavares City Council

Passed First Reading

Passed Second Reading

1 ATTEST:

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Nancy Barnett, City Clerk

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10 Approved as to form:

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Robert Q. Williams, City Attorney

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: September 7, 2011**

AGENDA TAB NO. 8

**SUBJECT TITLE: ORDINANCE #2011-11 - AMENDMENT OF CHAPTER 12
OF THE LAND DEVELOPMENT REGULATIONS RELATED TO NOISE**

OBJECTIVE: To amend a portion of the definition in chapter 12-1(G) of the Land Development Regulations by repealing “discharge of a firearm” as an impulsive sound.

SUMMARY: The state legislature passed House Bill 45 that will amend Florida State Statute 790.33 effective October 1, 2011. The intent of the legislation is to create uniformity of firearm laws throughout the state. To ensure the uniformity of such laws, the new law will prohibit any local (county or city) from making new laws or enforcing current laws regulating firearms in any manner. Any entity (i.e. city or county) that enforces their own firearm regulations can face significant civil and criminal ramifications for the city government, elected officials and staff.

OPTIONS:

- 1) Move to approve Ordinance #2011-11 – Amendment to Land Development Regulations related to Definition of Impulse Sound

STAFF RECOMMENDATION:

- 2) Move to approve Ordinance #2011-11 – Amendment to Land Development Regulations related to Definition of Impulse Sound

FISCAL IMPACT: None

LEGAL SUFFICIENCY: This has been reviewed by City Attorney Bob Williams

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ORDINANCE 2011- 11

AN ORDINANCE AMENDING SECTION 12-1 (G) OF
CHAPTER 12 OF THE CITY OF TAVARES LAND
DEVELOPMENT REGULATIONS RELATED TO
DEFINITIONS, PROVIDING FOR AN EFFECTIVE DATE.

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

Sections 12-1 (G) is hereby amended as follows:

Section 12-1. Definitions

(G) *Impulsive Sound* means sound of short duration, usually less than one second, with an abrupt onset and rapid decay. Examples of sources of impulsive sound include explosions and drop forge impacts. ~~and the discharge of firearms.~~

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

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

Robert Wolfe
Mayor
Tavares City Council

ATTEST:

Nancy A. Barnett
City Clerk

First Reading _____

Adopted: Second Reading _____

Approved as to form:
Robert Q. Williams, City Attorney

**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: September 7, 2011**

AGENDA TAB NO. 9

SUBJECT TITLE: Contract between City of Tavares and BESH Engineering for the Pavilion on the Lake project.

OBJECTIVE: To approve the contract between the City of Tavares and BESH Engineering for engineering and architectural services for the design of the Pavilion on the Lake.

SUMMARY: Previously, city council authorized staff to advertise for a Request for Proposals to retain the services of a firm to design, engineer, develop plans, bid specifications, bidding services, permit and oversee the construction of the seaplane base, marina, special events pad, Wooton Park electrical, fuel farm, park utility and storm water infrastructure, children's splash park and pier and Pavilion on the Lake.

The Pavilion on the Lake was treated as a separate second phase from all the other work due to an extended DEP permitting process associated with just the pier and pavilion portion of the project which has since been completed.

The first phase is almost complete with the contractor working on punch list items related to the floating dock connection points.

For the second phase, the City Council established the Pavilion on the Lake budget at \$3.36 million and staff has negotiated a contract with BESH to design, engineer, permit and oversee the architect and the marine consultants.

This contract is in the amount of \$369,475, which represents 11% of the project costs. Staff spent several weeks negotiating this fee estimate and believes it represents a fair price for the scope of work necessary to complete this project.

OPTIONS:

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

STAFF RECOMMENDATION: That council move to approve the contract between the City of Tavares and BESH Engineering for engineering and architectural services for the Pavilion on the Lake project.

FISCAL IMPACT: \$369,475.00

LEGAL SUFFICIENCY: Meets legal sufficiency

**AGREEMENT BETWEEN
CITY OF TAVARES, FLORIDA AND
BOOTH ERN STRAUGHN & HIOTT, INC.
FOR
ENGINEERING SERVICES FOR
CONSTRUCTION OF THE PAVILION ON THE LAKE**

This is an Agreement between City of Tavares, Florida, a political subdivision of the State of Florida, hereinafter referred to as the CITY, and Booth, Ern Straughn & Hiott, Inc., a Florida corporation authorized to do business in the State of Florida, its successors and assigns, hereinafter referred to as CONSULTANT.

RECITALS:

1. On February 6, 2008, CONSULTANT was duly selected to provide engineering and related consulting services to the CITY in connection with the design and construction of the Pavilion on the Lake Project (the "Project").

2. CONSULTANT desires to perform said services related to the design and construction of the Project in accordance with the terms and conditions described herein.

3. CITY desires to enter into an agreement with CONSULTANT for the provision of those services in accordance with the terms and conditions described herein.

NOW, THEREFORE, IN CONSIDERATION of the mutual terms, understandings, conditions, promises, covenants and payment hereinafter set forth, and intending to be legally bound, the parties hereby agree as follows:

Article 1. Recitals

1.1 The foregoing recitals are true and correct and incorporated herein.

Article 2. Purpose

2.1 The purpose of this Agreement is to set forth the services to be provided by CONSULTANT and to establish the terms and conditions under which those services shall be provided to the CITY.

Article 3. Scope of Professional Services and Term

3.1 On the terms and conditions set forth in this Agreement, CITY hereby engages CONSULTANT to perform the services set forth in the Scope of Work, attached hereto and incorporated herein as **Exhibit A**. Services not specifically identified in **Exhibit A** may be added upon mutual consent, in writing, of the parties. Any changes in services shall be negotiated between the parties.

3.2. CONSULTANT shall be permitted to subcontract portions of the Scope of Work described in **Exhibit A** that are not ordinarily provided by CONSULTANT. CONSULTANT agrees that the payment for said subcontractors is entirely the CONSULTANT's responsibility. CITY is not in any way liable for a subcontractor's missed payment. CONSULTANT shall execute written contracts with all subcontractors

and provide copies thereof to CITY. The CONSULTANT shall provide overall coordination, management, supervision and scheduling of the work of each subcontractor so as to complete the project in accordance with the CITY's objectives of safety, cost, time and quality. All subcontractors engaged by CONSULTANT must be approved by CITY prior to engaging their services for any portion of the Project.

3.3 This Agreement shall not have a fixed term, but shall remain in effect until final completion of the Project. Final completion of the project shall be defined as once a Certificate of Occupancy is issued and the Construction Manager has successfully completed the Contractor's punch list as determined by the CITY, with the advice of the CONSULTANT. Notwithstanding the term described herein, after final completion of the project, CONSULTANT shall provide up to ten (10) additional hours of CONSULTANT's time to address any issues presented during the warranty period at no additional cost to the CITY.

Article 4. Payment

4.1 Payment terms for services rendered under **Exhibit A** of this Agreement are set forth in **Exhibit A**. Payment for services rendered under **Exhibit A** shall be made in accordance with the CONSULTANT's Hourly Rates and Estimate of Work Effort and Fee set forth in the Fee Schedule, attached hereto and incorporated herein by reference as composite **Exhibit B**, but shall not exceed the amounts set forth in **Exhibit A**. CONSULTANT shall be obligated to complete all work required under **Exhibit A**, even if the not-to-exceed figure is exhausted. It is the intent of the parties that this Agreement shall be a "not-to-exceed" agreement.

4.2 Other than the hourly rates set forth in **Exhibit B**, the CONSULTANT shall not be entitled to payment for any expenses, fees, or other costs it may incur at any time and in any connection with its performance hereunder, except as provided for in this Agreement.

4.3 Invoices shall be submitted in duplicate to the Finance Department, Attn: Lori Houghton, Post Office Box 1068, Tavares, Florida 32778. Each invoice shall contain an identifying number or name of the job and a detailed description of services and fees, including the number of hours worked per Task being billed, and the title of the employee performing such services.

4.4 The CITY shall make payment on all invoices in accordance with the Florida Prompt Payment Act, Part VII, Chapter 218, Florida Statutes.

Article 5. City Responsibilities

5.1 CITY shall promptly review the deliverables and other materials submitted by CONSULTANT and provide direction to CONSULTANT as needed. CITY shall designate one City staff member to act as CITY'S Project Administrator and/or Spokesperson.

5.2 CITY shall reimburse CONSULTANT in accordance with the Fee Schedule listed in Article 4 above for required services timely submitted and approved and accepted by CITY in accordance with the terms of this Agreement.

5.3 The CITY will provide to the CONSULTANT all necessary and available GIS data, data developed and/or within the possession of the CITY, and any other data the CITY possesses that would be useful to the CONSULTANT in the completion of the required services.

Article 6. Special Terms and Conditions

6.1 Qualifications. All firms or individuals will be registered with the State of Florida and have obtained at least the minimum thresholds of education and professional experience required by the statutes to perform the work required under this Agreement.

6.2 Termination. This Agreement may be terminated by the CITY upon thirty (30) days advance written notice to the other party; but if any work or service/Task hereunder is in progress but not completed as of the date of termination, then this Agreement may be extended upon written approval of the CITY until said work or service(s)/Task(s) is completed and accepted.

A. Termination for Convenience. In the event this Agreement is terminated or cancelled upon the request and for the convenience of CITY with the required 30 day advance written notice, CITY shall reimburse CONSULTANT for actual work satisfactorily completed.

B. Termination for Cause. Termination by City for cause, default, or negligence on the part of CONSULTANT shall be excluded from the foregoing provision. Termination costs, if any, shall not apply. The 30-day advance notice requirement is waived in the event of termination for cause.

C. Termination Due to Unavailability of Funds in Succeeding Fiscal Years. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, this Agreement shall be canceled and the CONSULTANT shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services/Tasks delivered under this Agreement.

6.3 Subletting of Agreement. This Agreement shall not be sublet except with the written consent of the CITY'S Administrator or his designee. No such consent shall be construed as making the CITY a party to the subcontract or subjecting the CITY to liability of any kind to any subcontractor. No subcontract shall under any circumstances relieve the CONSULTANT of liability and obligations under this Agreement and all transactions with the CITY must be through the CONSULTANT.

6.4 Insurance. CONSULTANT shall purchase and maintain at all times during the term of this Agreement, without cost or expense to the CITY, policies of insurance from a company or companies authorized to do business in the State of Florida, and which are acceptable to the CITY, insuring the CONSULTANT against any and all claims, demands, or causes of action whatsoever, for injuries received or damage to property relating to the performance of duties, services and/or obligations of the CONSULTANT under the terms and provisions of the Agreement. The CONSULTANT is responsible for timely provision of certificate(s) of insurance to the CITY at the certificate holder address evidencing conformance with the contract requirements at all times throughout the term of the Agreement. Such policies of insurance and confirming certificates of insurance insure the CONSULTANT is in accordance with the following minimum limits and coverage:

(X) Commercial General Liability insurance shall be written on an occurrence form and shall include bodily injury and property damage liability for premises, operations, independent contractors, products and complete operations, contractual liability, broad form property damage and property damage resulting from explosion, collapse or underground (x,c,u) exposures, personal injury and advertising injury. General Liability insurance on forms no more restrictive than the latest edition of the Occurrence Form Commercial General Liability policy (CG 00 01)

of the Insurance Services Office or equivalent without restrictive endorsements, with the following minimum limits and coverage:

Each Occurrence/General Aggregate	\$3,000,000/6,000,000
Products-Completed Operations	\$6,000,000
Personal & Adv. Injury	\$1,000,000
Fire Damage	\$500,000
Medical Expense	\$5,000
Contractual Liability	Included

(X) Automobile liability insurance, including owned, non-owned and hired autos with the following minimum limits and coverage:

Combined Single Limit	\$1,000,000
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(X) Workers' compensation insurance based on proper reporting of classification codes and payroll amounts in accordance with Florida Statute, Chapter 440, and/or any other applicable law requiring workers' compensation (Federal, maritime, etc.) If not required by law to maintain workers' compensation insurance, the CONSULTANT must provide a notarized statement that if any of CONSULTANT's employees are injured, CONSULTANT will not hold the CITY responsible for any payment or compensation.

