AGENDA
TAVARES CITY COUNCIL

JUNE 19, 2013
4:00 P.M.
TAVARES CITY HALL COUNCIL CHAMBERS

I. CALL TO ORDER

II. INVOCATION & PLEDGE OF ALLEGIANCE

Pastor Brooks Braswell, Umatilla Baptist Church

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF MINUTES

Tab 1) **Minutes of Regular City Council Meeting, May 15, 2013**
Minutes of Regular City Council Meeting, June 5, 2013

V. PROCLAMATIONS/PRESENTATIONS

Tab 2) Certificate of Completion of Advanced Institute for Elected Municipal Officials Presentation to Councilmember Hope — **Mayor Wolfe**

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

VII. READING OF ALL ORDINANCES/RESOLUTIONS

VIII. CONSENT AGENDA

Tab 3) Approval of Contract with New Commercial Boat Tour — **Bill Neron**

Tab 4) Award of Bid for Sidewalk Improvements funded by Lake County CDBG Grant Program — **Chris Thompson**

IX. ORDINANCES/RESOLUTIONS

FIRST READING

SECOND READING

Tab 5) Ordinance #2013 -08 - Annexation – Lake Region Packing & Boardman – County Road 561 & 448 – 5.5 Acres	**Jacques Skutt**
Tab 6) Ordinance #2013-09 - Amendment to Land Development Regulations Chapter 3 regarding Home Occupations	**Jacques Skutt**

RESOLUTIONS

Tab 7) Resolution #2013-07 – Adoption of New City Flag	**Joyce Ross**

X. GENERAL GOVERNMENT

Tab 8) Award of Bid for Uniform Contract	**Chris Thompson**
Tab 9) Setting of Calendar for Fiscal Year 2014 Budget Workshops	**Lori Houghton**
Tab 10) Voting Delegate for Florida League of Cities Annual Conference	**Mayor Wolfe**
Tab 11) Appointments to Florida League of Cities Policy Committees	**John Drury**
Tab 12) Air Quality Remediation at Fire Stations	**Richard Keith**
Tab 13) 2013 City Council Goals for City Administrator	**John Drury**

XI. OLD BUSINESS

XII NEW BUSINESS

XIII. AUDIENCE TO BE HEARD

XIV. REPORTS

Tab 14) City Administrator	**John Drury**
Tab 15) Council Reports	**City Councilmembers**

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

which the appeal is to be based.

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

The Language of Local Government
Definition of Terms

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

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

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

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

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

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

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

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

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

contiguous – Sharing a common boundary.

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

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
May 15, 2013
CITY COUNCIL CHAMBERS
4:00 p.m.

COUNCILMEMBERS PRESENT **ABSENT**

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

STAFF PRESENT

Lori Houghton, Finance Director/Acting City Administrator
Robert Q. Williams, City Attorney
Nancy Barnett, City Clerk
Chris Thompson, Public Works Director
Joyce Ross, Communications Director
Bill Neron, Economic Development Director
Tammey Rogers, Community Services Director
Richard Keith, Fire Department
Jason Paynter, Police Department
Brad Hayes, Utility Director
Lori Tucker, Human Resources Director

I. CALL TO ORDER

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

II. INVOCATION AND PLEDGE OF ALLEGIANCE

Rick Fountain, Pastor, First Baptist Church, gave the invocation and those present recited the pledge of allegiance.

III. APPROVAL OF AGENDA

Ms. Houghton requested to add Item 10A related to finalizing the sale of the water taxis. Attorney Williams noted a resolution will be presented.

MOTION

Kirby Smith moved to approve the agenda with the item requested, seconded by Bob Grenier. The motion carried unanimously 5-0.

IV. APPROVAL OF MINUTES

Mayor Wolfe asked for the following corrections to the minutes of April 17:

Page 5, line 27, change "Vice President Smith" to "Vice Mayor Smith"
Page 7, line 24, change "approved unanimously" to show that the vote was 3-2

MOTION

Norman Hope moved to approve the minutes with corrections as stated, seconded by Bob Grenier. The motion carried unanimously 5-0.

V. PROCLAMATIONS/PRESENTATIONS

VI. QUASI JUDICIAL AND DISCLOSURE OF EXPARTE CONTACTS

Attorney Williams said there are no quasi judicial hearings.

VII READING OF ALL ORDINANCES/RESOLUTIONS

Ms. Barnett read the following ordinances/resolutions by title only:

ORDINANCE 2013- 07

AN ORDINANCE AMENDING ORDINANCE NUMBER 2009-22, and AMENDING ORDINANCE NUMBER 2012-10 PERTAINING TO SECTION 17-54 OF THE CITY OF TAVARES LAND DEVELOPMENT REGULATIONS FOR RECLAIMED WATER RATES; INCREASING THE CAPACITY LIMITS FOR PROVIDING RATE AGREEMENTS FOR AGRICULTURE USES AND PROVIDING FOR AN EFFECTIVE DATE.

RESOLUTION 2013-04

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

RESOLUTION 2013-05

A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, RELATING TO THE STATE REVOLVING FUND LOAN PROGRAM; MAKING FINDINGS; AUTHORIZING THE LOAN APPLICATION(S) FOR WASTEWATER IMPROVEMENTS IN THE DOWNTOWN CRA; AUTHORIZING THE LOAN AGREEMENT(S); ESTABLISHING PLEDGED REVENUES; DESIGNATING AUTHORIZED REPRESENTATIVES; PROVIDING ASSURANCE; PROVIDING

FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.

RESOLUTION 2013-06

A RESOLUTION OF THE CITY OF TAVARES SUPPORTING THE LAKE COUNTY BOARD OF COUNTY COMMISSIONERS IN THE RENEWAL OF SIX CENTS OF LOCAL OPTION FUEL TAX FOR THE CONTINUING OPERATIONS OF LAKE COUNTY PUBLIC WORKS, INCLUDING MAINTENANCE AND PERSONNEL COSTS

RESOLUTION 2013 – 10

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA, AUTHORIZING THE SALE OF TWO WATER TAXIS TO CORCAT HOLDINGS, LLC.

VIII. CONSENT AGENDA

Mayor Wolfe asked if anyone in the audience wished to oppose any item on the Consent Agenda.

MOTION

Bob Grenier moved to approve the Consent Agenda [Tab 2 – Extension of License Agreement with Lake County for Use of 70 Acres on Frankie's Road by Animal Control Services; Tab 3 – Priority Transportation Projects for MPO; Tab 4 – Request to Issue RFP for Affirmative Action Study; Tab 5 – Approval of Amendment 3 of the State Revolving Loan Fund Agreement for Reclaimed Water – Final Amendment; and Tab 6 – Update on Progress of Implementing City's Vision]. The motion was seconded by Kirby Smith. The motion carried unanimously 5-0.

IX ORDINANCES/RESOLUTIONS

Tab 7) – Ordinance #2013-07 – Amendment for Agricultural Water Rate

Ms. Houghton reported this ordinance will amend Ordinance 2012-10 that allowed for agricultural special rate agreements up to a capacity of 10% of the reclaimed plant capacity. This request is to allow staff to increase and negotiate current contracts up to 20% of capacity. She noted Council will always be given the agreement to review and approve.

MOTION

Kirby Smith moved to approve Ordinance #2013-07 for amendment to the agricultural water rate, seconded by Norman Hope. The motion carried unanimously 5-0.

Tab 4) Resolution #2013-04 – State Revolving Loan Application for Water

Ms. Houghton stated Tab 5 – Resolution #2013-05 is the same as Resolution #2013-04 except for wastewater and has a different dollar amount. She noted that the legal opinion has been provided and reflects the updated amounts. This item is to consider the approval of an FDEP loan application with the SRF fund. The loan rate will be 2.25% and will fund downtown CRA water improvements. She discussed the historical time line on the project and the change in funding from USDA to FDEP.

Ms. Houghton stated that Option 1 is to consider approval of both resolutions and the execution of the loan regarding Resolution #2013-04 in the amount of $7,413,520 for water and Resolution #2013-05 - $5,671,351 for the sewer portion from the State of Florida Department of Environmental Protection Revolving Loan Fund to fund the water/wastewater improvements in the CRA. Option 2 is to not approve.

MOTION

Lori Pfister moved to approve Resolution #2013-04 and Resolution #2013-05, seconded by Bob Grenier. The motion carried unanimously 5-0.

Tab 10) Resolution #2013-06 – Renewal of Six Cents Fuel Tax

Ms. Houghton said this is a follow up to Council's previous discussion concerning the gas tax that is up for renewal. This resolution will support the Lake County renewal of the local option 6 cents fuel tax for road maintenance. Council had requested the Mayor to forward a letter to the County recommending that the county hold public meetings on renewal of the fuel tax. The letter was sent and has been provided in the agenda summary.

