

**AGENDA
TAVARES CITY COUNCIL**

**April 4, 2012
4:00 P.M.
TAVARES CITY HALL COUNCIL CHAMBERS**

I. CALL TO ORDER

II. INVOCATION & PLEDGE OF ALLEGIANCE

Greg Watts, Pastor, Liberty Baptist Church

III. APPOINTMENT OF NEW COUNCILMEMBER

Mayor Wolfe

IV. SWEARING IN OF NEW COUNCILMEMBER

Chief Lubins

V. APPROVAL OF AGENDA

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

VI. APPROVAL OF MINUTES

Tab 1) City Council Regular Meeting – March 21, 2012

VII. PROCLAMATIONS/PRESENTATIONS

Tab 2) National Telecommunicators Week Mayor Wolfe

Tab 3) Dispatcher of the Year Award Chief Lubins

Tab 4) Tavares Historical Society 25th Anniversary Mayor Wolfe

Tab 5) Report on Renaissance Faire and No Duck Left Behind Mayor Wolfe
- Carmen Cullen, Director, Lake County Schools
Education Foundation

Tab 6) National Public Works Week – May 20-26, 2012 Mayor Wolfe

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

IX. READING OF ALL ORDINANCES/RESOLUTIONS

Nancy Barnett

X. CONSENT AGENDA

XI. ORDINANCES/RESOLUTIONS

FIRST READING

- Tab 7) Ordinance #2012-06 – Rezoning of Riverest Mobile Home Community from Public Facilities District to Residential Manufactured Home to Allow Park Model & RV Sites - .15 Acres Jacques Skutt
- Tab 8) Ordinance #2012-07 – Small Scale Future Land Use Amendment for Riverest Mobile Home Park from Low Density Residential to Mobile Home - .15 Acres Jacques Skutt
- Tab 9) Ordinance #2012-08 – Annexation & Rezoning of 1.28 Acres to City General Commercial for Dollar General Store – 11645 U.S. Hwy 441 Jacques Skutt
- Tab 10) Ordinance #2012-09 – Small Scale Future Land Use Amendment to City Commercial for Dollar General Store – 1.28 Acres – 11645 US Hwy 441 Jacques Skutt

SECOND READING

- Tab 11) Ordinance #2012- 05 – Commercial Activities in Public Parks Tamme Rogers

RESOLUTIONS

XII. GENERAL GOVERNMENT

- Tab 12) Budget Priorities for Fiscal Year 2012-2013 John Drury
- Tab 13) Request to Purchase Software from Forfeitures Funds for Police Department Accreditation Management Stoney Lubins
- Tab 14) Lake Building and Community Theater Report Bill Neron
- Tab 15) Request to Close Section of Main Street for Monthly Car Shows Tamme Rogers
- Tab 16) Creation of “Adopt a Storm Drain” Program Brad Hayes
- Tab 17) Approval of Work Authorization Amendment for Construction Services for Phases 2 & 3 of the Reclaim System Brad Hayes

Tab 18) Appointment of Representative to the Lake Community
Action Agency

Mayor Wolfe

XIII. OLD BUSINESS

XIV. NEW BUSINESS

XV. AUDIENCE TO BE HEARD

XVI. REPORTS

Tab 19) City Administrator

John Drury

Tab 20) 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 incorporated limits.

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

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

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

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

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

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

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

contiguous – Sharing a common boundary.

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

DCA – Department of Community Affairs

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

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

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

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

FDOT – Florida Department of Transportation

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

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

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

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

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

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

non-conforming – A use which does not comply with present

zoning conditions but which existed lawfully and was created in good faith prior to the enactment of the zoning provisions.

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

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

PUD – Planned Unit Development

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

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

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

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

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

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

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

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

CITY OF TAVARES
MINUTES OF REGULAR COUNCIL MEETING
MARCH 21, 2012
CITY COUNCIL CHAMBERS
4:00 p.m.

COUNCILMEMBERS PRESENT

ABSENT

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

Lori Pfister, Councilmember

STAFF PRESENT

John Drury, City Administrator
Robert Q. Williams, City Attorney
Nancy Barnett, City Clerk
Chief Stoney Lubins, Police Department
Brad Hayes, Utility Director
Chris Thompson, Public Works Director
Joyce Ross, Communications Director
Bill Neron, Economic Development Director
Tammey Rogers, Community Services Director
Lori Houghton, Finance Director

I. CALL TO ORDER

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

II. INVOCATION AND PLEDGE OF ALLEGIANCE

Tim Green, Clyde F. Green Foundation for Children, gave the invocation and led those present in the Pledge of Allegiance.

Mr. Green introduced Chase Allen, Youth Pastor at Liberty Baptist Church.

Mr. Green expressed appreciation to Councilmember Gamble for his service to the City.

III. APPROVAL OF AGENDA

Mr. Drury said staff had no changes to the agenda.

MOTION

1 **Bob Grenier moved to approve the agenda, seconded by Sandy Gamble. The motion**
2 **carried unanimously 4-0.**

3
4 **IV. APPROVAL OF MINUTES**

5
6 **MOTION**

7
8 **Bob Grenier moved to approve the City Council minutes of March 7, 2012, seconded by**
9 **Sandy Gamble. The motion carried unanimously 4-0.**

10
11 **V. PROCLAMATIONS/PRESENTATIONS**

12
13 **Tab 2) Water Conservation Month**

14
15 Mayor Wolfe read a proclamation designating April as Water Conservation Month.

16
17 **Tab 3) Surveyors and Mappers Week**

18
19 Mayor Wolfe read a proclamation designating March 18-24, 2012 as Surveyors and Mappers
20 Week and recognized the members of the Central Florida Chapter of the Florida Surveying and
21 Mapping Society who were in attendance. Danny Williams, President of the Society, spoke on
22 behalf of the organization.

23
24 **Tab 4) Proclamation Honoring Councilmember Sandy Gamble**

25
26 Mayor Wolfe read a proclamation honoring the service of Councilmember Gamble and his last
27 meeting as Councilmember.

28
29
30 WHEREAS, Councilmember Sandy Gamble has announced his resignation from City
31 Council in order to commit full time to his ministerial duties with the Church of God of Prophecy;

32
33 WHEREAS, Councilmember Sandy Gamble has been a dedicated Councilmember
34 representing the citizens of Tavares from 2004 to 2008, serving as Vice Mayor in 2006, Mayor in
35 2007, and as Councilmember from 2009 to 2012;

36
37 WHEREAS, Councilmember Gamble has been supportive to the staff of Tavares, assisted
38 in many city events and has been an advocate for the youth in his commitment to recreation
39 programs;

40
41 WHEREAS; the City Council, Staff, and Residents of Tavares wish to express
42 appreciation for all that Councilmember Gamble has contributed during his years of service to the
43 City as an elected official;

44
45 NOW, THEREFORE, BE IT RESOLVED that I, Robert Wolfe, Mayor of the City of
46 Tavares hereby proclaim special thanks and recognition to Councilmember Sandy Gamble for his
47 contributions to the City of Tavares.

1
2 *DONE AND PROCLAIMED this 21st day of March 2012.*

3
4 (Mr. Drury noted that Councilmember Pfister had asked him to extend her regrets to
5 Councilmember Gamble for not being able to attend this meeting because of a medical issue.)

6
7 Councilmember Gamble expressed appreciation to all of the citizens of Tavares for their support
8 during the elections and for their support in communicating with him. He said the City of Tavares
9 means very much to him and noted the baseball and softball programs are important to him
10 because he believes in the youth of Tavares. He said if the youth are kept active by an organized
11 activity they are more able to stay out of trouble and learn through a team sport what it takes to
12 work together. He said the team of Tavares has been able to work together in order to reach the
13 achievements of the past few years. He added that he wished to pay special recognition to former
14 Mayor Nancy Clutts who was in attendance.

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

17
18 None

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

21
22 Ms. Barnett read the following ordinances/resolutions into the record by title only:

23
24 **ORDINANCE #2012-05**

25
26 **AN ORDINANCE CREATING SECTION 14-3 OF THE CITY OF TAVARES**
27 **CODE OF ORDINANCES PERTAINING TO CITY PARKS; AUTHORIZING THE**
28 **CITY ADMINISTRATOR TO ESTABLISH POLICIES AND PROCEDURES FOR**
29 **THE REGULATION OF COMMERCIAL ACTIVITIES IN CERTAIN PUBLIC**
30 **PARKS AND FACILITIES; AUTHORIZING THE CITY ADMINISTRATOR TO**
31 **ESTABLISH AND ADJUST PERMIT AND USER FEES WITHIN CERTAIN**
32 **PARAMETERS; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES;**
33 **AND PROVIDING FOR AN EFFECTIVE DATE.**

34
35 **RESOLUTION #2012 - 05**

36
37 **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF TAVARES,**
38 **FLORIDA, DEDICATING CAPTAIN HAYNES ROAD AS A PUBLIC RIGHT OF**
39 **WAY; SUBJECT TO THE RULES AND REGULATIONS ORDAINED BY THE**
40 **CITY OF TAVARES COUNCIL; PROVIDING FOR AN EFFECTIVE DATE.**

41
42 **VIII. CONSENT AGENDA**

43
44 Mayor Wolfe asked if anyone had an objection to Tab 5 under the Consent Agenda [Addendum to
45 contract for purchase of Parkland to extend closing date from April 1 to June 30, 2012].

46
47 **MOTION**

1
2 **Bob Grenier moved to approve the Consent Agenda [Addendum to Contract for purchase**
3 **of parkland to extend closing date from April 1 to June 30, 2012], seconded by Kirby**
4 **Smith. The motion carried unanimously 4-0.**

5
6 **IX. ORDINANCES/RESOLUTIONS**

7
8 **Tab 4) Ordinance #2012-05 –Commercial Activities in Public Parks**

9
10 Read for first reading only.

11
12 **Tab 7) Resolution #2012-05 – Captain Haynes Road – Dedication of Right of Way**

13
14 Mr. Skutt stated that this is a resolution that dedicates Captain Haynes Road as a public right of
15 way. The road was constructed in 2007 on property that the city owned so a formal road
16 dedication was not legally necessary. The city is currently doing surveying at the Woodlea
17 complex and the surveyor has recommended that it would make surveying along that road easier
18 if the city would do the dedication and have a map recorded in public records. Staff has prepared
19 the resolution that includes the map and recommends approval.

20
21 **MOTION**

22
23 **Sandy Gamble moved to approve Resolution #2012-05, seconded by Kirby Smith. The**
24 **motion carried unanimously 4-0.**

25
26 **X. GENERAL GOVERNMENT**

27
28 **Tab 5) Award of Bid for Reconstruction of Todd Way Cul de Sac located in Imperial Terrace**

29
30 Mr. Thompson advised the agenda packet included a detailed time table leading up to the current
31 point. He said the bids were received for the new design that includes roadway island and
32 stormwater improvements for this cul de sac. He said five bids were received and ranged from
33 \$30,440 to \$48,793. Presently the Stormwater Division does not have funding for their 50% share of
34 the project. Funding has also been set aside in Public Works for two alleyway projects leaving
35 enough for Public Works to contribute their 50%. He discussed the four options that staff had
36 presented with the recommendation that the project be budgeted in the 2012-2013 fiscal year.

37
38 Mayor Wolfe asked for public comment.

39
40 **Ron Abbey, 1112 Shawn Court**

41
42 Mr. Abbey discussed his background serving on boards for the city and for the county. He said when
43 the HOA proposed that it be brought up to standard with the other cul de sacs in the park, he had
44 advised them that the city should take care of the cul de sac as it is city owned property. He
45 discussed the meetings that had been held including the original estimate of \$3,000 to \$4,000. He
46 said when it was put on the city council agenda Councilmember Gamble had commented that if the
47 road needed to be repaired it should be done even if it had to come out of reserves. He said the

1 engineer had estimated the cost at \$8,000. He said the new bids are at a higher figure because of
2 the involvement of stormwater. He asked that Council choose the option of going ahead and funding
3 the project now.

4
5 Don Bias, Todd Way

6
7 Mr. Bias said he had started the project when he wrote Mr. Drury on May 14, 2010. He said Mr.
8 Drury and Mr. Thompson had come out and met with some residents. He said when it came to
9 Council in 2011 there was a letter from the HOA agreeing to the design. He said in the meantime the
10 new proposal contains improvements that they had not requested. He said the residents want the
11 road fixed but not at \$40,000 and do not want the item tabled.

12
13 City Administrator Comments

14
15 Mr. Drury said when the project was originally brought up the question had been whose
16 responsibility is it to improve a cul de sac from the current state which is grass and a tree to make it
17 smaller by adding curbing and gravel. He said the city in the past had left cul de sacs at the lowest
18 amount of maintenance but agreed to review the matter further and make a decision about whether
19 to make the improvements. The assumption was that the other four cul de sacs were done by the
20 HOA and this would be the first one done by the city for the HOA.

21
22 He said in 2011 after the budget process had begun, he had reminded Mr. Abbey that it would take a
23 council decision about whether they wished to get into a cul de sac improvement program for a
24 Home Owners Association. He said it wasn't until a recent meeting that a resident said the road also
25 has flooding problems. He said at that point Council directed staff to look at the problem again due to
26 the flooding issue. He said staff's perception is that the city has responded to each issue that has
27 been brought to Council. He said the goal is to develop a price that will solve the problem and put it
28 in the budget.

29
30 Councilmember Gamble asked which alleyway would be postponed if Council went with Option #2.
31 Mr. Thompson said that would be a choice for Council to make. He said the alleyways are out to bid
32 currently. He said there is approximately \$18,000 left in the road construction account for the
33 alleyways.

34
35 Councilmember Smith asked if it is legal to use the roadway funding for a stormwater issue. Mr.
36 Williams confirmed it is legal as they are not restricted funds.

37
38 MOTION

39
40 **Kirby Smith moved to approve Option #4, to place the project on hold until adequate funding
41 can be obtained through the budgeting process, seconded by Bob Grenier.**

42
43 **The motion carried 3-1 as follows:**

44
45 **Robert Wolfe** Yes
46 **Kirby Smith** Yes
47 **Bob Grenier** Yes

1 **Sandy Gamble**

No

2
3 **Tab 9) Approval of Contract to Add SCADA Components to Fire Pump at Water Treatment Plant #1**

4
5
6 Mr. Hayes said this is to consider approval of an agreement with Woodard and Curran to install a
7 variable frequency drive unit to connect to the SCADA system and convert an existing fire pump to
8 an every day pump. He said there is a pump that does not get utilized and by converting this pump
9 to connect to the SCADA system there will be potential cost savings of \$110,000. He said he has
10 discussed with the Fire Department and determined it is not needed.

11
12 **MOTION**

13
14 **Sandy Gamble moved to approve the staff recommendation for the agreement with Woodard
15 and Curran for \$37,500, seconded by Bob Grenier. The motion carried unanimously 4-0.**

16
17 **Tab 10) Acceptance of Grant from Lake County Water Authority for Stormwater Fund**

18
19 Mr. Hayes said this is a request to approve the authorization to accept the grant with Lake County
20 Water Authority program in the amount of \$253,000 for the upgrading of the existing stormwater
21 infrastructure in the CRA area. This grant will assist the City in the design, permitting and
22 construction of the pond portion of the project that will clean up pollutants from entering Lake Dora.

23
24 Councilmember Smith noted that the summary states that there is a \$1,908,800 required match. He
25 said the City is trying to get that match from other grants and asked for confirmation. Mr. Hayes said
26 the cost of the overall CRA stormwater project is \$2.6 million. \$750,000 has been received from
27 FDEP and funding is hoped to be received from the USDA for \$1.98 million for the match.

28
29 Mr. Drury noted Councilmember Smith is correct; all of the funding has not been assembled as yet
30 pending a decision from USDA on the city's application. Councilmember Smith asked for clarification
31 that if this grant is approved it does not bind the city to the \$1.98 million match and there is a one
32 year time frame. Mr. Hayes said that was correct.

33
34 **MOTION**

35
36 **Sandy Gamble moved to approve the grant with the Lake County Water Authority, seconded
37 by Kirby Smith. The motion carried unanimously 4-0.**

38
39 **Tab 11) Request to Apply for Funding for COPS Hiring Program**

40
41 Chief Lubins said that last year the city applied for this program but was unsuccessful. He said this
42 year the Department of Justice has reopened up the grant opportunities for this program only for
43 agencies that did not receive funding last year and there is approximately \$111 million available
44 nationwide. He said the department is using the caveat that the city must hire military personnel who
45 served in the six months of active duty for anything that occurred after September 11, 2001 which is
46 an effort to help re-employ the veterans into the workforce. He said this request is to apply for the the
47 grant. The grant is a 75-25 matching grant; the impact is about \$14,000 per year at which time on

1 the fourth year the employee must be retained for one year as part of the conditions. If the grant is
2 awarded, staff will come back to Council with a detailed plan for how the position will be funded.

3
4 Councilmember Smith clarified that Chief Lubins would be anticipating the 25% in the upcoming
5 2013 fiscal year budget if the grant is awarded. Chief Lubins confirmed.

6
7 **MOTION**

8
9 **Sandy Gamble moved to approve the grant for the U.S. Department of Justice COPS hiring
10 program, seconded by Bob Grenier. The motion carried unanimously 4-0.**

11
12 **Tab 12) Update on Request for Traffic Signal at US 441 and Sinclair Avenue**

13
14 Mr. Skutt stated that staff has sent a formal letter to FDOT requesting that they place a traffic signal
15 at the intersection of US 441 and Sinclair Avenue. This intersection is identified in the Downtown
16 Master Plan as being one of two primary gateways to the downtown. Staff believes that the
17 signalization of this intersection will become increasingly important. He said that yesterday a reply
18 was received from FDOT District 5 indicating that they see some potential problems with putting a
19 signal at that location but they are willing to do a review of traffic operations at that corner and will
20 advise the city of its findings within 60 days.

21
22 Mr. Drury added that the city went through a visioning process and developed a master plan with
23 gateways and this request falls in concert with the plan which is to accent the gateways by bringing
24 signage to the gateways.

25
26 Mayor Wolfe asked which agency would be financing the signal.

27
28 Mr. Skutt responded that staff is presuming that it would be financed by FDOT.

29
30 **Tab 13) Funding for Wooton Park Expansion**

31
32 Ms. Houghton stated that in response to the electorate's approval of the referendum for purchase of
33 the Wooton Park expansion, staff met with bond counsel and the city's financial advisor and it
34 appears that the best option at the present time due to the small size of the debt issue, would be to
35 go out for RFP for a bank note. In addition staff reviewed current existing debt with the advisors, and
36 two issues have been identified that could present savings to the city in the annual budget. One is
37 the Wooton Park Capital Improvement Loan issued in 2008—the original amount was \$7.4 million. In
38 addition there is a Wastewater Refunding Series in 2000 for \$4,705,000. Both of these loans appear
39 to be eligible for savings and staff would like the option to do RFP's for these as well.

40
41 Mr. Drury added that the proposals will be brought back to Council and any financial savings will be
42 presented to Council for a final decision.

43
44 Councilmember Smith asked for clarification that there would be two proposals: one for the Wooton
45 Park expansion as well as refinancing the other debt, and one for Wooton Park expansion only.

46
47 Ms. Houghton confirmed.

1
2 **MOTION**
3

4 Sandy Gamble moved for Option #1 to direct staff to issue a Request for Proposals to
5 Financial institutions for financing the Wooton Park Expansion (General Obligation - \$3.3M)
6 and direct staff to proceed with Request for Proposals to Financing Institutions for
7 refinancing the Wooton Park Capital Improvement Loan (\$6.5M) , and the Water and
8 Wastewater Refunding Bonds, Series 2000 (\$4.7M). The motion was seconded by Bob
9 Grenier. The motion carried unanimously 4-0.

10
11 **XI. OLD BUSINESS**
12

13 **XII. NEW BUSINESS**
14

15 **Tab 14) Recommended Interim Councilmember Appointment to be Placed on Next City**
16 **Council Agenda**
17

18 Mayor Wolfe announced that on April 4, 2012 he would be recommending that Norman Hope be
19 appointed to the City Council to serve as the interim Councilmember until the next election in
20 November 2012.

21
22 **XIII. AUDIENCE TO BE HEARD**
23

24 **Betty Burleigh, 214 N. New Hampshire Avenue**
25

26 Ms. Burleigh said yesterday in reading the March 1 Daily Commercial she had noted a train
27 exhibition at the Winter Garden gazebo. She said the painting in the article is of the Tavares
28 pavilion and the old train station.

29
30 **Frank Zajac, 39 Short Street**
31

32 Mr. Zajac said he wished to address points regarding the race this past weekend. He asked what
33 could be done to prevent a recurrence. He presented a newspaper article to Council that
34 addressed issues regarding the accident. He asked questions about the race adding he did not
35 have facts, just what had been reported in the newspaper.

36
37 Mr. Drury said that the questions and points brought up by Mr. Zajac were very good. He offered
38 to meet with Mr. Zajac to go over all of his question and he explained the roll of the Fish and
39 Game Commission as the agency responsible for investigating the incident. He said said within
40 60 days they will have a full report and many of the questions Mr. Zajac was asking would be
41 answered in that report. He said the city's goal is to support the Fish and Game Commission law
42 enforcement officers in their investigation. He said if there is anything that they see that needs to
43 be improved upon, they will be making those recommendations to the city and to the Classic
44 Raceboat regatta.

45
46 **Denise Laratta, Royal Harbor**
47

1 Ms. Laratta commended the work that was done particularly by the Fire and Police employees
2 who had to deal with a difficult situation and handled it professionally. She thanked the city
3 employees who worked hard to maintain everything and the people who serve as spokespeople
4 to the media over the weekend and made such compassionate compacts about the lives that
5 were lost.

6
7 **XIV. REPORTS**

8
9 **Tab 14) City Administrator**

10
11 Mr. Drury said he had two items to report. The first item is on the Raceboat Regatta incident over
12 the weekend: He read the following into the record:

13
14 *It is with great sorrow that we extend our prayers and sympathy to the friends and family of Mark*
15 *Van Winkle, Charles Woodruff, and Dea Wiseley who all received fatal boating injuries while*
16 *participating in this weekend's boating Regatta. We also pray for a speedy recovery for Lorraine*
17 *Moody who received injuries and is recovering.*

18
19 *I want to take this time to thank all of the Tavares staff and in particular Bill Neron, Danny*
20 *Feleccia, Alan Gagne, Eric Wages, Joyce Ross, Joey Graham, Lauren Farrell, Bob Williams and*
21 *those Police Officers, Fire Fighters and Seaplane Base and Marina staff who represented this city*
22 *flawlessly during the recovery events.*

23
24 *Rescue crews responded immediately to the accident scenes. Recovery operations were*
25 *expeditious, the surviving passenger of one of the accidents was immediately transported by jet*
26 *ski to the Prop Shop docks, administered to by TFD personnel and transferred to Florida Hospital*
27 *Waterman by Lake EMS. The Medical Examiner and Florida Fish and Wildlife Commission were*
28 *provided what they needed to conduct their jobs. The immediate family members of the victims*
29 *and media was accommodated throughout both incidents on both days and Chief Stoney Lubins*
30 *was keeping me informed and updated so that I could keep all five City Council members*
31 *informed of what was happening. Lori Tucker immediately activated the Employee Assistance*
32 *Program's post trauma debriefing session and we were fortunate to have the SeaWorld trainer*
33 *death incident coordinator assigned to Tavares. 90% of the affected Tavares employees*
34 *completed the session by Monday at noon!*

35
36 *From my perspective everyone did their job competently and professionally interacting*
37 *appropriately with each other and other agencies so they could do their jobs well too. We over-*
38 *plan and train for these incidents in hopes that they never happen, but when they do the Tavares*
39 *team is prepared as was the case this past weekend.*

40
41 *As it relates to the cause of the accident, the responsible agency for investigating and making*
42 *that determination is the Florida Fish and Wildlife Commission. We expect a report from them*
43 *within two months and will share that with Council once it becomes available.*

44
45 Mr. Drury said the second item that he wished to present has to do with transparency. He said he
46 wished to clarify on how the property appraiser's office applies the \$50,000 exemption for
47 homesteads. He said the Property Appraiser is responsible for applying the exemptions and in

1 Florida there are many types of exemptions: \$25,000 first exemption, \$25,000 second exemption
2 (both are usually referred to as the "\$50,000 exemption", Senior Homestead, Disability, Deployed
3 Service Member, Tangible Property, and others.
4

5 He noted that the \$50,000 exemption is broken up into two \$25,000 tiers. The first \$25,000 is
6 applied to the first \$25,000 of assessed value. The second \$25,000 is applied to \$50,001 and
7 above. He said a common assumption is that the \$50,000 exemption applies to the first \$50,000
8 in value. He said this inaccurate assumption was made by the city when on page four of the
9 newsletter regarding the Wooton Park Expansion referendum, it was stated that "homes valued
10 under \$50,000 or less pay nothing." He said it should have stated that homes valued at \$25,000
11 or less would pay nothing. He gave examples of how the exemptions may be calculated.
12

13 Mr. Drury noted that the error was not caught until he recently began working on the next fiscal
14 year budget and held discussions with the Property Appraiser. He said he contacted the City
15 Attorney for his opinion on how this might impact the results of the referendum. He said the
16 attorney has replied that this has no impact and has supplied a legal opinion which has been
17 provided to Council.
18

19 Mr. Drury said the lesson learned and corrective action would be as follows: *In today's economic*
20 *environment when the Florida Legislature is frequently changing the tax codes and tax rules*
21 *which the Lake County Property Appraiser is the administering authority, the Administrative*
22 *Policies would be revised prohibiting the dissemination of specific information on exemptions and*
23 *how the Property Appraiser applies those exemption. Instead the citizens will be referred directly*
24 *to the Property Appraiser so that they can review with that agency on how exemptions apply to*
25 *their own personal situation.*
26

27 Mayor Wolfe thanked Mr. Drury for the update and noted he had learned new information.
28

29 **City Clerk**

30

31 Ms. Barnett stated at the last Council Meeting she had provided the "unofficial" results from the
32 referendum and that she would be providing the Official Results at this meeting for the record.
33 She said the vote for the referendum was 1,313 (53.97%) and against the referendum it was
34 1,120 (46.03%).
35

36 **Economic Development Director**

37

38 Mr. Neron reminded everyone of the Sunnyland Antique Boat show starting this weekend.
39

40 **Fire Department**

41

42 Chief Keith said the County's EOC is starting to move dirt at the new county EOC location. He
43 reminded Council that the Police and Fire Pension Meetings will be held this Friday beginning at
44 1:30 p.m.
45

46 **Attorney Williams**

47

1 Attorney Williams noted he and his wife had come to attend the Regatta on the weekend and he
2 was impressed by how the staff handled the event both before and after the accident.

3
4 **Tab 10) City Council**

5
6 **Councilmember Gamble**

7
8 Councilmember Gamble thanked everyone for all of their support. He said he appreciated all of
9 the staff's support. He said he appreciated the opportunity to serve the citizens of Tavares no
10 matter how small or how great, everyone deserves the opportunity to be represented. He said he
11 had one additional thought to share. He said when Paul was before King Agrippa he said "don't
12 you believe what I'm telling you?" and King Agrippa responded "Almost thou persuadeth me to be
13 a Christian." He advised everyone to live not only good life, but a good Christian life, and advised
14 those present to find a church and start attending, because of the need for people to believe in
15 something more than just this earth.

16
17 **Vice Mayor Grenier**

18
19 Vice Mayor Grenier said he was grateful to Sandy for his service. He expressed gratitude to the
20 staff over their handling of the incident on the weekend.

21
22 Vice Mayor Grenier said this Monday at the Tavares Civic Center at noon would be the quarterly
23 luncheon for the Tavares Historical Society and the pioneer birthdays would be celebrated. He
24 said today is the 180th birthday anniversary of Captain Melton Haynes.

25
26 **Councilmember Smith**

27
28 Councilmember Smith said it has been a difficult week. He said one of the local Tavares High
29 School football coaches, Gavin Jones and his wife Terry, lost their three year old daughter in a
30 tragic accident. He asked for prayers for the family. He noted that there may be a softball benefit
31 game organized on their behalf.

32
33 In terms of the weekend's incident, he said that what shows a person to be a true professional is
34 when unexpected events happen and how he or she performs during those unexpected events.
35 He stated that the city staff can be considered professionals.

36
37 Councilmember Smith said that it had been a pleasure to work with Councilmember Gamble and
38 he hoped that he would carry on his with ministry and continue to do his good work.