(X) Employers Liability insurance with the following minimum limits and coverage:

Each Accident	\$1,000,000
Disease-Each Employee	\$1,000,000
Disease-Policy Limit	\$1,000,000

(X) Professional liability and/or specialty insurance (medical malpractice, engineers, architect, consultant, environmental, errors and omissions, etc.) as applicable, with minimum limits of \$1,000,000 and annual aggregate of \$2,000,000.

(X) **City of Tavares, a Florida Municipal corporation**, its departments, agencies, boards, commissions and its officers, officials, agents, and employees shall be added with endorsement as additional insureds to the full limits of liability purchased by the CONSULTANT even if those limits of liability are in excess of those required by this Agreement.

(X) Certificates of insurance shall provide for a minimum of thirty (30) days prior written notice to the CITY of any change, cancellation or nonrenewal of the provided insurance. It is the CONSULTANT's specific responsibility to ensure that any such notice is provided within the stated timeframe to the certificate holder.

(X) The Certificate holder shall be: CITY OF TAVARES, A FLORIDA MUNICIPAL CORPORATION, P.O. BOX 1068, TAVARES, FL 32778.

(X) Certificates of insurance shall evidence a waiver of subrogation in favor of the CITY, that coverage shall be primary and noncontributory, and that each evidenced policy includes a Cross Liability or Severability of Interests provision, with no requirement of premium payment by the CITY.

(X) CONSULTANT shall be responsible for subcontractors and their insurance. Subcontractors are to provide certificates of insurance to the CONSULTANT evidencing coverage and terms in accordance with the CONSULTANT's requirements.

(X) All self-insured retentions shall appear on the certificate(s) and shall be subject to approval by the CITY. At the option of the CITY, the insurer shall reduce or eliminate such self-insured retentions, or the CONSULTANT or subcontractor shall be required to procure a bond guaranteeing payment of losses and related claims expenses.

(X) The CITY shall be exempt from, and in no way liable for, any sums of money, which may represent a deductible or self-insured retention in any insurance policy. The payment of such deductible or self-insured retention shall be the sole responsibility of the CONSULTANT and/or subcontractor providing such insurance.

(X) Failure to obtain and maintain such insurance as set forth above will be considered a breach of contract and may result in termination of the contract for default.

(X) Neither approval by the CITY of any insurance supplied by the CONSULTANT or Subcontractor(s), nor a failure to disapprove that insurance, shall relieve the CONSULTANT or Subcontractor(s) of full responsibility for liability, damages, and accidents as set forth herein.

6.5 Indemnity. CONSULTANT shall indemnify, defend, save and hold harmless the City of Tavares, its departments, agencies, boards, commissions, and its officers, officials, agents and employees (hereinafter referred to as "CITY") from and against any and all claims, actions, liabilities, damages, losses or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death) , or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts of CONSULTANT or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Florida Workers' Compensation Law or arising out of the failure of such CONSULTANT to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the CITY shall, in all instances, except for Claims arising solely from the negligent or willful acts or omission of the CITY, be indemnified by CONSULTANT from and against any and all claims. It is agreed that CONSULTANT will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the CONSULTANT agrees to waive all rights of subrogation against the CITY, its officers, officials, agents and employees for losses arising from the work performed by the CONSULTANT for the City of Tavares.

6.6 Independent Contractor. CONSULTANT agrees that it shall be acting as an independent contractor and shall not be considered or deemed to be an agent, employee, joint venturer, or partner of CITY. CONSULTANT shall have no authority to contract for or bind CITY in any manner and shall not represent itself as an agent of CITY or as otherwise authorized to act for or on behalf of CITY. Additionally, CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONSULTANT to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for CONSULTANT any fee, commission, percentage , gift, or other consideration contingent upon or resulting from the award or making of this Agreement.

6.7 Acceptance of Services. Any service(s) procured as a result of this Agreement may be evaluated for compliance with specifications. In the event that the service is found to be defective or does not

conform to the specifications, the CITY reserves the right to require corrective action as appropriate which may include, but is not limited to, ordering re-performance of service or the termination of the Agreement for default. The CITY will not be responsible for paying for any service that does not conform to the Agreement specifications.

6.8 Ownership of Deliverables. CONSULTANT agrees all Tasks and/or deliverables under this Agreement, and other data generated or developed by CONSULTANT under this Agreement or furnished by CITY to CONSULTANT shall be and remain the property of CITY, including any applicable copyrights. CONSULTANT shall perform any acts that may be deemed necessary or desirable by CITY to evidence more fully transfer of ownership of all Tasks and/or deliverables to CITY. Additionally, CONSULTANT hereby represents and warrants that it has full right and authority to perform its obligations specified in this Agreement.

6.9 Return of Materials. Upon the request of the CITY, but in any event upon termination of this Agreement, CONSULTANT shall surrender to the CITY all memoranda, notes, records, drawings, manuals, computer software, and other documents or materials pertaining to the services hereunder, that were furnished to the CONSULTANT by the CITY pursuant to this Agreement.

6.10 Retaining Other Consultants. Nothing herein shall be deemed to preclude the CITY from retaining the services of other persons or entities undertaking the same or similar services as those undertaken by the CONSULTANT or from independently developing or acquiring materials or programs that are similar to, or competitive with, the services provided under this Agreement.

6.11 Accuracy. The CONSULTANT is responsible for the professional quality, technical accuracy, timely completion and coordination of all the services furnished hereunder. The CONSULTANT shall, without additional compensation, correct or revise any errors, omissions or other deficiencies in its designs, drawings, reports or other services.

6.12 Public Records / Copyrights

A. All electronic files, audio and/or video recordings, and all papers pertaining to any activity performed by the provider for or on behalf of the CITY shall be the property of the CITY and will be turned over to the CITY upon request. In accordance with Florida "Public Records" law, Chapter 119, Florida Statutes, each file and all papers pertaining to any activities performed for or on behalf of the CITY are public records available for inspection by any person even if the file or paper resides in the CONSULTANT'S office or facility. The CONSULTANT shall maintain the files and papers for not less than six (6) complete calendar years after the project has been completed or terminated, or in accordance with the federal requirements, whichever is longer.

B. Any copyright derived from any agreement derived from this Agreement shall belong to the author. The author and the CONSULTANT shall expressly assign to the CITY nonexclusive, royalty free rights to use any and all information provided by the CONSULTANT in any deliverable and/or report for the CITY'S use which may include publishing in CITY documents and distribution as the CITY deems to be in the CITY'S best interests. If anything included in any deliverable limits the rights of the CITY to use the information, the deliverable shall be considered defective and not acceptable and the CONSULTANT will not be eligible for any compensation.

6.13 Right to Audit. The City reserves the right to require CONSULTANT to submit to an audit by any auditor of the CITY'S choosing. CONSULTANT shall provide access to all of its records, which relate directly or indirectly to this Agreement at its place of business during regular business hours. CONSULTANT shall retain all records pertaining to this Agreement and upon request make them

available to the CITY for six (6) years following expiration of the Agreement. CONSULTANT agrees to provide such assistance as may be necessary to facilitate the review or audit by the CITY to ensure compliance with applicable accounting and financial standards.

6.14 Codes and Regulations. All work completed under this Agreement shall conform to all applicable federal, state and local statutes, codes, regulations and ordinances.

6.15 Truth in Negotiation Certificate. For all lump-sum or cost-plus fixed fee contracts exceeding \$150,000, the firm or organization awarded the contract must execute a truth in negotiation certificate stating that the wage rates and other factual unit costs are accurate, complete and current, at the time of contracting. Any contract requiring this certificate shall contain a provision that the original contract price and any additions shall be adjusted to exclude any significant sums by which the CITY determines the contract price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such contract adjustments shall be made within one (1) year following the end of the contract. By executing this Agreement, the CONSULTANT has executed this certificate.

6.16 Public Entity Crimes. A person or affiliate who has been placed on the convicted vendor list following a conviction of a public entity crime may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity in excess of the threshold amount provided in Florida Statutes, section 287.017 for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

6.17 Prohibition Against Contingent Fees. The CONSULTANT warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this Agreement, and that they have not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of this Agreement.

Article 7. General Conditions

7.1 This Agreement is made under, and in all respects shall be interpreted, construed, and governed by and in accordance with, the laws of the State of Florida. Venue for any legal action resulting from this Agreement shall lie in Lake County, Florida.

7.2 Neither Party may assign any rights or obligations under this Agreement to any other party unless specific written permission from the other party is obtained.

7.3 The captions utilized in this Agreement are for the purposes of identification only and do not control or affect the meaning or construction of any of the provisions hereof.

7.4 This Agreement shall be binding upon and shall inure to the benefit of each of the parties and of their respective successors and permitted assigns.

7.5 This Agreement may not be amended, released, discharged, rescinded or abandoned, except by a written instrument duly executed by each of the parties hereto.

7.6 The failure of any party hereto at any time to enforce any of the provisions of this Agreement will in no way constitute or be construed as a waiver of such provision or of any other provision hereof, nor in any way affect the validity of, or the right thereafter to enforce, each and every provision of this Agreement.

7.7 During the term of this Agreement CONSULTANT assures CITY that it is in compliance with Title VII of the 1964 Civil Rights Act, as amended, and the Florida Civil Rights Act of 1992, in that CONSULTANT does not on the grounds of race, color, national origin, religion, sex, age, disability or marital status, discriminate in any form or manner against CONSULTANT employees or applicants for employment. CONSULTANT understands and agrees that this Agreement is conditioned upon the veracity of this statement of assurance.

7.8 CONSULTANT shall at all times comply with all Federal, State and local laws, rules and regulations.

7.9 The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof, and this Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

7.10 Wherever provision is made in this Agreement for the giving, service or delivery of any notice, statement or other instrument, such notice shall be in writing and shall be deemed to have been duly given, served and delivered, if delivered by hand or mailed by United States registered or certified mail or sent by facsimile, addressed as follows:

If to CONSULTANT:

Rob Ern
Booth Ern Straughn & Hiott, Inc.
350 N. Sinclair Avenue
Tavares, Florida 32778

If to CITY:

City Administrator
City of Tavares
Post Office Box 1068
Tavares, Florida 32778

copy to:

Robert Q. Williams
Williams, Smith & Summers, P.A.
380 W. Alfred Street
Tavares, Florida 32778

Each party hereto may change its mailing address by giving to the other party hereto, by hand delivery, United States registered or certified mail notice of election to change such address.

Article 8. Scope of Agreement

8.1 This Agreement is intended by the parties hereto to be the final expression of their Agreement, and it constitutes the full and entire understanding between the parties with respect to the subject hereof, notwithstanding any representations, statements, or agreements to the contrary heretofore made.

8.2 This Agreement contains the following Exhibits:

Exhibit A	Scope of Work
Exhibit B	Fee Schedule

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials this Agreement, in separate counterparts, which shall be deemed an original on the date last signed as below written.

CONSULTANT:

Booth Ern Straughn & Hiott, Inc.

By: Rob Ern
Its: Vice-President

This _____ day of _____ 2011.

ATTEST:

Nancy A. Barnett
City Clerk

Approved as to form and legality:

Robert Q. Williams
City Attorney

CITY:

City of Tavares, Florida, a Florida municipal corporation

By: Robert Wolfe
Its: Mayor

This _____ day of _____ 2011.

EXHIBIT A

SCOPE OF WORK AND FEES

The terms set forth herein are intended to describe in detail the various tasks that CONSULTANT must perform under this agreement. Generally, the CONSULTANT shall be responsible for providing all design and other related services for the Project, including, but not limited to, Civil/Site Design, Utility Design, and Architectural Design. All work provided by CONSULTANT shall be of the utmost quality and conform to the safety and other standards of the field. All work described herein shall be completed timely and in accordance with timeframes set forth by the CITY.