Recently the Lake County MPO requested that each governing body vote on supporting the renewal of the local option tax. The distribution of the tax among the cities has not been set. This resolution does not address the distribution. Ms. Houghton noted that $300,000 has come to Tavares in the past from the 6 cents gas tax. This funds and offsets the street lights and traffic lights which comes to $300,000. This revenue source can be used for road and right of way maintenance, road repairs, etc. that are related to transportation expenditures.

Attorney Williams said the distribution is based on a formula. Mr. Neron said the County Commission has indicated they intend to keep their percentage (about 66%) the same and it will be up to the cities to meet and agree on the distribution formula. Attorney Williams said he believed the formula was based on population.

MOTION

Kirby Smith moved to support Resolution #2013-06 for supporting the Lake County Board of County Commissioners to renew the 6 cents fuel tax, seconded by Norman Hope.

Councilmember Grenier asked if this committed the County to approving the fuel tax and the percentage. Attorney Williams said he believed the County wanted to ensure that the cities are in agreement with approving the tax. Councilmember Hope concurred that that was the discussion held at the last MPO meeting.

Vice Mayor Smith stated that this will not be adding a new tax but continuance of the current 6 cents fuel tax. He said if the tax revenue is not available it would require a millage increase.

Ms. Houghton noted this tax has been in place for 20 years since 1994.

The motion was approved unanimously 5-0.

Tab 10A – Resolution #2013-10 – Sale of Water Taxis

Attorney Williams said the city has a signed contract regarding the sale of the water taxis for $75,000. The city has contracted with a marine documentation company who has prepared the documents which were signed by the City Administrator. One of the documents required is a resolution authorizing this sale which has been prepared by Ms. Barnett.

MOTION

Norman Hope moved to approve Resolution #2013-10, seconded by Kirby Smith. The motion carried unanimously 5-0.

Tab 11) Review of the Flag Design for the City of Tavares

Ms. Ross noted that Council had previously received a presentation from the Tavares Historical Society concerning the adoption of a new city flag. At the end of the Council's discussion, staff was asked to bring back three flag designs for further consideration: the city logo only, the logo with the railroad tracks crossed, and a logo with railroad tracks running along the bottom of the flag. She noted that staff has provided the three options and put them on three different backgrounds—white, blue, and a gradient background.

In addition, Ms. Ross said a "good flag/bad flag" dissertation has been provided published by the North American Vexillogical Association who has provided five basic principles of flag design. She noted she had also provided a fourth sample flag that would reflect those principles.

Ms. Ross noted that should Council move forward with adopting the flag, staff will return with an adopting resolution and a licensing agreement if Council wishes to allow the Historical Society to sell the flags.

Mayor Wolfe invited public comment.

Brenda Smith, Tavares Historical Society

Ms. Smith said the Society had spent several weeks developing a design and had chosen to include train tracks because Tavares was the railroad hub of the state. She noted at the last meeting the design seemed to be too busy so that by taking out two of the tracks with the crossbars it looks better. She said they considered the five basic rules in the design. She said she hoped that Council would consider the flag that reflects the train's history that also includes the city's logo with the seaplane.

Council Discussion

Councilmember Grenier asked if Council wished to decide today or just intended to have a discussion.

Mayor Wolfe said the item was on the agenda to make a decision.

Councilmember Hope said he liked the flag that is simple with just the America's Seaplane City with the white background.

Mayor Wolfe said he agreed with Councilmember Hope and preferred the white background so it did not take away from the American flag.

Vice Mayor Smith asked how the decision would impact the flags being sold from the prop shop. Ms. Ross responded that once a decision is made it should be one look or one color. She said a logo design is different because a logo is used in different scenarios and requires two or three types of logo colors.

Councilmember Grenier said he preferred the flag with the train tracks. Vice Mayor Smith said he agreed with Councilmember Grenier but he was flexible.

Councilmember Hope noted there are different opinions and it may be difficult to come to a consensus. Councilmember Pfister said the white background with the city logo was her second choice over the flag with the railroad tracks.

Mayor Wolfe said he appreciated the input but he was not flexible on the white background with the blue lettering and the gray seaplane.

MOTION

Norman Hope moved to accept the white background with the logo of Tavares which is the city's brand for the flag.

There was no second and the motion failed.

MOTION

Lori Pfister moved to choose the blue background and white letters [city logo], one color, which will be cheaper to produce, and will pop out, and will match the American flag, seconded by Kirby Smith.

Mayor Wolfe said he believed it was too overbearing.

The motion failed 3-2 as follows:

Robert Wolfe	**No**
Lori Pfister	**Yes**

Norman Hope	**No**
Kirby Smith	**Yes**
Bob Grenier	**No**

Mayor Wolfe passed the gavel to Vice Mayor Smith.

MOTION

Robert Wolfe moved to approve the white flag with the blue lettering and grey seaplane, seconded by Norman Hope.

The motion failed 3-2 as follows:

Robert Wolfe	**Yes**
Lori Pfister	**No**
Norman Hope	**Yes**
Kirby Smith	**No**
Bob Grenier	**No**

Vice Mayor Smith passed the gavel back to the Mayor.

Ms. Ross said that the City Administrator had suggested that if Council wished to defer voting on this matter there is no rush and Council could take more time to consider the issue.

Vice Mayor Smith said the other possibility to send the two choices out to the public for a vote.

Councilmember Grenier said there is still a third choice with the railroad tracks.

MOTION

Kirby Smith moved to take the Tavares logo with white background, the Tavares logo with blue background, and the Tavares logo with railroad crossings, have the Public Relations Director do a blitz and have people come into City Hall to vote, or on line, and the majority vote win, for a period of sixty days, seconded by Bob Grenier.

Councilmember Hope noted there appeared to be consensus to have a vote on the two logo flags but Council should possibly vote on whether or not to include the third flag in the vote by the public.

Attorney Williams summarized that Vice Mayor Smith's motion was to include all three flags and submit to some sort of straw ballot of public opinion. He said staff would have to come up with a plan and bring that back to Council.

Mayor Wolfe noted the public had already approved the new brand through the visioning process and for many years prior there had been an opportunity to bring forward a flag with railroad tracks.

Councilmember Grenier noted the Historic Society had also contributed to the visioning process and ensured the theme of historic foundation had been included in that process.

Attorney Williams said the motion should be amended to include direction to staff to return with a voting plan. Vice Mayor Smith approved the amendment, seconded by Councilmember Grenier.

The motion failed 3-2 as follows:

Robert Wolfe	**No**
Lori Pfister	**No**
Norman Hope	**No**
Kirby Smith	**Yes**
Bob Grenier	**Yes**

MOTION

Lori Pfister moved to choose the white flag [with city logo], seconded by Norman Hope. The motion carried 3-2 as follows:

Robert Wolfe	**Yes**
Lori Pfister	**Yes**
Norman Hope	**Yes**
Kirby Smith	**No**
Bob Grenier	**No**

X. GENERAL GOVERNMENT

Tab 12) Request for Construction of Monument, Plaques for Train Depot and Name of Train Depot

Ms. Barnett stated the purpose of this item is to determine a name for the train station that the city has replicated, to approve the construction of the monument and to authorize the purchase of the plaques. She noted that she had received a lower price on the plaques and would now be requesting $2,283 instead of $2400.

Ms. Barnett stated the historical replication of the train station is based on the original train station built in approximately 1888. The station which stood at Disston and Main Street was across from the Opera House owned by Major St. Clair Abrams, the city's founder. She noted Tavares has a long railroad history with five or six lines serving Tavares at one time and along with that history has come more than one train station. She then read from a list of names that have been used in the past when referring to the train station:

Tavares Railroad Depot
Tavares Train Station
Tavares Train Depot
Historic Train Station
Historic Train Depot

The Train Depot
The Depot
Atlantic Coast Line Railroad Station
ACL Railroad Station
Seaboard Railroad Station
Florida Southern Railroad Station
Tavares, Eustis, & Gulf Depot

Ms. Barnett stated the Tavares Historical Society was asked if they wished to recommend a name and have recommended "Tavares Train Station."

Ms. Barnett stated there are three components to the agenda item. Mayor Wolfe asked that Ms. Barnett present all three items and then would request a vote on each item.

Ms. Barnett said the next item is the monument noting Mayor Wolfe has offered to donate his labor to construct the monument (along with providing the left over bricks from the Lake Building), as well as Vice Mayor Smith and Mr. Dolan who have also donated their services. There will be two plaques mounted on a slab of granite. One plaque will honor the city officials and staff and contractors involved with the project. The other plaque will contain language giving a history of the train station which has been reviewed by both Councilmember Grenier and the Historic Society. The third plaque will honor the Mayor, Vice Mayor Smith and Jim Dolan for constructing the monument. She said she had provided a sample of the Historic Train Station text that will go on the plaque. She said the new price on the plaque will mean that it will require some editing so that both plaques can be the same size.

In summary, Ms. Barnett noted the recommendation is that Council discuss and vote on a name for the station, consider the approval of the donation of labor by the Mayor and Vice Mayor and Mr. Dolan and move to authorize the purchase of the plaques at the estimated price of $2,283 from General Reserves.