39
40 **Mayor Wolfe**

41
42 Mayor Wolfe said he wished to echo what had already been said in terms of the event and
43 mentioned the Police, Fire, Public Relations departments and everyone else on the staff who had
44 to deal with this tragic accident. He thanked the staff for representing Tavares in the utmost
45 professionalism. He wished Councilmember Gamble well in his ministerial duties and said it had
46 been an honor serving with him.

47

1 **Adjournment**

2

3 There was no further business and the meeting was adjourned at 5:21 p.m.

4

5 Respectfully submitted,

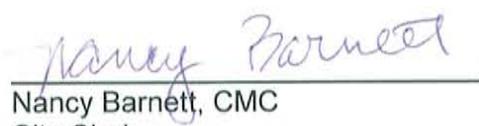
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11 
Nancy Barnett, CMC

12 City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: April 4, 2012**

AGENDA TAB NO. 2

SUBJECT TITLE: Proclamation – National Telecommunicators Week

OBJECTIVE:

The Mayor will read a proclamation in honor of National Telecommunicators Week.

SUMMARY:

Attached is the proclamation.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A



Proclamation

National Public Safety Telecommunicator's Week April 14-18, 2012

Whereas, the Congress and the President of the United States have established the second week of April as National Public Safety Telecommunicators Week; and

Whereas, the professional Public Safety Dispatcher is the vital link between our residents and our police officers who may apprehend a criminal, protect their worldly possessions, save their lives or the life a loved one; and

Whereas, the safety of our police officers is dependent upon the quality and accuracy of information obtained from the public who telephone the Tavares Communications Center; and

Whereas, Public Safety Dispatchers are the first and most critical contact our residents have with emergency services; and

Whereas, Public Safety Dispatchers are the single vital link for our police officers by monitoring their activities by radio, providing them information and ensuring their safety; and

Whereas, Public Safety Dispatchers of the Tavares Police Department perform their duties and tasks in a dedicated diligent and loyal manner, exhibiting compassion, understanding and professionalism during the performance of their job in the past year.

Now, therefore, be it resolved, that I, Robert Wolfe, Mayor of the City of Tavares, proclaim National Public Safety Telecommunicators Week, April 14-18, 2012 in Tavares in honor of the employees whose diligence and professionalism keep our City residents and visitors safe, on this 4th day of April, 2012.

DONE AND PROCLAIMED this 4th day of April, 2012.

Robert Wolfe, Mayor

**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: April 4, 2012**

AGENDA TAB NO. 3

SUBJECT TITLE: Presentation of Dispatch Officer of the Year

OBJECTIVE:

Chief Lubins and Captain Myers will make the presentation of Dispatch Officer of the Year for 2012

SUMMARY:

N/A

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: April 4, 2012**

AGENDA TAB NO. 4

SUBJECT TITLE: Proclamation Honoring the Tavares Historical Society

OBJECTIVE:

The Mayor will read a proclamation honoring the Tavares Historical Society on its 25th Anniversary and recognize the pioneer members of the Society who will be in attendance.

SUMMARY:

The Historical Society was founded in 1987, acquired its current building in a partnership with the city in 1998, and continues to be an important source of historical data chronicling the history of Tavares.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Legally sufficient



PROCLAMATION

WHEREAS, the Tavares Historical Society was founded in 1987 by a group of citizens who wished to preserve the city's historical artifacts;

WHEREAS, the Society expanded its mission to acquire, preserve, and exhibit items and artifacts significant to the life and times of Tavares and the Tavares area and to support the preservation of the City's historical buildings and dwellings;

WHEREAS, in 1998 the Tavares Historical Society entered into a partnership with the City of Tavares to establish a museum at the corner of Rockingham and Alfred Street;

WHEREAS, the historical museum is a valuable asset to the citizens of Tavares, business owners, staff and elected officials, as well as visitors interested in the history of Tavares;

WHEREAS, the dedication of the members of the Tavares Historical Society has significantly impacted such projects as the reconstruction of the Captain Melton Haynes home at the Tavares Seaplane Marina and the future reconstruction of the Tavares Pier and Pavilion;

WHEREAS, the Tavares Historical Society plays an important role in community relationships and the city's economic development;

NOW, THEREFORE, BE IT RESOLVED that I, Robert Wolfe, Mayor of the City of Tavares hereby proclaim special thanks and recognition to the Tavares Historical Society on its 25th anniversary

DONE AND PROCLAIMED this 4th day of April 2012.

ATTEST:

Robert Wolfe, Mayor Tavares

**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: April 4, 2012**

AGENDA TAB NO. 5

SUBJECT TITLE: Report on Renaissance Faire and No Duck Left Behind Event

OBJECTIVE:

Carmen Cullen, the Executive Director of Lake County Schools Education Foundation, will make a report on the Renaissance Faire and the No Duck Left Behind event.

SUMMARY:

N/A

OPTIONS:

NA

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: April 4, 2012**

AGENDA TAB NO. 6

SUBJECT TITLE: Proclamation for National Public Works Week

OBJECTIVE:

The mayor will read a proclamation for National Public Works Week May 20-26, 2012

SUMMARY:

See attached proclamation.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A



PROCLAMATION

WHEREAS, public works services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, solid waste collection, parks and canal maintenance; and

WHEREAS, the health, safety, and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, is vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, the efficiency of the qualified and dedicated personnel, who staff public works departments, is materially influenced by the people's attitude and understanding of the importance of the work they perform.

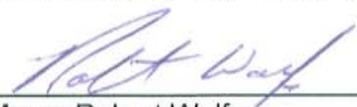
WHEREAS, this year's theme, "Public Works: Creating a Lasting Impression" speaks to the all-pervasive effort of public works professionals and their projects, while bringing quality of life contributions and the necessities of our communities to the citizens of the world.

NOW, THEREFORE, the City Council of the City of Tavares, Florida does hereby proclaim the week of May 20th through May 26th, 2012 as

NATIONAL PUBLIC WORKS WEEK

and calls upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

PASSED AND DULY ADOPTED in regular session this 4th day of April, 2012



Mayor Robert Wolfe
City of Tavares

**AGENDA SUMMARY
TAVARES CITY COUNCIL
APRIL 4, 2012**

AGENDA TAB NO. 7

FIRST READING

**SUBJECT TITLE: Ordinance 2012-06
Rezoning of Lot L – Riverest Mobile Home Park**

OBJECTIVE:

To consider the rezoning of .15 acres of property located generally on the northwest corner of Bloxham Avenue and Trafford Street from Public Facilities District (PFD) to Residential Manufactured Home Park (RMH-P).

SUMMARY:

The subject property is a small platted lot located within a .5 acre plot of land owned by Riverest Mobile Home Corporation on the northwest corner of Bloxham and Trafford. The applicant was in the process of applying for a site plan to accommodate several RV pads when it was discovered that a portion of the land was zoned PFD. A PFD zoning is reserved for governmental uses. Thinking this may be an error, staff researched old zoning maps and found that this lot has been zoned PFD for at least twenty years although the reason for this applied zoning is not apparent. The Future Land Use Map designation is Low Density Residential which is inconsistent with both a PFD and an RMH-P zoning. An application to amend the Future Land Use Map 2020 is concurrently being processed. It is staff's opinion that the subject property should be rezoned to RMH-P to coincide with adjoining property owned by Riverest. A conceptual site plan for the proposed RV parking use is attached to this report. A site plan demonstrating compliance with all city land development regulations must be approved prior to the issuance of any permit.

OPTIONS:

No council action required at First Reading

PLANNING & ZONING BOARD RECOMMENDATION:

At its March 15th meeting, the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2012-06.

STAFF RECOMMENDATION:

At Second Reading, staff will recommend that City Council moves to approve Ordinance 2012-06.

FISCAL IMPACT: N/A

LEGAL SUFFICIENCY:

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

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ORDINANCE 2012-06

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, REZONING APPROXIMATELY .15 ACRES OF LAND LOCATED GENERALLY ON THE NORTHWEST CORNER OF BLOXHAM AVENUE AND TRAFFORD STREET FROM PUBLIC FACILITIES DISTRICT (PFD) TO RESIDENTIAL MANUFACTURED HOME PARK (RMH-P); SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the owner of the subject property legally defined in Exhibit "A" of this ordinance is requesting that the property be rezoned from Public Facilities District (PFD) to Residential Manufactured Home Park (RMH-P); and

WHEREAS, the City is concurrently processing a comprehensive plan amendment to change the designation of the subject property from Public Facility/Institutional (PUB) to Mobile Home (MH) on the Future Land Use Map 2020; and

WHEREAS, the City of Tavares held duly noticed public hearings before the Planning and Zoning Board, and the City of Tavares City Council, providing opportunity for individuals to hear and to be heard regarding the proposed zoning; and,

WHEREAS, the City Council has reviewed and considered all relevant evidence and information and testimony presented by witnesses, the public, and City staff; and,

WHEREAS, the City Council of the City of Tavares, Florida, deems it in the best interest of the City to apply a Residential Manufactured Home Park (RMH-P) zoning designation to said property; therefore,

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

Section 1. Zoning

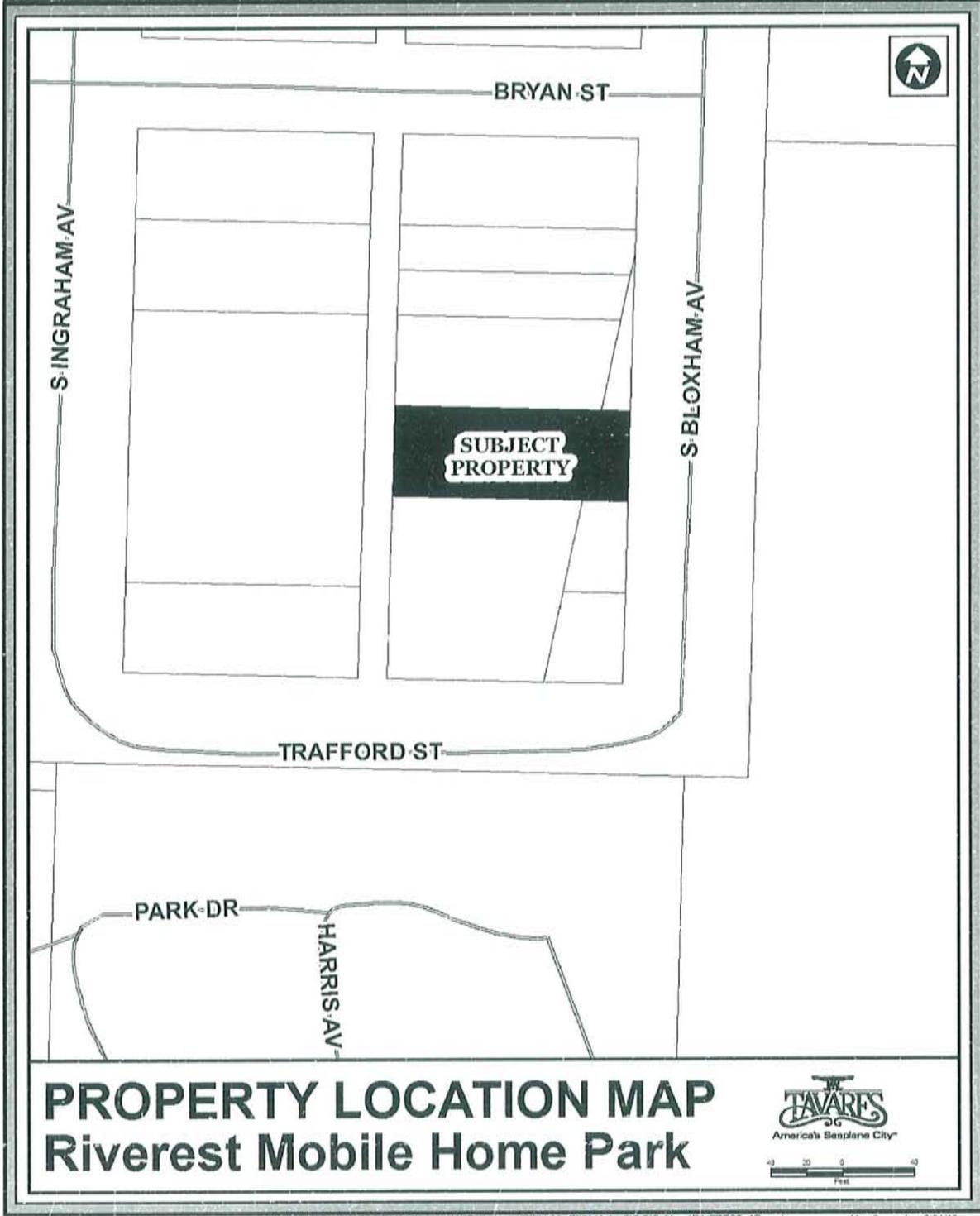
Said property, as legally defined in Exhibit "A", is hereby rezoned to Residential Mobile Home Park (RMH-P) under the specific provisions as established by the City of Tavares Land Development Regulations.

**EXHIBIT A:
LEGAL DESCRIPTION**

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Lot L, Block 59, Map of Tavares Improvement Company's, in the City of Tavares, Florida, according to the plat thereof as recorded in Plat Book 4, Page 39, Public Records of Lake County, Florida, INCLUDING: Begin at the Southeast corner of said Lot L run North 89°59'13" West a distance of 25.38 feet; thence North 10°44'33" East for a distance of 50.89 feet; thence North 89°59'13" East 15.90 feet to the Westerly right of way of Bloxham Avenue; thence South 00°00'23" West 50.00 feet along said right of way, to the point of beginning.

CITY OF TAVARES



PROPERTY LOCATION MAP Riverest Mobile Home Park



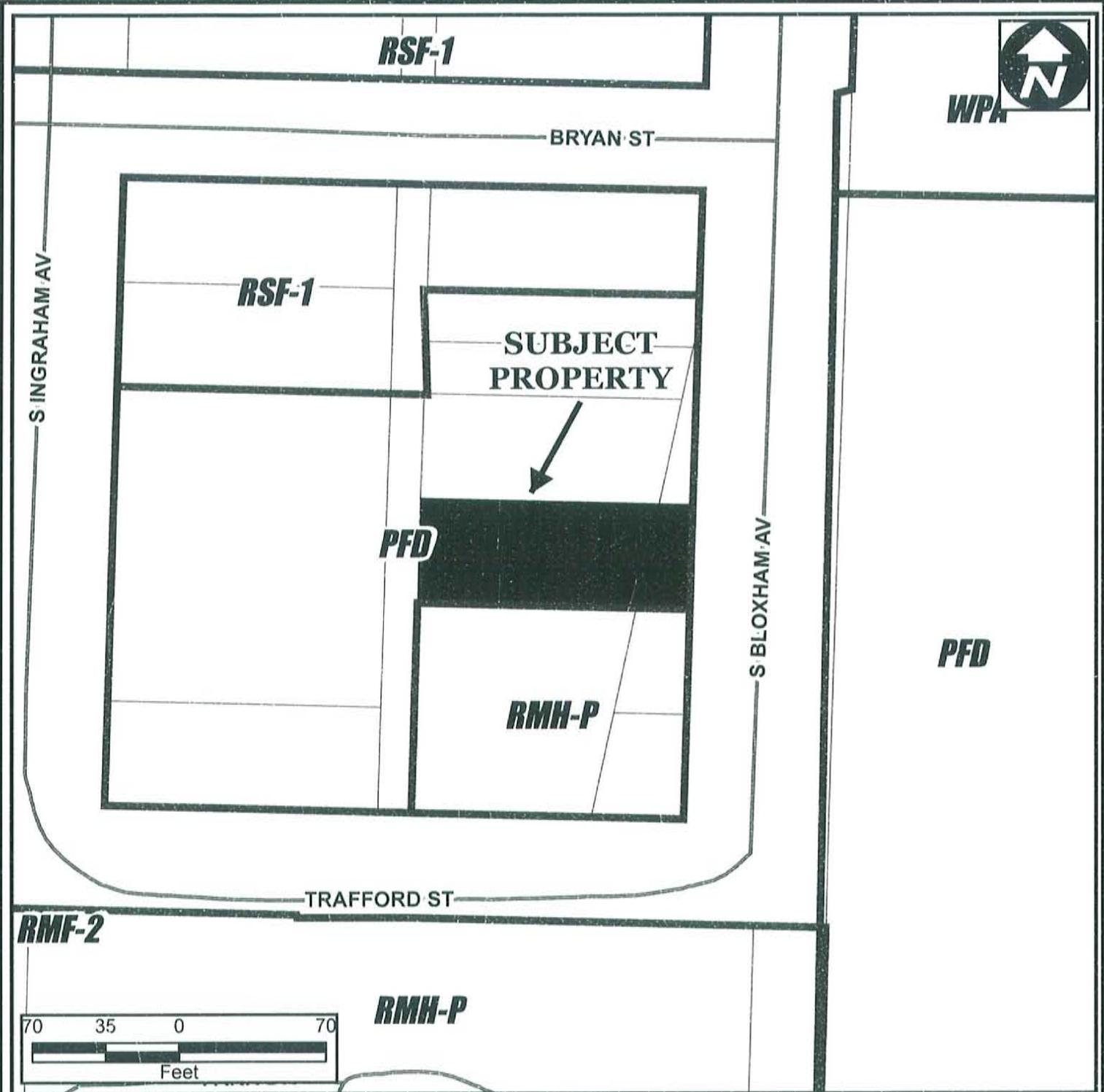
CITY OF TAVARES



PROPERTY LOCATION MAP Riverest Mobile Home Park



CITY OF TAVARES ORDINANCE # 2012-06



- RSF-A Residential Single Family
- RSF-1 Residential Single Family
- RMF-2 Residential Multi-Family
- RMF-3 Residential Multi-Family
- RMH-S Residential Manufactured Home Sub.
- RMH-P Residential Manufactured Home Park
- PD Planned Development District
- MJ Mixed Use District
- C-1 General Commercial
- C-2 Highway Commercial
- CD Commercial Downtown District
- I Industrial District
- PFD Public Facilities District



ZONING MAP

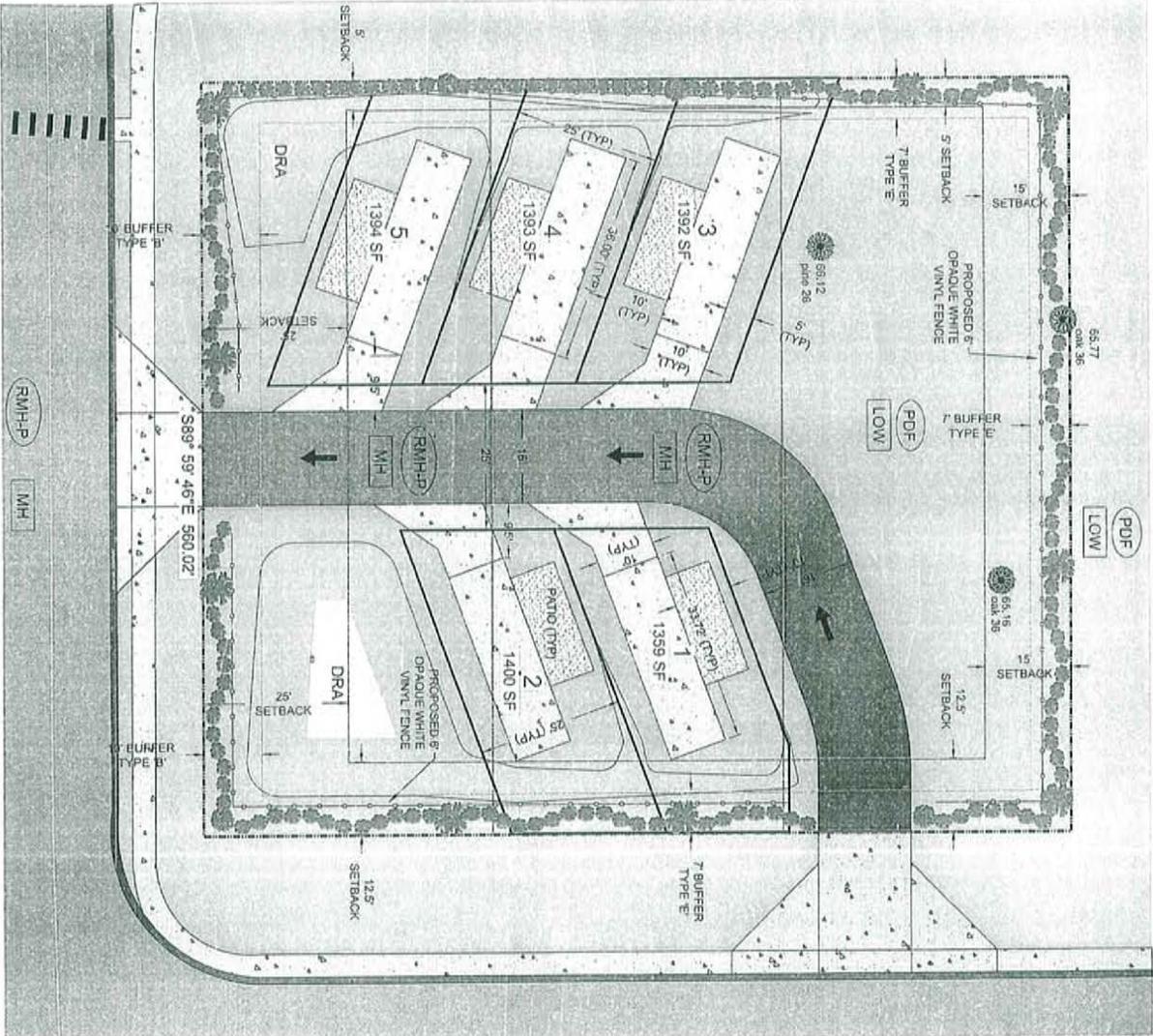
ORDINANCE # 2012-06

Riverest Mobile Home Park

Current Zoning: PFD
Proposed Zoning: RMH-P
0.15 ± Acres

- #### Legend
- CITY BOUNDARY
 - MAJOR ROADS
 - ZONING
 - STREETS
 - SUBJECT PROPERTY
 - PARCELS
 - UNINCORPORATED
 - CONSWETLANDS

PDF
LOW



PDF PUB



SHEET NUMBER CP 3.00	CONCEPT PLAN	DATE: 08/17/2010	SCALE: 1" = 20'	<p>Civil Engineering Solutions, Inc. Civil & Environmental Engineering</p> <p>222 West Washington Ave., Tallahassee, FL 32301 Phone: 904.201.1000 Fax: 904.201.0500 www.civil-engineering.com Equal Opportunity Employer</p>	<p>PROJECT NO.</p>
		<p>DRAWN BY: J.S. ORFELDO, P.E., D.C.</p> <p>CHECKED BY: J.S. ORFELDO, P.E., D.C.</p> <p>FILE NUMBER: 10-0001</p> <p>ISSUE DATE: 08/17/2010</p> <p>SHEET SIZE: 11 X 17</p>	<p>RIVERREST MHP PROPOSED SITE IMPROVEMENTS CONCEPT PLAN TAVARES, FLORIDA</p>		

**AGENDA SUMMARY
TAVARES CITY COUNCIL
APRIL 4, 2012**

AGENDA TAB NO. 8

FIRST READING

**SUBJECT TITLE: Ordinance 2012-07
Small Scale FLUM Amendment
Lot L of Riverest Mobile Home Park**

OBJECTIVE:

To consider a Future Land Use Map amendment for approximately .15 acres of property located generally on the northwest corner of Bloxham Avenue and Trafford Street from Low Density Residential (LOW) to Mobile Home (MH).

SUMMARY:

Ordinance 2012-07 proposes a small scale amendment to the Future Land Use Map 2020 of the Comprehensive Plan.

The subject property (Parcel Alternate Key Numbers 3809629 & part of 1375193) is .15 acres in size, located generally on the northwest corner of Bloxham Avenue and Trafford Street. The property is part of a plot of land owned by Riverest Mobile Home Corporation. The property is vacant. An application to rezone this property from Public Facilities District (PFD) to Residential Manufactured Home Park (RMH-P) is concurrently under consideration. This ordinance would amend the current Future Land Use Map Designation from Low Density Residential (LOW) to Mobile Home (MH).

Future Land Use Amendment

The applicant was in the process of applying for a site plan to accommodate several RV pads when it was discovered that a portion of the land was zoned PFD. A PFD zoning is reserved for governmental uses. Thinking this may be an error, staff researched old zoning maps and found that this lot has been zoned PFD for at least twenty years although the reason for this applied zoning is not apparent. The Future Land Use Map designation is Low Density Residential which is inconsistent with both a PFD and an RMH-P zoning. It is staff's opinion that the Future Land Use of the subject property should be amended to MH to coincide with adjoining property owned by Riverest.

Compatibility

Abutting lands owned by Riverest Mobile Home Corporation bear a Mobile Home (MH) Future Land Use designation.

Site Conditions

The property is vacant. The applicant is proposing to establish several pads for RV parking. An approved site plan will be required prior to issuance of a building permit. All applicable environmental assessments and permitting must be in place before the site plan is approved.

Impact on City Services

The subject property is located in the City's Utility Service Area. The City of Tavares has municipal water and sewer services available to the subject parcel and any new development on this property must connect to city utilities. The City's Concurrency Management System will ensure that Levels of Service (LOS) will not be degraded beyond the adopted levels of service for all regulated public facilities. Since the property is currently designated Low Density Residential, impacts on Levels of Service are not implicated.

FINDINGS

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

1. A Mobile Home (MH) Future Land Use designation would serve as the most appropriate land use for the subject property in accordance with Future Land Use policy 1-1.1.6.
2. Impacts of the proposed development of the subject property shall be monitored through the City's Concurrency Management System. (Comp Plan, Chapter 7A)

OPTIONS:

No Council action required at First Reading.

PLANNING & ZONING BOARD RECOMMENDATION:

At its March 15th meeting, the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2012-07.

STAFF RECOMMENDATION:

At Second Reading, staff will recommend that Council moves to approve Ordinance 2012-07.

FISCAL IMPACT: N/A

LEGAL SUFFICIENCY:

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

Impact on City Services

The subject property is located in the City's Utility Service Area. The City of Tavares has municipal water and sewer services available to the subject parcel and any new development on this property must connect to city utilities. The City's Concurrency Management System will ensure that Levels of Service (LOS) will not be degraded beyond the adopted levels of service for all regulated public facilities. Since the property is currently designated Low Density Residential, impacts on Levels of Service are not implicated.

FINDINGS

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

1. A Mobile Home (MH) Future Land Use designation would serve as the most appropriate land use for the subject property in accordance with Future Land Use policy 1-1.1.6.
2. Impacts of the proposed development of the subject property shall be monitored through the City's Concurrency Management System. (Comp Plan, Chapter 7A)

OPTIONS:

No Council action required at First Reading.

PLANNING & ZONING BOARD RECOMMENDATION:

At its March 15th meeting, the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2012-07.

STAFF RECOMMENDATION:

At Second Reading, staff will recommend that Council moves to approve Ordinance 2012-07.

FISCAL IMPACT: N/A

LEGAL SUFFICIENCY:

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

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ORDINANCE 2012-07

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE TAVARES COMPREHENSIVE PLAN FUTURE LAND USE MAP 2020, PROVIDING FOR A CHANGE OF FUTURE LAND USE DESIGNATION ON APPROXIMATELY .15 ACRES OF LAND GENERALLY LOCATED ON THE NORTHWEST CORNER OF BLOXHAM AVENUE AND TRAFFORD STREET; FROM LOW DENSITY RESIDENTIAL (LOW) TO MOBILE HOME (MH); PROVIDING FOR SEVERABILITY AND CONFLICTS; PROVIDING FOR TRANSMITTAL; AND PROVIDING FOR AN EFFECTIVE DATE.