The estimated total project budget is \$3,360,000. The parties understand that this number includes the costs described in this contract and the costs described in the Agreement between the CITY and the Construction Manager (AIA Document 133 – 2009). Regardless of whether the estimated project changes, the cost of the tasks described herein shall not exceed the amounts provided herein unless changes to the costs are approved, in writing, by the CITY.

TASK I PERMITTING/SURVEYING

CONSULTANT shall assist the CITY in obtaining all permits (Federal, State, and local) necessary for the Project except as described herein. To do this, CONSULTANT shall advise the CITY of the necessary permits, assist the CITY in preparation of all necessary permit applications, and facilitate payment of any permitting fees. The CITY will be responsible for the payment of the permitting or application fee in the amount required by the third party entity. If the CONSULTANT advances costs for a permitting or application fee, the CITY shall reimburse the CONSULTANT for the amount of the fee. No modifications to the existing Environmental Resource Permit No. ERP35-0291892-002-EM, issued on January 27, 2010 are included in this provision. In the event the CITY desires to modify the existing Environmental Resource Permit, the parties shall renegotiate the fee to be paid to CONSULTANT for its assistance with such modification.

CONSULTANT, at its expense, shall complete all necessary surveying to obtain a Certificate of Occupancy for the Project.

FEE: \$5,000 (Not to Exceed)

TASK II CIVIL/SITE/UTILITY ENGINEERING DESIGN

CONSULTANT will prepare Civil Engineering Site Drawings for the Project. Services will include Civil and Site Design, Utility Design, and related permitting for said services. The scope of these services shall include, but is not limited to, the following:

1. Prepare detailed design drawings for construction of a 12" watermain on Disston Avenue to serve the proposed Pavilion, in accordance with FDEP Chapter 62-555 F.A.C., City of Tavares Utility Manual, and all other applicable laws and regulations. Point of connection will be on Main Street.

2. Prepare detailed design drawings for construction of a new wastewater lift station and related force main on Disston Avenue to serve the proposed Pavilion, in accordance with FDEP and City of Tavares Utility Manual. Point of connection shall be manhole located on Disston Avenue.
3. Prepare detailed design drawings for the proposed site improvements landward of the Pier, including pedestrian walkways and vehicular drive access to Pier.
4. Prepare the FDEP water supply and wastewater collection system applications and make submittal to FDEP for construction permits.

FEE: \$25,000.00 (Not to Exceed)

TASK III PROJECT TEAM DESIGN MEETINGS/PROJECT ADMINISTRATION

CONSULTANT shall be responsible for administrative services necessary to coordinate all aspects of the project through the planning, design, permitting and construction phases with both the CITY, as well as the design team and Construction Manager. CONSULTANT agrees to perform all tasks of the "Design Professional" that are described in the Agreement between the Owner and the Construction Manager (AIA Document 133 – 2009) attached hereto as Exhibit C. These services, include, but are not limited to, project scheduling during the design and construction phases of the project, and project design meetings with the Construction Manager during the design and construction phases, including value engineering and QA/QC meetings.

FEE: \$52,200.00 (Not to Exceed)

TASK IV CONSTRUCTION ADMINISTRATION SERVICES

CONSULTANT will advise and consult with CITY and act as its representative during construction. CONSULTANT will make regular visits to the site to observe the progress and quality of the executed site work and to determine in general if the work is proceeding in accordance with the construction drawings. CONSULTANT will review and approve shop drawings, results of tests and inspections and other data that the Construction Manager is required to submit which are related to the site and utility improvements.

Based upon the on-site observations and field survey as-builts to be provided by Construction Manager, CONSULTANT shall prepare and submit certifications of completions to the following State and local agencies, and any other necessary agencies, as required:

1. City of Tavares.
2. Florida Department of Environmental Protection.

Fee: \$7,500.00 (Not to Exceed)

TASK V ARCHITECTURAL SERVICES

CONSULTANT agrees to be responsible for providing architectural services for the design development, construction documents, and construction administration of a two story pavilion constructed on the lakefront.

The design will utilize precast concrete pier foundation and precast concrete construction for the floors and columns with concrete masonry infill. The design shall include a 40' wide precast concrete pier per the preliminary drawings. The design shall include all structural, electrical, mechanical, plumbing and fire protection design. In addition, the design shall include electrical design for lighting, sound and power on the floating dock system for the water taxis.

In addition to the actual designing of the Project, the design services include coordination meetings between the design team and the CITY. The Construction Documents to be provided by the CONSULTANT will include plans and specifications suitable to obtain competitive bids. Construction Administration services will include bid administration, shop drawing review, preconstruction meeting, schedule monitoring, pay request review, change order proposal review, and construction observation, as required to verify that construction activities comply with construction documents.

Fee: \$218,000.00 (Not to Exceed)

TASK VI WATER TAXI MOORING FACILITIES ENGINEERING SERVICES

CONSULTANT shall be responsible for engineering, preparation of construction specifications, and construction inspection services related to the water taxi access structures at the Project site. CONSULTANT shall design an access structure from the proposed pavilion facility walkway that will include a gangway and the concrete floating docks for the water taxis. CONSULTANT shall be responsible for design of the structural portion that originates at the walkway to the pavilion and ends at the loading point of the water taxi area on water. The access will include an ADA compliant ramp and gangway system to a floating dock that is capable of docking two water taxis. All related piling locations will be CONSULTANT's responsibility.

After review of pertinent data, CONSULTANT shall be responsible for meeting with the design team to discuss and agree upon the elevations of structures and any permit conditions for structural coverage over water. CONSULTANT shall be responsible for meeting with Taxi operators to gather information on the Taxis and heights to embark and disembark from the Taxis and all other requirements for proper Taxi operation and docking.

CONSULTANT shall provide all construction details related to any access structures (which include the gangway and the concrete floating docks for the water taxis), materials, and ADA compliance requirements. CONSULTANT shall provide all piling design and embedment depths, including specifications for the floating dock system.

As part of this task, CONSULTANT will assist the Project team with the preparation of the technical specifications and drawings for cost estimation. The CONSULTANT will

provide a representative competent in the engineering related to water taxi mooring facilities at all applicable meetings.

As it relates to this task, CONSULTANT shall provide the following services related to Construction Inspection:

1. Value Engineering: Calculations and cost estimating for different piling schemes and other marine structure components.
2. Shop Drawings and Submittals Review: Anticipated submittals include, but are not limited to: shipping, stockpile, Site Administration Plan (SSSAP); Site-Specific Safety Plan; Floating Dock/Gangway/Fixed Dock shop drawings and calculations; pilings, life preservers, fire extinguishers, Record Drawings and As-Built Survey
3. Plant Visits During Floating Engineering and Manufacturing: Initial meeting with manufacturer, second design and shop drawings meeting, three plant visits during manufacturing and any other necessary meeting to fulfill the requirements of this Project.
4. Review Construction Manager's RFIs, Test Reports and Pile Driving Logs: Budgeted 10 RFIs during construction and time to review pile logs for about 12 timber, concrete and composite pilings.
5. Answer Construction Manager's Field Questions and provide Administrative Support throughout construction and until Project is complete.
6. Periodic Site Visits for Critical Stages of Marine Construction: Critical stages of marine construction include, but are not limited to: Review construction stake-out, first delivery of floating docks to site, first assembly of floating docks on the water, first pile-driving of timber piles, first pile-driving of concrete piles, first pile-driving of composite piles, punch list walk through, substantial completion and a written punch list for distribution to be considered as last marine engineer's site visit.
7. Attend Project or Construction Progress Meetings: Attend at least three or as many as needed construction progress meetings when taxi Access construction is topical to the consulting and/or construction team.

Fee: \$43,775.00 (Not to Exceed)

Task VII PRINTING/COPYING

CONSULTANT shall be responsible for providing all necessary printing and copying to carry out all tasks described in this Scope of Work. CONSULTANT shall include the actual cost (no mark-up) of the printing/copying in its invoices submitted to the CITY. CONSULTANT shall attach to the invoices copies of the actual bills or receipts for said printing and copies.

Fee: \$15,000 (Not to Exceed)

Task VIII INSURANCE

CONSULTANT shall purchase and maintain insurance in accordance with the contract terms described in the main contract.

Fee: \$3,000 (Not to Exceed)

SUMMARY FEE SCHEDULE

TASK I	\$5,000.00
TASK II	\$25,000.00
TASK III	\$52,200.00
TASK IV	\$7,500.00
TASK V	\$218,000.00
TASK VI	\$43,775.00
TASK VII	\$15,000.00
TASK VIII	\$3,000.00
TOTAL	\$369,475.00

EXHIBIT B

**HOURLY RATE SCHEDULE
(2011)**

Professional Services shall be charged at the following rate schedule:

ENGINEERING

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

SURVEYING

PROFESSIONAL SURVEYOR (PRINCIPAL)	\$145.00/HOUR
PROFESSIONAL SURVEYOR	\$85.00/HOUR
3 MAN FIELD CREW	\$100.00/HOUR
2 MAN FIELD CREW	\$85.00/HOUR
CREW UTILIZING GLOBAL POSITIONING SYSTEM	\$110.00/HOUR
SURVEY TECHNICIAN I	\$75.00/HOUR
SURVEY TECHNICIAN II	\$50.00/HOUR
SURVEY TECHNICIAN III	\$30.00/HOUR
TITLE RESEARCHER	\$95.00/HOUR
EXPERT TESTIMONY PROFESSIONAL SURVEYOR	\$300.00/HOUR

City of Tavares
Pavilion on the Lake
Estimate of Work Effort and Fee

Description	Professional Engineer (Principal)		Professional Engineer		Project Engineer		Engineering Technician I		Engineering Technician II		Totals
	Hourly Rate		Hourly Rate		Hourly Rate		Hourly Rate		Hourly Rate		
	\$145.00		\$130.00		\$110.00		\$95.00		\$75.00		
Task I - Civil/State Utility Design											
Meetings	12	\$1,720.00	0	\$0.00	12	\$1,320.00	0	\$0.00	0	\$0.00	\$3,050.00
Site Investigation	4	\$580.00	2	\$260.00	2	\$220.00	0	\$0.00	0	\$0.00	\$1,050.00
Design	16	\$2,380.00	12	\$1,560.00	32	\$3,520.00	36	\$3,420.00	22	\$1,650.00	\$12,470.00
Permitting	32	\$4,640.00	10	\$1,300.00	16	\$1,760.00	8	\$790.00	0	\$0.00	\$8,450.00
Subtotal:	64	\$9,280.00	24	\$3,120.00	62	\$6,820.00	44	\$4,180.00	22	\$1,650.00	\$25,050.00
Task II - Team Meetings/Project Admin.											
Meetings	215	\$31,320.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$31,320.00
Project Administration	144	\$20,880.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$20,880.00
Subtotal:	360	\$52,200.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$52,200.00
Task III - Construction Administration											
Meetings	10	\$1,450.00	0	\$0.00	8	\$990.00	0	\$0.00	0	\$0.00	\$2,330.00
Site Investigation	22	\$3,190.00	0	\$0.00	18	\$1,980.00	0	\$0.00	0	\$0.00	\$5,170.00
Subtotal:	32	\$4,640.00	0	\$0.00	25	\$2,850.00	0	\$0.00	0	\$0.00	\$7,520.00
Project Total	456	\$66,120.00	24	\$3,120.00	93	\$9,690.00	44	\$4,180.00	22	\$1,650.00	\$84,750.00

Task I rounded down to \$25,000.00 in previously submitted proposal
Task II assumes 18 month project completion schedule

	Rate	Design Development		Construction Documents		Contract Administration		
		Hours		Hours		Hours		
Architectural	\$125.00	114.56	\$14,320.00	560	\$70,000.00	280	\$35,000.00	\$119,320.00
Mechanical	\$150.00	4	\$600.00	30	\$4,500.00	24	\$3,600.00	\$8,700.00
	\$72.50	16	\$1,160.00	80	\$5,800.00	0	\$0.00	\$6,960.00
Electrical	\$150.00	4	\$600.00	70	\$10,500.00	24	\$3,600.00	\$14,700.00
	\$72.50	24	\$1,740.00	120	\$8,700.00	0	\$0.00	\$10,440.00
Plumbing	\$150.00	4	\$600.00	20	\$3,000.00	24	\$3,600.00	\$7,200.00
	\$72.50	8	\$580.00	40	\$2,900.00	0	\$0.00	\$3,480.00
Fire Sprinkler	\$125.00	8	\$1,000.00	16	\$2,000.00	6	\$750.00	\$3,750.00
Fire Alarm	\$100.00	4	\$400.00	6	\$600.00	4.5	\$450.00	\$1,450.00
Structural	\$150.00	80	\$12,000.00	160	\$24,000.00	40	\$6,000.00	\$42,000.00
			\$33,000.00		\$132,000.00		\$53,000.00	\$218,000.00

AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: September 7, 2011

AGENDA TAB NO. 10

SUBJECT TITLE: Approval of contract for Construction Management services provided by Emmett Sapp Builders for the design and construction of the Pavilion on the Lake.