Ms. Barnett noted there are people in attendance who can answer questions.

<u>Brenda Smith, Tavares Historical Society</u>

Ms. Smith stated the Society had reviewed the various names and had voted to "Tavares Train Station."

Ms. Smith stated that the Society has a newspaper clipping saying that the station survived the fire of 1888 so it was built around 1882. Councilmember Grenier said it was built by the Sanford and Lake Eustis Railroad which would be closer to 1888. Mayor Wolfe asked if it was fair to say the train station was built in the mid 1880's. Discussion followed on the date.

Councilmember Grenier said he had discussed this issue with the railroad historic society and they have said the city would be safe saying "circa 1888." Discussion followed on the meaning of "circa." Councilmember Grenier suggested that circa implies about three years in each direction.

Ms. Barnett stated she had recommended 1888 as that seemed a date most people were comfortable with.

MOTION

Lori Pfister moved to name the station the "Tavares Train Station", seconded by Norman Hope. The motion carried unanimously 5-0.

Ms. Barnett asked for clarification on the date. Mayor Wolfe stated the date would be resolved when the plaque is discussed and voted on.

Councilmember Grenier said the first railroad did not come to Tavares until 1885 and at the Peninsular Hotel Major St. Clair Abrams had a party to celebrate the train coming from Leesburg so it could not have been 1882.

Mayor Wolfe asked if everyone was clear on 1888 for the plaque.

Councilmember Pfister said she would rather give the Historical Society a few more days to research the date as she would like more factual information such as from a newspaper.

Ms. Smith said the Historical Society will agree with "circa 1888."

Vice Mayor Smith said he is not comfortable with taking the costs from reserves and suggested taking the monies from the sale of the water taxis. Councilmember Hope agreed.

MOTION

Kirby Smith moved to approve the plaques and the funding source from the sale of the boats going into the CRA fund, seconded by Norman Hope.

The motion carried unanimously 5-0.

Mayor Wolfe noted that in the monument will be a time capsule behind the plaque. He asked every department head and councilmember and the Historic Society to suggest something to put in the time capsule. He said the size of the capsule will mean that it should mostly be paperwork. He asked for suggestions of a time to open the time capsule. He said he hoped the time capsule would be opened and then re-installed for another 50 to 100 years. Discussion followed with consensus for 50 years.

MOTION

Norman Hope moved that the time capsule be opened in 50 years, seconded by Bob Grenier.

Vice Mayor Smith said he would also like instructions included in the capsule that the next City Council open the time capsule, add their information, and then re-open it in another 50 years.

The motion carried unanimously 5-0.

Ms. Houghton asked Council to vote on the donation of the Mayor and Vice Mayor's time in building the monument for clarification.

MOTION

Lori Pfister moved to install a plaque that will commemorate who donated their time seconded Kirby Smith. The motion carried unanimously 5-0.

XI. OLD BUSINESS

XII. NEW BUSINESS

XIII. AUDIENCE TO BE HEARD

None.

XIV. REPORTS

Tab 14) Acting City Administrator

Ms. Houghton noted there was a list of upcoming meetings in the agenda packet.

Economic Development

Mr. Neron noted the official de-naming ceremony of the water taxis had been held earlier that day.

He reminded everyone of the Welcome Home Viet Nam Vets parade on Saturday starting at 10:00 am.

Public Communications

Ms. Ross said the article on visioning approved under Consent will be in the July newsletter.

Human Resources

Ms. Tucker invited Council to attend the staff picnic this coming Friday from 11:30 to 1:30 pm at Wooton Park.

City Attorney

Attorney Williams noted that the legislature has changed the law regarding the public's right to speak and effective October 1st, the law says that citizens have the right to be heard on every topic that comes up that is voted upon. He said he and Ms. Barnett will provide further information and will work on developing a procedure.

Attorney Williams noted that the legislature has changed the law regarding the public's right to speak and effective October 1st, the law says that citizens have the right to be heard on every topic that comes up that is voted upon. He said he and Ms. Barnett will provide further information and will work on developing a procedure.

Tab 15) City Council

Councilmember Pfister

No report.

Councilmember Grenier

- Noted that his parents, Mary and Bob Grenier, were married on this day 59 years ago

Councilmember Hope

- Discussed the successful Seaplane Fly In. Noted that the pilots were appreciative of the City for providing this event
- Commended Mr. Neron for the event's success
- Commended Mr. Drury on his role as "ramp boss" at the seaplane event

Vice Mayor Smith

- Stated the Seaplane Fly In was a phenomenal event

Mayor Wolfe

- Commended Ms. Farrell on the Seaplane Fly In, noting she had done a great job putting the event together and said the pilots had very positive comments

Adjournment

There was no further business and the meeting was adjourned at 5:11 p.m.

Respectfully submitted,

Nancy A. Barnett

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

CITY OF TAVARES
MINUTES OF REGULAR COUNCIL MEETING
June 5, 2013
CITY COUNCIL CHAMBERS
4:00 p.m.

COUNCILMEMBERS PRESENT

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

ABSENT

Norman Hope, Councilmember

STAFF PRESENT

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

I. CALL TO ORDER

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

II. INVOCATION AND PLEDGE OF ALLEGIANCE

Tom Cavanaugh, First Baptist Church of Mt. Dora, gave the invocation and those present recited the pledge of allegiance.

III. APPROVAL OF AGENDA

Mayor Wolfe asked to pull Tab 2, recognition of Councilmember Hope, since he is not able to be in attendance.

Vice Mayor Smith asked to pull Tab 4, Bass Federation Fishing Tournament, for clarification.

MOTION

Kirby Smith moved to approve the agenda with said changes, seconded by Bob Grenier. The motion carried unanimously 4-0.

IV. APPROVAL OF MINUTES

Kirby Smith moved to approve the minutes of May 1, 2013, seconded by Bob Grenier. The motion carried unanimously 4-0.

V. PROCLAMATIONS/PRESENTATIONS

Tab 3) Wooton Park Aquatic Plant Removal Presentation

Mr. Neron reported that the city has received its permits to clean up and enhance the shoreline at Wooton Park both in the current site as well as the expansion property. He recognized Elaine Imbruglia of Modica & Associates who is the environmental consultant on the expansion project.

Ms. Imbruglia advised that the Florida Fish and Wildlife Conservation Commission has issued an aquatic plant control permit. This permit allows the city to clean up the shoreline and authorizes vegetation removal, native and exotic in certain areas (shown on a map at the meeting). Those areas are referred to as "access corridors" in the permits. Other areas can be cleared of nuisance vegetation such as cattails, etc. The city is also allowed to de-muck the shoreline while the cleanup activities are ongoing.

Mr. Neron noted the blue areas in the maps are "building blocks" and the authorization is for so much of the area to be cleaned up. Mr. Neron stated that staff recommends acceptance of the permit and to direct staff to prepare a request for proposals and go out for bid for the cleanup work and mitigation if required. Mr. Drury noted the bid results will come back to Council.

Mayor Wolfe asked for clarification that a certain percentage that can be cleared up. Mr. Neron confirmed and said some modifications in the plan will be made around the boat docks.

Vice Mayor Smith asked about the exotic plants and was it below the water line. Ms. Imbruglia said the eelgrass is below the water line.

MOTION

Lori Pfister moved to accept the permit and direct staff to prepare a request for proposals for the cleanup work and mitigation if required, seconded by Kirby Smith. The motion carried unanimously 4-0.

VI. QUASI JUDICIAL AND DISCLOSURE OF EXPARTE CONTACTS

Attorney Williams said there are no quasi judicial hearings.

VII READING OF ALL ORDINANCES/RESOLUTIONS

Ms. Barnett read the following ordinances by title only under First Reading:

ORDINANCE 2013-08

AN ORDINANCE OF THE CITY OF TAVARES AMENDING THE BOUNDARIES OF THE CITY BY ANNEXING APPROXIMATELY 5.5 ACRES OF LAND LOCATED ON THE NORTHEAST CORNER OF COUNTY ROADS 561 & 448; SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 2013-09

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA AMENDING THE LAND DEVELOPMENT REGULATIONS BY AMENDING CHAPTER 3, SECTION 2, DEFINITION FOR HOME OCCUPATION AND CHAPTER 8, SECTION-12(E), HOME OCCUPATIONS, TO ALLOW THE LIMITED SALE OF MERCHANDISE AND SERVICES IN A MANNER CONSISTENT WITH THE REGULATIONS SPECIFIED IN THIS SECTION; SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING AN EFFECTIVE DATE.

Mayor Wolfe noted ordinances under First Reading will be discussed at the next regular meeting on June 19.

VIII. CONSENT AGENDA

Mayor Wolfe asked if anyone in the audience wished to oppose any item on the Consent Agenda.

MOTION

Bob Grenier moved to approve the Consent Agenda, Tab 5 – Interlocal Agreement with Lake County for Fire Assessment on County Buildings, seconded by Kirby Smith. The motion carried unanimously 4-0.