13 **WHEREAS**, the owner of the subject property legally defined in Exhibit "A" of this
14 ordinance is requesting a comprehensive plan amendment to change the designation of the
15 property from Low Density Residential (LOW) to Mobile Home (MH) on the Future Land Use
16 Map 2010; and

17
18 **WHEREAS**, the City of Tavares is concurrently processing an application to rezone this
19 property from Public Facilities District (PFD) to Residential Mobile Home Park (RMF-P); and

20
21 **WHEREAS**, the property consists of less than ten acres; and

22
23 **WHEREAS**, the City of Tavares has advertised as required by law for two public
24 hearings prior to adoption of this ordinance; and

25
26 **WHEREAS**, the City has held such public hearings and the records of the City provide
27 that the owners of the land affected have been notified as required by law; and

28
29 **WHEREAS**, a Mobile Home Future Land Use designation is compatible with surrounding
30 property uses; and

31
32 **WHEREAS**, the City of Tavares Planning and Zoning Board, Local Planning Agency,
33 and City Council held duly noticed public hearings providing opportunity for individuals to hear
34 and be heard regarding the adoption of the proposed map amendment; and,

35
36 **WHEREAS**, the City Council has reviewed and considered all relevant evidence and
37 information and testimony presented by witnesses, the public, and City staff; and,

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

3
4 **WHEREAS**, adoption of this amendment is in the best interest of the health, safety, and
5 general welfare of the citizens of Tavares.

6
7 **NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Tavares,
8 Florida as follows

9
10 **Section 1. Future Land Use Amendment**

11 The Comprehensive Plan and Future Land Use Map of the City of Tavares, Florida, is
12 hereby amended to reflect a re-designation from Low Density Residential (LOW) to Mobile
13 Home (MH) on certain real property as legally described in Exhibit "A". All provisions of the
14 Comprehensive Plan shall hereby apply to said property.

15
16 **Section 2. Severability and Conflicts**

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

21
22 **Section 3. Transmittal**

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

30
31 **Section 4. Effective Date**

32 The effective date of this plan amendment, if the amendment is not timely challenged,
33 shall be 31 days after the state land planning agency notifies the local government that the plan
34 amendment package is complete. If timely challenged, this amendment shall become effective
35 on the date the state land planning agency or the Administration Commission enters a final order

1 determining this adopted amendment to be in compliance. No development orders, development
2 permits, or land uses dependent on this amendment may be issued or commence before it has
3 become effective. If a final order of noncompliance is issued by the Administration Commission,
4 this amendment may nevertheless be made effective by adoption of a resolution affirming its
5 effective status, a copy of which resolution shall be sent to the state land planning agency.

6
7

8 **PASSED AND ADOPTED** this _____ day of _____, 2012 by the City Council of
9 the City of Tavares, Florida.

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Robert Wolfe, Mayor
Tavares City Council

17 First Reading: _____

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19 Second Reading & Final Adoption: _____

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21

22 ATTEST:

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24

25 _____
26 Nancy A. Barnett, City Clerk

27
28 Approved as to form:

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32 _____
33 Robert Q. Williams, City Attorney

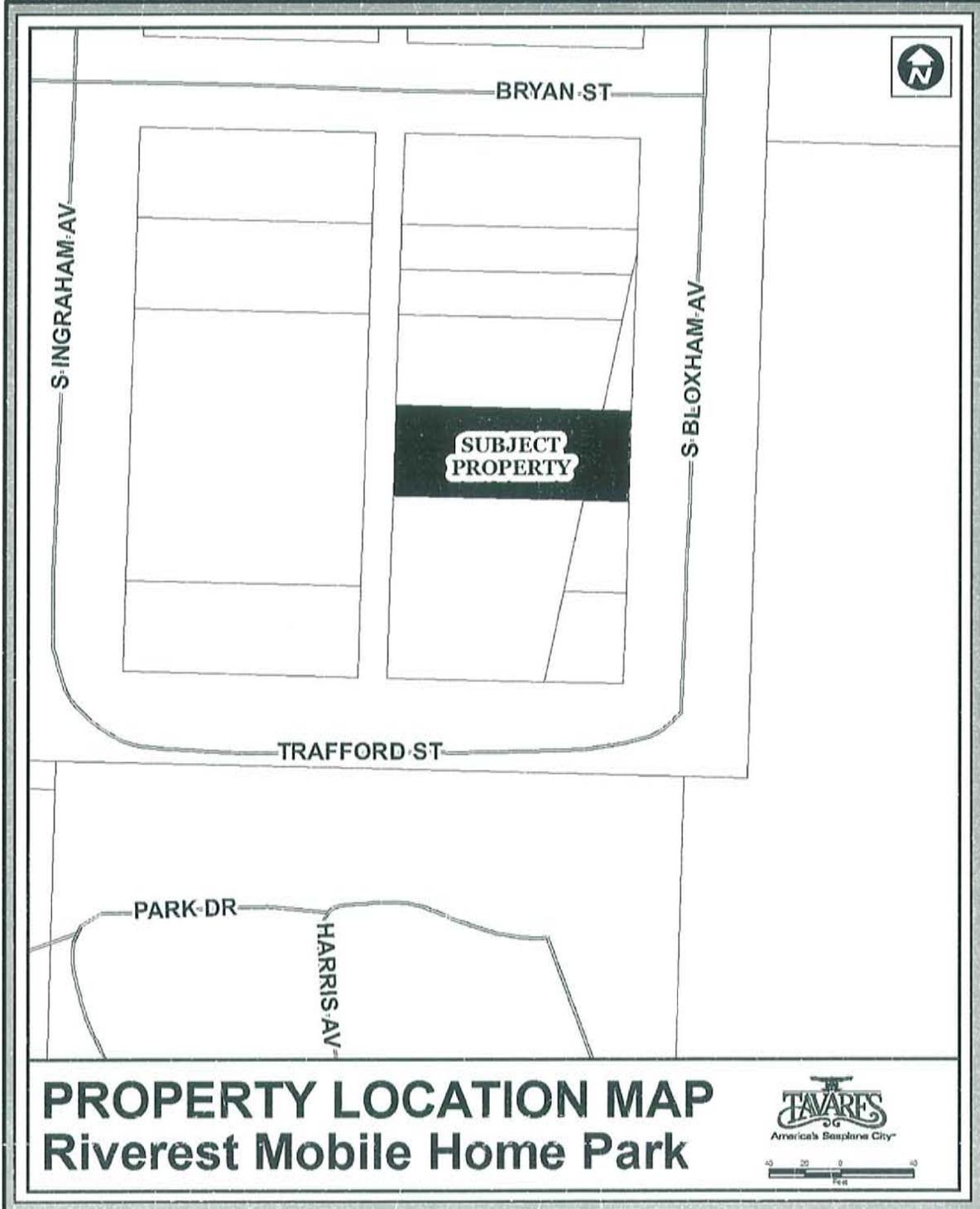
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EXHIBIT "A"
Legal Description

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11

Lot L, Block 59, Map of Tavares Improvement Company's, in the City of Tavares, Florida, according to the plat thereof as recorded in Plat Book 4, Page 39, Public Records of Lake County, Florida, INCLUDING: Begin at the Southeast corner of said Lot L run North 89°59'13" West a distance of 25.38 feet; thence North 10°44'33" East for a distance of 50.89 feet; thence North 89°59'13" East 15.90 feet to the Westerly right of way of Bloxham Avenue; thence South 00°00'23" West 50.00 feet along said right of way, to the point of beginning.

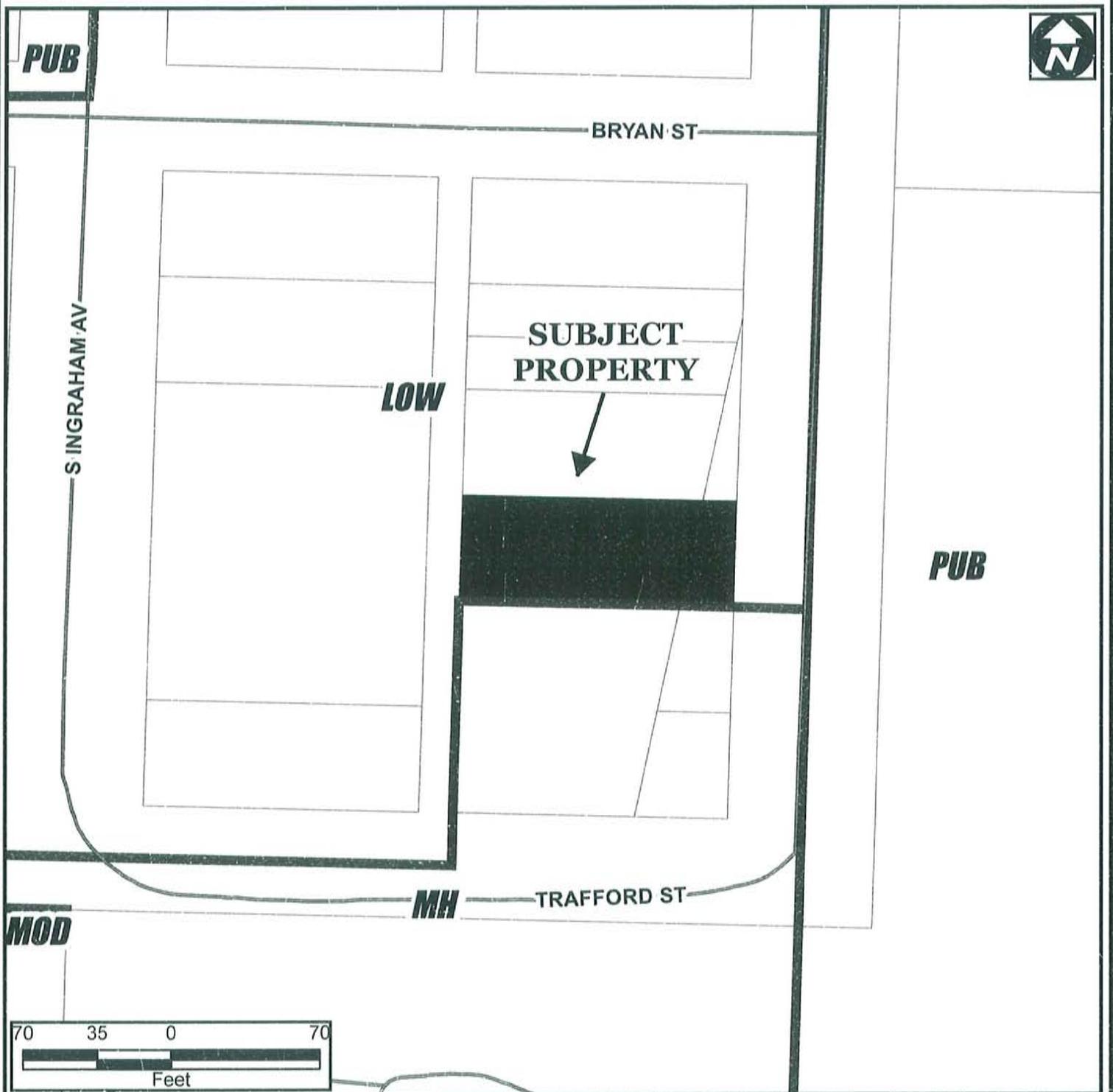
CITY OF TAVARES



PROPERTY LOCATION MAP Riverrest Mobile Home Park



CITY OF TAVARES ORDINANCE # 2012-07



SUB	Suburban	3.0 DU/Acre
SUB EX	Suburban Expansion	4.0 DU/Acre
LOW	Low Density	5.6 DU/Acre
MOD	Moderate Density	10 DU/Acre
MED	Medium Density	12 DU/Acre
HD	High Density	12-25 DU/Acre
MH	Mobile Home	8.7 DU/Acre
MUN	Mixed Use Neighborhood	12 DU/Acre
MUC	Mixed Use Commercial	25 DU/Acre
COM	Commercial	
CD	Commercial Downtown	25 DU/Acre
IND	Industrial	
PUB	Public Facility/Institutional	
CONS	Westlands & Conservation	

FUTURE LAND USE MAP ORDINANCE # 2012-07 Riverrest Mobile Home Park

Current FLU: LOW
Proposed FLU: MH
0.15 ± Acres

Legend	
	CITY BOUNDARY
	MAJOR ROADS
	FLU
	STREETS
	SUBJECT PROPERTY
	CONS/WETLANDS
	UNINCORPORATED
	PARCELS

From Page One

BOAS

Continued from Page D1

Brunfelsia does have a powerful fragrance. Not only does this early bloomer produce an abundance of small, pansylike blooms, the multicolored flowers emit a far-reaching sweetness that always reminds me of springtime on Cape Cod.

One whiff is all it takes to reclaim old memories. As I inhale the aroma of the brunfelsia's white-lavender-and-purple blossoms, I recall the scent of daffodils, grape hyacinths and those tiny white snowbells that used to pop up in our lawn after a muddy March thaw.

Florida's mild climate doesn't support those rain-stays of a Northern bulb garden, but other plants — including brunfelsia — are here to usher in the spring season with heady aromas.

Native to the woodlands of Brazil, brunfelsia is a small shrub (7 to 10 feet tall by 5 to 8 feet wide) with aromatic flowers that bloom profusely throughout the warm months. Though there are about 30 varieties, brunfelsia grandiflora, Brunfelsia australis and Brunfelsia pauciflora are three of the most commonly grown species.

Brunfelsia likes a slightly acidic soil, grows best in somewhat filtered sunlight and has minimal pest problems. Although sensitive to cold, the plant recovers quickly. I've been growing brunfelsia for about 10 years, and though it has frequently received cold damage, its blooms have never failed to scent the spring air.

My first plant came from Smith's Nursery in Mascotte. The entryway at this small, family-run nursery is flanked by a mature and incredibly beautiful row of yesterday-today-and-tomorrow plants. I can't imagine how any prospective plant purchaser who catches a glimpse of those amazing plants can leave the nursery without buying one. I certainly couldn't.

I planted my original legallan plant next to the west side of our house, around the corner from our outdoor shower. Since then, it has produced several "babies" nearby. Every now and then, I give the area a good weeding and occasionally — once every few years — add a top dressing of enriched soil.

Like most of my favorite flowering plants, brunfelsia can handle a large measure of neglect. The original plant is now about 6 feet tall, and the babies are about half that size. I'm sure if they were pampered a bit — irrigated, fertilized and weeded regularly, etc. — they would look more like the stunning examples at Smith's Nursery, but even left alone the plants are impressive.

Brunfelsia's special quality — in addition to its ability



Brunfelsia supports 3 different-colored blossoms at once.

to trigger memories of Northern spring gardens — is its unusual tricolored floral display. Many plants have pretty, sweet-smelling blossoms, but only brunfelsia supports three different-colored blossoms simultaneously. Blooms begin as a dark purple flowers with a white center but because new ones are constantly opening, the bush is never covered without multiple colors. As the days go by (think yesterday-today-tomorrow), flowers fade from dark purple to pale lavender to soft white. All the while, their scented message travels the airwaves to bees, butterflies, moths

and people. "Come hither!" they seem to call. "Come visit! Sweeten the moment!"

I'm glad my daughter was here to experience this special harbinger of a Southern spring. Florida may lack the lilac bushes, pussy willows, crocuses, daffodils and forsythias that, here in the Sunshine State, we have our own floral indications of spring, and sweet brunfelsia is on that list.

Sherry Boas can be reached at simplyliving@beautifulbamboo.com. Her columns are at OrlandoSentinel.com/boas.

RETIRE

Continued from Page D2

side of being conservative. If you're stuck, use a 4 percent to 5 percent. Obviously if you use a higher rate of return, the calculator will ultimately determine that you have to save a smaller amount. After our Great Recession and financial crash, I probably don't have to tell you that higher return assumptions may not always work out as planned.

Life Expectancy: If you are younger than 50, use 95; if you're older than 50, use 90. If you want a closer estimate, go to livingto100.com and use the Life Expectancy Calculator.

Many calculators will take a percentage of your pre-retirement earnings (most use 80 percent) as a baseline for what you will need in the future — sometimes called a "replacement rate." A more precise way to determine that number is to figure out how much you spend today. Isolate those expenses that won't occur in retirement (so for example: mortgage payments, if you are on track to pay it off before retirement; tuition; child care; commuting expenses) and, poof, you have your replacement rate. When I was a young financial planner, it was common practice to remove Social Security and Medicare taxes from your anticipated future need, but now I think it's probably best

to assume that the money you were paying in FICA will be necessary to pay some or all of higher health care costs in the future, so leave that amount in for your calculation.

Then you will be asked to plug in the amount of money you have already saved, your annual contributions to your retirement plans and other investment accounts, any future pension amounts, and a Social Security benefit. While Social Security might change in the future, most of the revisions being contemplated would not affect people who are currently 50 or older. For those younger than 50, you might have to wait longer to collect benefits or the benefit amount could be reduced. To adjust for an altered Social Security landscape, you could simply raise your replacement rate by 5 percent.

Once you have entered in all of the information, the calculator is going to spit out your results. For many, this moment could be as stressful as stepping on the scale. But only when you are armed with the necessary information can you alter your course to a smooth retirement. So don't be afraid to take the plunge and discover your retirement number.

Jill Schlesinger is editor-at-large for CRSMoneyWatch.com. Contact her with questions and comments at askjill@crsmoneywatch.com.

Orlando Sentinel

Publication Date: 03/19/2012

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THE CITY OF TAVARES NOTICE OF PUBLIC HEARING

Notice is hereby given that the City of Tavares will consider at the public hearings set forth below enactment of proposed Ordinance 2012-06 & Ordinance 2012-07 listed as follows:

ORDINANCE 2012-06

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, REZONING APPROXIMATELY .15 ACRES OF LAND LOCATED GENERALLY ON THE NORTHWEST CORNER OF BLOXHAM AVENUE AND TRAFFORD STREET FROM PUBLIC FACILITIES DISTRICT (PFD) TO RESIDENTIAL MANUFACTURED HOME PARK (RMH-P); SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 2012-07

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE TAVARES COMPREHENSIVE PLAN FUTURE LAND USE MAP 2010, PROVIDING FOR A CHANGE OF FUTURE LAND USE DESIGNATION ON APPROXIMATELY .15 ACRES OF LAND GENERALLY LOCATED ON THE NORTHWEST CORNER OF BLOXHAM AVENUE AND TRAFFORD STREET; FROM LOW DENSITY RESIDENTIAL (LOW) TO MOBILE HOME (MH); PROVIDING FOR SEVERABILITY AND CONFLICTS; PROVIDING FOR TRANSMITTAL; AND PROVIDING FOR AN EFFECTIVE DATE.

Proposed Ordinance 2012-06 & Ordinance 2012-07 will be considered at the following public meetings:

- Tavares Planning & Zoning Board meeting on March 15, 2012 at 3 p.m.; and
- Tavares City Council meeting on April 4, 2012 at 4 p.m. (Introduction and First Reading by Title Only); and
- Tavares City Council meeting on April 18, 2012 at 4 p.m. (Second Reading/Adoption Hearing)

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

Proposed Ordinance 2012-06 & Ordinance 2012-07 may be inspected by the public between the hours of 7:30 a.m. and 5:00 p.m. Monday through Friday of each week at City Hall.

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

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

Please direct any questions on these proposed ordinances to Jacques Skutt, Community Development Director, at 742-6434.

CITY OF TAVARES

PROPERTY LOCATION MAP
 Riverside Mobile Home Park

**AGENDA SUMMARY
TAVARES CITY COUNCIL
APRIL 4, 2012**

AGENDA TAB NO. 9

FIRST READING

**SUBJECT TITLE: Ordinance 2012-08
Annexation & Rezoning –Tolbert Property 441 (Dollar General)**

OBJECTIVE:

To consider the annexation and rezoning to General Commercial of approximately 1.28 acres of property located on the north side of US Highway 441, west of Dead River and immediately east of 7th Sunfish Street.

SUMMARY:

The subject property is located at the northeast intersection of U.S. 441, and 7th Sunfish Street (adjacent and in front of Palm Gardens). The property is approximately 1.28 acres in size. An existing, vacant, single family dwelling on this property is proposed to be demolished. The City is concurrently processing a future land use map amendment to re-designate the property from Lake County Commercial Corridor to City of Tavares Commercial on the Future Land Use Map 2020. The applicant is proposing to demolish this dwelling and construct a new Dollar General Store.

STAFF COMMENT:

Properties adjacent and across the road from this property, both in the County and the City, are commercial in nature. The property is contiguous to the city. The applicant will require city utilities for the proposed new store and must therefore annex into the city. All costs to extend city services to the property will be borne by the developer. A site plan demonstrating compliance with all city regulations including applicable state and federal environmental laws must be approved prior to the issuance of any building permits. It is staff's opinion that a General Commercial (C-1) zoning is the most compatible designation for this property.

OPTIONS:

No Council action required at First Reading.

PLANNING & ZONING BOARD RECOMMENDATION:

At its March 15th meeting, the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2012-08.

STAFF RECOMMENDATION:

At Second Reading, staff will recommend that City Council moves to approve Ordinance 2012-08.

FISCAL IMPACT: N/A

LEGAL SUFFICIENCY:

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

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ORDINANCE 2012-08

AN ORDINANCE OF THE CITY OF TAVARES AMENDING THE BOUNDARIES OF THE CITY BY ANNEXING APPROXIMATELY 1.28 ACRES LOCATED AT THE NORTHEAST INTERSECTION OF US 441 AND 7TH SUNFISH STREET; REZONING SAID PROPERTY FROM LAKE COUNTY NEIGHBORHOOD COMMERCIAL (C-1) TO CITY OF TAVARES GENERAL COMMERCIAL (C-1); SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

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

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

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

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

23 **WHEREAS**, the property is currently zoned Lake County Neighborhood
24 Commercial (C-1) and the applicant has requested that said property be rezoned to a
25 City designation of General Commercial (C-1); and,

26 **WHEREAS**, this property fronts onto U.S. 441 which is designated by the Lake
27 County future land use map as a Major Commercial Corridor and therefore a commercial
28 designation is in compliance with the Lake County Comprehensive Plan; and,

29 **WHEREAS**, the City is concurrently processing a future land use map
30 amendment to re-designate the property from Lake County Commercial Corridor to a
31 City of Tavares Commercial designation on the Future Land Use Map; therefore
32

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

34 **Section 1. Annexation**

35 The property legally defined as and depicted in **Exhibit "A"** attached hereto,
36 situated in Lake County, Florida, is hereby incorporated into and made a part of the City
37 of Tavares, Florida, pursuant to the voluntary annexation provisions of Section 171.044,
38 Florida Statutes.

1 **Section 2. Rezoning**

2 The property described in **Exhibit "A"** shall hereby be rezoned from Lake
3 County Neighborhood Commercial (C-1) to City of Tavares General Commercial (C-1)
4 and shall be subject to the provisions contained within the Land Development
5 Regulations for this zoning designation.

6
7 **Section 3. Severability.**

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

11
12 **Section 4. Effective Date.**

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

15
16
17 **PASSED AND ORDAINED** this _____ of _____, 2012, by the City
18 Council of the City of Tavares, Florida.

19
20
21 _____
22 Robert Wolfe, Mayor
23 Tavares City Council
24

25 First Reading: _____

26
27 Passed Second Reading: _____
28
29

30 ATTEST:

31
32
33 _____
34 Nancy Barnett, City Clerk
35

36
37 APPROVED AS TO FORM AND LEGALITY:
38
39

40 _____
41 Robert Q. Williams, City Attorney
42

EXHIBIT A

LEGAL DESCRIPTIONS

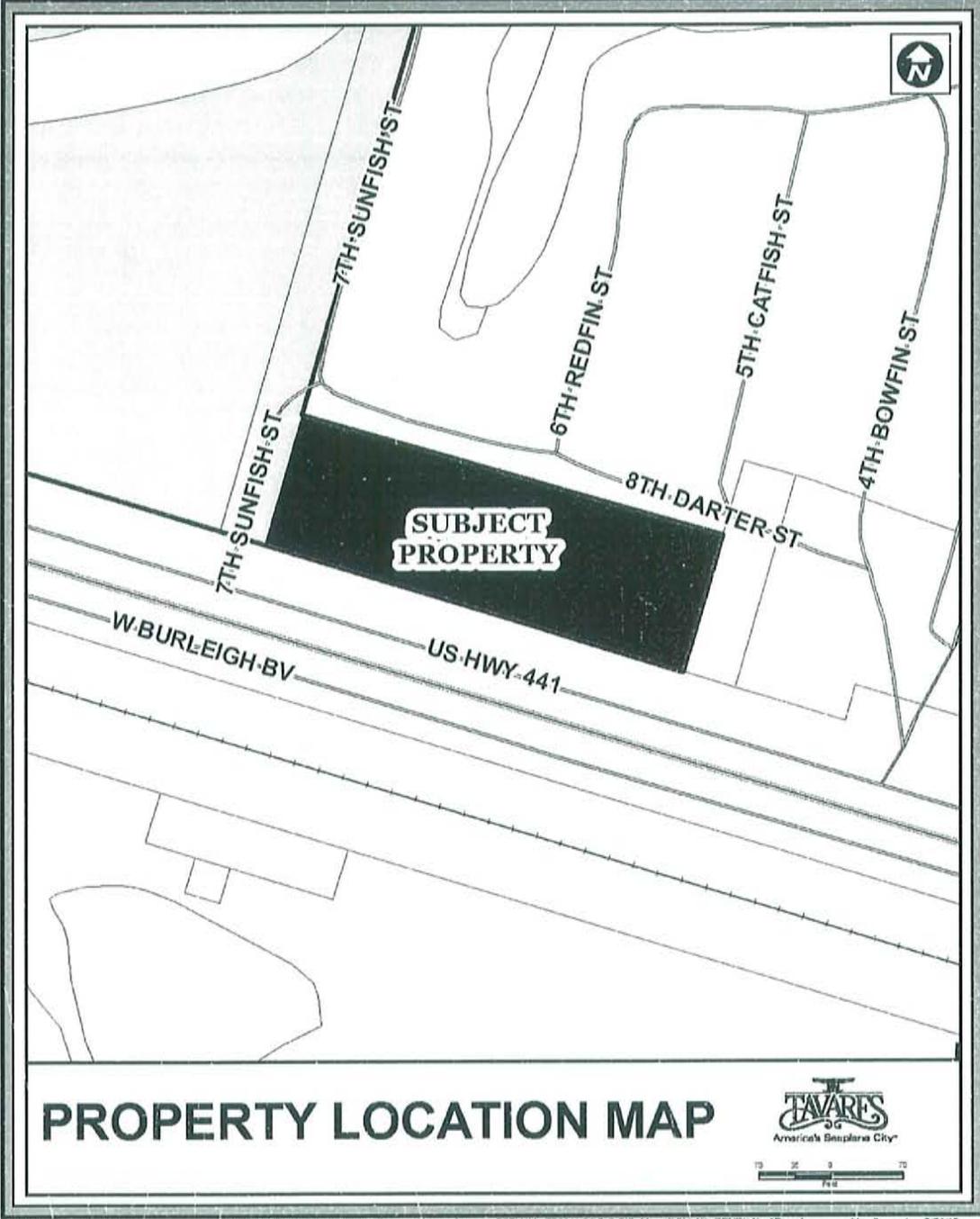
ALTERNATE KEY: 1586249

That part of the South 1/2 of Government Lot 3 in Section 24, Township 19 South, Range 25 East, in Lake County, Florida, bounded and described as follows: From the intersection of the East line of said Government Lot 3 with the Northerly line of the right of way of U.S. Highway No. 441, as the same existed on April 10, 1940, run North 74° West along the Northerly line of said right of way 208.71 feet to the Point of Beginning of this description. From said point of beginning, run North 16° East at a right angle to the Northerly line of said right of way 208.71 feet; thence North 74° West 417.42 feet; thence South 16° West 208.71 feet to the Northerly line of said right of way; thence South 74° East along the Northerly line of said right of way 427.42 feet to the Point of Beginning. Less rights of way and Less that legal description described in that certain Warranty Deed recorded in Official Records Book 936, Page 424, Lake County, Florida.

ALTERNATE KEY: 2892471

From the intersection of the East Line of said Government Lot 3 with the Northerly Line of the right of way of U. S. Highway No. 441, as the same existed on April 10, 1940, run North 74 degrees West along the Northerly Line of said right of way 208.71 feet to the Point of Beginning of this description. From said Point of Beginning, run North 16 degrees East at a right angle to the Northerly Line of said right of way 207.71 feet; thence North 74 degrees West 150.00 feet; thence South 16 degrees West 208.71 feet to the Northerly Line of said right of way; thence South 74 degrees East along the Northerly Line of said right of way 150.00 feet to the Point of Beginning. LESS the present right of way of U. S. Highway No. 441.