OBJECTIVE: To approve the contract between the City of Tavares and Emmett Sapp Builders for construction management services for the design and construction of the Pavilion on the Lake.

SUMMARY: At the January 5, 2011 city council meeting, in a unanimous vote, Emmett Sapp Builders was the selected company to provide construction management services for the design and construction of the Pavilion on the Lake. Staff was authorized to negotiate a contract with this firm.

The proposed Construction Manager at Risk contract contains the following salient terms:

- There are two phases of a Construction Manager at Risk Contract. The first phase is the Preconstruction Phase. The second phase is the Construction Phase.
- If executed, this contract will effectively hire Emmett Sapp as the Construction Manager (CM) to oversee and advise the City during the Preconstruction Phase.
- The contract primarily requires the CM to complete the following during the Preconstruction Phase:
 - Prepare an overall Construction Management Plan for the project
 - Budget cost estimating if applicable
 - Attend City and design related meetings
 - Prepare estimates and scheduling data during the design phase
 - Identify potential defects or ambiguities in design documents and recommend alternatives
 - Ensure quality control and value engineered drawings and specifications to construct the project at or below the authorized budget amount
 - Project cost control

- For the Preconstruction Phase, the City has agreed to pay the CM a flat fee of \$7,000.
- At the end of the Preconstruction Phase, the CM will have the opportunity to submit a Guaranteed Maximum Price (GMP) Proposal for the Construction Phase of the project. The City can either accept or reject the GMP Proposal.
- The intent of the proposed contract is for the City to either accept the CM's GMP proposal or to re-negotiate with the CM to come up with a satisfactory GMP.
- The CM's Guaranteed Maximum Price Proposal will be comprised of the Cost of the Work (subcontractor costs, materials, equipment, etc.) plus the CM's fee. In this contract, the City has agreed to pay the CM ten (10%) of the Cost of the Work.
- If the CM's GMP is accepted, the CM is guaranteeing the maximum cost to the City. If the cost to the City exceeds the GMP, the CM will have to pay any costs over the GMP. If the costs are less than the GMP, the cost savings will be shared between the City (85%) and the CM (15%).
- During the Construction Phase, the CM will oversee the entire project. Among other things, the CM will enter into contracts with various subcontractors, will oversee the purchasing of materials, and will submit monthly progress reports to the City. The CM and his staff can construct portions of the project but only if the CM provides the lowest quote for the particular project.
- The City staff proposes the inclusion of a Sales Tax Savings program in this contract. For any item over \$10,000, the City will have the *option* of purchasing materials directly to save taxes.
- Once the GMP is accepted, the parties will enter into a contract containing detailed drawings, specifications, and deadlines. The drop-dead deadlines are not included in this contract. However, the amount of liquidated damages if the CM does not comply with the ultimate deadline is specified in this contract (\$500/day).

OPTIONS:

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

STAFF RECOMMENDATION: That council move to approve the contract between the City of Tavares and Emmett Sapp Builders for construction management services to design and build the Pavilion on the Lake.

FISCAL IMPACT: \$7,000.00 (preconstruction services) + 10% of the GMP (guaranteed maximum price). Funded from Wooton Park Seaplane Base Capital Improvement Note Proceeds and Interfund Loan as previously approved by the City Council.

LEGAL SUFFICIENCY: Meets legal sufficiency

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: September 7, 2011**

AGENDA TAB NO. 11

SUBJECT TITLE: Request to Approve Work Authorization with Malcolm Pirnie for Potable Water pressure Monitoring and Data Evaluation Work

OBJECTIVE: To approve a work authorization with Malcolm Pirnie in the amount of \$61,470 to conduct Potable Water Pressure Monitoring and Data Evaluation work and report of the Royal Harbor Subdivision

SUMMARY: Royal Harbor is a gated, active adult community in Tavares, Florida on the shores of Little Lake Harris with approximately 750 homes. The City has logged a history of complaints regarding water pressure in the Royal Harbor community dating back to 2002. The complaints have originated from approximately 82 homes, or 11% of the community, primarily those located at higher elevations within the community. The City of Tavares supplies drinking water to the community. The community uses this drinking water for its homes and to irrigate its lawns and landscaping.

Previously the City Council approved several projects to address the low pressure issues as follows: 1) The installation of a new water main around the back side of the development to loop the water system and increase water pressure 2) Assisted with a watering day schedule that met the Water Management Districts rules and lowered the amount of irrigation use to increase pressure 3) Developed a City Wide Hydraulic Model that included options to improve water pressures in the Royal Harbor community.

The Hydraulic model was completed and presented to Council in September 2010. It included the following options to increase water pressure at Royal Harbor:

1. Construct a booster pump station at Royal Harbor to elevate the water pressures within the community, at an estimated cost of \$600,000.
2. Install reclaimed water distribution lines throughout Royal Harbor to supply irrigation demands of the community, at an estimated cost of \$2.5 million.

Due to the high cost of these options, the city decided to explore less costly options by specifically identify each and every home that had a water pressure problem and then evaluating them for less costly cures. The city asked the Home Owners Association of Royal Harbor to collect the addresses of every resident that had a water pressure problem. Approximately 82 homes reported pressure problems. The city then negotiated a contract in the amount of \$61,470 with Malcolm Pirnie to: 1) monitor the pressure of 15 of these homes for an extended period of time; 2) collect the data and analyze it; 3) look for unknown problems, such as partially closed valves to those homes, improperly sized lines during construction to each home, or pipelines filled with silt including but not limited to excavating lines as needed; 4) evaluate effectiveness of upsizing each problem home with a larger meter (For example \$350 X 82 homes = \$28,700; 5) field monitoring selected hydrants in the area; and 6) developing a report that addresses the most cost effective fix for the 82 homes that are reporting pressure problems.

OPTIONS:

1. **Approve** the Work Authorization in the amount of \$61,470 with Malcolm Pirnie to complete the conduct a Potable Water Pressure Monitoring and Data Evaluation work and report of the Royal Harbor Subdivision
2. Do **not approve** the Work Authorization in the amount of \$61,470 with Malcolm Pirnie to conduct a Potable Water Pressure Monitoring and Data Evaluation work and report of the Royal Harbor Subdivision
3. Approve the construction of a dedicated **booster station** which was recommended in the report as a temporary solution, presented to Council in Sept 2010. Estimated cost \$600,000.
4. Approve the construction of a dedicated **reclaim water distribution system** that was recommended in the report presented to Council in September 2010. Estimated cost \$2.5 million.
5. Take no action at all

STAFF RECOMMENDATION:

1. Move to **approve** Work Authorization in the amount of \$61,470 with Malcolm Pirnie to conduct a Potable Water Pressure Monitoring and Data Evaluation of the Royal Harbor Subdivision

FISCAL IMPACT:

The Government Financial Officers' Association recommends that at a minimum, general-purpose local governments, regardless of size, maintain unreserved fund balances in their operating funds of an amount equal to between 5- 20% of the fund's annual operating expenditures. The Impact Fee is not an Operating Fund, and therefore no minimum requirement is recommended.

The available unreserved and unencumbered retained earnings as of August 31, 2011 for the Water/Wastewater Impact Fee Fund is \$ 3,691,011.

LEGAL SUFFICIENCY: Legally Sufficient

Work Authorization for

POTABLE WATER PRESSURE MONITORING AND DATA EVALUATION OF THE ROYAL HARBOR SUBDIVISION

City of Tavares, Florida

This Work Authorization constitutes a Project Agreement under the terms of the Agreement for Continuing Engineering Services per RFQ 2008-0001, between the City of Tavares (City) and Malcolm Pirnie, Inc. (Engineer). The Engineer will provide pressure monitoring and data evaluation of the potable water distribution system in the Royal Harbor subdivision, as part of this Scope of Work.

Project Background

Royal Harbor is a gated, active adult community in Tavares, Florida on the shores of Little Lake Harris. The City has logged a history of complaints regarding water pressure in the Royal Harbor community. The City of Tavares supplies drinking water to the community and has undertaken steps to determine a best course of action to prevent low water pressure to residents.

The City has chosen to conduct additional investigation to measure water pressures at selected households that have reported pressure issues, as well as system-wide pressure monitoring in the Royal Harbor community. The objective of this study is to identify any unknown problems that would not be detected by hydraulic modeling, such as partially closed valves to those homes, improperly sized lines during construction to each home, or pipelines filled with silt. Depending on the findings, the effectiveness of upsizing the water meter at each home that experienced low pressures will be evaluated.

Scope of Work

This scope of work describes the following individual tasks to be performed:

Task 100 - Conduct Resident Survey

Prepare and distribute a survey to all residents of the Royal Harbor community. The City will provide a list of all Royal Harbor residents for this survey. Collect survey and evaluate data. Data to be collected will include frequency, location within the household, and days of the week when the residents have observed low pressure events. The survey will also request voluntary participation of the residents, include potentially making their home or property available for use as a pressure monitoring location.

Task 200 - Perform Flow and Pressure Monitoring

Contract and coordinate with a firm to perform the field monitoring of the potable water distribution system in the Royal Harbor subdivision. Field monitoring will include pressure testing of selected hydrants and approximately 15-20 homes with low water pressure complaints. Water flow into the community will also be measured during the pressure monitoring, which will occur over 4-weeks. Coordinate with the City and Contractor the schedule of work for system testing. City employees will need to be present for private property pressure logging installations. Malcolm Pirnie will attend six (6) site visits to implement the flowmeter and pressure logging.

Task 300 - Prepare Evaluation Letter

Obtain and evaluate monitoring data. Summarize findings of the monitoring data and subsequent conclusions to the findings in letter report format to the City.

Fee

The Engineer will perform the scope of work described above for a fee not to exceed \$61,470 as described in Attachment A.

Execution

This Work Authorization for the Potable Water Pressure Monitoring and Data Evaluation of the Royal Harbor Subdivision shall be executed upon signed approval and acceptance below:

APPROVED BY:

CITY OF TAVARES

Signature

Date

Printed Name

Title

ACCEPTED BY:

MALCOLM PIRNIE, INC.



Signature

8-26-2011

Date

Scott C. Shannon, P.E.