Tab 4) Bass Federation National Fishing Tournament

Vice Mayor Smith stated he had discussed the event with Mr. Neron. He said the $3,000 for the event sponsorship and anticipated $1,000 is an add-on in case the City could not get the hotel rooms on a complimentary basis. The total cost will not exceed $4,000 and it is already budgeted.

MOTION

Kirby Smith moved to approve Tab 4 – Florida Bass Federation National Fishing Tournament on September 14-15, 2013, seconded by Lori Pfister. The motion carried unanimously 4-0.

IX ORDINANCES/RESOLUTIONS

Tab 6 and Tab 7 – Ordinances #2013-08 and #2013-09 read for first reading only.

X. GENERAL GOVERNMENT

Tab 8) Appointments to Planning & Zoning Board

Mayor Wolfe requested that Council ratify the reappointments of Martha Wilkins, Robert Sheppard, Doris Ragan, and Linda Clutts to the Library Board.

Consensus by Council to ratify these appointments.

Mayor Wolfe requested to reappoint John Adams and Norb Thomas to the Planning & Zoning Board, and Howard Haynes as a new appointment to the Board. He noted there will still be one vacancy on the Planning & Zoning Board.

Mr. Drury stated that anyone in the audience who wishes to apply should contact the City Clerk on the second floor. Mayor Wolfe asked Ms. Barnett if the applicants need to be residents and Ms. Barnett confirmed.

Consensus to ratify the appointments to the Planning & Zoning Board.

Tab 9) Award of Bid for the CRA Utility Infrastructure Upgrade Construction Project

Mr. Hayes said this is a request to award the bid to Dallas 1 Construction & Development in the amount of $10,535,145.

Mr. Hayes stated the city solicited the bids in January and they were opened March 21st with four contractors submitting bids. The lowest bidder was Dallas 1 Corporation. The engineer reviewed all the bids and information on their work for other municipalities was researched. Council approved Resolution 2013-04 and 2013-05 to authorize the execution of a loan to cover the improvements from the SRF to fund the projects. He noted the funding has been approved by the state.

Mr. Drury noted the city has been working on this project for four years and the cost is about two million less than the engineer's original estimate.

Vice Mayor Smith asked when the project will start. Mr. Hayes said the contractor will have a year to complete the job.

MOTION

Bob Grenier moved to approve the staff recommendation to award the bid to Dallas 1 for the CRA water/wastewater improvements, seconded by Lori Pfister. The motion carried unanimously 4-0.

Tab 10) Reclaim Water Agreement for Agricultural Use with Cornelius Caldwell Citrus Grove

Mr. Hayes reported that this agreement is for agricultural use for a large orange grove next to the Woodlea Plant. The agreement will be to provide the owner with up to 20% of the plant capacity. Mr. Caldwell has agreed to pay 30 cents per 1000 gallons of reclaim water which is consistent with the contract currently in place with the other orange grower.

MOTION

Lori Pfister moved to approve the agreement with Cornelius Caldwell Citrus Grove, seconded by Bob Grenier. The motion carried unanimously 4-0.

Tab 11) Annual Evaluation of the City Administrator

Mayor Wolfe stated that the written evaluations reflected that Mr. Drury had met or exceeded all of the councilmembers' expectations. He said he would be willing to negotiate a pay adjustment with Mr. Drury.

Vice Mayor Smith

- Rated Mr. Drury on "exceeding expectations" for his strategic leadership and his interaction with the citizens. He recommended a compensation adjustment.

Councilmember Grenier

- Noted that he has high expectations of Mr. Drury and therefore had rated him in several areas as "meets expectations". He said the areas where he excels are his integrity, his dignity and respect to the city, citizens, and staff. He said he would be recommending compensation adjustment for not only what he has done but also for his strong character.

Councilmember Pfister

- Noted in the past she has rated Mr. Drury as "met expectations" and had explained it in terms of his compensation package. She said this is the first time she had rated him on everything as "exceeds expectations." She said the reason is that he has been here seven years without a fault and everything has gone as planned. She recommended a compensation adjustment.

Mayor Wolfe

- Stated that Mr. Drury has done an outstanding job. He leads by example; his staff does an outstanding job and they have a positive attitude due to his leadership.

Vice Mayor Smith said he would like to set a compensation goal to be worked into the budget.

MOTION

Kirby Smith moved to give the City Administrator a 2% compensation adjustment, seconded by Lori Pfister. The motion carried unanimously 4-0.

Mayor Wolfe asked if Council wished to discuss goals. He recommended that this item be moved to the next Council Meeting so that Councilmember Hope can be present.

Mr. Drury noted there are 17 goals from last year and Council has asked that for those that are not complete, that they continue to be worked on. This information was provided in the agenda packet. The other goals for consideration are the following:

1) Work on 2013 goals that are not completed
2) Plan out SR 19 and 561
3) Maintain the historical integrity of the city
4) Pursue the establishment of more retail businesses in the downtown
5) Pursue a downtown community theater
6) Re-institute the façade program in the CRA
7) Plan out Old 441 corridor eastward towards Mt.Dora
8) Approach the School Board to have them contribute their fair share towards fire protection costs
9) Apply for TDC funding for the pavilion seaplane boat dock
10) Implement the hard scape portion of branding (signs)

XI. OLD BUSINESS

Councilmember Grenier asked for an update on the alleyways and how it relates to the one way pairing.

Mr. Drury stated this year two alleyways were completed in the downtown area. In terms of the future there are two projects that will be coming back to Council. One is the Alfred Street project. Two bid alternates were done—one on doing every alleyway that touches those two streets; the second project is the finalization of the upcoming budget. There will be some more alleyways in the budget and discussion will need to be held on whether they can be done next year or need to be put off for another year.

Mr. Thompson said the city has done the Lake Region alleyway and the other is the Pioneer Alleyway. He noted the one way pairing project will consist of seven a half blocks of alleyways. He noted in the five year capital improvement plan monies are included for additional alleyways.

Councilmember Grenier asked how many are left to do. Mr. Thompson said there are probably 8 or 9 if the one way pairing is approved.

XII. NEW BUSINESS

XIII. AUDIENCE TO BE HEARD - None

XIV. REPORTS

Tab 14) City Administrator

Mr. Drury noted there was a list of upcoming meetings in the agenda packet. He pointed out the meeting with State Representative Bryan Nelson that will be held June 13th at Mt. Dora.

Economic Development

Mr. Neron stated the Jet Ski event last weekend went well and there will be additional jet ski races this coming weekend.

Human Resources

Ms. Tucker thanked Council for attending the employee Picnic in the Park event.

Tab 15) City Council

Councilmember Pfister

Councilmember Grenier

- Commended Chief Keith on his talk at the Memorial Day Service
- This week in 1880 Major St. Clair Abrams purchased his first parcel of land to create Tavares
- This week in 1981 there was the first of two Doris Ragan Days proclaimed by the Mayor
- The L Train was built in Chicago in 1892.

Vice Mayor Smith

- Noted this day in 2004 President Ronald Reagan died
- Commended Mr. Neron and Ms. Farrell on the Jet Ski Races last weekend
- Encouraged the public to apply for the Planning & Zoning Board vacancy

Mayor Wolfe

- Noted the Caddell family has sent an invitation regarding their son Spencer Paul Caddell who is being commissioned into the United States Marine Corp on Saturday at 7:00 in front of the Freedom Flag. Their son is a grandson of former Mayor Dr. Glenn.

Adjournment

There was no further business and the meeting was adjourned at 4:43 p.m.

Respectfully submitted,

Nancy A. Barnett

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

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TAVARES

America's Seaplane City™

AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: June 19, 2013

AGENDA TAB NO. 2

SUBJECT TITLE: Presentation to Councilmember Hope for Certificate of Completion of Advanced Institute for Elected Municipal Officials

OBJECTIVE:

Mayor Wolfe will present the Certificate of Completion to Councilmember Hope.

SUMMARY:

Councilmember Hope recently completed the 2013 Advanced Institute for Elected Municipal Officials held April 26-27 in Altamonte Springs, sponsored by the Florida League of Cities.

OPTIONS:

n/a

STAFF RECOMMENDATION:

n/a

FISCAL IMPACT:

n/a

LEGAL SUFFICIENCY:

Legally sufficient.

301 South Bronough Street • Suite 300 • P.O. Box 1757 • Tallahassee, FL 32302-1757 • (850) 222-9684 • Fax (850) 222-3806 • www.floridaleagueofcities.com

May 9, 2013

Ms. Nancy Barnett
City Clerk, City of Tavares
201 E. Main Street
Tavares, FL 32778

Dear Ms. Barnett:

Enclosed is a Certificate or Certificates of Completion to be awarded to the Elected Officials of the City of Tavares for completion of the 2013 Advanced Institute for Elected Municipal Officials held April 26-27, 2013 in Altamonte Springs, Florida.