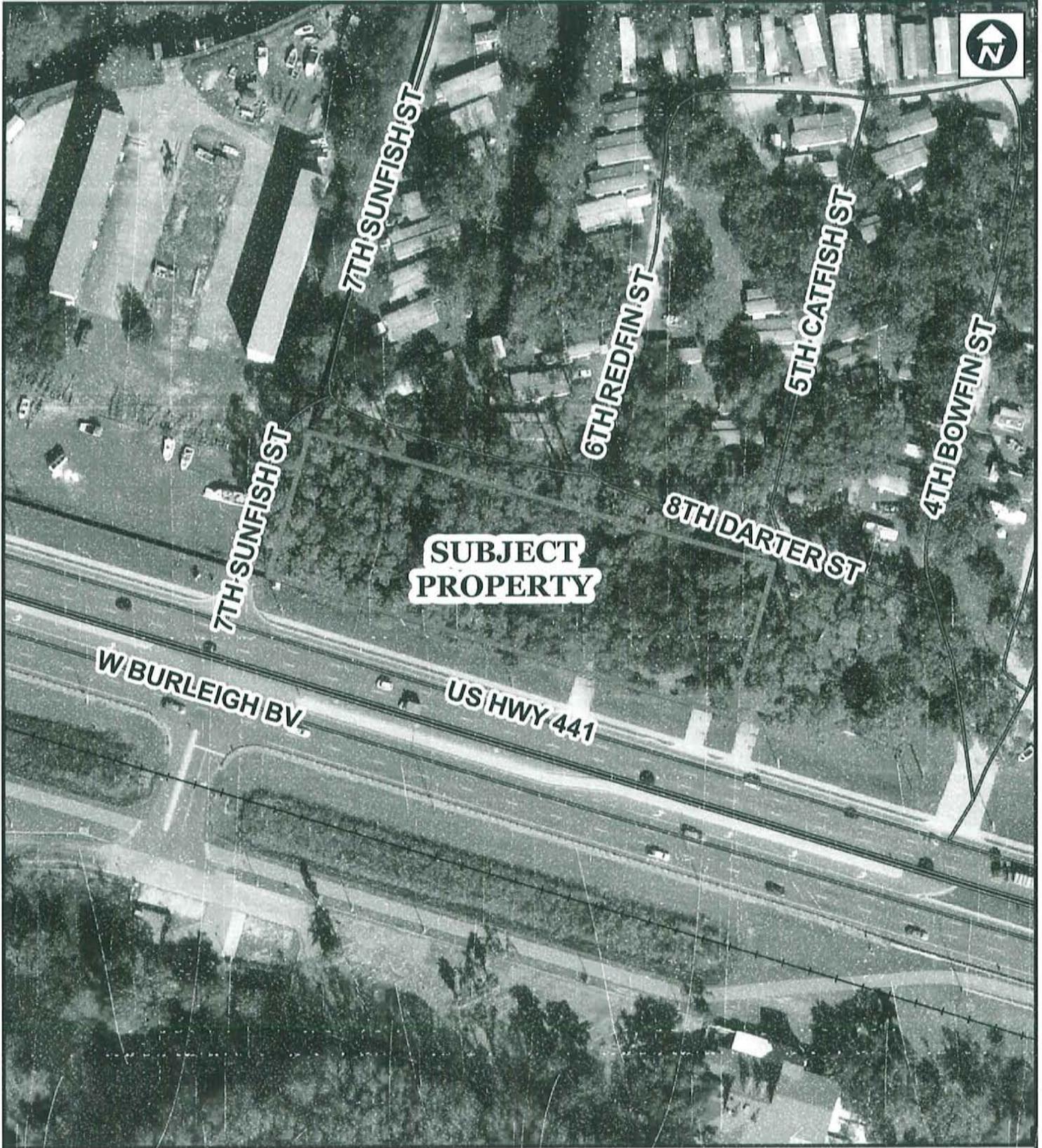
CITY OF TAVARES



Created By: City of Tavares GIS F:\P20\DATA\PROJECT FILES\Tolbert Property Annex. Rezone. SSFLUM - PZ2011-26\GIS\GIS_Maps\DOLLAR_GENERAL_AD.mxd Map Created on 2/21/12

1

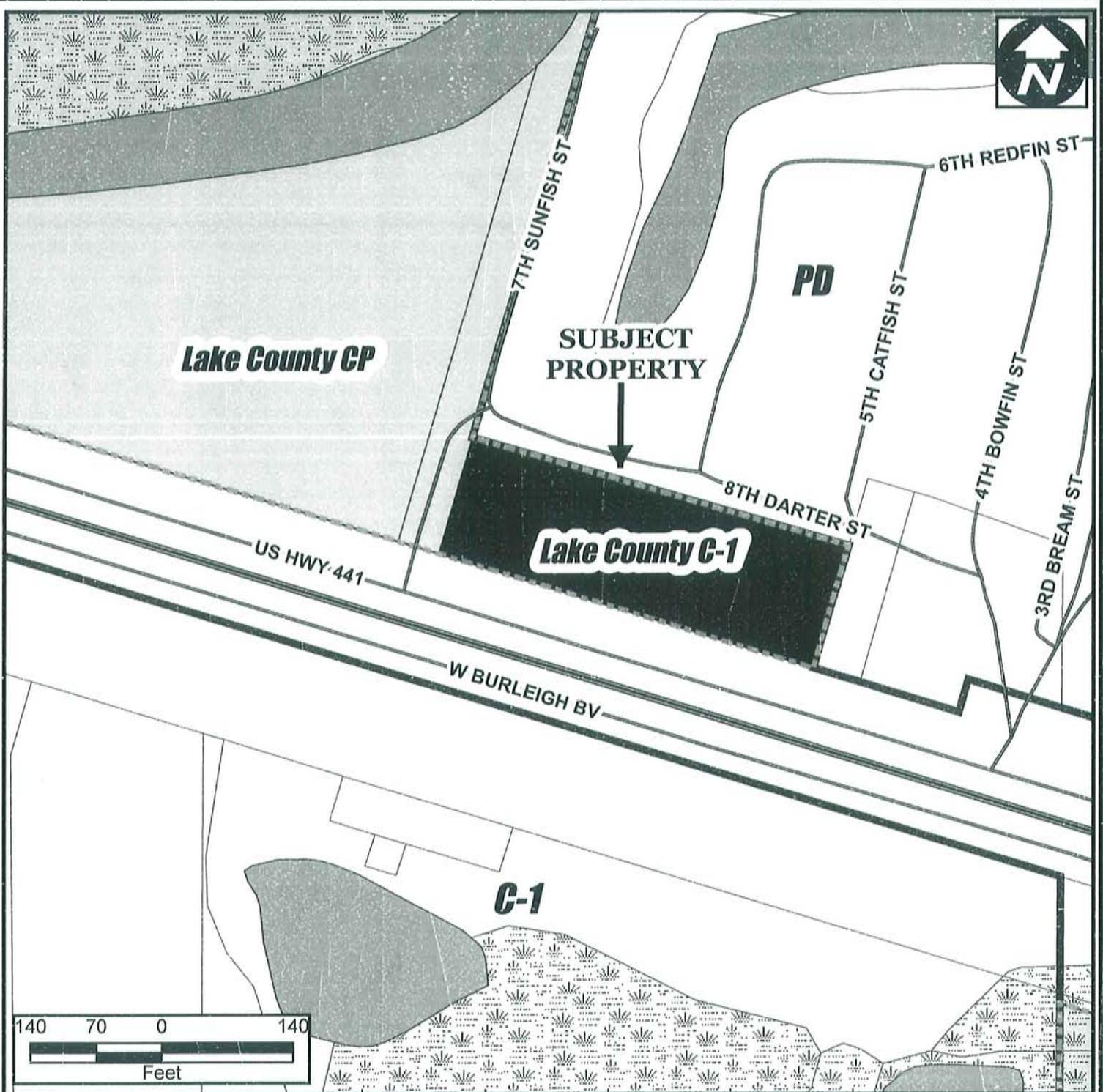
CITY OF TAVARES



PROPERTY LOCATION MAP



CITY OF TAVARES ORDINANCE # 2012-08



- RSF-A Residential Single Family
- RSF-1 Residential Single Family
- RMF-2 Residential Multi-Family
- RMF-3 Residential Multi-Family
- RMH-S Residential Manufactured Home Sub.
- RMH-P Residential Manufactured Home Park
- PD Planned Development District
- MU Mixed Use District
- C-1 General Commercial
- C-2 Highway Commercial
- CD Commercial Downtown District
- I Industrial District
- PF Public Facilities District

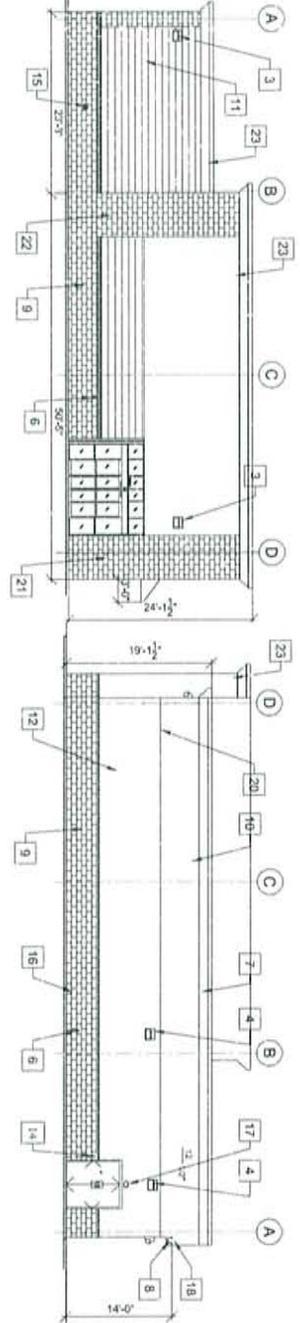
ZONING MAP

ORDINANCE # 2012-08

Tolbert / Maltezos Property

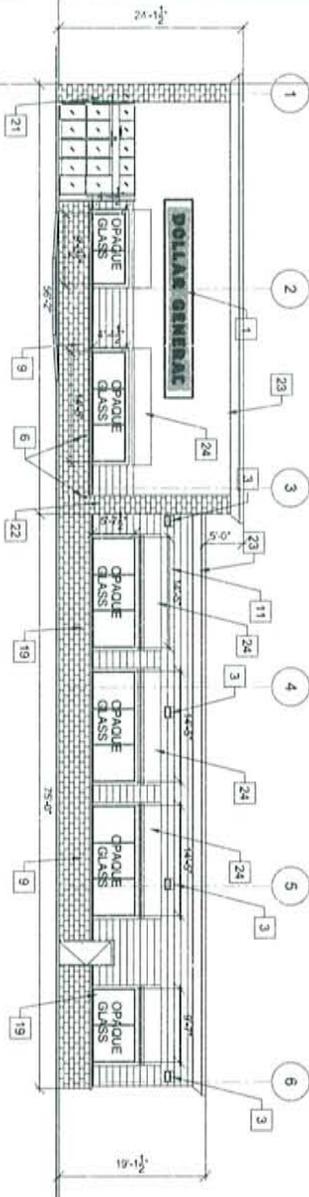
Current Zoning: County C-1
 Proposed Zoning: City C-1
 01.28 ± Acres

- #### Legend
- CITY BOUNDARY
 - MAJOR ROADS
 - ZONING
 - STREETS
 - SUBJECT PROPERTY
 - PARCELS
 - UNINCORPORATED
 - CONS/WETLANDS

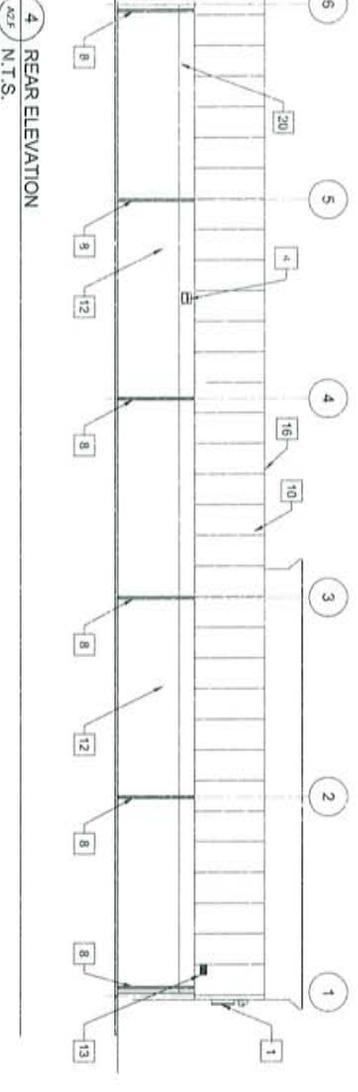


1 LEFT ELEVATION
A2.F N.T.S.

2 RIGHT ELEVATION
A2.F N.T.S.

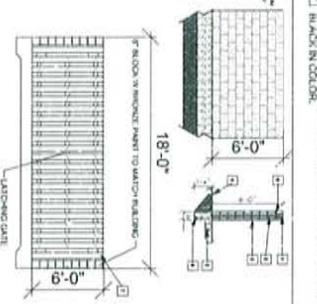


3 FRONT ELEVATION
A2.F N.T.S.



4 REAR ELEVATION
A2.F N.T.S.

5 MASONRY DUMPSTER ENCLOSURE
A2.F N.T.S.



ELEVATION KEYED NOTES

- 1 SIGN FINISHED AND INSTALLED BY OUTLET GENERAL CORP. WITH CIRCUIT AS NOTED ON ELECTRICAL PLAN. SIGN TO BE CENTERED ON FRONT OF BUILDING. CONTRACTOR IS TO PROVIDE ANCHOR BLOCKING AS REQUIRED BY SIGN MANUFACTURER TO SUPPORT SIGN WEIGHT OF UP TO 1400 LBS. PER SIGN. CONTRACTOR TO PROVIDE ANCHOR BLOCKING TO BE USED WITH OUTLET GENERAL SIGN. CONTRACTOR TO BE USED WITH OUTLET GENERAL SIGN.
- 2 BRACKET FOR ADDITIONAL INFORMATION.
- 3 WALL PACK 164" A.F.F. TO TOP OF WALL PACK REFER TO ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION.
- 4 WALL PACK 124" A.F.F. TO TOP OF WALL PACK (REQUIRED). REFER TO ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION.
- 5 WALL PACK (ALTERNATE PARKING LIGHT) REFER TO ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION. REFER TO ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION. REQUIRED ONLY IF THERE IS PARKING THE SIDE OF BUILDING.
- 6 RECEPTACLE REFER TO E1 FOR ADDITIONAL INFORMATION.
- 7 TRIM BRONZE W/ PREFINISHED COPING CAP. CAP PROVIDED BY METAL BUILDING COMPANY.
- 8 GUTTER AND DOWNSPOUT OBSERVED BY PRODUCT.
- 9 4" SPILT FACE CONCRETE MASONRY UNIT. PAINTED BRONZE 4" NET CARPED WITH CONCRETE WATERABLE CAP.
- 10 FASCIA PANEL PAINTED BRONZE TO MATCH DOWN.
- 11 12" 1/8" GRABIT FIBERGLASS SING WITH 10.3" LAP APPLIED TO METAL PANELS BALANCED ABOVE IN CON OR 4"X8 CEMENT FIBERGLASS PANELS WITH A STUCCO FINISH APPLIED OVER METAL BUILDING PANELS. EXTERIOR VENT FOR BATHROOM EXHAUST. REFER TO M1 FOR ADDITIONAL INFORMATION.
- 12 DOOR BUZZER REFER TO E1 FOR ADDITIONAL INFORMATION.
- 13 WALL HUBBLET REFER TO P1 FOR ADDITIONAL INFORMATION.
- 14 HVAC UNITS MOUNTED ON ROOF OBSERVED BY PRODUCT. REFER TO MECHANICAL SHEET M1 FOR MORE INFORMATION.
- 15 DOORS 8'-0" A.F.F. BRONZE MOUNTED OVER RECEIVING MINOR EYE HEIGHT IS 14'-0" A.F.F.
- 16 WINDOW EYE HEIGHT IS 14'-0" A.F.F.
- 17 OPaque GLASS
- 18 OPaque GLASS
- 19 OPaque GLASS
- 20 CONTROL JOINT
- 21 4" SPILT FACE BLOCK BUILT OUT COLLARS
- 22 4" SPILT FACE BLOCK PLASTER FLUSH WITH WALL
- 23 CHOWN MOLDING TO BE PAINTED BRONZE. W/ PREFINISHED COPING CAP. CAP PROVIDED BY METAL BUILDING COMPANY.
- 24 CHAIN LINK FENCING PROJECTING 3'-0" FROM THE FACADE. FINISH IN COLOR.

EXTERIOR ELEVATIONS

TAVARES, FLORIDA
US HWY 441, TAVARES, FLORIDA
STORE # 7351
2010 PROTOTYPE - PLAN "F" 9,281 S.F.

CONCEPT
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Suite 102-301
Coral Gables, FL 33134
www.conceptconstruction.com

NICHOLAS
BRADY
ARCHITECT
11554 SW 9th Street
Suite 200
Miami, FL 33156
305.267.4200

DATE: 22 AUG 2011
DESIGN: JFB 06/10/10
REVISIONS: JFB 10/20/10
SHEET NUMBER: A2.F

AR0007005

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
APRIL 4, 2012**

AGENDA TAB NO. 10

FIRST READING

**SUBJECT TITLE: Ordinance 2012-09
Small Scale FLUM Amendment-Tolbert Property 441 (Dollar General)**

OBJECTIVE:

To consider a Future Land Use Map amendment for approximately 1.28 acres of property located on the north side of US Highway 441, west of Dead River and immediately east of 7th Sunfish Street.

SUMMARY:

Ordinance 2012-09 proposes a small scale amendment to the Future Land Use Map 2020 of the Comprehensive Plan.

The subject property (Parcel Alternate Key Numbers 2892471 & 1586739) is 1.28 acres in size, located on the northeast intersection of US 441 and 7th Sunfish Street. The property abuts the Palm Gardens Fish Camp and Marina. An existing, vacant, single family dwelling on this property is proposed to be demolished. An application to annex and rezone this property to a general commercial designation is concurrently under consideration. This ordinance would amend the current Future Land Use Designation from County Commercial Corridor to City Commercial.

Future Land Use Amendment

The city is required to place a future land use designation on annexed property. The subject property is currently designated County Commercial Corridor. A City Commercial designation is most compatible with surrounding property.

Compatibility

Properties adjacent and across the road from this property, both in the County and the City are commercial in nature.

Site Conditions

An old, vacant single family dwelling exists on this property. The applicant is proposing to demolish this dwelling and construct a commercial retail store. An approved site plan will be required prior to issuance of a building permit. All applicable environmental assessments and permitting must be in place before the site plan is approved.

Impact on City Services

The subject property is located in the City's Utility Service Area. The City of Tavares has municipal water and sewer services available to the subject parcel and any new development on this property must connect to city utilities. The City's Concurrency Management System will ensure that Levels of Service (LOS) will not be degraded beyond the adopted levels of service for

all regulated public facilities. Since the property is currently designated Commercial Corridor under the County's Comprehensive Plan, impacts on Levels of Service are not implicated.

FINDINGS

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

1. A Commercial Future Land Use designation would serve as the most appropriate land use for the subject property in accordance with Future Land Use policy 1-1.1.6.
2. Impacts of the proposed development of the subject property shall be monitored through the City's Concurrency Management System. (Comp Plan, Chapter 7A)

OPTIONS:

No Council action required at First Reading.

PLANNING & ZONING BOARD RECOMMENDATION:

At its March 15th meeting, the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2012-09.

STAFF RECOMMENDATION:

At Second Reading, staff will recommend that City Council moves to approve Ordinance 2012-09.

FISCAL IMPACT: N/A

LEGAL SUFFICIENCY:

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

ORDINANCE 2012-09

1
2
3 AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE
4 TAVARES COMPREHENSIVE PLAN FUTURE LAND USE MAP 2020,
5 PROVIDING FOR A CHANGE OF FUTURE LAND USE DESIGNATION ON
6 APPROXIMATELY 1.28 ACRES OF LAND GENERALLY LOCATED ON THE
7 NORTHEAST INTERSECTION US HWY 441 AND 7TH SUNFISH STREET;
8 FROM COUNTY COMMERCIAL CORRIDOR TO CITY COMMERCIAL;
9 PROVIDING FOR SEVERABILITY AND CONFLICTS; PROVIDING FOR
10 TRANSMITTAL; AND PROVIDING FOR AN EFFECTIVE DATE.
11

12 WHEREAS, the owner of the property described in Exhibit "A" has voluntarily
13 petitioned to annex into the City of Tavares, and
14

15 WHEREAS, the City of Tavares is concurrently processing the annexation of this
16 property with proceedings to amend the Future Land Use Map designation pertaining to said
17 property from Lake County Commercial Corridor to City of Tavares Commercial; and
18

19 WHEREAS, the property consists of less than ten acres;
20

21
22 WHEREAS, the City of Tavares has advertised as required by law for two public
23 hearings prior to adoption of this ordinance; and
24

25
26 WHEREAS, the City has held such public hearings and the records of the City provide
27 that the owners of the land affected have been notified as required by law; and
28

29
30 WHEREAS, the City desires to encourage commercial uses in this particular area of the
31 City, and
32

33 WHEREAS, a Commercial Future Land Use designation is compatible with surrounding
34 designations and such designation is compatible with both City of Tavares and Lake County
35 surrounding future land use designations; and
36

37 WHEREAS, the City of Tavares Planning and Zoning Board, Local Planning Agency,
38 and City Council held duly noticed public hearings providing opportunity for individuals to hear
39 and be heard regarding the adoption of the proposed map amendment; and,
40

1 **WHEREAS**, the City Council has reviewed and considered all relevant evidence and
2 information and testimony presented by witnesses, the public, and City staff; and,

3
4 **WHEREAS**, the City Council finds this amendment in compliance with Chapter 163,
5 Florida Statutes, and the City of Tavares Comprehensive Plan; and

6
7 **WHEREAS**, adoption of this amendment is in the best interest of the health, safety, and
8 general welfare of the citizens of Tavares.

9
10 **NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Tavares,
11 Florida as follows

12
13 **Section 1. Future Land Use Amendment**

14 The Comprehensive Plan and Future Land Use Map of the City of Tavares, Florida, is
15 hereby amended to reflect a re-designation from Lake County Commercial Corridor to City of
16 Tavares Commercial on certain real property as legally described in Exhibit "A". All provisions
17 of the Comprehensive Plan shall hereby apply to said property.

18
19 **Section 2. Severability and Conflicts**

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

24
25 **Section 3. Transmittal**

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

1 **Section 4. Effective Date**

2 The effective date of this plan amendment, if the amendment is not timely challenged,
3 shall be 31 days after the state land planning agency notifies the local government that the plan
4 amendment package is complete. If timely challenged, this amendment shall become effective
5 on the date the state land planning agency or the Administration Commission enters a final order
6 determining this adopted amendment to be in compliance. No development orders, development
7 permits, or land uses dependent on this amendment may be issued or commence before it has
8 become effective. If a final order of noncompliance is issued by the Administration Commission,
9 this amendment may nevertheless be made effective by adoption of a resolution affirming its
10 effective status, a copy of which resolution shall be sent to the state land planning agency.

11
12
13 **PASSED AND ADOPTED** this _____ day of _____, 2012 by the City Council of
14 the City of Tavares, Florida.

15
16
17 _____
18 Robert Wolfe, Mayor
19 Tavares City Council
20

21
22 First Reading: _____

23
24 Second Reading & Final Adoption: _____

25
26
27 ATTEST:

28
29
30 _____
31 Nancy A. Barnett, City Clerk

32
33 Approved as to form:

34
35
36
37 _____
38 Robert Q. Williams, City Attorney
39

1
2

EXHIBIT "A"

LEGAL DESCRIPTIONS

ALTERNATE KEY: 1586249

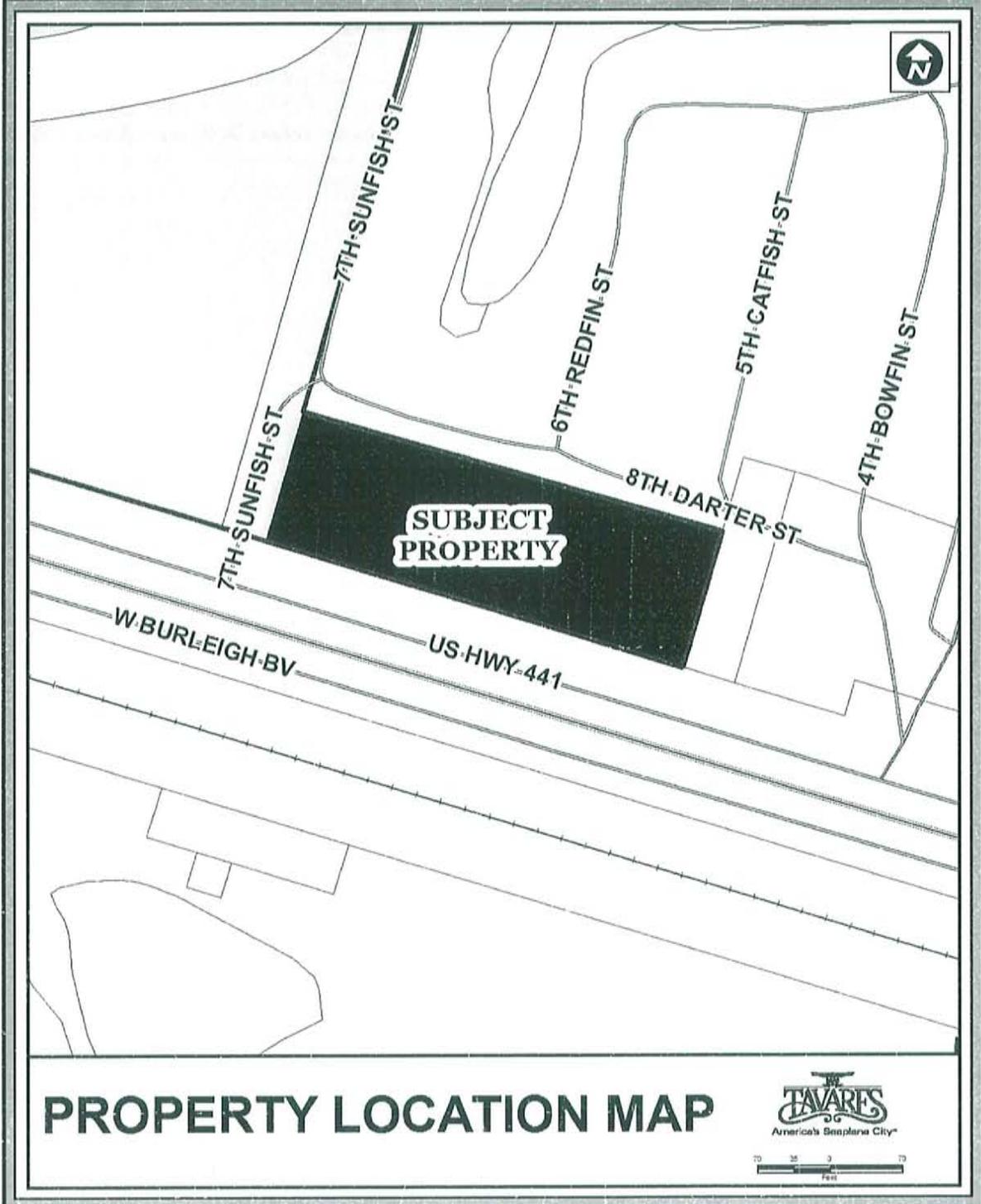
That part of the South 1/2 of Government Lot 3 in Section 24, Township 19 South, Range 25 East, in Lake County, Florida, bounded and described as follows: From the intersection of the East line of said Government Lot 3 with the Northerly line of the right of way of U.S. Highway No. 441, as the same existed on April 10, 1940, run North 74° West along the Northerly line of said right of way 208.71 feet to the Point of Beginning of this description. From said point of beginning, run North 16° East at a right angle to the Northerly line of said right of way 208.71 feet; thence North 74° West 417.42 feet; thence South 16° West 208.71 feet to the Northerly line of said right of way; thence South 74° East along the Northerly line of said right of way 427.42 feet to the Point of Beginning. Less rights of way and Less that legal description described in that certain Warranty Deed recorded in Official Records Book 936, Page 424, Lake County, Florida.