Printed Name

Associate Vice President

Title

City of Tavares
**POTABLE WATER PRESSURE MONITORING AND DATA EVALUATION OF
 ROYAL HARBOR SUBDIVISION**
 Attachment A

Engineering Services Fee Estimate

Task No.	Task Description	Project Officer	Associate	Senior Project Engineer	Senior Project Scientist	Project Design Engineer	Senior Technician / CADD	Clerical	Total hrs	Total Labor	Expenses	Total Labor Plus Expenses
100	Prepare, distribute, compile and evaluate survey data	4	2			40	8	24	78	\$8,742.00	\$1,220.00	
200	Coordinate with subconsultant and conduct site visits		2	24		64	20		110	\$14,270.00	\$249.20	
300	Prepare Evaluation Letter with Monitoring Data	4	8	8		24	1	4	49	\$6,944.00	\$45.00	
	SUBTOTAL	8	12	32	0	128	29	28	237	\$29,956.00	\$1,514.20	\$31,470.20
	Subconsultant - Pressure and Flow Data Monitoring									\$30,000.00		\$30,000.00
	TOTAL (Task and Subconsultants)									\$29,956.00	\$1,514.20	\$61,470.00

City of Tavares
**POTABLE WATER PRESSURE MONITORING AND DATA EVALUATION OF
 ROYAL HARBOR SUBDIVISION**
 Attachment A

Expenses

Task No	Task Description	Mileage	Mileage Cost	Copies	Copies	Copies	Copies	Copies	Copies	Copies	Mail / FedEx	Mail / FedEx	1st Cl. Ltr	1st Cl. Ltr	Total
		Miles	(\$0.445 / Mile)	(8.5 x 11 pages)	(\$0.15 / page)	(11 x 17 pages)	(\$0.30 / page)	(34 x 22 pages)	(\$0.72 / page)	(packages)	(\$15.00 / package)	(Letters)	(Env + post \$1.00)		
100	Prepare, distribute, compile and evaluate survey data		\$0.00	800	\$120.00			\$0.00			20	\$300.00	\$800.00	\$900.00	\$1,220.00
200	Coordinate with subconsultant and conduct site visits	560	\$249.20		\$0.00			\$0.00				\$0.00		\$0.00	\$249.20
300	Prepare Evaluation Letter with Monitoring Data		\$0.00	200	\$30.00			\$0.00			1	\$15.00		\$0.00	\$45.00
GRAND TOTAL (Task 1.0)															\$1,514.20

Note :

Task 100

Print, post and mail surveys to Royal Harbor residents

Task 200

4 trips, 60 miles round trip from Malcolm Pirnie Mainland Office to City of Tavares

2 trips, 160 miles round trip from Malcolm Pirnie Tampa Office to City of Tavares

Task 300

Recommendation Letter, plus monitoring data and shipping

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AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: September 7, 2011

AGENDA TAB NO. 12

SUBJECT TITLE: Request to Approve Work Authorization with Malcolm Pirnie for Phase 3 of the Consumptive Use Permitting (CUP) Renewal Process

OBJECTIVE: To approve a work authorization with Malcolm Pirnie for Phase 3 of the Consumptive Use Permitting process with St. John's River Water Management District in the amount of \$115,000.

SUMMARY:

Previously the city council instructed staff to start the Consumptive Use permit process, which consists of the following 3 phases and typically takes 3 to 5 years to complete, at a cost of approximate \$400,000. The 3 phases are:

- 1) Data Collection and permit submittal to SJRWMD (completed and cost \$110,000)
- 2) Responding to SJRWMD Requests for Additional Information (RAI)'s (completed \$120,000)
- 3) Final Studies and RAI's necessary to obtain permits (Not Completed)

By way of background, the CUP expired in October 2010 and presently we are working with a month to month permit that is being managed by Malcolm Pirnie until we have received a new permanent permit. The city currently provides approximately 3 MGD of potable water to meet the present demands of the residents and service area. The goal is to secure a future water supply withdrawal status that is adequate for Commercial Enterprises, Governmental Agencies, Hospital, Schools, Residents and other uses in the City of Tavares to meet the City's needs through the year 2030, from the present water supply. The CUP application itself was completed and submitted in October 2009, during Phase 1 of this effort. Phase 2 was completed in July 2011, and consisted of responding to SJRWMD's Requests for Additional Information (RAI's) to clarify and, in many cases, significantly expand upon specific information included in the application. The process of collecting and presenting information to respond to these RAI's is very analytical and data intense.

The services to be performed under Phase 3 of the CUP Renewal process are expected, based on our current understanding after meetings with SJRWMD officials, to fulfill the requirements of SJRWMD and secure a renewed permit for the City. The work required to complete this process is anticipated to include:

1. Responding to two (2) requests for additional information from the SJRWMD to clarify and expand upon (as necessary) the information submitted in the permit application previous two RAI responses.
2. Submitting temporary consumptive use permits (TCUPs) to the SJRWMD on a monthly basis, at such time these are necessary, on behalf of the City.
3. Water Resource Engineering, including groundwater modeling, impact analyses, and associated activities to demonstrate, based on the SJRWMD's East-Central Florida (ECF) groundwater model parameters, that no adverse effects will result from the quantity of water withdrawals requested by the City in its permit application. Groundwater modeling of three scenarios using the SJRWMD ECF model is anticipated.

4. Performing financial evaluations of proposed water supply alternatives, including development of alternative water supplies, implementation of conservation programs, and potential revisions to existing programs such as meter replacements and leak detection – as these may potentially become conditions in the City’s renewed permit.

All three phases typically take between 3-5 years and cost approximately \$400,000 to complete. To date Tavares has spent one year and \$110,000 on Phase 1. Phase 2 totaled \$120,000 and has taken one additional year. Significant progress has been made, but the need to continue to respond to RAI’s based on SJRWMD’s need for additional information is an expected part of the process. This work authorization would bring the total to be approximately \$345,000 that has taken about three years. This amount is in line with other communities that are involved in the CUP process.

OPTIONS:

1. **Approve** the work authorization with Malcolm Pirnie to continue with Phase 3 of the CUP process with the SJRWMD in the amount of \$115,088.
2. **Do not approve** work authorization with Malcolm Pirnie to continue with Phase 3 of the CUP process with the SJRWMD in the amount of \$115,088.

STAFF RECOMMENDATION:

That Council move to **approve** work authorization with Malcolm Pirnie to continue with Phase 3 of the CUP process with the SJRWMD in the amount of \$115,088.

FISCAL IMPACT:

Funding Source: This was previously budgeted at \$125,000 in the FY 10/11 current budget and therefore sufficient funds remain to do the work. Line Item 401.3301.533.31.45. The unappropriated balance for this account is \$122,979.

LEGAL SUFFICIENCY: This meets Legally Sufficiency

Work Authorization for
CONSUMPTIVE USE PERMITTING AND ENGINEERING SUPPORT SERVICES,
PHASE 3

City of Tavares

This Work Authorization constitutes a Project Agreement under the terms of the Agreement for Continuing Engineering Services per RFQ 2008-0001, between the City of Tavares and Malcolm Pirnie, Inc. Under the scope of work described herein, Malcolm Pirnie will continue water supply permitting and water resource engineering services to the City for the renewal of its Consumptive Use Permit with St. Johns River Water Management District (SJRWMD). The renewal is planned to increase the City's total water allocation from an annual average allocation of 3.537 million gallons per day (MGD) in 2010 to the requested year 2030 demand to be determined through the permitting process conducted under the scope of this project.

Project Background

The City of Tavares currently provides approximately 3 million gallons per day (mgd) of potable water to meet the demands of the customers in its utility service area. At present, the City's only potable water source is groundwater from the Upper Floridan aquifer. Withdrawals from the aquifer are regulated by the St. John's River Water Management District (SJRWMD) via consumptive use permits (CUP). The City submitted an application for a new CUP prior to the permit expiration in 2010. The City requires a new CUP to provide for future water demands through a planning period that may extend to 2030.

The City's current wellfield withdrawals are approaching the limits allocated in the current CUP. Securing additional water supply is therefore critical to the City's future economic development plans, which call for residential and commercial growth that must be supported by adequate water supplies.

In the two previous phases of this permitting effort, Malcolm Pirnie prepared and submitted a Consumptive Use Permit Application and supporting documentation on behalf of the City to SJRWMD. Malcolm Pirnie also responded to SJRWMD's first and second Requests for Additional Information (RAIs No. 1 and No. 2). Extensive work was required to respond to these RAIs. The City then received RAI No. 3, and based on the extensive information requested, Malcolm Pirnie advised the City to retain a water use attorney, and assisted with the selection of this attorney to assist the City with the permitting process. Subsequently, the City, its attorney, and Malcolm Pirnie met with SJRWMD regarding proposed responses. Based on this meeting, it is anticipated that one more RAI will be issued by SJRWMD prior to issuance of a permit.

This Work Authorization provides Malcolm Pirnie with a time and materials budget to develop responses to RAIs No. 3 and No. 4 (depending on the specific information SJRWMD requests), including the engineering and financial analyses to support these responses.

Scope of Work

This scope of work will continue the process of renewing the City's CUP, which expired on October 7, 2010. The CUP application, RFI responses No. 1 and No. 2 have been submitted on time; however, typical of current experience with the CUP process involving SJRWMD, the duration of the CUP renewal process has exceeded two years. Therefore, under this scope of work Malcolm Pirnie will also submit temporary consumptive use permits (TCUPs) to the SJRWMD monthly, as necessary. Under this scope of work, Malcolm Pirnie will perform the following tasks:

Task 1 – Meetings and Coordination

Malcolm Pirnie will attend up to four (4) meetings to coordinate and discuss the permit modification effort. In addition, Malcolm Pirnie will participate in a maximum of forty (40) person-hours of discussions with the City and/or SJRWMD via teleconference.

Task 2 – Requests for Additional Information

Malcolm Pirnie will respond to two (2) requests for additional information from the SJRWMD (RAI #3 and RAI #4) to clarify information submitted in the permit application and groundwater flow models. If questions arise that require additional or new work that is not a clarification of the information previously submitted, Malcolm Pirnie will respond to the extent allocated in the budget for this work order. All additional work outside of the budget for two RAIs, are not included in the scope services and will be scoped and budgeted separately from this Work Authorization.

Malcolm Pirnie will also submit temporary consumptive use permits (TCUPs) to the SJRWMD monthly, at such time these are necessary, on behalf of the City.

Task 3 - Water Resource Engineering

Malcolm Pirnie and subconsultant Liquid Solutions Group (LSG) will perform groundwater modeling, impact analyses, and associated activities to respond to SJRWMD RAI questions as follows:

1. Data gathering, including the groundwater flow modeling files for the most recent version of the SJRWMD's East-Central Florida (ECF) model, the primary tool used by the SJRWMD to evaluate CUPs in central Lake County. LSG will utilize the ECF model for the City's impact evaluation using SJRWMD-developed data sets for 1995 and 2030.

2. Confirmation of City data included in SJRWMD ECF model
3. Groundwater modeling of three scenarios using the SJRWMD ECF model:
 - a. 1995 base case
 - b. 2030 requested allocation for Tavares only
 - c. 2030 requested allocation plus other users at projected 2030 withdrawals
4. Interpretation of results to assess potential impacts, including, but not limited to drawdown, streamflow reductions, saltwater intrusion (via model flux evaluation. Saltwater intrusion modeling is not included in this scope), adjacent legal user impacts, and springflow reductions.
5. Development of a report documenting the groundwater modeling efforts.

No model grid refinement or other model modifications (e.g., local-scale recalibration) are proposed at this time; however, it may be required as part of additional groundwater modeling efforts. Furthermore, additional scenarios may be required in the future in order to address SJRWMD RAI questions. Only three are proposed at this time as indicated above. Lastly, no environmental impact assessments are proposed to be completed as part of this scope.

Task 4 - Financial Evaluation of Alternatives

As part of the permitting process, the City will have to consider various means of complying with certain requirements - including development of alternative water supplies, implementation of conservation programs, and potential revisions to existing programs such as meter replacements and leak detection - that may ultimately become conditions in the City's renewed permit. Malcolm Pirnie will review the City's existing financial information related to the utilities department in order to evaluate the financial impacts of various options, to assist the City with the decision-making process.