We ask that the Certificate be presented as an agenda item for your next council meeting and be formally recorded in the minutes. We believe the importance of completing the Advanced Institute for Elected Municipal Officials training should be known to key officials and your community.

Thank you so much for your cooperation on this. If you have any questions, please don't hesitate to call me at (850) 701-3619.

Sincerely,

Gail Dennard
Membership Development
Florida League of Cities

Enclosure

President **Manny Maroño,** Mayor, Sweetwater
First Vice President **P.C. Wu,** Council President, Pensacola • Second Vice President **Lori C. Moseley,** Mayor, Miramar
Executive Director **Michael Sittig** • General Counsel **Harry Morrison, Jr.**

AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: June 19, 2013

AGENDA TAB NO: 3

SUBJECT TITLE: Approval of Contract with New Commercial Boat Tour Operator

OBJECTIVE:

To have City Council approve for the attached contract with Rusty Anchor, Inc. to provide commercial boat tour operations at the Tavares Seaplane Base & Marina at Wooton Park.

SUMMARY

At its meeting held March 3, 2010, the City Council approved a business plan for the City to operate the Seaplane Base & Marina, Splash Park and related facilities at Wooton Park.

The business plan called for the City to contract with private operators to offer selected aviation and marine related services to the public.

Rusty Anchor Inc., through its President R. Scott Alderman, has approached the City about offering commercial boat tours using the facilities of the Tavares Seaplane Base & Marina.

The attached contract reflects the proposed contract with Rusty Anchor, Inc. and is similar in scope and provisions of the City's contract with Barratt Scanes LLC. Since the services offered by Barratt Scanes LLC have been limited in frequency, staff does not see a conflict with a second boat tour operator providing services at the Tavares Seaplane Base & Marina.

OPTIONS:

1. To approve the attached contract with Rusty Anchor, Inc. to provide boat tour operations at the Tavares Seaplane Base & Marina.

2. To not approve the attached contract.

STAFF RECOMMENDATION:

Staff recommends that the Council moves to approve the attached contract with Rusty Anchor, Inc. to provide commercial boat tour operations at the Tavares Seaplane Base & Marina.

FISCAL IMPACT:

Rusty Anchor, Inc. will pay the City $10.00 per tour operating out of the Seaplane Base & Marina throughout the term of the Agreement.

LEGAL CONSIDERATIONS:

The contract has been reviewed by the City Attorney.

AGREEMENT

THIS AGREEMENT made this _____day of June 2013, between the City of Tavares, Florida (hereinafter referred to as "the City") and Rusty Anchor, Inc., (hereinafter referred to as "Vendor").

RECITALS

1. The City desires to enter into an agreement with Vendor for the provision of a fully operating boat tour service among other things to be operated at the City of Tavares waterfront in accordance with the terms and conditions described herein.

2. Vendor desires to enter into an agreement with the City to provide said services, and further agrees to be bound by the terms and conditions of this Agreement.

THEREFORE, in consideration of the foregoing recitals and for other good and valuable consideration, receipt of which is hereby acknowledged, the City and Vendor hereby covenant and agree as follows:

1. Vendor's Obligations. The Vendor shall be responsible to carry out the following:

   a. Provide boat tour services as of June 20, 2013. Boat tour services include, but are not limited to the provision of scheduled boat tours with passengers embarking and disembarking from the Tavares Seaplane Base/Marina.

   b. Provide an insurance policy consistent with the terms herein.

   c. Enforce adherence to safety and insurance requirements including, but not limited to, signing of waivers by all participants and employees which eliminate the City's liability, and the enforcement of the utilization of safety equipment.

   d. Comply with all other obligations described herein.

2. City's Obligations. The City shall be responsible for the following:

   a. Provide a single reserved docking space for a tour boat An additional reserved docking space may be negotiated with a corresponding adjustment to the Monthly Fee. However, City can use the reserved dock space from time to time for special events after giving reasonable notice to the Vendor.

   e. Provide fixed fuel pricing –$.05 above costs for the first two years of the contract. Thereafter, the City shall re-evaluate

and set the fixed fuel price.

3. Term. The term of this Contract shall be from June 20, 2013 to September 30, 2014 (Hereinafter "Term") and shall automatically renew each year on September 30 for three years unless terminated by either party without cause upon thirty (30) days written notice.

4. Indemnification. The Vendor agrees to indemnify the City for and to hold the City harmless from any and all liability, claims, costs, damages, attorney's fees, or other charges, liens, or fees of any kind or nature as a result of Vendor's use (or the use by any person or participant authorized by Vendor) of City Property, or the execution of this agreement. Vendor further agrees to defend any action or claim whatsoever against the City for any damages or for injunction or other relief resulting from Vendor's use of City property, or the execution of this agreement.

5. Insurance. Vendor agrees to obtain and maintain in force, at its cost, liability insurance coverage (hereinafter called "Insurance") as specifically described in Exhibit "A" attached hereto. Vendor shall provide the City with the Certificate of Insurance or other proof of said insurance at least ten (10) days prior to beginning operations.

6. Monthly Payment to City. The Vendor shall pay the City TEN dollars per trip per month including all applicable taxes, beginning August 1, 2013 and on the 10th day of each month thereafter during the term of this Agreement for the exclusive use of one (1) reserved dock space.

7. Incorporation of Marina Rules and Regulations and License Agreement. The Vendor shall comply with all City Marina Rules and Regulations and the terms of the City's general License Agreement. To the extent the License Agreement conflicts with provisions herein, this contract shall prevail.

8. Termination of Agreement. The parties agree that if either party violates the terms and conditions of this Agreement, or violates any other applicable state, county or municipal ordinances, either party shall have the option of terminating the agreement upon reasonable notice considering the circumstances.

9. Licenses, Permits, Certificates, Etc. Vendor shall be responsible for obtaining any and all necessary licenses, health certificates, permits, or other documents required for its operation. Vendor shall also be responsible for any and all sales or income tax liability that it may incur by reason of its operation.

10. Assignment. Vendor shall not be permitted to sublet or assign any part of its obligations, privileges or services as set forth in this Agreement without first obtaining the written consent of the City.

11. Attorney's Fees. Should either party breach the terms of this agreement, causing the other party to employ an attorney for the enforcement of the provisions hereof, or for the collection of damages as a result of a breach, then the

prevailing party's attorney's fees and court costs shall be paid by the non-prevailing party.

12. Administration of Contract. The City Administrator or his representative shall administer this contract for the City.

13. Applicable Law and Venue. This contract shall be interpreted, construed, and governed according to the laws of the State of Florida. The parties agree to venue in Lake County, Florida for any litigation pertaining to this Contract. In the event there is litigation, the prevailing party shall be entitled to reasonable attorney's fees.

14. Amendments. No Amendments or variation of the terms or conditions of this Contract shall be valid unless in writing and signed by all parties.

15. Entire Contract. This contract constitutes the entire agreement between the parties and supercedes any and all prior communications, discussions, negotiations, understandings and agreements.

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

17. Contract Interpretation. In the event that it becomes necessary for any reason to construe this agreement, it shall be construed as being jointly prepared and drafted by all parties hereto.

18. Remedies. All rights and remedies of the City herein enumerated shall be cumulative and none shall exclude any other right or remedy allowed by law. Likewise, the exercise by the City of any remedy provided for herein or allowed by law shall not be to the exclusion of any other remedy.

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

Dated this __ day of _____, 2013.

ATTEST: **CITY OF TAVARES, FLORIDA**

_____ _____

Nancy Barnett, City Clerk Robert Wolfe, Mayor

VENDOR – RUSTY ANCHOR, INC.

_____
R. Scott Alderman, President

WITNESS

_____
Printed Name

LEGAL REVIEW:

_____
Robert Q. Williams
City Attorney

EXHIBIT A

INSURANCE RQUIREMENTS

BOAT TOUR AGREEMENT

i. $1M commercial general liability, each occurrence

ii. $1M damage to rented premises

iii. $1M personal and advertising injury

iv. $1M general aggregate

v. $2M products – comp/op aggregate

vi. Workers' Compensation - Florida statutory limits

vii. The City of Tavares is named additional insured (with endorsement) and certificateholder

viii. Certificate of insurance must be provided on a standard Acord form, with accompanying endorsement attached (refer to Item viii)

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TAVARES

America's Seaplane City™

AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING:
June 19, 2013

AGENDA TAB NO. 4
SUBJECT TITLE: Award of Bid for CDBG Sidewalk Improvement Project

OBJECTIVE:

To award the bid and authorize staff to enter into a contract with Astor Construction Services for sidewalk improvements funded through the Lake County Community Development Block Grant (CDBG).