ALTERNATE KEY: 2892471

From the intersection of the East Line of said Government Lot 3 with the Northerly Line of the right of way of U. S. Highway No. 441, as the same existed on April 10, 1940, run North 74 degrees West along the Northerly Line of said right of way 208.71 feet to the Point of Beginning of this description. From said Point of Beginning, run North 16 degrees East at a right angle to the Northerly Line of said right of way 207.71 feet; thence North 74 degrees West 150.00 feet; thence South 16 degrees West 208.71 feet to the Northerly Line of said right of way; thence South 74 degrees East along the Northerly Line of said right of way 150.00 feet to the Point of Beginning. LESS the present right of way of U. S. Highway No. 441.

3
4

CITY OF TAVARES



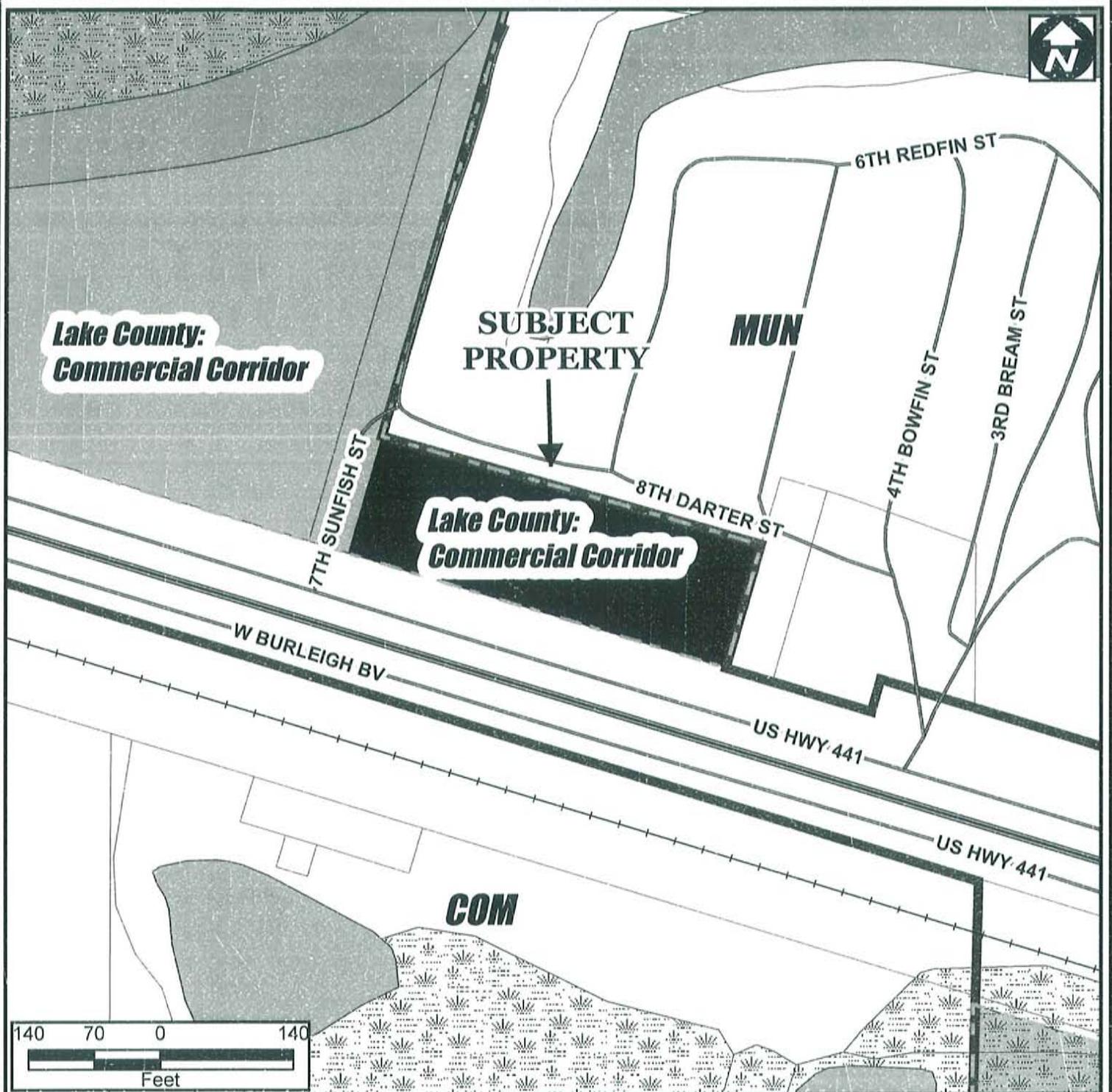
Created By: City of Tavares GIS

F:\PZ\DATA\PROJECT FILES\Tolbert Property Annex Rezone SSFLUM - PZ2011-26\GIS\GIS_Maps\DOLLAR_GENERAL_AD.mxd

Map Created on 2/21/12

1

CITY OF TAVARES ORDINANCE # 2012-09



SUB	Suburban	3.0 DU/Acre
SUB EX	Suburban Expansion	4.0 DU/Acre
LOW	Low Density	5.6 DU/Acre
MOD	Moderate Density	10 DU/Acre
MED	Medium Density	12 DU/Acre
HD	High Density	12-25 DU/Acre
MH	Mobile Home	8.7 DU/Acre
MUN	Mixed Use Neighborhood	12 DU/Acre
MUC	Mixed Use Commercial	25 DU/Acre
COM	Comercial	
CD	Commercial Downtown	25 DU/Acre
IND	Industrial	
PUB	Public Facility/Institutional	
CONS	Westlands & Conservation	

FUTURE LAND USE MAP

ORDINANCE # 2012-09

Tolbert / Maltezos Property

Current FLU: County COM
Proposed FLU: City COM

01.28 ± Acres

Legend

	CITY BOUNDARY		MAJOR ROADS
	FLU		STREETS
	SUBJECT PROPERTY		CONS/WETLANDS
	UNINCORPORATED		PARCELS

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: April 4, 2012**

AGENDA TAB NO: 11

SUBJECT TITLE: Ordinance #2012-05 - Regulation of Commercial Activities in certain City Parks—Second READING

OBJECTIVE: To consider the approval of Ordinance 2012-05.

SUMMARY: Attached is Ordinance 2012-05 which pertains to the regulation of commercial activities in some city parks and provides for enforcement by the Tavares Police Department.

Previously, a draft policy regulating such activities was provided to City Council and attached is a revised policy which will be the operations guide for instituting the ordinance.

If approved, preemptively, staff will send notification letters to local boat tour companies and signage will be posted by the boat ramps and docks which will read thusly,

Any commercial activity being offered at this park where fees are collected or donations are accepted, and which include but are not limited to these activities:

- picking up and dropping off passengers
- soliciting or advertising commercial activity for hire at a city-owned site
- designating the city-owned site address as the physical address of a commercial business or the meeting location for commercial activity
- collecting or attempting to collect any compensation at a city-owned site

must be approved by the City of Tavares.

Enforceable by ordinance 2012-05 through the City of Tavares Police Department

PERMITTING PROCEDURE will begin in the Community Development Department.

OPTIONS:

1. Move to approve Ordinance 2012-05 for the regulation of commercial activities in certain city parks.

2. Do not approve

STAFF RECOMMENDATION: Move to approve Ordinance 2012-05 for the regulation of commercial activities in certain city parks.

FISCAL IMPACT: n/a

LEGAL CONSIDERATIONS: meets legal sufficiency

ORDINANCE 2012-05

AN ORDINANCE CREATING SECTION 14-3 OF THE CITY OF TAVARES CODE OF ORDINANCES PERTAINING TO CITY PARKS; AUTHORIZING THE CITY ADMINISTRATOR TO ESTABLISH POLICIES AND PROCEDURES FOR THE REGULATION OF COMMERCIAL ACTIVITIES IN CERTAIN PUBLIC PARKS AND FACILITIES; AUTHORIZING THE CITY ADMINISTRATOR TO ESTABLISH AND ADJUST PERMIT AND USER FEES WITHIN CERTAIN PARAMETERS; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Tavares wishes to regulate commercial activities that occur within the City of Tavares in certain public parks and facilities and which may impact the public infrastructure, public safety, sanitation, and general welfare of the residents of Tavares;

WHEREAS, City of Tavares wishes to establish policies and procedures for user groups who wish to reserve certain parks and facilities in order to ensure that the proposed use will not have an adverse effect on public infrastructure, public safety, sanitation and the general welfare of the residents of the City of Tavares;

WHEREAS, the City of Tavares City Council finds that reasonable regulation of commercial users of certain parks and public facilities will benefit the public health, safety and welfare by providing the City of Tavares an opportunity to review the character and nature of the proposed use in order to mitigate or eliminate any adverse impacts to the City of Tavares; and

WHEREAS, the City of Tavares City Council finds that it is reasonable and necessary to develop and establish an application and review fee for the implementation of these regulations; therefore,

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

- Section 1. The above recitals are true and correct and by this reference are hereby incorporated into and made a part of this ordinance.
- Section 2. For purposes of this ordinance, “commercial use” of a park or public facility shall mean any non-public activity, conducted in whole or in part within a city park or public facility, in which the participants or invitees pay, or are expected to

pay, a fee or other consideration to the person or entity conducting the activity for the opportunity to participate in the activity.

Section 3. The City Administrator, is hereby authorized and directed to establish and amend, as necessary, reasonable rules and regulations governing commercial uses of City public parks and facilities. The regulations relating to commercial uses shall require the user to obtain an annual permit for commercial uses of the parks; assure that the commercial user has appropriate public insurance; and assure that the commercial user has all necessary and required permits, licenses and safety equipment.

Section 4. The City Administrator is hereby authorized and directed to establish and amend, as necessary, reasonable application procedures and permit fees for commercial uses of City public parks and facilities, provided that the fees shall be commensurate with the actual cost of providing the services, not to exceed \$100 per year.

Section 5: The policies and procedures adopted and amended pursuant to this enabling ordinance shall be enforceable by any lawful means, including but not limited to civil citations, injunctive relief, trespass violations, etc. In the event attorney's fees are expended for the enforcement of this policy, the violator will be responsible for said attorney's fees.

Section 6: The regulations adopted pursuant to this Ordinance shall be published and made available to the public in the City Clerk's office and on the City's website.

PASSED AND ORDAINED this ____ day of _____, 2012, by the City Council of the City of Tavares, Florida.

Robert Wolfe, Mayor

ATTEST

Nancy Barnett, City Clerk

Approved as to Form: _____
Robert Q. Williams, City Attorney

Passed First Reading: _____

Passed Second Reading: _____



**Community Services Department
Division of Parks & Recreation**

**CITY OF TAVARES FACILITY POLICY
For Commercial Use**

Purpose:

This policy is intended to establish a standardized approach with regard to reservation procedures and associated fees for City facilities and programs. This policy provides a guideline for determining who our user groups are and what groups should pay to recover some of the maintenance and operating costs to lessen the burden on the City taxpayers, while continuing to provide cost-affordable services for our constituents.

Authority:

The Community Services Department: Division of Parks and Recreation, shall develop Facility Use Policies to include reservation and fee guidelines for all appropriate uses of parks and facilities. Staff will review these policies annually to ensure the purpose above is met. Authority is granted via the City of Tavares City Council.

Need and Benefit:

It is the responsibility of the Community Services Department: Division of Parks and Recreation to offer a variety of facilities and programs providing for a variety of recreational opportunities for the well being of our citizens. Benefits include individual and community wellness, venues for social interaction and education, economic enhancements, and environmental awareness and protection. The ultimate benefit is improved quality of life for the citizens of Tavares.

Because of the rapid growth in population and demand for recreational services, it has become necessary to adopt a sound and consistent policy that will assist staff with the administration of services.

Philosophy:

The guiding principle of the City of Tavares Community Services Department: Division of Parks and Recreation is to improve the quality of life for Tavares citizens by providing excellence in parks and recreational facilities, programs, and services. The goal is to provide something for everyone in the most efficient ways possible. Firm facility use policies, reviewed and updated periodically, are paramount to the success of this mission.

Exclusions:

This policy does not cover commercial activities taking place within Wooton Park. For policy information and fee schedules related to Wooton Park, please contact the Tavares Seaplane Base and Marina by calling 352.742.6267

Facility Reservation Guidelines:

Any commercial activity being offered on city properties where fees are collected or donations are accepted and which include but are not limited to these activities:

1. Picking up and dropping off passengers;
2. Soliciting or advertising commercial activity for hire at a city-owned site;
3. Designating the city-owned site address as the physical address of a commercial business or the meeting location for commercial business activity;
4. Collecting or attempting to collect any compensation at a city-owned site

must be approved by the City of Tavares.

Contractor must complete and/or provide the following:

- A. An Independent Contractor Permit Application shall be completed at City Hall, located at 201 E. Main Street, Tavares on a form furnished by the City;
- B. Liability insurance as outlined in this agreement, adding the City as Additional Insured with endorsement;
- C. Appropriate licensures, (i.e. U.S. Coast Guard);
- D. A City of Tavares Occupational License, which can be obtained at the Finance Department (ph. 352.742.6414), located at 201 E. Main Street, Tavares;
- E. Annual payment of \$100 permit fee to the City of Tavares (Includes annual Tavares Occupational License).

The City of Tavares may revoke a contractor permit for any reason, including, but not limited to, the following:

1. The licensee or any of the licensee's agents or employees engages in any fraudulent, deceptive or unlawful business practice in connection with the licensee's business;
2. False statements on the license permit application;
3. Failure to comply with any U.S. Coast Guard, local or state occupational permits, etc. requirements and/or regulations;
4. The licensee or any of the licensee's agents or employees violates any provision of this Article;
5. Revocation by any jurisdiction of any other business-related license or permit held by licensee;
6. The licensee is convicted in any jurisdiction of any felony or crime of moral turpitude;
7. The licensee conducts business in a manner that violates State and City traffic, parking, stopping and standing laws and ordinances or otherwise creates or contributes to a potential safety or hazardous situation or condition on public or private property;
8. The licensee operates in an unprofessional manner as determined by the City. Operating in an unprofessional manner includes, but is not limited to, failure to procure or maintain the proper equipment, breach of promises to customers/patrons, or otherwise operating in a manner which reflects poorly on the City of Tavares;
9. The licensee breaches a provision of the Agreement between the contractor and the City of Tavares.



America's Seaplane City

ATTACHMENT A
COMMERCIAL ACTIVITIES AND SERVICES
INSURANCE REQUIREMENTS / SHORT-TERM USE

Specifications:

- Commercial/For Profit organizations

Examples:

- Concerts, sporting events, training and instruction

Workers' Compensation:

If Contractor is required to provide this coverage under State of Florida Workers' Compensation law, coverage shall be provided for all employees. Coverage shall be for statutory limits in compliance with all applicable state and federal laws. Coverage must include Employers' Liability with a limits of \$100,000 each accident, \$100,000 each employee and \$500,000 policy limit for disease.

If Contractor is exempt from this requirement in the State of Florida, an exemption certificate must be provided.

Commercial General Liability:

Contractor shall be per occurrence, Combined single limit for bodily injury liability and property damage liability, including premises and operations. Limits of coverage shall be based on the operation and exposure at hand.

- ***Coverage Limits***

No Recognized Exposures	\$ 300,000
Minimum Exposures	500,000
Above Average Exposures	1,000,000
Unusual or High Hazard Exposures	3,000,000 and up

Fire damage liability shall be included with a limit of \$100,000.

If food or beverage is being served, Products Liability must be included. If alcohol is being served, Liquor Liability must be included.

Commercial Auto:

Not required unless there is a specific relationship to the Use agreement. If required, the same limits listed under Commercial General Liability will apply. Coverage shall include owned vehicles, hired and non-owned vehicles, and employees' non-ownership.

Evidence of Insurance

Contractor shall furnish City with in-force certificates of insurance, on a standard Acord form. The certificate(s) must be signed by a person authorized by the insurer to bind coverage on its behalf. **The City must be specifically included as an additional insured with endorsement** on all policies except Workers' Compensation.

In the event such insurance coverage expires prior to the completion of the use period, a renewal certificate must be provided 30 days prior to the expiration date. The policy shall provide a 30-day notification clause in the event of cancellation or modification to the policy.

All certificates of insurance must be on file with and approved by the City prior to the use of City property.

Orlando Sentinel/Lake Sentinel
Sunday, March 25, 2012 Edition
Ordinance 2012-05

CITY OF TAVARES

NOTICE IS HEREBY GIVEN that the Tavares City Council will consider the Ordinance 2012-05, Second Reading, on April 4, 2012 at 4:00 p.m. Tavares City Hall, 201 E. Main Street, Tavares, FL 32778.

ORDINANCE 2012-05

AN ORDINANCE CREATING SECTION 14-3 OF THE CITY OF TAVARES CODE OF ORDINANCES PERTAINING TO CITY PARKS; AUTHORIZING THE CITY ADMINISTRATOR TO ESTABLISH POLICIES AND PROCEDURES FOR THE REGULATION OF COMMERCIAL ACTIVITIES IN CERTAIN PUBLIC PARKS AND FACILITIES; AUTHORIZING THE CITY ADMINISTRATOR TO ESTABLISH AND ADJUST PERMIT AND USER FEES WITHIN CERTAIN PARAMETERS; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

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

LAK1179299

03/25/2012

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: March 21, 2012**

AGENDA TAB NO. 12

SUBJECT TITLE: Establishment of FY 2013 Broad Budget Priorities

OBJECTIVE: To establish the City Council's broad budget priorities for the City Administrator to use in developing the FY 2013 budget (October 1, 2012 through September 30, 2013).

SUMMARY: It has been the practice of the Council to set the broad budget priorities for the City Administrator to use as guiding principles in developing a budget that is commensurate with the Council's over all budgetary goals.

By way of background, the City operates six (6) governmental operations as follows:

1. General Government (Revenues derived by property taxes, other taxes and fees)
2. Utilities - Water, Sewer & Reclaim (Revenues derived by fees – no property taxes)
3. Garbage Collection (Revenues derived from fees – no property taxes)
4. Storm Water (Revenues derived from fees – no property taxes)
5. Seaplane and Marina Enterprise (revenues derived from sales, rental income, general fund and CRA TIF Fund (Incremental tax revenues within the CRA District).
6. Capital Projects. Revenues are derived from grants, impact fees, special tax revenues like "Infrastructure Sales Tax" and property taxes.

For the purposes of this discussion, the agenda summary is broken up into the following four (4) attached sections for review:

- 1. Recent Historical Information Regarding The City Budgets**
- 2. Current Status Of The City Budget**
- 3. Future Budgetary Information**
- 4. Referenced Exhibits and Notes**

STAFF RECOMMENDATION: That Council discusses and then establishes broad budget priorities for the City Administrator to incorporate into the FY 2013 budgets for all funds including a discussion on:

1. Maintaining or not maintaining a similar level of service?
2. Adding or not adding new programs and services?
3. Raising, maintaining or reducing employee compensation and benefits?
4. Instituting or not instituting a Fire Assessment?
5. The millage rate
6. The Non property tax supported operations

Note: **Exhibit A** offers commentary on these six (6) discussion items.

FISCAL IMPACT: Impacts FY 2013 budget

LEGAL SUFFICIENCY: This is legally sufficient.

Recent Historical Information Regarding The City Budget

The economic conditions of the United States and Florida are beyond the control of Tavares. These economic conditions have affected all cities in Lake County. Each city has taken a different approach to dealing with these economic realities. Tavares took an approach of investing in itself by creating America's Seaplane City, developing a Seaplane base, marina, entertainment district, splash park for Children, adding 16 major events to the down town, developing the Pavilion on the Lake, recruiting manufacturing companies, medical related companies, sporting related companies, restaurants, retailers, upgrading its antiquated water and sewer systems, adding reclaimed water to its inventory of product and services it offers, investing in freight and commuter rail, paving its dirt roads, paver bricking its alleyways and creating a business friendly environment by removing barriers to the private sector to encourage private investment in Tavares. In addition, the city created an Economic Development Department to hand hold each and every investor's transactions and their relocations to the city as well as the elimination of Impact Fees and deferral of building permit fees.

The city has reaped the benefits of this approach including an unprecedented number of Grants obtained (\$20 million plus in grants), many business relocating to and starting up in Tavares: medical, seaplane manufacturing, hospitality, specialty retirement communities, restaurants, and retail. As a result many jobs were and are being created and, millions of private sector dollars have been and continue to be invested in Tavares. All of this economic activity created a significant shifting of the tax burden associated with operating this city from the residents to the business community (**Exhibit B**). Tavares is expecting stability in its tax base this year with no decrease in total valuation and a positive increase in total property values expected next year. **In summary, the economic conditions in Tavares are on the road to recovery in terms of business start-ups, jobs, property values and prosperity.**

The fruits of this Council's and its staff's labor have not come without challenges including depleting revenues and the use of reserves to balance the annual budget. In addition, Tavares has many properties exempt from taxes that require many City services (**See Exhibit B**). In addition to these issues, while the City was investing in itself and experiencing economic recovery it did it amongst the back drop of some very challenging realities. For example, in FY 2009 the City received \$5.4 million in property Tax Revenue. This year the city received \$4.2 million in property tax revenue. This \$1.2 million reduction in revenues was dealt with by reducing the city expenses \$1.3 million. During this same period of time that the City was experiencing a decrease in property tax revenues, the city was experiencing an increase in fixed cost to deliver services (fuel, electric, insurance, parts, contracted service, etc.....). In addition to the depleting revenues and increasing costs, the city added services (Seaplane base, marina. 16 special events, rail, reclaimed water, Pavilion On The Lake, irrigating and maintaining gateway medians, Aesop's Park, additional ball fields etc..).

The positive economic conditions that Tavares is beginning to enjoy today did not materialize without a tremendous amount of hard work, civic entrepreneurialship, calculated risks, fiscal challenges and budget cuts. The city balanced the growth of the city with its fiscal challenges through budget cuts (**See Exhibit C**) reducing staff, instituting furloughs for the remaining staff, increasing the employee's costs for benefits, putting off the purchase of aging equipment and vehicles, utilizing reserves, an increase to the millage rate from 6.25 to 6.89 (this year it was reduced from 6.95 down to the 6.89) and the city took out loans for the larger capital projects pledging Utility Tax revenues to cover the debt service.

Current Status Of The City Adopted Budgets For this Fiscal Year 2012

1. **Utilities: Water, Sewer & Reclaim:**

The adopted budget is \$6,504,203 and fees are set based on an independently created rate study that sets all fees so that the "enterprise" breaks even. The rate study is updated every five years and presented to and adopted by the City Council.

2. **Garbage Collection:**

The budget is \$2,458,390 and residential rate is \$21.17 per month. Commercial services are contracted out to Waste Management.

3. **Storm Water:**

The current budget is 488,248. The rate is \$4.50 per month per parcel per

4. **Seaplane and Marina Enterprise:**

The budget is \$564,639 and is made up of the following components:

- (1) Marina/Airport = \$383,665
- (2) Splash Park \$73,013
- (3) Park Maintenance \$107,961.

Revenues are made up of \$281,000 from sales/rent and 283,639 from CRA TIF Fund and General Fund.

5. **Capital Projects:**

1. General Government is \$319,146. Revenues are derived from grants, impact fees, special tax revenues like "Infrastructure Sales Tax" and property taxes.
2. Utilities is \$5,393,838. Revenues are derived from loans, grants and impact fees

6. **General Fund:**

The adopted budget is \$11.5 million and revenues of \$11.5 million were made up of

- \$6,851,000 (*other) 60%
- \$4,237,000 (property tax) 37%,
- \$434,000 (reserves) 3%.

In addition the city maintains a General Fund reserve of \$1,400,872 which represents 12.1% of the adopted General Fund Budget.

*Other = electric tax, sales tax, gas tax, communications tax, utility fund transfers, permit fees, recreation fees etc...

Future Budgetary Information

1. **Utilities: Water, Sewer & Reclaim:** Council previously addressed adequate future funding for this program by developing a five (5) year rate study and then instituting an automatic Consumer Price Index (CPI) plus 1% annual rate increases. These automatic rate increases provide sufficient revenues to keep up with the increased cost of delivering utility services of water, sewer and reclaim. The rate study will be updated in a year.
2. **Garbage Collection:** Council previously addressed adequate future funding for this program by adopting automatic CPI increase annually. It is anticipated that the residential rate of \$21.17 per month for this service will go up by the CPI of 2.7% to \$21.74 per month for the next fiscal year and the contracted Commercial operations part of this service will be re-negotiated for next year.
3. **Storm Water:** It is anticipated that the \$4.50 per parcel rate will need to be increased to keep up with increased cost of delivering the service and making the necessary improvements.
4. **Seaplane base and Marina Enterprise:** It is anticipated that revenues from sales will keep up if not surpass the increased cost of delivering products and services thereby reducing the CRA TIF and General Fund contribution. The goal of this Enterprise is self sufficiency over the next five years.
5. **Capital Improvement Projects:** The City Council previously developed a five year program which will be presented to Council and updated as required.
6. **General Fund:** At this early point in time, it is virtually impossible to predict with precision the actual revenue or expenses that will occur for next Fiscal Year 2013 (October 1, 2012 through September 30, 2013) because the city does not know:
 1. how much property values will decrease if any?.
 2. what the State shared revenues will be?
 3. what the increased cost for insurance will be?
 4. what future fuel prices will be in 2013?
 5. What the increased cost for electricity will be?

However, "possible" scenarios for the purpose of starting the discussion on the Council's broad budget priorities based on staff following trends, receiving reports from the state and conducting research could result in the following possible budget scenario:

Revenues:

1. Property values stabilizing - no loss/no gain in tax revenue over current year (See Note #1).
2. All other revenues increase 2% over current year.
3. Dental Self Insurance Program surplus applied and recognized (See Note #2)

Expenses:

1. Operational expense increase by 1.2% (fuel, electric, insurance, contractual services...)
2. The Fire Station #2's last debt service payment (Note #3)
3. Wooton Park's Debt Service Payment (Note #4)

If the above frame work occurs with same millage rate, no employee cost of living adjustments and no use of reserves then the city's shortfall would be approximately **\$540,000**. The city will need to make up that shortfall by either increasing revenues or decreasing expenses or a combination of both. There are many options and combinations of options available to extinguish the \$540,000 shortfall thereby establishing a balanced budget for next year. It is important to note that one (1) mill brings in approximately \$600,000 in revenue. A couple of scenarios are presented below without using reserves to get the broad budget discussions going:

SCENERIO A: (Millage Rate Increase/No Employee Cost of Living Adjustment)

1. Similar Level of Service
2. Similar revenue sources
3. No employee pay adjustment
4. \$540,000 Shortfall

In order to make up a short fall of \$540,000, the millage rate would need to be increased by .8871 mills from 6.8900 to 7.7771

SCENERIO B: (50% Fire Assessment/No Employee Cost Of Living Adjustment)

1. Churches/Not For Profits/Governmental blds. 100% exempt from Fire Service fee
2. Residential pay ½ what study recommended (\$76.50 per year)
3. Commercial pay ½ what study recommended (\$0.14 cents per square foot)
4. Similar Level of Service
5. No employee pay adjustment

The \$540,000 shortfall is eliminated and the millage rate goes down by .3978 mills from 6.8900 down to 6.4922 mills. (See Note # 5)

SCENERIO C: (50% Fire Assessment/2.5% Employee Cost Of Living Adjustment)

1. Churches/Not For Profits/Governmental blds. 100% exempt from Fire Service fee
2. Residential pay ½ what study recommended (\$76.50 per year)
3. Commercial pay ½ what study recommended (\$0.14 cents per square foot)
4. Similar Level of Service
5. 2.5% employee pay adjustment (\$180,000)

The \$540,000 shortfall is eliminated and the millage rate goes down by .1024 mills from 6.8900 down to 6.7876 mills. (See Note #5)

SCENERIO D: (Reduced Level of Service)

The Council could lower its level of service and once the Council identifies what service it wants to lower and to what lower level, it could identify the correlating cost savings, which could address the \$540,000 shortfall.

SCENERIO E (Further Budget Cuts): The city has reduced the municipal budget by \$1.3 million since 2009 while adding additional service including:

1. Seaplane Base
2. Marina
3. Splash Park
4. Dog Park
5. Sister City Program
6. Senior Center
7. Entertainment District
8. New Special events
9. Concerts
10. Electric Vehicle Charging Stations

Any additional budget cuts to the municipal budget will result in a reduction of service and therefore this scenario is essentially Scenario D above – “A Reduction in Level of Service”. Exhibit C, attached, identifies how the city cut the budget by \$1.3 million previously.

EXHIBIT A

1) Maintaining or not maintaining a similar level of service?