This task will include an evaluation of the existing rate structure to demonstrate to SJRWMD that sufficient revenues will be maintained while sending an effective price signal to promote water conservation.

Additional Services

Additional services may be necessary to complete the permitting process, which are not specifically included in this scope of work or fee because the nature of these are uncertain at the present time. If required, Malcolm Pirnie will perform these services under this work authorization, but only to the extent they can be addressed within the authorized budget after the base scope above has been completed. Otherwise, Malcolm Pirnie will perform such additional work under a separate work authorization, with a scope and fee to be determined at such time when these additional requirements are more well-defined. Such additional service may include:

Task A1 – Requests for Additional Information

Malcolm Pirnie will respond to requests for additional information from the SJRWMD beyond RAI #4 (which is included in the base scope) to clarify information submitted in the permit application and groundwater flow models.

Task A2 – Environmental Assessment

Based on the results of the groundwater model report and SJRWMD request, Malcolm Pirnie will perform an environmental assessment of the impacts areas identified. Malcolm Pirnie will submit the environmental assessment data as supporting documentation to the SJRWMD as requested.

Schedule

Malcolm Pirnie will begin working on this project immediately upon the City's execution of this Work Authorization, which shall constitute the Notice to Proceed, and will complete the work in accordance with the schedule required by SJRWMD for each step of the permitting process.

Fee

The level of effort and time required to secure a CUP renewal for the City is highly dependent upon the specific information and other requirements that will arise through the negotiation process with SJRWMD. Therefore, Malcolm Pirnie proposes to perform the scope of work described above on a time and materials basis, for a fee not to exceed \$115,088 in accordance with the rates presented in Attachment A.

Execution

This Work Authorization for CONSUMPTIVE USE PERMITTING AND ENGINEERING SUPPORT SERVICES, PHASE 3 shall be executed upon signed approval and acceptance below:

APPROVED BY:

CITY OF TAVARES

Signature

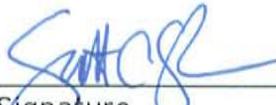
Date

Printed Name

Title

ACCEPTED BY:

MALCOLM PIRNIE, INC.



Signature

8-26-2011

Date

Scott C. Shannon, P.E.

Printed Name

Associate Vice President

Title

ATTACHMENT A

City of Tavares

Consumptive Use Permitting - Phase 3

Engineering Fee Estimate

Task	Task Description	Project Officer	Senior Associate	Associate	Senior Project Engineer	Project Design Engineer	Design Engineer	Senior Technician	Technician/CADD	Clerical	Total Hours	Total Fee
1.0	Meetings and Coordination	8		16		80	24			20	148	\$18,400
2.0	Responses to Requests for Additional Information	4		40		80	80			40	244	\$28,516
3.0	Water Resource Engineering	4		24		24	40	40		24	156	\$18,576
4.0	Financial Evaluation of Alternatives	12	12	16	32	32	60			8	172	\$23,484
Total Labor		28	12	96	32	216	204	40	0	92	720	\$89,076
		Hourly Rate	\$244.00	\$200.00	\$179.00	\$149.00	\$124.00	\$101.00	\$120.00	\$62.00		
Expenses												
Subconsultants (Liquid Solutions Group) - Groundwater Flow Modeling and Water Resource Engineering Support												\$25,000
Travel (Auto Mileage) and Reproduction												\$1,012
TOTAL												\$115,088

**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: September 7, 2011**

AGENDA TAB NO. 13

SUBJECT TITLE: Discussion of Annexation of Hickory Point Park

OBJECTIVE:

Councilmember Smith requested that this item be brought back for Council discussion. This item was discussed by Council on December 2, 2009.

SUMMARY:

Attached is the agenda summary, minutes from the Lake County Water Authority, and City Council minutes from December 2, 2009.

OPTIONS:

- 1) Hold discussion
- 2) Do not hold discussion

STAFF RECOMMENDATION:

That Council hold a discussion on this matter.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Legally sufficient

Attachments
to Tab 13

**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: December 2, 2009**

AGENDA TAB NO. 9

SUBJECT TITLE: Hickory Point Water Authority Annexation

OBJECTIVE: To discuss the Hickory Point Annexation.

SUMMARY: Previously the Council asked that staff assess the issue of Hickory Point annexing into the city. By way of background Royal Harbor (across the street from Hickory Point) requested water and sewer to their development. Royal Harbor was not contiguous to the city (State Law does not permit a city to annex property unless it is contiguous to the city), so the city entered into a "Pioneer Agreement" whereby water and sewer was extended to Royal Harbor. As part of the Pioneer Agreement Royal Harbor would pay the higher "out of City" water and sewer rates and would agree to annex in at such time as their property became contiguous to the city; they also paid to extend the City's water and sewer lines to their site.

The Water Authority asked for the same deal as Royal Harbor; they paid to extend water and sewer across the street to the Water Authority's Hickory Point property and they agreed to pay the higher out of city water and sewer rates and agreed to annex in at such time as they became contiguous (see attached). Time passed and eventually Royal Harbor became contiguous, annexed into the city, paid the lower water/sewer city rates, paid city property taxes and the city took on the responsibilities and costs of city services (Garbage, collections, Police protection, Fire protection, creating voting precincts, etc....). Once Royal Harbor annexed in, Hickory Point became contiguous. Several years ago the city asked the Water Authority to execute the covenant to annex into the city and the Water Authority declined. The issue lay dormant until this year when the City Council requested that staff look into this issue again.

The Water Authority was advised and was provided an opportunity to discuss it at their Board meeting, which they did (see attached Minutes) and invited to meet with the City Council at this meeting.

An analysis of the pros/cons of annexation is touched upon as follows:

- A. If the Water Authority **does not** annex in then:
- B. They pay the higher water and sewer rates (\$2,204.72 vs. \$1,763.78 for Base Charges and \$3.53 per 1000 gallons vs. \$2.83 for sewer consumption charges *and* \$1.28 to \$4.08 per 1000 gallons vs. \$1.03 to \$3.27 for water consumption charges. Average consumption per year is 1,394 gallons for water & sewer at an estimated cost of \$3,542.62 vs. \$2,842.67 for water & sewer charges.
- C. The County provides Sheriff and Fire protection so no cost to city to respond to police and fire related issues.

D. If the Water Authority **does** annex in then:

1. They pay a lower rate for water and sewer
2. The City provides municipal Police and Fire protection services and takes on those additional costs. (Note: Where Royal Harbor pays city property taxes, the Water Authority is exempt from paying city taxes- so they get city services for free).

E. Other issues include things like: The city Fire Station is closer to the property than the County Fire Station, City Police is patrolling the area in front of the property as they regularly provide that service to Royal Harbor but they have no jurisdiction within the Water Authority property, The Renaissance Fair is held there and is touted as being in Tavares, Soccer Games are held there and are touted as being in Tavares. There is property behind the property that is privately owned on Lake Harris with a limited ingress/egress easement across the water Authority's property that is currently an orange grove.

OPTIONS:

1. Ask that the Water Authority annex into the city
2. Do not ask that they annex into the city.

STAFF RECOMMENDATION: That Council discuss the pros and cons of Hickory Point annexing into the city and then make a decision as to which option is best for the city.

FISCAL IMPACT: N/A

LEGAL SUFFICIENCY: Legally sufficient.

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**CITY OF TAVARES
MINUTES OF REGULAR COUNCIL MEETING
DECEMBER 2, 2009
CITY COUNCIL CHAMBERS**

COUNCILMEMBERS PRESENT

ABSENT

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

STAFF PRESENT

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

CALL TO ORDER

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

INVOCATION AND PLEDGE OF ALLEGIANCE

Bernice Odums, St. Johns Free Methodist Church, gave the invocation and those present recited the pledge of allegiance.

APPROVAL OF AGENDA

MOTION

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

Tab 9) Hickory Point Park Annexation

Previously Council asked that staff look at the history of the Hickory Point annexation and bring back to Council for further discussion for either action or no action.

By way of background Royal Harbor (across the street from Hickory Point) requested water and sewer to their development. Royal Harbor was not contiguous to the city (State Law does not permit a city to annex property unless it is contiguous to the city), so the city entered into a "Pioneer Agreement" whereby water and sewer was extended to Royal Harbor. As part of the Pioneer Agreement Royal Harbor would pay the higher "out of City" water and sewer rate and would agree to annex in at such time as their property became contiguous to the city; they also paid to extend the City's water and sewer lines to their site.

The Water Authority asked for the same agreement as Royal Harbor; they paid to extend water and sewer across the street to the Water Authority's Hickory Point property and they agreed to pay the higher out of city water and sewer rates and to annex in at such time as they became contiguous. Time passed and eventually Royal Harbor became contiguous, annexed into the city, paid the lower water/sewer city rates, paid city property taxes and the city took on the responsibilities and costs of city services (Garbage, collections, Police protection, Fire protection, creating voting precincts, etc). Once Royal Harbor annexed in, Hickory Point became contiguous. Several years ago the city asked the Water Authority to execute the covenant to annex into the city and the Water Authority declined. The issue lay dormant until this year when the City Council requested that staff look into this issue again.

The Water Authority was advised and was provided an opportunity to discuss it at their Board meeting, which they did [minutes attached to agenda packet for Council] and was invited to meet with the City Council at this meeting. Mr. Drury noted their Executive Director Mike Perry was present.

An analysis of the pros/cons of annexation is as follows:

- A. If the Water Authority **does not** annex in then:
- B. They pay the higher water and sewer rates (\$2,204.72 vs. \$1,763.78 for Base Charges and \$3.53 per 1000 gallons vs. \$2.83 for sewer consumption charges *and* \$1.28 to \$4.08 per 1000 gallons vs. \$1.03 to \$3.27 for water consumption charges. Average consumption per year is 1,394 gallons for water & sewer at an estimated cost of \$3,542.62 vs. \$2,842.67 for water & sewer charges.

1 C. The County provides Sheriff and Fire protection so no cost to city to respond to
2 police and fire related issues.

3
4 D. If the Water Authority **does** annex in then:

- 5
6 1. They pay a lower rate for water and sewer
7 2. The City provides municipal Police and Fire protection services and takes on
8 those additional costs. (Note: Where Royal Harbor pays city property taxes, the
9 Water Authority is exempt from paying city taxes- so they get city services for
10 free).

11
12 E. Other issues include things as: The city Fire Station is closer to the property then
13 the County Fire Station, City Police is patrolling the area in front of the property
14 as they regularly provide that service to Royal Harbor but they have no
15 jurisdiction within the Water Authority property, The Renaissance Fair is held
16 there and is touted as being in Tavares, Soccer Games are held there and are
17 touted as being in Tavares. There is property behind the property that is privately
18 owned on Lake Harris with a limited ingress/egress easement across the water
19 Authority's property that is currently an orange grove.

20
21 Mayor Wolfe asked Council if they had questions. He asked for comment from Mr.
22 Perry.

23
24 Mike Perry, Executive Director, Lake County Water Authority

25 Mr. Perry said he was available to answer questions He said the minutes from his Board
26 indicated there was not a lot of interest in annexing in and the Water Authority felt they
27 were operating satisfactorily in the current status. He said they felt the only advantage
28 to annexing was to have a lower water and sewer rate.

29
30 Mayor Wolfe asked for comment from the audience.

31
32 Norb Thomas, 1601 N. New Hampshire Avenue

33 Mr. Thomas said he felt that Hickory Point should comply with the agreement that they
34 made in 1991 when they received water and sewer which was to become annexed
35 when they were contiguous with the City of Tavares. He said that was the intent and the
36 rule. He said if he were injured there he would want a nearby fire station responding. He
37 said he noticed the police officers at the Renaissance Faire in uniform and felt this
38 would might be a liability since they were not within their jurisdiction. He said he also
39 noticed City of Tavares being paid to provide services and said perhaps the source of

1 support should be limited to some monetary amount in the future and eliminate the soft
2 costs.