SUMMARY:

At the November 21, 2012 City Council Meeting, Council approved a Partnership Agreement between the City of Tavares and Lake County for CDBG funds to be used for sidewalk improvements. Griffey Engineering was hired for the design, survey and construction oversight at a cost of $6,000. The project was advertised for bid by our Purchasing Manager. The lone bid was received on June 6, 2013, submitted by Astor Construction Services, 55637 Lee Street, Astor, FL in the amount of $38,669. The awarded amount for the Community Development Block Grant (CDBG) is $52,500. Additional areas will be added per "option to extend prices to future projects" with any remaining money from the grant.

The submission by this company has been reviewed by staff and has met compliance in all areas.

This is a fully funded project through the Federally-funded Community Development Block Grant program. This project is expected to be completed no later than September 30, 2013.

OPTIONS:

1. Award the bid of $38,669 to Astor Construction Services and authorize the City Administrator to enter into a contract for the Sidewalk Improvement Project funded by the Lake County CDBG Grant.

2. Do not award the bid.

STAFF RECOMMENDATION:

1. Award the lone bid of $38,669 to Astor Construction Services and authorize the City Administrator to enter into a contract for the Sidewalk Improvement Project funded through the Lake County CDBG Grant.

FISCAL IMPACT: $0 (funded 100% by CDBG Grant - $52,500.00)

LEGAL SUFFICIENCY:

Legally sufficient

America's Seaplane City™

CITY OF TAVARES
MINUTES OF BID OPENING
June 6, 2013
Request for Proposals
CDBG Sidewalk Project
Bid No. 2013-0013

TAVARES CITY HALL

PRESENT

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

Mr. Rumble noted today's date as Thursday, June 6, 2013. This is the opening of submission packages received in response to RFP 2013-0013, CDBG Sidewalk Project. There was one proposal received; Mr. Rumble read the Total Amount of Bid:

Astor Construction Services, Inc. 55637 Lee Street Astor, FL 32102	$38,669

Mr. Rumble noted the package would be forwarded to Engineer of Record for review and evaluation. The bid opening concluded at approximately 2:20 p.m.

Respectfully submitted,

Kay Mayes
Admin Assistant, Finance

America's Seaplane City

ADVERTISEMENT/INVITATION TO BID: CBDG Sidewalk Project

BID NO. 2013-0013

Sealed bids (including 3 copies and one digital) are invited by the City of Tavares, to be received at the office of the City Clerk, 201 East Main St., Tavares Fl. 32778 so as to be received not later than **2:00 PM on June 6thth 2013** Bids received after this specified time and date will not be considered. The sealed bids will be publicly opened and read aloud in the City of Tavares Council Chambers on the same date at 2:05 PM for the performance of the following work:

Install New Sidewalks at various sites in the City of Tavares per Project Specifications. The sites will be provided by the Public Works Department.

All contractors intending to bid on the project MUST attend a pre-bid conference Tuesday May 21st 2013, at 10:00 AM at the Tavares City Hall Council Chambers, located at 201 East Main Street, Tavares, FL 32778.

Bidders with access to DemandStar.com can obtain the front end documents by calling 800-711-1712, or on the web at http://www.demandstar.com. For further information contact: John Rumble, Purchasing Manager, at Tavares City Hall, 201 E Main St., Tavares, Florida 32778 phone: (352) 742-6131; fax (352) 742-6351.

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

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

John Rumble CPPB, FCPM
Purchasing Manager

2013-0013 CBDG Sidewalks

Project Summary and Breakdown		
		AMOUNT
Sub Project 1A		$7,766.00
Sub Project 1B		$13,075.00
Sub Project 1C		$5,706.00
Sub Project 2		$1,476.00
Sub Project 3A		$3,642.00
Sub Project 3B		$1,540.00
Sub Project 4		$5,464.00
	TOTAL	$38,669.00

ALL PRICES F.O.B. TAVARES FL

Astor Construction Services
COMPANY NAME

Michael Denmon
SIGNATURE

EMAIL CDRSEABEE@AOL.COM

Michael Denmon
PRINTED NAME

(321) 299 2922
TELEPHONE NUMBER

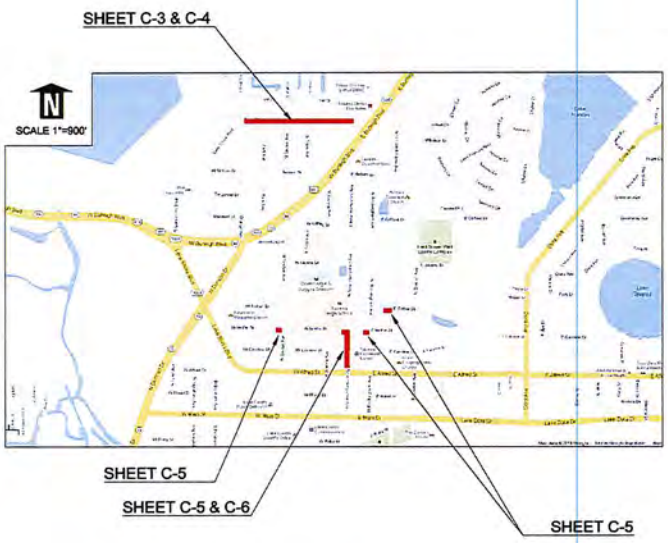
President
TITLE

THIS PAGE MUST BE SUBMITTED IN ORDER FOR PACKAGE TO BE CONSIDERED COMPLETE AND ACCEPTABLE
PLEASE INSERT AS THE FIRST PAGE OF YOUR BID PACKAGE

CITY OF TAVARES
CDBG SIDEWALK
IMPROVEMENT PLANS

INDEX OF IMPROVEMENT PLANS

SHEET NO.	SHEET DESCRIPTION
C-1	COVER SHEET
C-2	SUB-PROJECT KEYMAP
C-3	SIDEWALK IMPROVEMENTS
C-4	SIDEWALK IMPROVEMENTS
C-5	SIDEWALK IMPROVEMENTS
C-6	SIDEWALK IMPROVEMENTS



PLANS PREPARED BY:

GRIFFEY ENGINEERING
406 N. CENTER STREET
EUSTIS, FLORIDA 32726
PHONE (352) 357-3528
FAX (352) 357-3219

FLORIDA CERT. OF AUTH # 8082

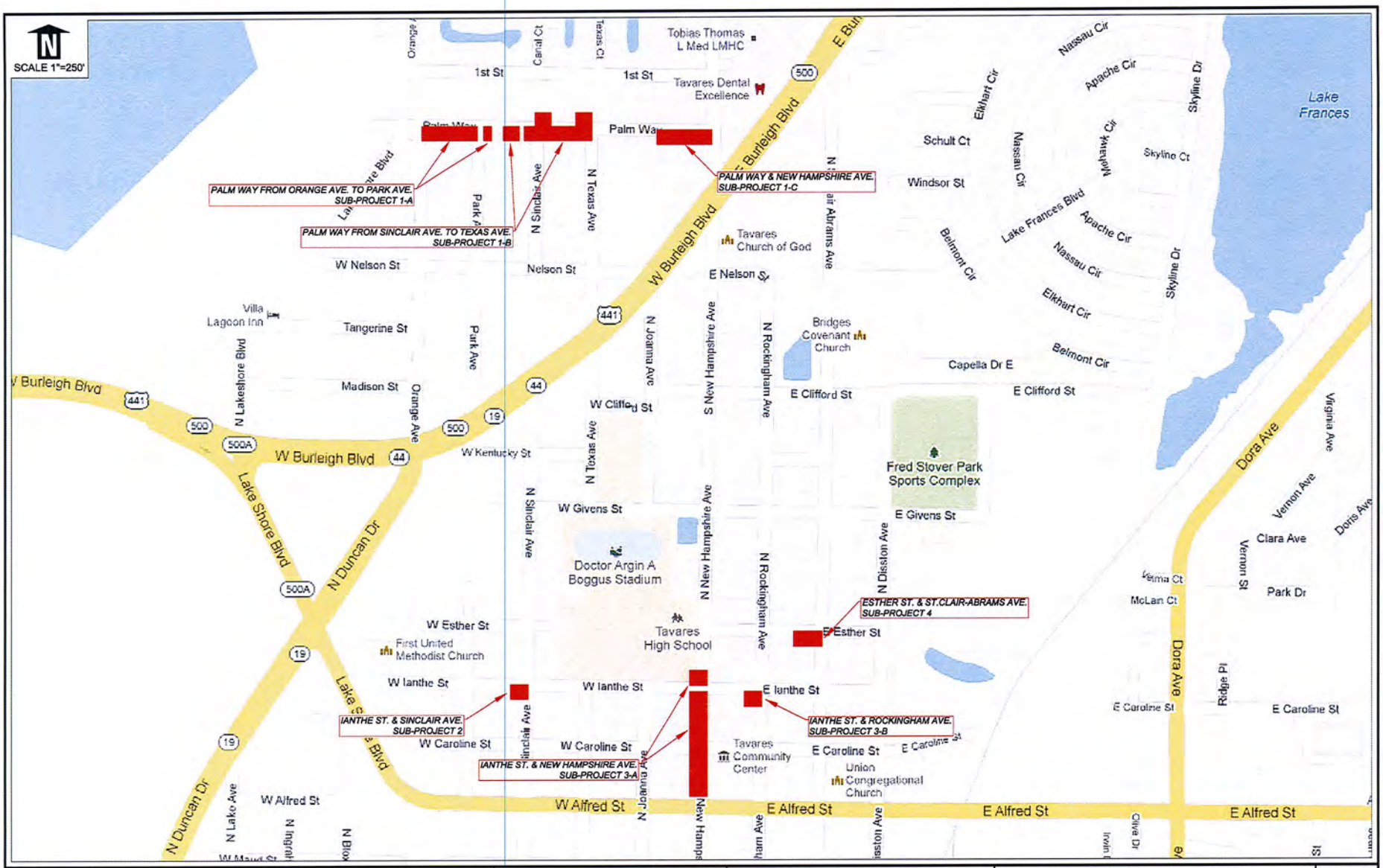
NOTE: THE SCALE OF THESE PLANS MAY HAVE CHANGED BY REPRODUCTION.