The City Provides the following services out of the General Fund:

Police, 911 Communications Center, Code Enforcement, Fire, Parks, Streetscape/ROW Maintenance, Street Lighting, Recreation, Library, Streets/Sidewalks, Public Records, Special Events, Community Events, Economic Development, Building Permitting/Inspections, Seaplane Base and Marina.

The cost to maintain a similar level of service goes up each and every year due to increased cost in fuel, insurance, maintenance, equipment and personnel. Increased cost is offset by increased efficiencies and increased revenues. Over the past several years the Council has maintained a similar level of service and addressed increased cost through increased efficiencies (reducing staff, equipment, maintenance cycling, insurance, etc...).

2) Adding or not adding new programs and services?

Throughout the year new programs and services are discussed by Council members, staff and constituents. During this discussion phase an opportunity is provided for Council to identify any new programs and services that they would like incorporated into the budget. A few of the past, present and future "New Programs" are identified below:

Past "New Programs" previously added:

11. Seaplane Base
12. Marina
13. Splash Park
14. Dog Park
15. Sister City Program
16. Senior Center
17. Entertainment District
18. New Special events
19. Concerts
20. Electric Vehicle Charging Stations

Upcoming "New Programs" approved by Council:

1. Pavilion On The Lake
2. Train Station
3. Expanding Wooton Park
4. Expanding the ball fields
5. Wayfinding program and Kiosks
6. Alfred Streetscape maintenance program

Future "New Programs" not in the budget but discussed recently:

1. Paramedic Services? \$ _____?

2. Road Maintenance Division \$ _____?
3. Golden Triangle Super Special Event? \$ _____?
4. Ingraham Park Improvements? \$ _____?
5. Community Concerts \$ _____?
6. Public safety Complex \$ _____?
7. Public Works facility \$ _____?
8. Tavares Nature Park restrooms \$ _____?

3) Raising, maintaining or reducing employee compensation and benefits?

The below reflects employee compensation/benefits adjustments over the last four (4) years:

- FY 09 = 2% Cost of Living increase / 0% merit
- FY 10 = (-2.3%) decrease (Furlough) 0% COLA / 0% merit
- FY 11 = 2% Cost of Living increase / 0% merit
- FY 12* = 0% Cost of Living Increase/0% merit
- FY 13 = ?

* Some employees were charged 3% more for their retirement programs (excluding Police and Fire employees) however the City adjusted the pay for those employees by 3% to make the take home pay remain neutral.

Employee Benefits:

- Tuition Reimbursement Program was eliminated in 2010
- Family healthcare premium contributions by the city were decreased from 78% to 50% and Employee's contributions increased from 22% to 50%. Employee contributions to Single coverage went from \$0 to \$60.91 per month for PPO and \$0 to \$27.76 per month for HMO .
- Retirement Benefits for general FRS employees has been downwardly adjusted by the state. Police and Fire remain the same. Hartford Plan employees were brought up to contributinal parity with general employees.

4) Instituting or not instituting a Fire Assessment?

In 2009, the City Council considered instituting a Fire Assessment based on an independent study that recommended \$153 per year for a residential property and .28 Per Square Foot for Commercial. The Council did not however adopt a Fire Assessment at that time. Attached is the 2009 agenda summary on this issue which included the following statement:

“All residents and entities receive benefit of fire suppression services, but some provide little or no contribution toward maintaining these services. With the adoption of a Fire Assessment, costs of providing fire services will be more equitably distributed to those receiving the benefit of fire services.”

Lake County has a Fire Assessment of \$181.00 per year per house as well as a sliding commercial rate (Example: \$0.22 Per Square Foot for 3,500 square feet or \$0.15 Per Square Foot for 5,000 square feet). Recently other cities have adopted Fire Assessments. For

example, Gainesville adopted a Fire Assessment in 2010: “ *Gainesville property owners will again have to pay the fire service assessment in the coming fiscal year after city commissioners voted Monday to renew the program they established last year to raise nearly \$5 million*”. – Gainesville Sun

At the Golden Triangle Summit meeting this year between Tavares, Eustis and Mt. Dora, the cities requested that the three City Fire Departments work with Lake County to develop a plan that creates a Fire Service Area in the Golden Triangle Area. This may or may not lead to a discussion in the future regarding Fire Assessments as Lake County charges a Fire Assessment in this area whereas the three cities collect for fire service as part of the property tax bill.

It takes many months to institute a Fire Assessment. If the city wanted to collect it as part of the tax bill notice it could not establish the assessment until FY 2014. If the city collected by utility bill notice then it could begin collecting in FY 13.

The city previously took a standard approach to Fire Assessments with its study. Another option that has not been explored is the flat fee approach for commercial as is done with residential. This too could be explored, however, the flat fee approach has not been used in Florida and it could take a significant amount of time to develop and then institute.

5) The millage rate:

A one mil increase brings in approximately \$600,000 and likewise a ½ mill increase brings in approximately \$300,000. The current millage rate is 6.89. A one (1) mill increase on a homesteaded house valued at \$150,000 would equal an additional \$100 per year or \$8.33 per month.

The “roll back” tax rate is the millage rate levy required to bring in the same amount of tax revenue as the prior year. For the 2013 budget discussions, the roll back rate would be 6.89 (the same tax rate as 2012) because tax revenues are anticipated to stabilize in Tavares (be the same as current year tax revenues).

6) Non Property Tax Supported Operations

Utilites
Garbage Collection
Storm Water
Seaplane Base and Marina*
Capital Program*

*These programs do have some tax revenues contributing to their operational cost

EXHIBIT B

Properties Exempt From Taxes: Tavares has many properties exempt from taxes which results in a higher tax rate. Tavares is the County Seat and as such is home to many tax exempt government buildings including all government buildings, Sheriff buildings, judicial buildings, jail, Water Authority, School Board Administrative buildings, the elementary school, Middle school and high school, hospital, not for profits, churches, etc. No property taxes are collected from these entities; yet all of their facilities require roads, sidewalks, traffic lights, street lights, Police and Fire services that the City provides and tax payers pay for. Most of these properties are classified as a "large assembly of people" facility and thus become drivers on the need and cost for adequately sized police and fire protection - yet these facilities are tax exempt.

Residential to Commercial tax shifting burden: Historically Tavares tax revenues were comprised of approximately 80% residential and 20% commercial which places a heavy burden on the residents to pay for public services like Police, Fire, Parks, and Road maintenance. Tavares has worked hard over the last five years to change that unbalanced ratio and has been successful in changing it to 25% commercial contribution and 75% residential contribution in 2010 and then 31% commercial contribution and 69% residential in 2011. The goal is a 40% commercial contribution and 60% residential contribution. Industry experts assert that for every dollar a resident pays towards their municipal tax services contribution they use \$1.20 in services and for every dollar a commercial business pays for their municipal tax services contribution they use .80 cents worth of services. For example the commercial property tax collected goes towards paying the library and recreation expenses but the commercial property owners don't necessarily use those services. Thus, a community with a higher commercial tax contribution ratio has a lower tax rate.

In summary, communities with excessive properties exempt from paying taxes and low commercial ratios have higher tax rates than those communities who have few properties exempt from paying taxes and high commercial to residential ratios

EXHIBIT C

BUDGET/STAFF REDUCTIONS

Over the past four years, budget cuts have been addressed by a combination of the following:

- Lowering the operating budget
- Reduction in forces (RIF)
- Instituting furlough programs
- Increasing employee's contribution to healthcare cost
- Eliminating the employee merit program
- Reducing Overtime
- Reducing training
- Renegotiating vendor contracts
- Deferring capital equipment replacement (not replacing police vehicles, mowers, Fire engine, etc.)
- Mowing rights-of-way less frequently
- A reduction in operations and maintenance across the board
- Elimination of new programs, like the establishment of a Road Maintenance Department
- Millage rate adjustments
- Use of reserves

Personnel reductions included the following positions:

1. Assistant Police Chief (Major)
 2. Police Officer
 3. Police Officer
 4. Police Officer
 5. Executive Assistant to City Administrator
 6. General Services Supervisor
 7. Public Works Construction Coordinator
 8. Public Works General Services Crew Foreman
 9. Public Works Sanitation Driver
 10. Public Works Sanitation Driver
 11. Public Works P.T. Staff Assistant
 12. Community Development GIS Analyst
 13. Community Development Administrative Assistant
 14. Community Development Permitting Technician
 15. ½ Community Development Building Inspector (contractual position)
 16. Computer Services Director
 17. Community Services Parks Maintenance Worker (outsourced some landscaping)
 18. Community Services Parks Supervisor
 19. Community Services Library Youth Services Specialist
 20. Utility Wastewater Treatment Plant Operator
- In the General Fund side, during this period of time, the city added 1.5 positions (Public Communications Director and a Part-time City Hall Receptionist. (contractual). This resulted in a net reduction of 18.5 positions or 11% decrease in staffing.

- In the Sanitation Fund the city added one part –time Sanitation Staff Assistant.
- In the Seaplane Base and Marina Fund the city added five full-time and two part-time positions. (Note: The full time maintenance position remains vacant and those duties are being handled by the other employees).
- At the Splash Park, seven seasonal part-time employees were added during this time period.

NOTES

Note # 1: Tax Revenues: Staff anticipates tax revenues of approximately \$4.2 million (same as current year) for the FY 13 budget year. In the FY 14 budget year the city may see an increase in tax revenue as the following projects should be completed and on the tax rolls:

1. Osprey Lodge
2. Lakeside Hotel
3. Chet Lemon's "Big House" indoor sports complex
4. The new medical parks surgical facility
5. Shanti Niketan's phase two retirement community
6. Dollar General Store next to Palm Gardens

Note # 2 Employee Dental Insurance Program: The city previously funded an employee benefit referred to as the Employee Dental Insurance Program. It was self insured. Last year the city closed that self insurance program down and incorporated it into the Blue Cross Blue Shield plan. This year the city finished paying out all of the self insurance program claims. The balance in the self insurance program after all payouts is \$250,000.

Note # 3 Fire Station 2 Debt Service: The last debt service payment of \$112,382 for the construction cost of Fire Station 2 occurs in FY 13. Previously it was paid out of Fire Impact Fees. With no Fire Impact Fees collected this payment will have to be paid out of the general fund.

Note # 4 Wooton Park Debt Service \$300,000: \$1.7 million in utility tax revenues is collected each year and contributes to the General Fund. It's a part of the 63% "other revenue". \$450,000 of that utility tax revenue is pledged to cover the debt service for the Wooton Park Expansion project. (Seaplane Base, Marina, Prop Shop, Pavilion on the Lake, Special Events Pad, Children's Splash Park etc...). Next year \$300,000 of that \$450,000 debt service payment will transfer from being paid out of the Infrastructure Sales Tax fund to being paid from utility tax revenues. This will lower the \$1.7 million utility tax revenue down to \$1,400,000 next year.

Note # 5 Fire Assessment: Based on the last Fire Assessment Study conducted for Tavares the fees were established as follows:

- A. residential house would pay \$153 per year (\$12.75) per month for Fire Service
- B. Commercial would pay \$0.28 cents per square foot for fire service
- C. Industrial/Warehouse would pay \$0.06 cents per square foot for fire service
- D. Non Government Institutional would pay \$0.45 cents per square foot for fire service
- E. Government would pay \$0.57 cents per square foot for fire service

The county has a Fire Assessment. The current residential rate is \$181 per year.

Information from
Previous Fire Assessment
Hearing

**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: July 15, 2009**

AGENDA TAB NO 2

SUBJECT TITLE: Resolution #2009-10 - Fire Assessment and related Fire Assessment Roll

OBJECTIVE: To consider approval of Resolution Number 2009-10 which imposes fire assessments and rates for assessments and the fire assessment roll for assessed properties.

SUMMARY:

During the preparation of the Fiscal Year 2009 General Fund Operating Budget, many obstacles faced the City. A significant challenge for the City was the change in the Truth In Millage (TRIM) process and requirements. The State mandates for TRIM provided decreased property values which corresponded to decreased ad valorem collections. Although the 2009 adopted budget for the General Fund provided a constant service level to our residents, a reserve appropriation in excess of \$1 million was required in order to support this initiative. Reserve appropriations are generally not sustainable in subsequent fiscal years to meet operational expenditures, thus the 2009 Budget included appropriations for a Fire Assessment Study for implementation of fire assessment fees in fiscal year 2010.

All residents and entities receive benefit of fire suppression services, but some provide little or no contribution toward maintaining these services. With the adoption of a Fire Assessment, costs of providing fire services will be more equitably distributed to those receiving the benefit of fire services.

As part of the process for establishing a fire assessment, the City has completed various tasks, considerations and disclosures prior to this meeting. Some disclosures were in addition to statutory requirements. Below is a listing of the various considerations, disclosures and actions concerning the fire assessments that have occurred as of this date.

- On November 5, 2008, the City Council approved advertisement for notice to adopt a resolution for intent to adopt a Fire Assessment.
- On December 17, 2008, the City Council adopted Resolution Number 2008-36 which established the City's intent to adopt a uniform method of collection for fire assessments.
- On December 17, 2008, the City Council approved the ranking of Consulting Firms to prepare a fire assessment study.
- On February 8, 2009, the City Council approved agreements with the Lake County Property Appraiser and the Lake County Tax Collector for the Uniform Collection Method for Fire Assessments.
- On May 20, 2009, the results of the Fire Assessment Study were presented to Council by Government Services Group.

- On June 3, 2009, the Council approved First Reading of Ordinance No. 2009-19 providing for implementation of a Fire Assessments and providing definitions, collection methods, and process for annual assessments.
- On June 17, 2009, Council approved the Second and Final Reading for Ordinance No. 2009-19
- On July 1, 2009, Council approved Resolution No. 2009-08 directing the City Administrator to prepare the assessment roll and to bring back the related resolution to the City Council for a fire assessment.

The application of a Fire Assessment is intended to distribute fire service costs more equitably where everyone with a single family residence pays the same rate and commercial entities pay a rate based on the size of their building and not the value of their property for the services provided.

OPTIONS:

1. Move to adopt Resolution No. 2009-10 adopting the assessment roll and setting the Fire Assessment today and set the maximum millage rate on July 29th, and deliberate the budget in August and September, and upon conclusion of the budget deliberations, make a final decision on whether to implement a fire assessment.
2. Move to adopt Resolution No. 2009-10 adopting the assessment roll and implement a Fire Assessment today for fiscal year beginning October 1, 2009, and instruct staff to prepare a budget based on the Fire Assessment and said budget to be deliberated by the Council in August and September.
3. Do not establish a Fire Assessment and instruct staff to develop a budget without a fire assessment and Council will deliberate the budget in August and September.

STAFF RECOMMENDATION:

Move to adopt Resolution No. 2009-10 adopting the assessment roll and implement a Fire Assessment today for fiscal year beginning October 1, 2009, and instruct staff to prepare a budget based on the Fire Assessment and said budget to be deliberated by the Council in August and September.

FISCAL IMPACT: The implementation of a Fire Assessment at the Five-Year Assessable Budget amount is expected to generate \$1,634,765 in revenue for Fire Suppression Services.

LEGAL SUFFICIENCY: Resolution No. 2009-10 has been prepared by the office of the City Attorney.

CITY OF TAVARES, FLORIDA

FINAL FIRE PROTECTION
ASSESSMENT RESOLUTION

2009- 10

ADOPTED _____

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RESOLUTION NO. 2009 - 10

A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, RELATING TO THE PROVISION OF FIRE PROTECTION SERVICES, FACILITIES AND PROGRAMS; IMPOSING FIRE PROTECTION ASSESSMENTS AGAINST ASSESSED PROPERTY FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2009; APPROVING THE RATE OF ASSESSMENT; APPROVING THE ASSESSMENT ROLL; ESTABLISHING A HARDSHIP PROGRAM; CONFIRMING INITIAL ASSESSMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Tavares, Florida has enacted Ordinance No. 2009-19, which authorizes the imposition of Fire Protection Assessments for fire protection services, facilities, and programs against Assessed Property located within the City.

WHEREAS, the imposition of a Fire Protection Assessment for fire protection services, facilities, and programs each fiscal year is an equitable and efficient method of allocating and apportioning Fire Protection Assessed Costs among parcels of Assessed Property;

WHEREAS, the City has made an analysis of the fire protection program to identify any costs being expended on medical or advanced life support services, and such costs are being funded from sources of revenue other than Special Assessments, and

WHEREAS, the City desires to impose a fire protection assessment program within the geographic area of the City using the procedures provided by Ordinance No. 2009-19, including the tax bill collection method for the Fiscal Year beginning on October 1, 2009;

WHEREAS, the City, on June 17, 2009, adopted Resolution No. 2009-08 (the "Initial Assessment Resolution");

WHEREAS, the Initial Assessment Resolution contains and references a brief and general description of the fire protection facilities and services to be provided to Assessed Property; estimated rates of assessment, including a Maximum Assessment Rate; and directs the updating and preparation of the Assessment Roll and provision of the notice required by Ordinance No. 2009-19.

WHEREAS, in order to impose Fire Protection Assessments for the Fiscal Year beginning October 1, 2009, Ordinance No. 2009-19, requires the City to adopt a Final Rate Resolution which establishes the rates of assessment and approves the Assessment Roll for the upcoming Fiscal Year, with such

amendments as the City Council deems appropriate, after hearing comments and objections of all interested parties;

WHEREAS, the Assessment Roll has heretofore been made available for inspection by the public, as required by Ordinance No. 2009-19.

WHEREAS, notice of a public hearing has been published and mailed, as required by the terms of Ordinance No. 2009-19 which provides notice to all interested persons of an opportunity to be heard; an affidavit regarding the form of the notice mailed being attached hereto as Appendix A; the proof of publication being attached hereto as Appendix B; and

WHEREAS, a public hearing was held on July 15, 2009, and comments and objections of all interested persons have been heard and considered.

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

Section 1. Authority.

This Resolution is adopted pursuant to Ordinance No. 2009-19; the Initial Assessment Resolution; Article VIII, Section 2, Florida Constitution; section 197.3632, Florida Statutes; and all other applicable provisions of law.

Section 2. Definitions and Interpretation

This Resolution constitutes the Final Assessment Resolution as defined by Ordinance 2009-19. All capitalized terms in this Resolution shall have the meanings defined in Ordinance 2009-19 and the Initial Assessment Resolution.

Section 3. Imposition of Fire Protection Assessments.

(A) The Parcels of Assessed Property described in the Assessment Roll, which is hereby approved, are hereby found to be specially benefited by the provision of the fire protection services, facilities, and programs described or referenced in the Initial Assessment Resolution in the amount of the Fire Protection Assessment set forth in the Assessment Roll, a copy of which was present or available for inspection at the above referenced public hearing and is incorporated herein by reference. It is hereby ascertained, determined, and declared that each parcel of Assessed Property within the City will be specially benefited by the City's provision of fire protection services, facilities and programs in an amount not less than the Fire Protection Assessment for such parcel, computed in the manner set forth in the Initial Assessment Resolution. Adoption of this Final Assessment Resolution constitutes a legislative determination that all parcels assessed derive a special benefit in a manner consistent with the legislative declarations, determinations and findings as set

forth in Ordinance No. 2009-19, and the Initial Assessment Resolution from the fire protection services, facilities, or programs to be provided and a legislative determination that the Fire Protection Assessments are fairly and reasonably apportioned among the properties that receive the special benefit as set forth in the Initial Assessment Resolution.

(B) The method for computing Fire Protection Assessments described and referenced in the Initial Assessment Resolution is hereby approved.

(C) The Fire Protection Assessments to be assessed and apportioned among benefited parcels pursuant to the Cost Apportionment and Parcel Apportionment, as provided in the Initial Assessment Resolution to generate such estimated Fire Protection Assessment Cost for the Fiscal Year commencing October 1, 2009, are hereby established as follows:

Residential Property Use Categories	Rate Per Dwelling Unit
Residential	\$153.00
Non-Residential Property Use Categories	Rate Per Square Foot
Commercial	\$0.28
Industrial/Warehouse	\$0.06
Non-government Institutional	\$0.45
Government	\$0.57

(D) As authorized in Ordinance No. 2009-19, the Maximum Assessment Rates to be assessed and apportioned among benefited parcels in future fiscal year without additional notice to Tax Parcel Owners as required by Ordinance No. 2009-19 are hereby established as follows:

Residential Property Use Categories	Rate Per Dwelling Unit
Residential	\$153.00
Non-Residential Property Use Categories	Rate Per Square Foot
Commercial	\$0.28
Industrial/Warehouse	\$0.06
Non-government Institutional	\$0.45
Government	\$0.57

(E) The above rates of assessment are hereby approved. Fire Protection Assessments for fire rescue services, facilities, and programs in the amounts set forth in the Assessment Roll, as herein approved, are hereby levied and imposed on all parcels of Assessed Property described in such Assessment Roll for the Fiscal Year beginning October 1, 2009.

(F) Any shortfall in expected Fire Protection Assessment proceeds due to any reduction or exemption from payment of the Fire Protection Assessment required by law or authorized by the City shall be supplemented by a legally

available funds, or combination of such funds, and shall not be paid for by proceeds or funds derived from the Fire Protection Assessment.

(G) As authorized in Ordinance No. 2009-19, Interim Fire Protection Assessments are also levied and imposed against all property for which a Certificate of Occupancy is issued after the adoption of the Annual Rate Resolution in the method described in Ordinance No. 2009-19.

(H) Fire Protection Assessments shall constitute a lien upon non-government owned Assessed Property so as to be equal in rank and dignity with the liens of all state, county, district or municipal taxes and other non-ad valorem assessments. Except as otherwise provided by law, such lien shall be superior in dignity to all other liens, titles, and claims, until paid.

(I) The Assessment Roll, as herein approved, together with the correction of any errors or omissions as provided for in Ordinance 2009-19 shall be delivered to the Tax Collector for collection using the tax bill collection method in the manner prescribed by the Ordinance.

Section 4. Authorization for Hardship Exemptions and Assistance.

In accordance with the authorization in Ordinance 2009-19, the City of Tavares hereby adopts the following hardship program.

(A) To qualify for Hardship Assistance, the applicant must meet the following criteria:

1. The applicant must be the owner of the Residential property to which the applicant is seeking assistance and entitled to a homestead exemption pursuant to the requirements of Chapter 196, Florida Statutes.

2. The accumulated Gross Income of all occupants of the property shall be less than or equal to 175% of the annual Federal Government Poverty Level Guidelines established by the United States Department of Health and Human Services, as adjusted for family size, as provided herein.

3. The applicant shall have the present intent to maintain the Residential Property as his or her Permanent Residence throughout the remainder of the Fiscal Year for which the assessment is imposed.

4. The application must be filed with the City prior to June 15 of the year in which the applicant is applying.

(B) In order to apply for hardship assistance, the applicant shall file with the City an application, under oath, demonstrating entitlement to Hardship Assistance. In addition, the applicant must provide proof of the total gross income (including wage earnings, social security income, retirement/pension income, investment earnings, etc.) of all

occupants of the residential property. An executed copy of the prior year's Federal Income Tax Return for all occupants shall be required to be submitted for verification purposes.

(C) The City, within fifteen (15) days of the filing of the application, shall review the application and such other supporting data that may be filed therewith and make such further investigation as may be reasonably required in order to determine if the applicant qualifies for Hardship Assistance.

(D) If the City determines that the applicant is qualified for hardship assistance under the terms of the Hardship Assistance Program, such assistance shall be based upon a sliding scale, as provided herein, with the highest levels of assistance granted to owners whose total family income, as adjusted for family size, are the lowest.

(E) The 2009 Federal Government Poverty Level Guidelines established by the United States Department of Health and Human Services, as adjusted for family size are as follows:

The 2009 Poverty Guidelines

Persons in Family Or Household	100%	125%	150%	175%
1	\$10,830	\$13,537	\$16,245	\$18,952
2	14,570	18,212	21,855	25,497
3	18,310	22,887	27,465	32,042
4	22,050	27,562	33,075	38,587
5	25,790	32,237	38,685	45,132
6	29,530	36,912	44,295	51,677
7	33,270	41,587	49,905	58,222
8	37,010	46,262	55,515	64,767
For families with more than 8 persons, add \$3,740 for each additional person.				

The level of assistance available to the applicant is dependent on the applicant's percentage of the poverty level. Assistance Levels are as follows:

Hardship Assistance Levels

Total Gross Income Bracket	Assistance Level
100% of poverty level or less	100%
125% of poverty level	75%
150% of poverty level	50%
175% of poverty level	25%

(F) If the City determines that the applicant is not qualified for hardship assistance pursuant to this Section, the City Administrator shall inform the applicant in writing of the applicant's right to file a written appeal to the City Council within fifteen (15) days, or in the event the applicant shall appeal and the decision of the City Administrator shall be upheld by the City Council, such decision, in either case, shall be final and thereupon, the Fire Rescue Assessment shall be collected or enforced in accordance with the associated Ordinance and Resolution. If the City Council shall reverse the decision of the City Administrator, the City shall pay the approved portion of the Fire Rescue Assessment for and on behalf of such applicant from funds budgeted for that purpose.

(G) The City Council, in its sole discretion, shall determine on an annual basis whether to provide this program of hardship assistance to the City residents.

(H) On an annual basis, the City Council shall designate the funds available to provide any exemptions or hardship assistance. The provision of an exemption or hardship assistance in any one year shall in no way establish a right or entitlement to such exemption or assistance in any subsequent year and the provision of funds in any year may be limited to the extent funds are available and appropriated by the City Council. Any funds designated for exemptions or hardship assistance shall be paid by the City from funds other than those generated by the fire protection assessment.

Section 5. Confirmation of Initial Assessment Resolution.

The Initial Assessment Resolution is hereby confirmed.

Section 6. Effective Date.

This Final Resolution shall take effect immediately upon its passage and adoption.

PASSED, ADOPTED, AND APPROVED this ____ day of _____, 2009, by the City Council of the City of Tavares, Florida.

ATTEST:

Nancy Clutts, Mayor
Tavares City Council

Nancy Barnett, City Clerk

Approved as to Form:

Robert Q. Williams, City Attorney

Passed First Reading: _____

APPENDIX A

AFFIDAVIT OF MAILING

BEFORE ME, the undersigned authority, personally appeared **JOHN H. DRURY** and **JASON BUCHHOLZ** who, after being duly sworn, depose and say:

1. John H. Drury, City Administrator for the City of Tavares, Florida, ("City"), pursuant to the authority and direction received from the City Council, timely directed the preparation of the Assessment Roll and the preparation, mailing, and publication of notices in accordance with Ordinance No. 2009-19 (the "Ordinance"), and in conformance with the Initial Assessment Resolution adopted by the City Council on June 17, 2009 (the "Initial Assessment Resolution").

2. Jason Buchholz is a Senior Project Manager for Government Services Group, Inc. (GSG). GSG has caused the notices required by the Ordinance to be prepared in conformance with the Initial Assessment Resolution. An exemplary form of such notice is attached hereto. GSG has caused such individual notices for each affected property owner to be prepared and each notice included the following information: the purpose of the assessment; the total amount proposed to be levied against each parcel; the unit of measurement to be applied against each parcel to determine the assessment; the number of such units contained within each parcel; the total revenue the City expects to collect by the assessment; a statement that failure to pay the assessment will cause a tax certificate to be issued against the property which may result in a loss of title; a statement that all affected property owners have a right to appear at the hearing and to file written objections with the local governing board within 20 days of the notice; and the date, time, and place of the hearing.

3. On or before June 24, 2009, GSG delivered and directed the mailing of the above-referenced notices by Modern Mailers, Inc. ("Modern Mailers"), in accordance with the Ordinance and the Initial Assessment Resolution by First Class Mail to each affected owner, at the addresses then shown on the real property assessment tax roll database maintained by the Lake County Property Appraiser for the purpose of the levy and collection of ad valorem taxes. Notices to property owners receiving multiple individual notices were mailed, or caused to be mailed by GSG on or before June 24, 2009.

4. GSG confirmed that Modern Mailers mailed or caused to be mailed on or before June 24, 2009, the above-referenced notices delivered to Modern Mailers by GSG.

FURTHER AFFIANTS SAYETH NAUGHT.

John H. Drury
Affiant



JASON BUCHHOLZ
Affiant

STATE OF FLORIDA
COUNTY OF LAKE

The foregoing Affidavit of Mailing was sworn to and subscribed before me this ____ day of June 2009 by John H. Drury, City Administrator for the City of Tavares, Florida. He is personally known to me or who has produced _____ as identification and did take an oath.