3
4 Denise Laratta

5 Ms. Laratta added that they have had three instances in Royal Harbor where they had
6 to have residents air lifted out for emergency medical conditions and the helicopters
7 land on the Hickory Point Property and the City's firefighters and police officers are
8 there as well assisting in those situations. She said she believed they should have to
9 abide by their agreement.

10
11 Council Discussion

12
13 Councilmember Smith asked if the City has other agreements where water and sewer is
14 provided and the party receiving services has agreed to come into the city once they
15 become contiguous. Attorney Williams answered in the affirmative. Mr. Drury stated the
16 Water Authority is the only non-taxing entity that has a pioneer agreement.

17
18 Councilmember Smith asked if this would set a precedent. Attorney Williams and Mr.
19 Drury responded that they did not think it would. Councilmember Smith said the Water
20 Authority had made an agreement and he believed the agreement should be honored.

21
22 Councilmember Gamble noted that on page 2 of their Board meeting minutes there was
23 a comment made by their attorney that referred to the statutes of limitations as having
24 run out on the agreement. He said he understood there is no statute of limitations on
25 this agreement. Attorney Williams said he did not agree with the opinion stated by their
26 attorney and that he believed that the city had the right to annex them if they wished to.
27 Mr. Drury said he did not agree that there was a great degree of liability because of the
28 various Interlocal agreements that exist between entities. Attorney Williams said from a
29 fiscal point of view it probably did not make sense to annex them. He said he agreed
30 with Mr. Smith on the issue of honoring the agreement. He said the only real issue has
31 to do with police coverage.

32
33 Councilmember Grenier asked about the Hochberg property and was it kept from being
34 contiguous by its location. Mr. Drury discussed some of the issues to do with this
35 property. Mr. Perry said there was some concern about the possibility of having a road
36 come through the Hickory Point property.

37
38 Attorney Williams said about two years ago the legislature did an amendment to
39 Chapter 171 and now contiguity is not necessarily a requirement under an Interlocal

1 annexation agreement with the County. He said the legislature has recognized that
2 cities and counties may now agree on annexations even if not contiguous.

3
4 **MOTION**

5
6 **Lori Pfister moved to approve Option #2, to not ask that Hickory Point annex into**
7 **the city at this time, seconded by Kirby Smith.**

8
9 Councilmember Smith asked if this would make their contract void. Attorney Williams
10 said it would not void the contract and it would continue to be the City's option to annex
11 them in the future.

12
13 Councilmember Smith said currently Hickory Point is considered to be in Tavares. He
14 said his main concern is if there is a need for the police to respond and there was an
15 issue with this would that give the city a bad image.

16
17 Councilmember Gamble clarified that the motion states "at this time."

18
19 **The motion carried 4-1 as follows:**

20		
21	Robert Wolfe	Yes
22	Lori Pfister	Yes
23	Robert Grenier	Yes
24	Kirby Smith	No
25	Sandy Gamble	Yes
26		

27 **Tab 10) Approval of Intergovernmental Relations Agreement with National**
28 **Strategies, LLC**

29
30 Mr. Drury said that as part of the agreement that council awarded a year and a half ago
31 for the marina seaplane base project there was a subcontract with National Strategies
32 Inc. to provide lobbying services in Tallahassee to help with permitting for the project
33 pavilion and provide assistance in other grant opportunities. That contract has expired
34 and has been renegotiated with the firm. He said NSI has been instrumental in assisting
35 the city to obtain the DEP permit for the main project, has been assisting the city in the
36 ongoing negotiations with DEP on the pavilion, and most importantly, has been
37 instrumental in working FDOT in identifying a 1.3 million grant opportunity for funding to
38 replace the Dora Canal bridge which is part of the rail initiative. The city has been
39 approved tentatively for the 1.3 million contract subsequent to finding a local match of
40 about \$300,000 which the city is currently working on with a variety of sources, including

**EXCERPT FROM THE MINUTES
OF THE REGULAR BOARD MEETING
of the
LAKE COUNTY WATER AUTHORITY
October 28, 2009**

The regular meeting of the Board of Trustees of the Lake County Water Authority was held at 3:30 p.m. on Wednesday, October 28, 2009 in the Lake County Board of County Commissioners Chambers at 315 West Main Street, Tavares, Florida.

Members Present-District #

Nancy Fullerton, Chair (#2)
Carolyn Dillon (#3)
Larry Everly, Jr. (#4)
Linda Bystrak (#5)
Keith Farner, Vice Chair (At Large)
John Harris (At Large)

Staff Present

Michael J. Perry, Executive Director
Ben Garcia, GIS Manager
Ron Hart, Water Res. Prog. Mgr.
Lance Lumbard, Water Res. Proj. Mgr.
Ben Gugliotti, Land Res. Proj. Coord.
Carole Barice, LCWA Attorney
Linda Marino, Administrative Assistant
Linda Gavin, Recording Secretary

A list of others present that signed the attendance roster is filed in the permanent files of the Water Authority.

5. DISCUSSION ITEMS

a. City of Tavares Annexation of Hickory Point

Mr. Perry reported reviewing the history of this issue with Mr. John Drury, Tavares City Administrator and City Attorney Bob Williams. He mentioned Mr. Drury approached him saying one of the City's Council members asked for an update on the annexation of Hickory Point he asked if the Water Authority Board had any interest. Mr. Perry said one item discovered in our Utility Agreement with the City of Tavares was that we agreed to execute and deliver a covenant in support of annexation but it seems as though the document was never prepared or recorded. Mr. Perry stated Mr. Hochberg; owner of the parcel behind Hickory Point Park requested the Water Authority widen the 25' wide dirt road so trucks could get to his grove. Mr. Perry advised nothing was done about this request because we did not want to risk possible development of that property. He said he does not understand why the City is interested in annexing the Park because we pay a premium for water and sewer services because it is outside the City's service area but if the Park was annexed the cost would drop for the same service. He said that he does not see any benefit other than the Park is contiguous to the Royal Harbor development.

Mr. Harris said he personally does not want the Park annexed because we have a buffer between the Park and Hochberg property, and the City could rezone it at any time. He said Hickory Point is a natural area that connects with Lake Harris and unless the Water

Authority could save taxpayers a lot of money, he would like the Park to stay in its natural state.

Vice Chair Farner asked if the Legislature still requires the Water Authority to have an office within the city limits. Mr. Perry explained that used to be the case but once our codification was updated, it just requires that we have an office in Lake County. Vice Chair Farner said if the Park was annexed, every event would be subject to the City's restrictions and take a lot of discretion away from us. Mr. Perry noted that could be the case but he is unsure what Tavares requires with regard to permission for events, etc. He stated the Renaissance Faire made a significant request of the City to support the event but the City had a hard time agreeing to the request because the event is held outside the city limits. Vice Chair Farner said if an event wanted something special it looks like they would have to obtain permission from the City and the Water Authority and that could discourage someone from renting the pavilion so he would like more information police protection, etc. Mr. Perry stated that the City believes they can provide fire protection since the closest fire station just a few miles away on Lane Park Cutoff Road.

Mr. Everly, Jr. stated he wants to avoid annexation until we are forced into it and would like to have the new office built under County restrictions. Ms. Bystrak asked if the boardwalk extends into the Hochberg property and was told it is confined to our property.

Mr. Bob Kaiser, Tavares resident said the City liberalized a lot of their downtown area policies and thought the City would maintain the roads in and out of the Park if it was annexed. Mr. Perry said they may or may not maintain the internal roads but the only access into the Park is from S.R. 19.

Attorney Barice stated the Water Authority must comply with Lake County requirements with respect to Park utilization and that is what we do. If the Park is annexed, it would have to follow City requirements and that could be different than what is now in affect. She said if the Park is annexed, it could facilitate the development of the Hochberg property and she felt it would be advantageous to do otherwise. She said the roads would not become owned by the City. The Water Authority could offer the roads to the City but the City may decide they do not want to own and maintain them; and if the Hochberg property is developed, the internal road will remain private but the City may require it to be dedicated. She said another issue is if the new office is consistent with Lake County building requirements, it may not be consistent with the City's requirements, and that could create an issue. She said usually city services are more expensive than county services but if the Park is annexed, the Water Authority may get a price break. She said she reviewed the 1991 Utility Agreement and the Water Authority did not do a covenant to annex; however, this issue arose again in 2002 when Royal Harbor was annexed and that is why the City of Tavares tried to annex Hickory Point at that time. She said since the statute of limitations has run out on the agreement, she does not believe the City can force the Water Authority to annex.

Chairman Fullerton agreed she did not want the Park annexed unless it is possible to save a great deal of money on our utility bill. Mr. Harris stated he can think of only one

reason to annex and that would be if the City bought the Hochberg property and combined it with the Hickory Point Park to make one large park; however, he does not believe that will occur. Mr. Perry stated he will convey the message to Mr. Drury that the Water Authority Board does not want Hickory Point Park annexed into the City.

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: September 7, 2011**

AGENDA TAB NUMBER: 14

SUBJECT TITLE: WOOTON PARK EXPANSION ALTERNATIVES

OBJECTIVE:

To consider options for additional property for the expansion of Wooton Park.

SUMMARY:

In November 2010, the City Council developed an \$8.3 million general obligation bond referendum for the voters to vote on at the November 2, 2010 elections to purchase 3.61 acres of waterfront land to expand the Wooton Park waterfront and to construct a boat ramp, restroom, parking, wildlife observation area, complete the Tav-Lee trail connection between the park and Sinclair Ave., amphitheatre and a concession building. The results were 2,328 votes for the bond referendum and 2,717 votes against the referendum.

After the vote, at the City Council meeting held on December 15, 2010, the City Council directed staff to explore less expensive options to secure the additional waterfront property without an amphitheater and associated concession building.

Since that time staff has been working with the principals of Tavares Station LLC to develop less expensive alternatives without the amphitheater as directed by the City Council.

Staff has developed four (4) alternatives for consideration as follows:

1. **Lease 1.5 acres** to build additional boat ramp, restroom, parking and wild life observation gazebo. **(10 year cost = \$1,009,310)**
2. **Purchase 1.5 acres** to build additional boat ramp, parking, restroom, wildlife observation gazebo and complete the Tav-Lee trail connection between the park and Sinclair Ave. **(Cost = \$1,898,881)**
3. **Lease 3.61 acres** to build additional boat ramp, parking, restroom, wildlife observation gazebo and complete the Tav-Lee trail connection between the park and Sinclair Ave., **(10 year cost = \$2,262,452)**
4. **Purchase 3.61 acres** to build additional boat ramp, parking, restroom, wildlife observation gazebo and complete the Tav-Lee trail connection between the park and Sinclair Ave., leaving approximately 2 acres of open space. **(Cost = \$3,301,652)**

In working with the principals of Tavares Station LLC, certain contingencies were included with the various options. The four options, estimated costs and contingencies are summarized below:

Boat Ramp and Parking - 1.5 Acres

Project: Approximately 1.5 acres of land on the waterfront to build a new boat ramp and parking facility

Lease	Purchase
<ul style="list-style-type: none"> • Total for this option - 10 Year Lease & Construction Costs = \$1,009,310 • Annual Lease Payment = \$667,200 <ul style="list-style-type: none"> ○ 10 Years Lease @ \$5,000 a month = \$600,000 ○ 10 Years Lease @ \$560 a month for taxes = \$67,200 • Total construction costs for boat ramp, parking & restrooms = \$342,110 <p style="text-align: center;">~ ~ ~</p> <ul style="list-style-type: none"> ➤ End of lease period 20% of lease payments can be applied to purchase of property ➤ Sale price at 10 years will be the appraised value ➤ If City does not purchase property at the end of 10 years the property owner keeps improvements ➤ FUNDING - Reserves or reductions of other budgeted items 	<ul style="list-style-type: none"> • Total for this option - Purchase & Construction Costs Estimate = \$1,898,881 • Sale price is set at \$997,229 for 1.5 acres <ul style="list-style-type: none"> ○ Contingent upon the City constructing TAV-LEE Trail from Wooton Park to Sinclair Avenue ○ Contingent upon the City constructing boat ramps and parking within one year of purchase • Total Construction cost for boat ramp, parking, restrooms and owner contingencies = \$901,652 <p style="text-align: center;">~ ~ ~</p> <ul style="list-style-type: none"> ➤ City may use balance of property (2.1 acres) for special events, when available ➤ FUNDING - General Obligation Bond Referendum ➤ Cost to average homeowner over 20 years of the bond would be \$ 19.28 per year or \$1.61 per month. Millage would be .2571