GOVERNING STANDARDS AND SPECIFICATIONS:
FLORIDA DEPARTMENT OF TRANSPORTATION, DESIGN STANDARDS LATEST EDITION, AND STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION LATEST EDITION, AS AMENDED BY CONTRACT DOCUMENTS.

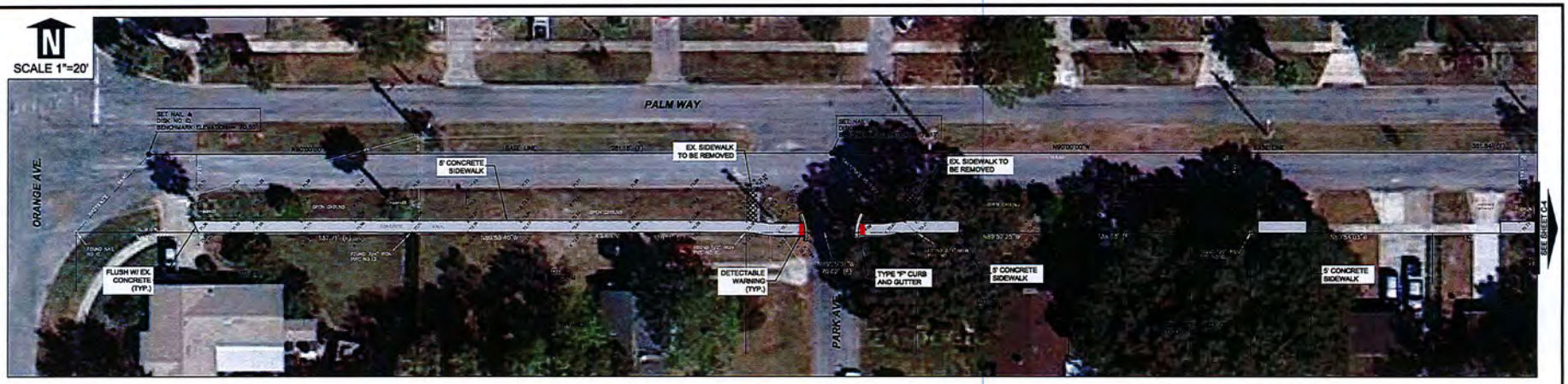
IMPROVEMENT PLAN SET		
DATE	BY	DESCRIPTION
04-10-2013	DAG/DMK	--
04-18-2013	DAG/DMK	NOTE & KEYMAP REVISIONS

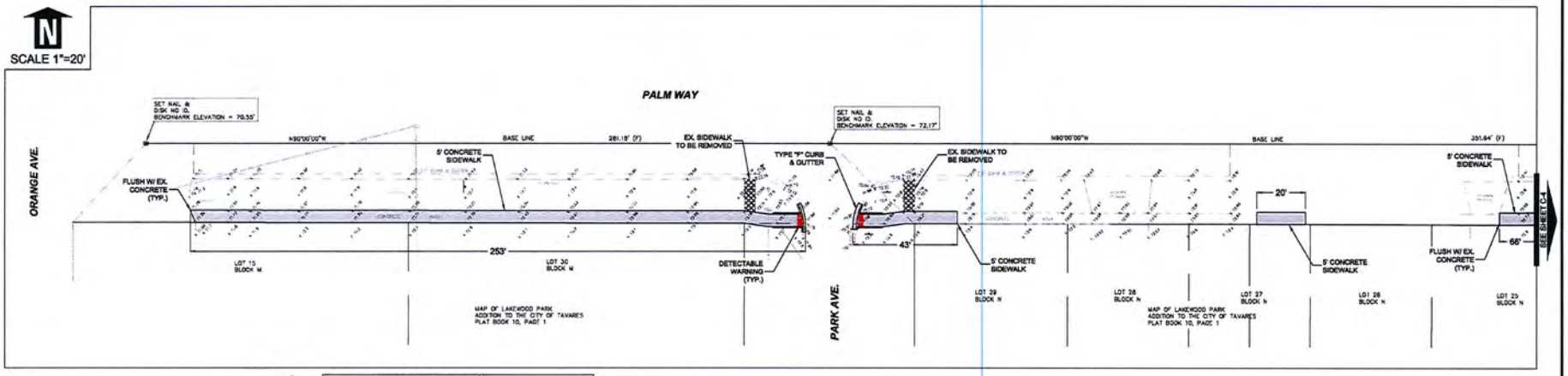
ENGINEER OF RECORD: DONALD A. GRIFFEY, P.E.
DATE:
P.E. NO.: 036799

SHEET NO.
C-1



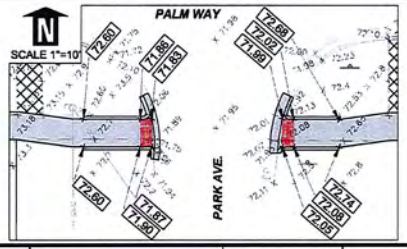
DATE				CDBG SIDEWALK IMPROVEMENTS			SUB-PROJECT KEYMAP	SHEET NO.
04-18-2013 NOTE & KEYMAP REVISIONS	Engineer of Record: DONALD A. GRIFFEY, P.E. PE No. 036799		GRIFFEY ENGINEERING 406 N. CENTER STREET EUSTIS, FLORIDA 32726 PHONE (352) 357-3528 FAX (352) 357-3219 FLORIDA CERT. OF AUTH # 8082	-	COUNTY	CITY		C-2
					LAKE	TAVARES		





IMPROVEMENT LEGEND

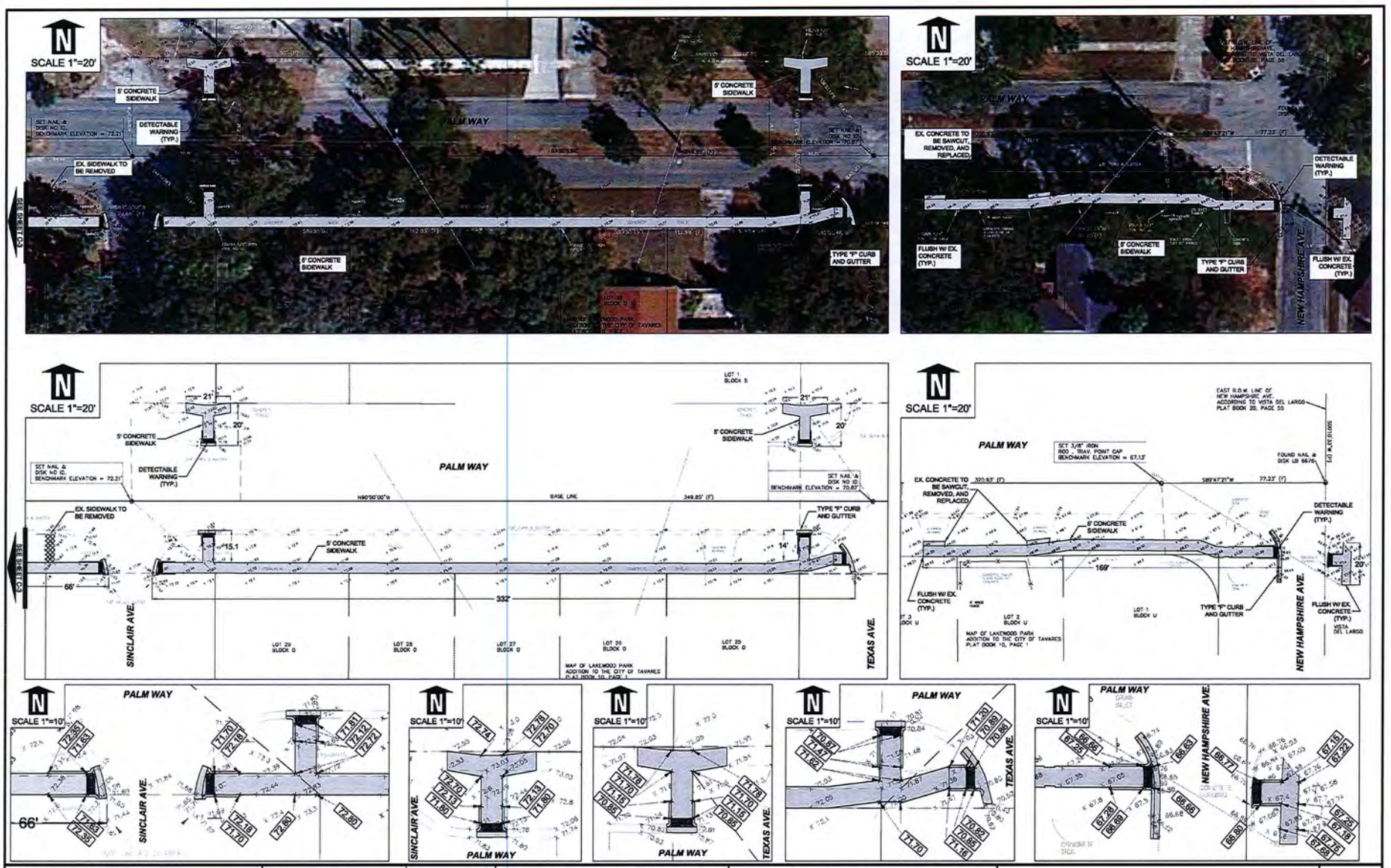
- PROPOSED 5' WIDE CONCRETE SIDEWALK
- 90.30 PROP. SPOT ELEVATION
- EX. SPOT ELEVATION