Printed Name: _____

Notary Public, State of Florida

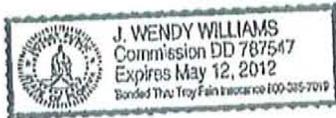
At Large

My Commission Expires: _____

Commission No.: _____

STATE OF FLORIDA
COUNTY OF LEON

The foregoing Affidavit of Mailing was sworn to and subscribed before me this 25th day of June 2009 by Jason Buchholz, Senior Project Manager, Government Services Group, Inc., a Florida corporation. He is personally known to me or has produced _____ as identification and did take an oath.



J. Wendy Williams
Printed Name: J. Wendy Williams

Notary Public, State of Florida

At Large

My Commission Expires: 5/12/2012

Commission No.: DD 787547

City of Tavares
PO Box 1068
Tavares, FL 32778-1068

CITY OF TAVARES, FLORIDA
NOTICE OF HEARING TO IMPOSE AND PROVIDE
FOR COLLECTION OF FIRE PROTECTION
NON-AD VALOREM ASSESSMENTS
NOTICE DATE: JUNE 24, 2009

CANADY WALTER E
415 N BLOXHAM AVE
TAVARES FL 32778-3109

AllKey #: 1497582
Tax Parcel #: 291926010000000005
Sequence Number: TF-2035
Legal: TAVARES E 88 FT OF S 75 FT W OF RR OF NW
BLK OF RIVER PARK PB 1 PG 64 ORB 822 PG

***** NOTICE TO PROPERTY OWNER *****

As required by Section 197.3632, Florida Statutes, and City Ordinance No. 2009-19, notice is given by the City of Tavares that an annual assessment for fire protection services may be levied on your property for the fiscal year October 1, 2009 - September 30, 2010. The purpose of this assessment is to fund fire protection services benefiting improved property located within the City of Tavares. The total annual fire protection assessment revenue to be collected within the City of Tavares is estimated to be \$2,250,846. The annual fire protection assessment is based on the classification of each parcel of property and number of billing units contained therein.

Category	Type and Number of Billing Units	Fiscal Year 09-10 Assessment
Residential	1 Dwelling Unit	\$153.00

The maximum annual fire protection assessment for the above parcel for Fiscal Year 2009-10 and future fiscal years is \$153.00.

A public hearing will be held at 4:00 p.m. on July 15, 2009, in the City of Tavares City Hall, 201 East Main Street, Tavares, Florida for the purpose of receiving public comment on the proposed assessments.

Copies of the Fire Protection Assessment Ordinance, the Initial Assessment Resolution and the preliminary assessment roll are available for inspection at the Tavares City Administrator's Office, located at 201 East Main Street, Tavares, Florida.

Both the fire protection services non-ad valorem assessment amount shown on this notice and the ad valorem taxes for the above parcel will be collected on the ad valorem tax bill mailed in November. Failure to pay the assessments will cause a tax certificate to be issued against the property which may result in a loss of title.

You have the right to appear at the hearing and to file written objections with the City Council within 20 days of this notice. If you decide to appeal any decision made by the City Council with respect to any matter considered at the hearing, you will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made. In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in this proceeding should contact Nancy Barnett, City Clerk, at (352) 253-4546, at least 48 hours prior to the date of the hearing.

Unless proper steps are initiated in a court of competent jurisdiction to secure relief within 20 days from the date of City Council action at the above hearing (including the method of apportionment, the rate of assessment and the imposition of assessments), such action shall be the final adjudication of the issues presented.

If there is a mistake on this notice or if you have any questions regarding your fire protection services assessment, please contact the City of Tavares at (352) 742-6423, Monday through Friday between 8:30 a.m. and 5:00 p.m. Further information relating to this matter can be obtained at the City's website at www.tavares.org.

***** THIS IS NOT A BILL *****

Appendix B to Resolution 2009-10

E6 Orlando Sentinel

Lake County

Fitness vacations

Who wants to just sit around?

By Beth Brophy
A-6 (ORLANDO SENTINEL)

Jack Miller, an 64-year-old retired chemical engineer, has taken annual fitness trips to Europe for the past 23 years. Miller recalls a high light from a hiking trip to the Netherlands' Brabant at a small lake he chatted with the sunbather's owner who dropped around in an inflatable pool chair.

Hiking over in the wind and the rain, always enjoying a sense of accomplishment," says Miller, a outdoors who lives in Geneva, Fla.

The number of seniors like Miller who seek out vacations that involve physical activity is on the rise. The number of seniors who hike or walk is up 10 percent, and 50 percent are offering special itineraries aimed to take seniors on vacations.

and nutrition. These travelers avoid rather "immerse themselves in healthy living than sit on a beach under an umbrella sipping cocktails," says Cathy Russell, director of the Regional Center for Yoga & Health in Stockbridge, Mass. The center offers more than 70 programs.

International fitness trips, such as international fitness camps, based in Key West, Conn., consist of the over 90-hour. It offers 100 hours a year in bicycling, hiking and bike maintenance and Nordic walking.

Active retirees are the type of clients. Edmond, a 67-year-old, is attempting to reach with a growing emphasis on fitness programs. Scotland is a vice president of programming, says that Edmond's younger clients are also to be a competitor with fitness as a vacation concept. Edmond of

fers 44 trips in the health and fitness category, including a Newberg, Calif., in October.

Spot resorts and tour operators now offer a wide range of packages aimed at every fitness level. Here's a sampling.

Destination: Rotorua, about 100 miles north of Auckland, is known for its world-class geothermal locations in Waikona. Rotorua offers many outdoor activities, such as dog sledding and snow tubing.

The Oaks at Clearview, a 55-acre resort, is about 45 minutes south of Santa Barbara, this spa in Out Coast offers about 15 fitness activities a day.

Red Mountain Resort & Spa, a new 100-acre resort, is in the mountains of Georgia. It is an all-weather spa. Most of our guests are attracted to an all-weather spa. Most of our guests are attracted to an all-weather spa because

they want to improve their fitness levels.

The fitness institute for holistic studies views exercise as a concept. The institute offers week-long winter retreats in St. John in the U.S., Virgin Islands and Costa Rica.

Before embarking on a fitness vacation, read the operator's Web site and brochure carefully. Call and ask about the level of activity and whether you will be comfortable if you come alone. Find out if special dietary needs are accommodated.

Be careful of how the word "fitness" is used," says Edmond. "Some people have a lot of fitness in their lives. Are the instructions tailored? If they are not, you may get injured. How does this vacation differ from staying home and going to the gym?"

And don't underestimate your physical condition.

RITCHIE

FROM PAGE E1

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INDIA

FROM PAGE E1

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Treasure Beads!

It's hot outside but cool inside Treasure Beads! Stop in and pick up a class schedule. New classes being offered. Stay cool while learning something new!

Dip A Dee Plaza ... 1374 W. North Boulevard
Orlando, FL 32817 • Phone 352-314-9600 • Mon-Sat 10am-5pm

PUBLISHED NOTICE OF HEARING TO IMPOSE AND PROVIDE FOR COLLECTION OF FIRE PROTECTION SPECIAL ASSESSMENTS CITY OF TAVARES

Notice is hereby given that the City Council of the City of Tavares will hold a public hearing to consider imposing fire protection special assessments for the collection of the following services with the City of Tavares:

The hearing will be held at 2:00 p.m. on the 24th day of July, 2009, at the City Hall, 227 East Main Street, Tavares, Florida. The purpose of the hearing is to consider imposing fire protection special assessments for the collection of the following services with the City of Tavares: (1) Fire Protection; (2) Fire Alarm; (3) Fire Hydrant; (4) Fire Station; (5) Fire Truck; (6) Fire Engine; (7) Fire Hose; (8) Fire Ladder; (9) Fire Pole; (10) Fire Hook; (11) Fire Nozzle; (12) Fire Axe; (13) Fire Shovel; (14) Fire Pickaxe; (15) Fire Sledgehammer; (16) Fire Wrench; (17) Fire Pulley; (18) Fire Rope; (19) Fire Line; (20) Fire Hose; (21) Fire Ladder; (22) Fire Pole; (23) Fire Hook; (24) Fire Nozzle; (25) Fire Axe; (26) Fire Shovel; (27) Fire Pickaxe; (28) Fire Sledgehammer; (29) Fire Wrench; (30) Fire Pulley; (31) Fire Rope; (32) Fire Line; (33) Fire Hose; (34) Fire Ladder; (35) Fire Pole; (36) Fire Hook; (37) Fire Nozzle; (38) Fire Axe; (39) Fire Shovel; (40) Fire Pickaxe; (41) Fire Sledgehammer; (42) Fire Wrench; (43) Fire Pulley; (44) Fire Rope; (45) Fire Line; (46) Fire Hose; (47) Fire Ladder; (48) Fire Pole; (49) Fire Hook; 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APPENDIX C

CERTIFICATE TO
NON-AD VALOREM ASSESSMENT ROLL

I HEREBY CERTIFY that, I am the Mayor of the City of Tavares, or authorized agent of the City of Tavares, Florida (the "City"); as such I have satisfied myself that all property included or includable on the non-ad valorem assessment roll for fire protection services (the "Non-Ad Valorem Assessment Roll") for the City is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

I FURTHER CERTIFY that, in accordance with the Uniform Assessment Collection Act, this certificate and the herein described Non-Ad Valorem Assessment Roll will be delivered to the Lake County Tax Collector by September 15, 2009.

IN WITNESS WHEREOF, I have subscribed this certificate and directed the same to be delivered to the Lake County Tax Collector and made part of the above described Non-Ad Valorem Assessment Roll this _____ day of _____, 2009.

CITY OF TAVARES, FLORIDA

By: _____
Mayor

[to be delivered to Tax Collector prior to September 15.]

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: APRIL 4, 2012**

AGENDA TAB NO. 13

**SUBJECT TITLE: PURCHASE OF SOFTWARE FOR POLICE DEPARTMENT
ACCREDITATION MANAGEMENT**

OBJECTIVE:

To consider a request to purchase software for policy creation, distribution and tracking and Accreditation Management for the Professional Standards Division of the Police department in the amount of \$1,730.

SUMMARY:

The Tavares Police Department intends to sign contracts with the Florida Commission on Law Enforcement Accreditation (CFA) in FY 2012/2013 with the intention of becoming a CFA Accredited agency in FY 2014/2015. If successful the Police department will become the 4th State Accredited agency in Lake County. A complete rewrite of all department Policy and Procedures will occur prior to spring 2013 and all new policies and procedures must meet CFA standards. The proposed software purchase will manage the creation, distribution and tracking of all Police department Policy, Procedure and Memorandum and will create and manage the Accreditation files necessary as part of the CFA Accreditation process.

Power DMS (Policy, Testing and Survey) software would be purchased directly from the vendor for \$1,430. Power Standards software would be purchased directly from the Florida Commission on Law Enforcement Accreditation for \$300. Both of software purchases are sole source and integrate together. Software purchase for the FY 2011/2012 budget year will be from Police department forfeiture funds. Recurring software costs will be included in the Professional Standards line item of future budgets.

In addition, on February 15, 2012, Council authorized the purchase of three rifles and accessories from forfeiture funds. Since that time the department purchased one rifle (V94) and is in the process of trading for two more (G36) at no cost. It is anticipated that there will be a cost savings for this expenditure.

OPTIONS:

- 1) Purchase software for Accreditation Management in the amount of \$1,730 using Police department forfeiture funds.

2) Do not purchase Accreditation Management Software

STAFF RECOMMENDATION:

Move to purchase Accreditation Management utilizing Police department forfeiture funds.

FISCAL IMPACT:

\$1,730 from Police department forfeiture funds. (Current balance \$4,000)

LEGAL SUFFICIENCY:

This has met legal sufficiency.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: April 4, 2012**

AGENDA TAB NO. 14

**SUBJECT TITLE: Lake Building Property and Community Theater –
Presentation and Discussion**

OBJECTIVE:

To discuss the item tabled from the meeting of February 15, 2012 regarding the Lake Building property and community theater and allow Council the opportunity to discuss their interest in this topic. See attached Exhibit A for material previously in packet on February 15.

SUMMARY:

Previously Council tabled the attached two items to the first meeting in April regarding 1) information on the Lake Building vacant lot and 2) information on municipal theaters to allow Councilmember Pfister the opportunity to have local theater professionals make a presentation on the value of community theater.

OPTIONS:

- 1) Have the presentation from theater professionals and discuss the vacant Lake Building property and the topic of community theater
- 2) Do not discuss

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Legally sufficient

Attachment
A

**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: FEBRUARY 15, 2012**

AGENDA TAB) 13

SUBJECT TITLE: DISCUSSION REGARDING EXPLORATION OF ACQUISITION OF FORMER LAKE BUILDING VACANT PROPERTY SITE

OBJECTIVE:

To provide City Council information to consider regarding the possible acquisition of the former Lake Building vacant property site at 230 East Main Street.

SUMMARY:

At its meeting on January 18, 2012, Council Member Lori Pfister requested Council input on its interest in exploring the possibility of acquiring the vacant site of the former Lake Building lot as an open down town "pocket park" site. Council authorized the exploration of that possibility as well as grant funding sources and to bring that information back for further discussion.

Staff has conducted the research and offers the following information: Per the attached real estate listing, the proposed site is 12,825 square feet or .28 acres. The property is zoned Downtown Commercial which would permit minimum building setbacks and a building height of up to 60 feet.

The listing price on the property is \$195,000.

Per the attached correspondence from the Property Appraiser's office, the current taxable value of the existing vacant site is \$61,560. Based on the City's current millage rate of 6.89 mills, the vacant site will generate an estimated \$423 in annual taxes.

Staff also researched grants that may be available to assist in the proposed acquisition. Staff identified two potential grant opportunities: the Florida Recreation Development Assistance Program (FRDAP) and the Land and Water Conservation Fund (LWCF) program (see attached grant program summaries).

The FRDAP program has been one of the most popular State grant programs to assist local governments in developing outdoor recreation programs. For a project of over \$150,000 a local cash match of 50% would be required. Unfortunately the State Legislature did not fund the program in the 2011/12 State fiscal year and funding is uncertain for the State 2012/13 fiscal year.

The Land and Water Conservation Fund program is a Federal cooperative matching grant program. It is a highly competitive process with a total of \$1.5 - \$2 million estimated to be available statewide this year. They usually award 7 - 10 grants per year and usually receive approximately 50 grant applications. The grants require a 50% local match. Grant applications for this program must be received between March 1- 15, 2012.

RECOMMENDATION

Staff recommends that Council discuss this matter.

OPTIONS:

1. That the City Council discuss the matter.
2. That the City Council does not discuss the matter.

FISCAL IMPACT: No Fiscal Impact to discuss the matter.

LEGAL SUFFICIENCY:

All options are legally sufficient.

PA LAND VALUE - 2012.txt
From: Royce, Frank [froyce@lcpaf1.org]
Sent: Monday, February 06, 2012 11:28 AM
To: Bill Neron
Subject: Property Value

Bill,

Current value is \$ 61,560 of land only. This is working number going into 2012.

Frank Royce, CFE
Chief Deputy Property Appraiser
Lake County, Florida
froyce@lcpaf1.org<mailto:froyce@lcpaf1.org>
352-253-2153
FAX 253-2155

If you can read this thank a teacher, if it's in English thank a veteran.



230 E Main Street and the TAVARES ENTERTAINMENT DISTRICT:

- 1 - O'Keefe's; 2- Ruby Street Grill; 3 - Tavares Sushi; 4 - AI's Landing; 5- AI's Top Shelf; 6 - AI's BBQ; 7 - Casa Mia; 8 - El Taqueria;
- 9 - Basil's Café; 10 - World's Worst Deli, Living Green + Carpe Diem Café/Bakery; (not marked - Pressed for Time)

Crosby & Associates, Inc.

Richard Gonzalez — (352) 408-3892

Land For Sale

Tavares Entertainment District Opportunity

230 E Main, Tavares, FL 32778



Price: **\$195,000**
 Lot Size: **12,825 SF**
 Property Type: **Land**
 Property Sub-type: **Office (land)**
 Features:
 Electricity/Power
 Water
 Telephone
 Cable
 Gas/Propane

Last Verified 1/3/2012
 Listing ID 17468359

1 Lot Available

Lot 1	Price:	\$195,000
	Lot Size:	12,825 SF
	Price/SF:	\$15.20
	Lot Type:	Office (land)
	Tax ID / APN:	29-19-26-010000900004
	Commission Split:	2.5%

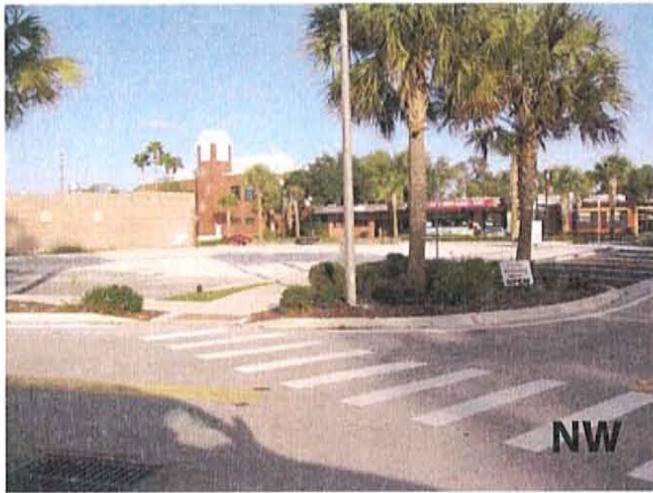
Main street development opportunity in Tavares Entertainment District.

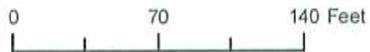
Description

Prime Entertainment District Opportunity. Vacant land adjacent to Tavares Seaplane Marina, Wooten Park, and Main Street. Downtown commercial zoning allows for maximum flexibility including: minimal setbacks, 60 foot building height, and use of on street public parking. Tavares Entertainment district presently includes 11 restaurants and 6 bars. Adjacent Wooten Park is home to Cannonball Express and money is in the bank to renovate the RR track making commuter traffic to Orlando possible. District courthouse expansion located three blocks from this parcel is well underway. Tavares makes it very easy to do business here.

The SW corner of Saint Clair Abrams and Main Street in Tavares FL. Adjacent to Wooten Park. Fronting on Main Street, Ruby Street, and Saint Clair Abrams Street.

230 E Main - Aerial





No.	Type	No. Units	Unit Type	Year	Depreciated Value
0001	DECKING - WOOD (DEC)	448	SF	2011	\$1,991.00

Sales History

O.R. Book / Page	Sale Date	Instrument	Q/U	Vac./Imp.	Sale Price
1026 / 1605	8/1/1989	WD	Q	I	\$8,700.00
1187 / 1527	9/1/1992	QC	U	I	\$0.00
1413 / 1843	1/1/1996	QC	M	I	\$1.00
1498 / 1512	2/1/1997	WD	U	I	\$43,100.00
1498 / 1515	2/1/1997	WD	U	I	\$43,100.00
1775 / 1795	11/1/1999	WD	U	I	\$320,000.00
1793 / 2334	2/9/2000	WD	U	I	\$0.00

Value

Total Just Value:		\$212,592.00
Total Exempt Value:	-	\$0.00
Total Taxable Value:	=	\$212,592.00
Millage Rate:	<input style="border: 1px solid black; width: 20px; height: 15px;" type="text" value="?"/> x	0.0210821
Base Ad-Valorem Tax:	=	\$4,481.89
Non-Exempt School Levies:	+	\$0.00
Estimated Ad-Valorem Tax:	=	\$4,481.89

* The just values are NOT certified values and therefore are subject to change before being finalized for ad valorem assessment purposes. The amounts shown may not include all exemptions. The estimated tax totals do not reflect Non-Ad Valorem assessments. (Fire Fees, Solid Waste, etc.) Please consult the [Tax Collector](#) for actual taxation amounts.

Truth In Millage (TRIM) Notice

- [Notice of Proposed Property Taxes & Proposed or Adopted Non-Ad Valorem Assessments](#)
- [TRIM Notice Informational Supplement](#) (195 KB)

**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: February 15, 2012**

AGENDA TAB) 14

SUBJECT TITLE: Report on Community Theater & Performing Arts Centers

OBJECTIVE:

To provide City Council information regarding the possibilities surrounding a Community Theater & Performing Arts Center in the downtown Tavares area.

SUMMARY:

At the Council meeting on January 18, 2012, Council Member Lori Pfister requested Council input on exploring the possibility of having a Community Theater & Performing Arts Center in the downtown Tavares area. Council authorized the request and asked staff to bring related information back for further discussion including any existing facilities, tax exempt property available, similar city pursuits and funding possibilities. Staff has conducted the research and offers the following information:

1. Existing Facilities

There are a few existing facilities that are capable of hosting performances in the downtown Tavares area. Some facilities charge for rent while others do not rent at all. *See Attachment #1: Existing Facilities*

2. Tax Exempt Property

There are a few options for raw land as well as existing properties in the downtown area for use of building a Community Theater & Performing Arts Center, by either the private or public sector. *See Attachment #2: Tax Exempt Property*

3. Closest City Examples

a. The Sunrise Theatre in Ft. Pierce, Florida

The Sunrise Theatre is a 1200-seat theatre on approximately 1.2 acres in historic downtown Ft. Pierce, Florida. With more than 40,000 square foot

of space, the theatre can host performances, conferences, lectures and small meetings both in its auditorium and in small meeting rooms.

The theatre underwent \$13 million dollars in renovation by Main Street Fort Pierce, Inc. The theatre reopened in January 2006 and was donated to the City of Ft. Pierce, who has taken over the daily operations. The Sunrise Theatre is an enterprise fund for the city.

Pursuant to the attached budget, the approved 2012 budget lists Total Resources of \$3.4 million dollars, with \$500,000 of the resources coming in as a transfer from the City's FPRA Department (Ft. Pierce Redevelopment Agency). 2012 Total Expenses are equal to \$3.96 million dollars. 2012's Revenue less the transfer results in a (\$1,063,000) net deficit.

The Sunrise Theatre has a total net deficit of (\$5,039,683) since operations were taken over by the City of Ft. Pierce. See *Attachment #3: Sunrise Theatre Budget*.

b. The Ponte Vedra Concert Hall in Ponte Vedra Beach, Florida

Previously a Baptist church, the Ponte Vedra Concert Hall was converted into a performing arts facility with seats varying from a 450 person theatre style layout, or up to a 900 person standing room only concert hall on approximately 1.5 acres. Phase two, which will include renovating the second floor to include 400 seats, will begin when money becomes available from fundraising and community donations.

The concert hall is a Special Revenue Fund for St. Johns County. The Cultural Events Fund includes contributions, event revenue, concession and vending sales and transfers from the Tourist Development Fund (via "bed" tax). The Cultural Events fund includes the operation of the Ponte Vedra Concert Hall, the St. Augustine Amphitheatre and other County venues.

Pursuant to the attached budget, the adopted 2012 budget Total Resources are \$4.6 million dollars, with \$176,800 of the resources coming in as a transfer from the City's Tourist Development Fund. 2012 Total Expenses are equal to \$4.8 million dollars. 2012's Revenue less the transfer results in a (\$176,800) net deficit.

The Cultural Events Fund has a total net deficit of (\$381,961). See *Attachment #4: Ponte Vedra Concert Hall Budget*

4. Possible Funding

a. Florida Department of State, Cultural Affairs Department

Cultural Facilities Grant: The 2011 Florida Legislature did not fund the program but are taking applications should the projected be funded in the future. The minimum match for the grant is 50%. *See Attachment #5: Program Guidelines.*

b. Local Groups

441 Performing Arts: The local performing arts group is in the process of securing funding for development of a performing arts center however, the funds are specifically designated to only be used at Lake-Sumter Community College property.

OPTIONS:

1. To discuss the possibilities surrounding a Community Theater & Performing Arts Center in the downtown Tavares area.
2. To not discuss the possibilities surrounding a Community Theater & Performing Arts Center in the downtown Tavares area.

STAFF RECOMMENDATION:

Staff recommends that the Council discuss the possibilities surrounding Community Theater & Performing Arts Center in the downtown Tavares area.

FISCAL IMPACT:

No Fiscal Impact to discuss the matter.

LEGAL CONSIDERATIONS:

N/a.

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: April 4, 2012**

AGENDA TAB NO. 15

SUBJECT TITLE: Monthly Classic Car Show

OBJECTIVE: To approve the request to have monthly classic car shows in downtown Tavares, facilitated and sponsored by downtown restaurant owners of the Business Development Committee and to close off certain sections of Main Street.

SUMMARY: Staff has received a completed Special Event Application from Rodger Kooser (attached), who is representing the participating downtown restaurant owners who are also members of the Business Development Committee.

The proposed monthly car shows would take place on Main Street and possibly part of Ruby Street (as the show grows) and would occur the third Friday of every month from 6:00 – 9:00 pm with a registration time of 5:30 pm. Music would be included as part of the activity and may include live bands or a DJ.

Facilitating this activity would involve closing Main Street from Joanna to St. Clair Abrams and then closing the West side of Rockingham Avenue and part of Ruby Street. Street closures may need some adjustments as the show expands.

Street closures would be accomplished at approximately 5:15 pm each third Friday to allow employee traffic to disperse for a 5:30 pm car registration period.

Staff support may consist of an on-duty officer periodically walking among the activity and the staff time to barricade the streets.

It should be noted that historically, car shows and music provide a winning combination to draw spectators to an area. The selection of the third Friday of the month does not conflict with any other municipal activity of a similar nature.

If approved by City Council, the organizers, which currently consist of Rodger Kooser, Andrew O'Keefe, and other merchants, and car show coordinator, Em Pascarella, the first car show would take place on May 18th, during the Wine and Blues Festival and as a precursor to the Leon Russell concert being held in Tavares on May 19th.

OPTIONS:

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

STAFF RECOMMENDATION: Move to approve the request to have monthly classic car shows in downtown Tavares, facilitated and sponsored by downtown restaurant owners of the Business Development Committee with the closing certain sections of Main Street.

FISCAL IMPACT: n/a

LEGAL SUFFICIENCY: meets legal sufficiency



SPECIAL EVENT PERMIT APPLICATION

PERMIT NO. 12-291

RECEIVED MAR 27 2012 BY:

Date Received:

City of Tavares 201 E. Main Street Tavares, FL 32778

Phone: (352) 742-6213 Fax: (352) 742-6087

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

Organization: Downtown Restaurants (BDC)

Nature of Event: Classic Car Show

Location (Attach Site Plan): Main St S. Clair Abrams to Joanna

Table with 4 columns: Date, Set-Up Time, Actual Event Times, Take Down Time. Row 1: 5/18/12, 3PM to 5PM, 5PM to 9PM, 9PM to 10PM.

Has this event been held in the past? If so, when was the last event?

Individual Contact for Activity/Event: Rodger Kooser Phone: 954-555-3363

Address: 124 S Joanna Ave Fax: 352-253-2401

E-Mail Address: rodger@centraltygroup.com

Major Sponsor(s): ABS Landing / O'Keefe's Irish Pub

Promoter(s): ABS Landing Phone or Contact #: 954-555-3363

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

- | | Yes | No |
|--|-------------------------------------|-------------------------------------|
| 1. Crowd: Is anticipated crowd size 2,000 or more? Actual anticipated number: _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Streets/Traffic: Will any street(s) or sidewalk(s) be closed? (If yes, provide location on site plan.) Signs, barricades and traffic control plans will be the responsibility of the applicant and will be required in conjunction with City of Tavares Police Department, Department of Transportation and Emergency Services review and approval. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. City Co-Sponsorship: Is City co-sponsorship being requested? If yes, please describe reason(s): <u>Support Only For Street Closures</u>
Organization(s) benefiting from event proceeds: <u>No Proceeds</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Noise: Will there be amplified music or entertainment? If yes, please attach type(s) of entertainment and time(s) of performance(s). <u>Indicate stage location(s) on site plan.</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Fireworks: Is this a public _____ or private _____ display? Applicant must comply with State Law F.S. 791: and NFPA 1123 and obtain any applicable Lake County permit. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Banners, Signs, etc.: Will exterior banners, balloons, signs or other types of advertising techniques be used? Temporary signs may only be placed in accordance with the Sign Ordinance. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7. Alcoholic Beverages: Will alcoholic beverages be sold _____ or consumed _____ on the premises? (If yes, please check one or both.) A copy of the Florida Beverages Commission permit is required at the time of application and prior to event approval.
Permit Holder: _____
Division of Alcoholic Beverages and Tobacco: (407) 245-0785. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Security: Will private security be provided to protect exhibits, equipment or facilities brought on-site for the event? Name of Company: _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Private Property: Does the applicant own the property where the event is to be held? <u>N/A</u>
If not, please attach a letter of permission from the property owner. | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Public Safety: Will Police and Emergency Services Personnel be requested? (Based on responses to questions certain Public Safety personnel may be required i.e., emergency services, fire, etc.) Once staffing needs are determined, applicant will be required to provide copies of its contracts detailing obligated public safety personnel staff necessary to assist with the event. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 11. Tents/Canopies: Will tents or canopies be used? <u>If yes, indicate on site plan the tent size, location and type of surface on which the tent(s) will be installed and intended use of each tent.</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 12. Air Conditioning Units/Power Generators: Will exterior air conditioning units or power generating equipment be operated from vehicles or trailers? <u>If yes, indicate location of equipment on site plan.</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 13. Food/Cooking: Will food be cooked _____ catered _____ on-site during this event? <u>Indicate on site plan the location of vendors and cooking equipment to be used.</u>
(Appropriately rated fire extinguishers required.) The applicant is responsible for obtaining required food permits from the Florida Department of Business and Professional Regulation-Division of Hotel and Restaurant Management- 850-787-1395. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

14. Sanitary Facilities:

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

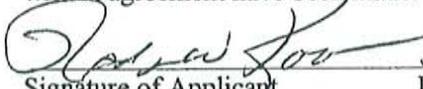
Will additional refuse containers/dumpsters be provided?