Entire Parcel of 3.61 Acres

Project: Acquire 3.61 acres to build a boat ramp and parking facility, and for expansion of Wooton Park events

Lease	Purchase
<ul style="list-style-type: none"> • Total for this option - 10 Year Lease & Construction Costs = \$2,262,452 • Annual Lease Payment = \$1,360,800 <ul style="list-style-type: none"> ○ 10 Years Lease @ 10,000 a month = \$1,200,000 ○ 10 years Lease @ 1,340 a month for taxes = \$160,800 • Construction Costs = 901,652 <ul style="list-style-type: none"> ○ Contingent upon the City constructing TAV-LEE Trail from Wooton Park to Sinclair Avenue ○ Contingent upon the City constructing boat ramps and parking within one year of purchase <p style="text-align: center;">~ ~ ~</p> <ul style="list-style-type: none"> ➤ End of lease period 20% of the lease payments can be applied to purchase of property ➤ Sale price at 10 years will be appraised value ➤ If City does not purchase the property at the end of 10 years the property owner keeps improvements ➤ FUNDING - Reserves or reductions of other budgeted items 	<ul style="list-style-type: none"> • Total for this option - Purchase & Construction Costs Estimate = \$3,301,652 • Sale price is set at \$2.4 million for 3.61 acres • Total cost of improvements is \$901,652 <ul style="list-style-type: none"> ○ Contingent upon the City constructing TAV-LEE Trail from Wooton Park to Sinclair Avenue ○ Contingent upon the City constructing boat ramps and parking within one year of purchase <p style="text-align: center;">~ ~ ~</p> <ul style="list-style-type: none"> ➤ FUNDING - General Obligation Bond Referendum ➤ Cost to average homeowner over 20 years of the bond would be \$34.52 per year or \$2.88 per month. Millage would be .4603

Note: Average homeowner is defined as a home assessed value of \$125,000 with \$50,000 homestead exemption

A detailed description of each option is contained in Attachment 1. Attachment 2 is a summary of estimated development costs. Attachment 3 is a rendering of the expanded property and improvements as it relates to the existing Wooton Park.

OPTIONS:

- 1) **Lease 1.5 acres** to build additional boat ramp, restroom, parking and wild life observation gazebo.
- 2) Develop a referendum for the voters to vote on the **purchase of 1.5 acres** to build additional boat ramp, parking, restroom, wildlife observation gazebo and complete the Tav-Lee trail connection between the park and Sinclair Ave.
- 3) **Lease 3.61 acres** to build additional boat ramp, parking, restroom, wildlife observation gazebo and complete the Tav-Lee trail connection between the park and Sinclair Ave.,
- 4) Develop a referendum for the voters to vote on the **purchase of 3.61 acres** to build additional boat ramp, parking, restroom, wildlife observation gazebo and complete the Tav-Lee trail connection between the park and Sinclair Ave., leaving approximately 2 acres of open space..
- 5) Do not approve any of the options presented.

STAFF RECOMMENDATION:

It is recommended that Council approve Option #4 to develop a referendum for the voters to vote on the purchase of 3.61 acres to build additional boat ramp, parking, restroom, wildlife observation gazebo and complete the Tav-Lee trail connection between the park and Sinclair Ave., leaving approximately 2 acres of open space, with the special election on this referendum being in early 2012.

FISCAL IMPACT:

The fiscal impact will depend on the alternative selected.

LEGAL SUFFICIENCY: All options are legally sufficient.

ATTACHMENT 1
WOOTON PARK EXPANSION OPTIONS

LEASE APPROXIMATELY 1.5 ACRES TO BUILD ADDITIONAL BOAT RAMP AND PARKING

This option is for the City to lease approximately 1.5 acres of land on the waterfront adjacent to Sinclair Avenue right-of-way to build a new boat ramp and parking and wild life observation gazebo.. Lease will be for 10 years at \$5,000 per month plus \$560 per month for taxes. Annual lease payments including taxes are \$66,720. Ten year lease payments total \$667,200. Estimated costs to construct boat ramp and parking area, restrooms and observation gazebo are \$342,110. Total estimated costs for ten year lease and construction of new boat ramp and parking area are \$1,009,310.

At the end of the lease period, the City has the option to purchase the property for appraised value with 20% of the lease payments being credited to the purchase price.

There is no source of funds currently identified in the proposed 2011/12 budget for this purpose. If Council chooses to pursue this option beginning in the 2011/12 fiscal year, the first year lease payment of \$66,720 and the funds for the boat ramps and related facilities at a cost of \$417,110 would have to come from reserves or other reductions in the proposed 2011/12 budget. Future years lease payments of \$66,720 after the 2011/12 budget would have to be appropriated from then available revenue sources.

PURCHASE APPROXIMATELY 1.5 ACRES TO BUILD ADDITIONAL BOAT RAMP AND PARKING AND OTHER LIMITED WATERFRONT IMPROVEMENTS

Last year in a bond referendum issue, the City proposed purchasing 3.61 acres of waterfront land from Tavares Station for \$4 million or \$1,108,033 per acre. An estimated 1.5 acres of property is required to construct a new boat ramp and parking area. Tavares Station Development LLC has agreed to discount the cost per acre by 40% resulting in a cost of \$997,229 for 1.5 acres.

This offer is contingent upon the City within one-year of the purchase to construct the continuation of the TAV-LEE Trail from its current terminus in Wooton Park to the Sinclair Avenue right-of-way as well as an additional boat ramp and parking, restrooms and a wild life observation gazebo in the Sinclair Avenue location. Tavares Station LLC has already granted the City an easement for the construction of the TAV-LEE Trail extension. The costs to construct these improvements are \$901,652.

The City would have the free use of the balance of the 3.61 acres for special events when reserved in advance until such time as the balance of the property is developed.

Since the City currently does not have the funds or potential revenue stream to cover these costs, a general obligation bond referendum would be required at which time the electors of

Tavares would decide whether or not to fund the purchase of the land and identified improvements.

The estimated cost for the purchase of the land and construction of the boat ramps and other limited improvements are estimated to be \$1,898,881.

Assuming a 20 year general obligation bond of \$1.9 million at an interest rate of 4%, the cost to a homeowner with a home with an assessed value of \$125,000 with a \$50,000 homestead exemption would be \$19.28 per year or \$1.61 per month.

LEASE ALL 3.61 ACRES TO BUILD BOAT RAMP AND ADDITIONAL PARKING AND OTHER LIMITED WATERFRONT IMPROVEMENTS

This option is for the City to lease all of the 3.61 acres for years to build a boat ramp and parking on the Sinclair Avenue end of the property. The lease will be for ten years at \$10,000 per month plus \$1,340 per month for taxes. Annual lease payments including taxes total \$136,080 per year. Total estimated costs for the ten (10) year lease payments are \$1,360,800

This offer is contingent upon the City within one-year of executing the lease to construct the continuation of the TAV-LEE Trail from its current terminus in Wooton Park to the Sinclair Avenue right-of-way as well as the boat ramps and parking, restrooms and a wild life observation gazebo in the Sinclair Avenue location. Tavares Station LLC has already granted the City an easement for the construction of the TAV-LEE Trail extension. The costs to construct these improvements are \$901,652.

Total cost of the ten (10) year lease payments and construction of the improvements total \$2,262,452.

At the end of the lease period, the City has the option to purchase the property at appraised value with 20% of the lease payments credited to the purchase price.

There is no source of funds currently identified in the proposed 2011/12 budget for this purpose. If Council chooses to pursue this option in the 2011/12 fiscal year, the first year lease payment of \$136,080 and the funds for the boat ramp and related facilities at a cost of \$901,652 would have to come from reserves or other reductions in the proposed 2011/12 budget. Future year lease payments of \$136,080 after the 2011/12 budget would have to be appropriated from then available revenue sources.

PURCHASE ALL 3.61 ACRES TO BUILD BOAT RAMP AND PARKING AND OTHER LIMITED WATERFRONT IMPROVEMENTS

Last year in a bond referendum issue, the City proposed purchasing 3.61 acres of waterfront property from Tavares Station LLC for \$4 million. Tavares Station has agreed to discount the cost of the property 40% to \$2.4 million for 3.61 acres.

This offer is contingent upon the City within one-year of the purchase to construct the continuation of the TAV-LEE Trail from its current terminus at Wooton Park to the Sinclair Avenue right-of-way as well as the boat ramp and parking, restrooms and wild life observation gazebo in the Sinclair Avenue location. Tavares Station LLC has already granted the City an easement for the construction of the TAV-LEE Trail extension. The costs to construct these improvements are \$901,652.

Since the City currently does not have the funds or potential revenue stream to cover these costs, a general obligation bond referendum would be required at which time the electors of Tavares would decide whether or not to fund the purchase of the land and limited improvements.

The estimated costs for the purchase of the land and the identified boat ramps and other limited improvements are \$3,301,652.

Assuming a 20 year general obligation bond of \$3,302,000 at an interest rate of 4%, the cost to a homeowner of a home with an assessed value of \$125,000 with a homestead exemption of \$50,000 would be \$34.52 per year or \$2.88 per month.

ATTACHMENT 2
WOOTON PARK EXPANSION
PRELIMINARY COST ESTIMATES
AUGUST 2011

SITE WORK AND INFRASTRUCTURE	\$ 312,000
BOAT TRAILER PARKING AND DRIVE AISLE	\$ 109,111
BOAT RAMP, DOCKS AND RESTROOM	\$ 308,000
WATER SERVICE	<u>\$ 5,000</u>
SUB-TOTAL	\$ 734,710
10% CONTINGENCY	\$ 73,471
10 ENGINEERING	<u>\$ 73,741</u>
SUB-TOTAL	\$ 146,942
GEO-TECHNICAL AND CONSTRUCTION DOCUMENTS	<u>\$ 20,000</u>
GRAND TOTAL	\$ 901,652

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
SEPTEMBER 7, 2011**

AGENDA TAB NO. 15

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 – September 21, 2011
& Setting of Final Millage Rate and Final Budget
- Code Enforcement Hearing – September 27, 2011, 5:00 pm
- Lake Sumter MPO – Board Meeting – September 28, 2011, 2 pm, MPO Board Room
- Lake County League of Cities – September 9, 2011 – 11:30 a.m.
- Library Board – September 9, 2011– 8:30 a.m. Library Conference Room, 314 N. New Hampshire
- Planning & Zoning Board - September 15, 2011, 3 pm, Council Chambers

EVENTS

Tavares Chamber of Commerce – Red Carpet Gala – September 15, 2011 – 5:30 pm
Lake Receptions

League of Cities, Sponsors Night – September 28, 2011 – 6:00 pm
Lake Receptions

Empty Bowls Charity Event – October 17, 2011 – 5:30 pm – 8:30 pm
Wooton Park

Grand Opening for Aesop's Park – October 22, 2011 – 9 a.m. – 1 pm

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
SEPTEMBER 7, 2011**

AGENDA TAB NO. 16

SUBJECT TITLE: City Councilmembers Report

OBJECTIVE:

To inform Council on city related matters.

SUMMARY:

Council will be offered an opportunity to provide a report at the meeting. Attached is any additional supporting information.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

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