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

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

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

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

 3/27/12
Signature of Applicant Date

Comments: _____

City Administrator Date

Comments: _____

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: April 4, 2012**

AGENDA ITEM NO. 16

SUBJECT TITLE: Creation of a “Adopt a Storm Drain Program”

OBJECTIVE: To consider creating an adopt a storm drain program

SUMMARY:

The city's detention/retention ponds play a valuable role in minimizing flooding and protecting the personal property of our residents as well as providing recreational activities. The Stormwater Department is considering the creation of a community involvement program that would enable homeowners to assist in the monitoring of the storm drains in their neighborhoods. Adopt a Storm Drain would be a City wide program that could be key in maintaining a smooth flowing storm drain system; both public and private. The residents would participate in this program by adopting a specific storm drain or catch basin in front of their home or business. Their task would be to keep cans, trash or vegetation from blocking the flow of the water. This would not require them to touch the grates or reach into catch basins, only to keep the top free from debris. If the basin did fill with leaves or grit material that could not be easily cleared, the volunteer would be instructed to call the City for an inspection and removal. There are private drain systems in the City that are owned by various HOA's that would also benefit from an Adopt a Storm Drain program, which would help their own community with potential flooding problems.

The Adopt a Storm Drain Program would include a short training session for the interested volunteer or group, with a visit to their “adopted” storm drain, a review of items to look for, and a standardized check list to complete. After monitoring these volunteers for six months, City staff would award participants with a Tavares T-shirt (one shirt per person). Staff would fund the purchase of the T-shirts with \$500 from the M&O budget. The shirts would be purchased as needed, at cost, from the Prop Shop and would foster community spirit, as well as continue the City's branding initiative.

OPTIONS:

1. **Move to Support creation of a “Adopt a Storm Drain Program”**
2. **Do not move to Support the creation of a “Adopt a Storm Drain Program”**

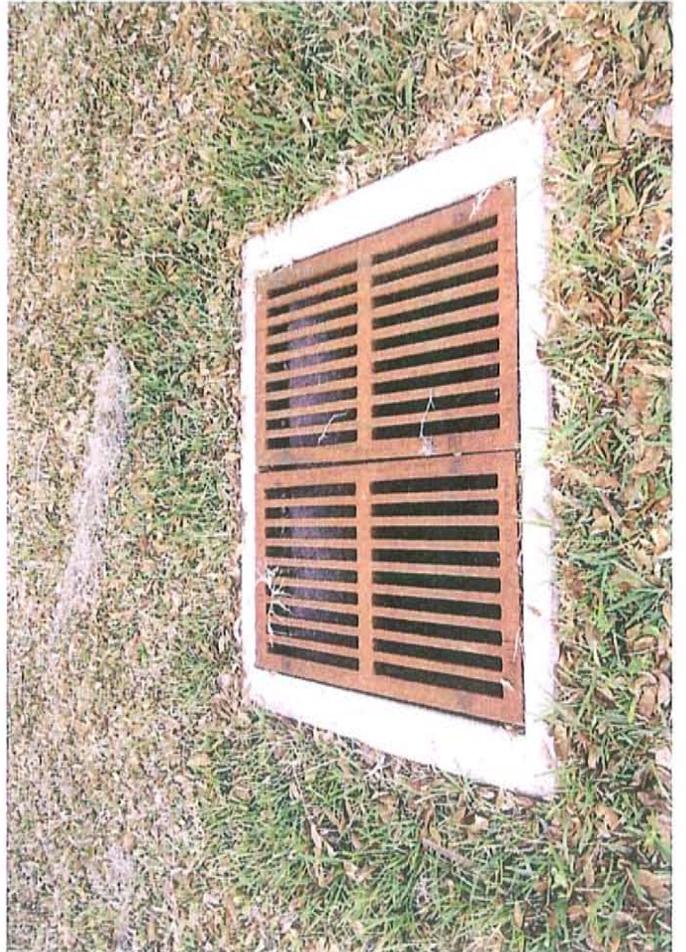
STAFF RECOMMENDATION:

Move to **Support** the creation of a “Adopt a Storm Drain Program”

FISCAL IMPACT:

Funding Source: \$500.00 from FY 11-12 O&M budget

LEGAL SUFFICIENCY: This meets legal sufficiency



**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: April 4, 2012**

AGENDA ITEM NO. 17

SUBJECT TITLE: Request to Approve Work Authorization Amendment with Malcolm Pirnie for Construction Services for Phases 2 & 3

OBJECTIVE: To consider the approval of a contract with Malcolm Pirnie in the amount of \$392,012 to oversee the construction of the Phases 2 & 3 Reclaim Infrastructure Project including the preparation of the bid documents, bidding out the project, coordinating with LEED (Leadership in Energy & Environmental Design) review agency and all utility companies, on site resident engineering, construction management, financial and grant compliance management (“Construction Management Services”).

SUMMARY:

Six (6) years ago the City made application to renew its consumptive use permit to continue the withdrawal of water from the aquifer to supply its city with clean reliable potable water from St. Johns River Water Management District (SJRWMD). A condition of that permit was to develop an alternative water supply management plan which included reclaimed water. A plan was developed and approved by SJRWMD and FDEP which called for a \$17.5 million reclaimed water system throughout the city in four phases as follows:

Phase I: A 5 million gallon storage tank and reclamation facility at the Woodlea Waste Water Plant for reclaimed water and a main distribution trunk line from this new reclamation facility to Hickory Point, and another distribution trunk line along Dead River Road.

Phase II: Wastewater Plant upgrades to include improved treatment capabilities and the addition of an emergency generator for the reclaim pump station, and associated construction.

Phase III: A reclamation and water administration building on the Wastewater Plant site.

Phase IV: Development of reclamation main trunk lines across the Dora Canal to downtown, the CRA, hospital and other areas throughout the city of Tavares.

Phases 2 & 3 have been designed and are ready for bidding and construction. As it relates to the cost of providing “construction management services”, industry guidelines, as approved by FDEP, call for that cost to be in the 10% range of the total project cost. The estimated cost for phases 2&3 is \$5.5 million. At 10% the “Construction Management” fee should be in the \$550,000 range. Staff has spent a considerable amount of time negotiation an efficient scope of services with Malcolm Pirnie in the amount of \$392,012.00 (6.8% of project cost). This amount is included in the approved SRF loan amount from FDEP. SJRWMD will provide approximately \$597,000 in grants towards Phases 2 & 3, and the SRF loan will cover the remaining cost. These amounts were included in the Affordability Evaluation for Utilities Capital Projects, which was presented to, and accepted by, City Council in May 2011. That evaluation determined that the City would be able to repay the loan portion of this project without a change to the existing rate structure.

It should be noted that the city is in the CUP renewal application process and this work will assist greatly in securing a longer term CUP than previously obtained.

This work authorization for Construction Management Services authorizes Malcolm Pirnie to prepare the bid documents, bid out the project, coordinate with LEED review agency and all utility companies, provide on-site resident engineering services, construction management services, and financial and grant compliance management services. The project is estimated to take 12 months in duration.

OPTIONS:

1. **Approve** the contract for Construction Management Services with Malcolm Pirnie in the amount of \$ 392,012.00 for Phase 2 & 3 of the Tavares Reclaim Infrastructure Project.
2. Do **not approve the** contract for Construction Management Services with Malcolm Pirnie in the amount of \$ 392,012.00 for Phase 2 & 3 of the Tavares Reclaim Infrastructure Project.

STAFF RECOMMENDATION:

Move to **Approve** the contract for Construction Management Services with Malcolm Pirnie in the amount of \$392,012.00 for Phase 2 & 3 of the Tavares Reclaim Infrastructure Project.

FISCAL IMPACT:

Funding Source: A \$1.1 million St Johns Water Management Grant along with a \$4.4 million SRF loan. Debt service for the loan portion is programmed to be paid for by the existing rate structure previously approved by City Council. This was demonstrated in the affordability evaluation presented to City Council in May 2011.

LEGAL SUFFICIENCY: Legally Sufficient

Work Authorization for
BIDDING, CONSTRUCTION ADMINISTRATION, FUNDING SERVICES AND
RESIDENT PROJECT REPRESENTATIVE
FOR RECLAIMED WATER MAIN IMPROVEMENTS – PHASES 2 AND 3

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 and Malcolm Pirnie, Inc. Malcolm Pirnie will perform the scope of work described herein to assist the City with Bidding, Construction Administration, Funding Administration, and Resident Project Representative for the Reclaimed Water Main Improvements – Phases 2 and 3.

Project Background

The City is implementing improvements to its existing reclaimed water system, with phase 2 to include the construction of an emergency generator for the reclaimed water pump station and associated construction.

Phase 3 includes construction of single story administration building with approximately 6,800 square feet of building area, in accordance with the current Leadership in Energy and Environmental Design (LEED) Green Building Rating Systems, and a 2,000 square foot Operations and Maintenance Building.

The City requested to have the Malcolm Pirnie perform engineering services and support during the bidding and construction phase.

Phases 2 and 3 will be bid together. The Scope of Services is defined below:

SCOPE OF WORK

Task 1 – Bidding Assistance

- Engineer will attend and participate in the pre-bid conference, record and prepare written responses for issuance to the bidders.
- Distribution of the construction contract documents (drawings and specifications) and addenda to bidders or other interested parties will be the responsibility of the City. The Engineer will provide the City with three (3) full size and four (4) half size bid drawing sets, seven (7) sets of bid specifications and the full bid set in electronic PDF file format on a CD.
- The City will receive and respond to all bidder's request for information (RFI) during the bid period. The Engineer will only respond to those written RFI's on which the City is requesting assistance. The City will then

distribute the Engineer's response on these RFI's to all bidders through addenda.

- Engineer will prepare four (4) full size and six (6) half size (11" X 17") sets of the conformed contract drawings, ten (10) sets of specifications and two (2) CDs with the conformed contract documents for distribution by the City. The City will provide the Contractor with two (2) full size and two (2) half size of conformed drawings and specifications and one (1) CD of the conformed contract documents in PDF format.
- Engineer will review and develop bid tabulation from the bid packages provided from the prospective bidders. The Engineer will review the bid packages and produce a letter of recommendation for award to the apparent lowest and responsive bidder to the City.

Task No. 2 - Construction Administration Services

- The City will be responsible for distribution of the conformed contract documents.
- Engineer will prepare the pre-construction meeting agenda and sign-in sheet and attend the preconstruction meeting. Engineer will prepare the pre-construction meeting minutes and distribute to City and Contractor.
- The Engineer will review and approve shop drawings and product submittals for conformance with the Contract Documents.
- For the purposes of this Scope of Services, it is assumed that the construction phase services will occur over a total period of 360 calendar days, or 330 calendar days from the Notice to Proceed to Substantial Completion and 30 days from Substantial Completion to Final Completion, in accordance with the proposed construction contract between the City and the Contractor.
- Engineer will prepare for, attend, and conduct monthly construction progress meetings. Engineer will prepare and distribute minutes of meetings for review and comments.
- Review and prepare change orders and supporting documentation for changes to the scope of construction work.
- Provide technical assistance to the City during the construction period as required.
- The City will review and approve all pay applications submitted by the Contractor. Engineer will review with recommendation for payments.

- The Engineer will prepare record drawings based on survey information and other field measurements provided by the City and the Contractor. Two signed and sealed sets of the record drawings (22"x34") plus an electronic set in PDF file format and AutoCAD 2009 file format of the record drawings on a CD or DVD will be provided to the City.
- The Engineer will, in conjunction with other City representatives, conduct punch list and final inspections of the in-place work to determine if the work is substantially complete in accordance with the conformed contract documents. These inspections will form the basis for the Engineer's review and recommendation of payment on the Contractor's final pay request.
- At the completion of construction and at the direction of the City, the Engineer will prepare the certificate of completion to Florida Department of Environmental Protection (FDEP) for Phase 2.
- O & M Manual operating protocol update.
- Prepare construction closeout documents and submit to the City with the final pay application.
- The final 100% survey of the construction area, excavation of burrows, relocation of tortoises and the submission of the relocation report to Fish and Wildlife Conservation Commission (FWC) will be performed by subcontractor under the supervision of Malcolm Pirnie's certified Gopher Tortoise Agent.

Task 3 - Funding Support Customer Administrative Services

Malcolm Pirnie will perform the activities necessary to meet the requirements of FDEP, and specifically for SRF Loan funding, to include the following tasks:

- Review SRF Loan Amendments and provide guidance to execute
- Prepare and attend FDEP Site Visits
- Attend prebid meeting and review compliance requirements with FDEP
- Develop a schedule disbursement schedule
- Process and obtain necessary signatures on FDEP Disbursement Requests
- Identification of appropriate federal Department of Labor Wage Determinations
- Weekly Certified Payroll Coordination and Review
- Conduct Labor Interviews and coordinate appropriate steps with Prime Contractor on issues

- Prepare and provide guidance on DOL Additional Job Classifications for Wage Decision
- Provide Guidance regarding USEPA required forms
- Monthly submission of all appropriate reports to FDEP
- Review Contractor's Pay Estimates and provide monthly overview to City. City will review and approve pay applications
- Review Stored Material logs and invoices
- Review and provide overview to City of MBE/WBE Utilization
- Coordinate FDEP bidding documentation with City
- Prepare Approval to Award Document to FDEP to obtain approval of the selected bidder
- Submit all executed contract documentation along with Bonds to FDEP for review and approval
- Review Change Orders and Submit to FDEP to include required documentation
- Prepare and maintain project records as necessary for subsequent audits
- Assist with Closeout Visit and Documentation
- Assist with Audit Management

Schedule

Malcolm Pirnie will perform these activities through the completion of construction, estimated to be a period of 12 months with bidding.

Fee

Malcolm Pirnie will perform the scope of work described above for a fee not-to-exceed \$392,012.00. Compensation will be paid monthly, with invoices based on actual labor and expenses incurred.

Execution

This Work Authorization for **BIDDING, CONSTRUCTION ADMINISTRATION, FUNDING SERVICES AND RESIDENT PROJECT REPRESENTATIVE FOR RECLAIMED WATER MAIN IMPROVEMENTS – PHASES 2 AND 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

Date

Printed Name

Title

CITY OF TAVARES
 RECLAIMED WATER MAIN IMPROVEMENTS - PHASE 2 & 3
 BIDDING, CONSTRUCTION ADMINISTRATION, FUNDING SERVICES AND RESIDENT PROJECT REPRESENTATIVE

Engineering Services Fee Estimate

Task No.	Task Description	Senior Associate	Senior Funding Technician	Senior Project Engineer	Senior Project Scientist	RPR	Project Design Engineer	Senior Technician / CADD	Funding Technician	Clerical	Total hrs	Total Labor	Expenses (Attachment B)	Total Labor Plus Expenses
		\$200.00	\$200.00	\$149.00	\$149.00	\$130.00	\$124.00	\$120.00	\$82.00	\$62.00				
1.0	Bidding Assistance	12	12	70	4	0	80	32	0	18	228	\$30,702.00	\$1,209.00	\$31,911.00
1.1	Pre-Bid Meeting and Preparation of Minutes of Meetings	8	8	16			16			2			\$29.70	
1.2	Preparation and Submittal of Bid Documents			2			4	8		4			\$474.60	
1.3	Bid Opening			8			8						\$26.70	
1.4	Bid Review and Recommendation			8			16							
1.5	Assistance to City with Bidders RFI	4	4	24	4		20	8		4				
1.6	Confirmed Document Preparation			12			16	16		8			\$678.00	
2.0	Construction Administration Services	110	0	416	76	0	476	48	0	82	1208	\$165,176.00	\$4,144.20	\$169,320.20
2.1	Preconstruction Meeting and Preparation of Minutes of Meetings	8		8			16			4			\$29.70	
2.2	Shop Drawing and Data Review			40			60			8				
2.3	Review and Respond RFI/Technical Assistance	8		80	8		40			24				
2.4	Monthly Construction Progress Meetings and Preparation of Minutes of Meetings			120			160			16			\$400.50	
2.5	LEED Oversight	70		60			80			8				
2.6	Preparation and Coordination of Pay Applications and Change Orders	24		48			40						\$3,600.00	
2.7	Gopher Tortoise Exclusion Relocation			16	60		24	40		16			\$30.60	
2.8	Preparation of Record Drawings			4			8	2		1			\$15.00	
2.9	Preparation of FDEP Notification of Completion			4			8	2		1			\$15.00	
2.10	Submit Written Certification of Compliance to FDEP			4			8	2		1			\$15.00	
2.11	Substantial and Final Completion (closeout, punch list)			32	8		32			2			\$53.40	
2.12	Construction Closeout Documents			4			8	4		2				
3.0	Funding Support Customer Administrative Services	0	60	0	0	0	0	0	660	0	720	\$66,120.00	\$2,306.88	\$68,426.88
	See Attachment A		60						660				\$2,306.88	
	SUBTOTAL (Task Nos. 1-3)	122	72	486	80	0	556	80	660	100	2156	\$261,998.00	\$7,660.08	\$269,658.08
	Subconsultants	0	0	0	0	0	0	0	0	0	0	\$122,354.00	\$0.00	\$122,354.00
	Scheda (Gopher Tortoise Relocation)											\$25,000.00		
	EMI Consulting Specialties, Inc.											\$20,000.00		
	Tom Cunningham											\$30,000.00		
	leT Engineering Technologies											\$7,354.00		
	LEED Coordination											\$40,000.00		
	TOTAL (Task Nos. 1-3 and subconsultants)											\$384,352.00	\$7,660.08	\$392,012.00

Attachment A

Standard SRF FY12 (12 Months of Construction) Construction Project - City of Tavares - Reclaimed Phase 2 & 3

	# of item	Hour per	TTL
Amendments (review, process, follow-up)	2	2	4
Funding Agency Visits (1 per year) (prep, visit, post follow-up)	2	24	48
Biddable Plans & Specs (review, process, Agency Approval)	1	6	6
Prebid Meeting (prep and attend)	1	16	16
Bid Opening (review)	1	4	4
Bid Doc Submittal (Checklist, follow-up to rec docs, binder submittal)	1	24	24
Agency Approval (verify approval, process)	1	4	4
Executed Contract Docs/Bonds (follow up to rec docs, certification process, submit)	1	4	4
Notice to Proceed/Award (follow up to receive docs, process, submit)	1	2	2
Preconstruction Meeting (prep with community, prep for meeting, conduct meeting, Davis-Bacon Meeting)	1	24	24
Construction Meetings (prep and attend construction meeting)	9	8	72
Pay Estimates (review, process, provide overview to community)	9	4	36
MBE/WBE (review, check payments to subs, provide monthly log to community)	9	0.5	4.5
Stored Materials (review log, check invoices, paid invoices)	9	1	9
Change Orders/Agency approval (review, update worksheet, submit to agency, follow-up on approval)	4	2	8
Construction Schedule (review, request more info if needed)	9	1	9
Excluded Parties Review (1 prime - 8 subs)	9	1	9
Construction Closeout Docs (closeout checklist, follow up on all required docs, binder, submit)	1	32	32
Engineer/Vendor Agreements/Amendments (review, submit, follow up on approval)	1	4	4
Engineer/Vendor Invo (review, process, provide overview to community)	10	2	20
Engineer Cert of Completion (follow up on type of certification, submit)	1	2	2
Disbursement Request (process, submit for Eng. community signature, submit, follow-up on payment)	10	6	60
Community Accounts review (review Funding accounts on a quarterly basis)	4	2	8
Funding Agency / Community Funding Coordination (2 hours a month)	1	18	18
Audit / Annual (File Audit - MP/Community, provide docs to auditor, Q&A, Review Annual Certs and process and submit)	1	12	12
Audit / Single (File Audit - MP/Community, provide request docs to auditor, Q&A)	1	24	24
Budget Updates (provide updates to community current funding availability quarterly)	2	2	4
			467.5

ARRA

Davis-Bacon (1 prime / 10 subcontractors) (36 weeks X avg 5 payrolls a week = 180 x 1 = 180 hours)	180	1	180
Davis-Bacon (SF1444 X 4)	4	3	12
Labor Interviews (conduct interviews at project site, process interview forms, check against payroll)	9	6	54
			246

Personal Car Mileage = 288 miles round-trip from SAR-Tavares
 2 Trips per month x 288 = 5,184 miles

Attachment B

Task No	Task Description	Mileage Miles	Mileage Cost (\$0.445 / Mile)	Copies (8.5 x 11 pages)	Copies (\$0.15 / page)	Copies (11 x 17 pages)	Copies (\$0.30 / page)	Copies (34 x 22 pages)	Copies (\$0.72 / page)	Mail / FedEx (packages)	Mail / FedEx (\$15.00 / package)	Total
1.0	Bidding Assistance		\$53.40		\$895.50		\$153.00		\$107.10			\$1,209.00
1.1	Pre-Bid Meeting	60	\$26.70	20	\$3.00		\$0.00		\$0.00			\$29.70
1.2	Bid Documents		\$0.00	2450	\$367.50	204	\$61.20	153	\$45.90			\$474.60
1.3	Bid Opening	60	\$26.70		\$0.00		\$0.00		\$0.00			\$26.70
1.6	Conformed Documents		\$0.00	3500	\$525.00	306	\$91.80	204	\$61.20			\$678.00
2.0	Construction Administration Services		\$480.60		\$3.00		\$0.00		\$30.60		\$30.00	\$4,144.20
2.1	Preconstruction Meeting	60	\$26.70	20	\$3.00		\$0.00		\$0.00			\$29.70
2.4	Monthly Construction Meetings	900	\$400.50									\$400.50
2.7	Gopher Tortoise Relocation											\$3,600.00
2.8	Preparation of Record Drawings		\$0.00		\$0.00		\$0.00	102	\$30.60			\$30.60
2.9	Preparation of FDEP Notification of Completion		\$0.00		\$0.00		\$0.00		\$0.00	1	\$15.00	\$15.00
2.10	Submit Written Certification of Compliance to FDEP		\$0.00		\$0.00		\$0.00		\$0.00	1	\$15.00	\$15.00
2.11	Site visit for Substantial and Final Completion	120	\$53.40		\$0.00		\$0.00		\$0.00			\$53.40
3.0	Funding Support Customer Administrative Services		\$2,306.88		\$0.00		\$0.00		\$0.00		\$0.00	\$2,306.88
	Mileage (18 trips total with 288 miles round trip)	5184	\$2,306.88		\$0.00		\$0.00		\$0.00			\$2,306.88
GRAND TOTAL (Tasks 1.0 through 3.0)												\$7,660.08

Note :

Task 1.1
60 miles round trip from Malcolm Pirnie Maitland Office to City of Tavares

Task 1.2
3 full size and 4 half size bid drawing sets
7 sets of specifications
There are 51 pages in each drawing set.
There are approx 350 pages in each spec book

Task 1.6
4 full size and 6 half size conformed set of drawings
10 sets of conformed specifications
There are 51 pages in each drawing set.
There are approx 350 pages in each spec book

Task 2.1
60 miles round trip from Malcolm Pirnie Maitland Office to City of Tavares
180 miles round trip from Malcolm Pirnie Tampa Office to City of Tavares

Task 2.4
60 miles round trip from Malcolm Pirnie Maitland Office to City of Tavares (60 milesx9 months=540 miles total)
180 miles round trip from Malcolm Pirnie Tampa Office to City of Tavares (180 milesx2 times for Aubrey to join=360 miles total)
Total=540+360=900 miles

Task 2.7
3 days of Excavation (\$1,100 for each day)

Task 2.8
2 signed and sealed sets of record drawings (34"x227") \$3,600

Task 2.11
60 miles round trip from Malcolm Pirnie Maitland Office to City of Tavares
two (2) site visits for substantial and final completion

Funding
288 miles round trip from Malcolm Pirnie Sarasota Office to City of Tavares
2 trips per month (2x9 months= 18 trips total) 5,184 miles

**AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: April 4, 2012**

AGENDA TAB NO. 18

SUBJECT TITLE: Appointment to Lake Community Action Agency

OBJECTIVE:

The Lake Community Action Agency has requested that the Mayor designate an official to replace Councilmember Gamble.

SUMMARY:

See attached correspondence from the Executive Director.

OPTIONS:

- 1) Move to approve the recommended appointments by the Mayor
- 2) Do not approve.

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A



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

LAKE COMMUNITY ACTION AGENCY, INC.

"Caring and Sharing"

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

Executive Director:
James H. Lowe, CCAP

March 20, 2012

Board of Directors

Executive Committee:

Dorothy F. Everett,
President

John Christian,
Vice President

Charlotte D. Williams,
Secretary

Deirdre D. Lewis,
Assistant Secretary

Nicie A. Parks,
Treasurer

Leroy Lee,
Parliamentarian

Robert Thielhelm,
Member-at-Large

Members:

Evelyn Black

Freda Mays

Leslie Campione

Sandy Gamble

Michael Holland

Willie Montgomery

Robert Ragin

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

Dear Mayor:

It has come to our attention that Mr. Gamble has resigned from the Council. We take this opportunity to thank you for the invaluable service Council Member Sandy Gamble has contributed to our board.

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

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

Your elected member will be presented as a nominee to the LCAA Board of Directors at the next board meeting – Wednesday, March 28, 2012 at 5:30 p.m. at the main office, 501 N. Bay Street, Eustis.

Please complete and return one of the enclosed forms, if convenient, not later than March 27th.

Thanks in advance for your continued cooperation.

Sincerely,
LAKE COMMUNITY ACTION AGENCY, INC.


James H. Lowe, Executive Director

Programs:

Head Start • Early Headstart • Community Services Block Grant • Weatherization • Emergency Assistance • Summer Food • Shakedown
Low Income Home Energy Assistance • Family Resource Programs • Home Repairs • Mid-Florida Homeless Coalition • Family Self-Sufficiency
Individual Development Account (IDA) • Volunteer Income Tax Assistance (VITA) • Voluntary Pre-Kindergarten (VPK) • Kids Care Coalition

**AGENDA SUMMARY
TAVARES CITY COUNCIL
April 4, 2012**

AGENDA TAB NO. 19

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, April 18, 2012 – 4:00 p.m.
- Code Enforcement Hearing – (no meeting in March) - April 23, 2012 – 5:00 p.m.
- Lake County League of Cities – April 13, 2012 – 11:30 a.m.
- Lake Sumter MPO – April 25, 2012
- Library Board – April 13, 2012 – 8:30 a.m. , Library Conference Room
- Planning & Zoning Board – April 19, 2012 – 3:00 p.m., Council Chambers

EVENTS

- Friday Market – Wooton Park 9 am to 1 pm
- Planes, Trains & BBQ – April 7, 2012
- Dragonboat Festival – April 13-14, 2012
- Seaplane Pilots Fly In – April 21, 2012
- Creed's Cause LCA 5K fundraiser – Wooton Park – 8 am-10:30 am
- Hydro-X tours jet racing – Wooton Park – May 5-6, 2012

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**AGENDA SUMMARY
TAVARES CITY COUNCIL
April 4, 2012**

AGENDA TAB NO. 20

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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