NOTES:

1. SIDEWALK SHALL BE 5' WIDE, 4" THICK CONCRETE (TYP.) WITH 6" THICKNESS AT ALL DRIVEWAY CROSSINGS. CONSTRUCTION SHALL BE PER FDOT INDEX 310. MAX. 1.8% CROSS SLOPE, MAX. 5% RUNNING SLOPE.
2. RAMP CONSTRUCTION SHALL BE PER FDOT INDEX 304.
3. DETECTABLE WARNING SHALL BE LIQUIDOME OR VANGUARD SYSTEMS. ROWS OF DOMES SHALL BE ALIGNED WITH CENTERLINE OF RAMP.
5. TYPE "F" CURB AND GUTTER TO BE PER FDOT INDEX 210.
6. FINE GRADE AT MAX. 6:1 SLOPE AND SOD ALL DISTURBED AREAS.
7. ADJUST WATER VALVE COVERS TO BE FLUSH WITH NEW SIDEWALK (TYP.).

DATE				CDBG SIDEWALK IMPROVEMENTS			SIDEWALK IMPROVEMENTS	SHEET NO.
04-18-2013 NOTE & KEYMAP REVISIONS	Engineer of Record: DONALD A. GRIFFEY, P.E. PE No. 036799		GRIFFEY ENGINEERING 406 N. CENTER STREET EUSTIS, FLORIDA 32726 PHONE (352) 357-3528 FAX (352) 357-3219 FLORIDA CERT. OF AUTH # 8082	-	COUNTY	CITY		C-3
					LAKE	TAVARES		



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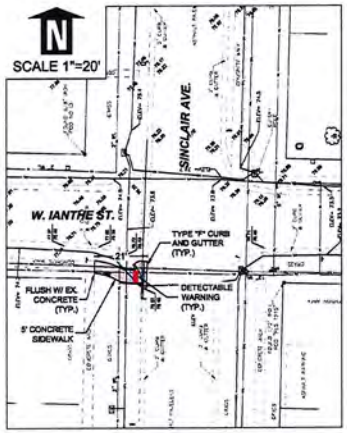
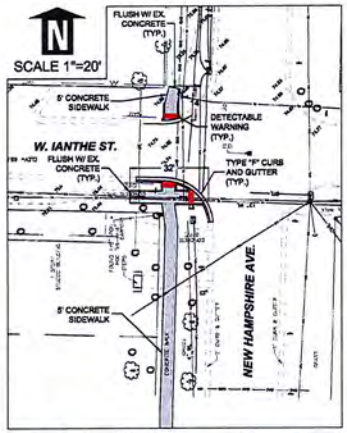
04-18-2013 NOTE & KEYMAP REVISIONS	Engineer of Record: DONALD A. GRIFFEY, P.E. PE No. 036799	GRIFFEY ENGINEERING 406 N. CENTER STREET EUSTIS, FLORIDA 32726 PHONE (352) 357-3258 FAX (352) 357-3219 FLORIDA CERT. OF AUTH # 8082	CDBG SIDEWALK IMPROVEMENTS

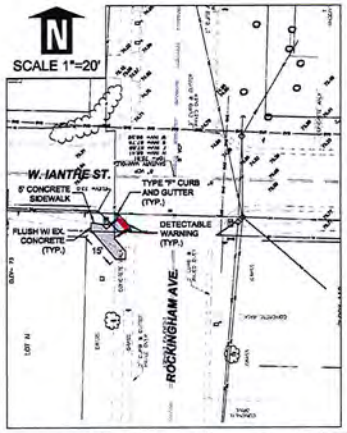
-	COUNTY	CITY
	LAKE	TAVARES

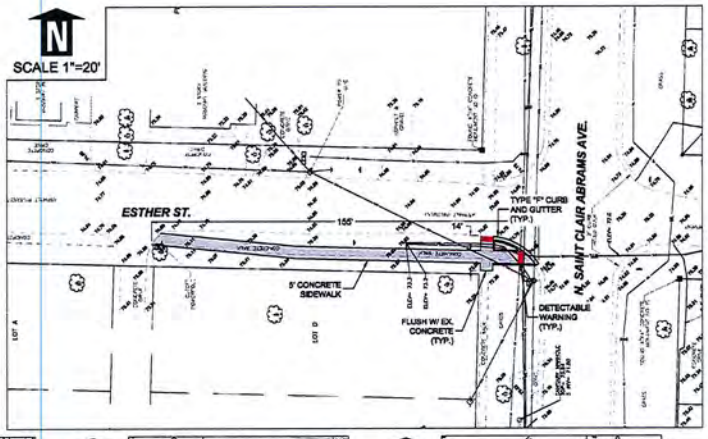
SIDEWALK IMPROVEMENTS

SHEET NO. C-4



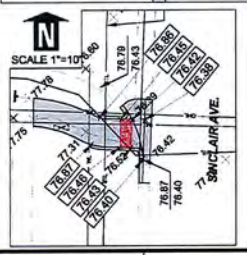


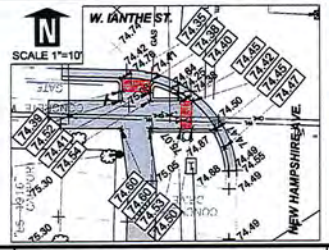


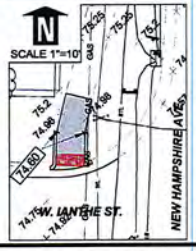


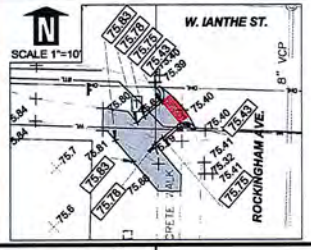
IMPROVEMENT LEGEND

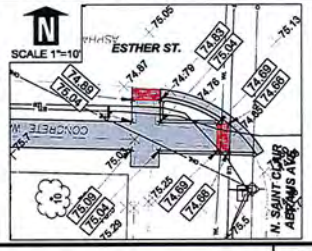
- PROPOSED 5' WIDE CONCRETE SIDEWALK
- 90.30 PROP. SPOT ELEVATION
- EX. SPOT ELEVATION





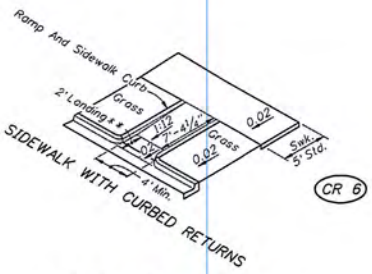






DATE						
04-18-2013 NOTE & KEYMAP REVISIONS	Engineer of Record: DONALD A. GRIFFEY, P.E. PE No. 036799	GRIFFEY ENGINEERING 406 N. CENTER STREET EUSTIS, FLORIDA 32726 PHONE (352) 357-3529 FAX (352) 357-3218 FLORIDA CERT. OF AUTH # 8062	CDBG SIDEWALK IMPROVEMENTS	COUNTY: LAKE	CITY: TAVARES	SIDEWALK IMPROVEMENTS

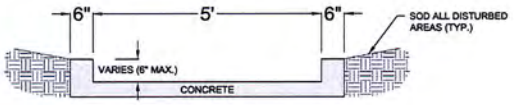
SHEET NO. C-5



CURB RAMP DETAIL

NOT TO SCALE

FDOT INDEX 304



CURB RAMP SECTION

NOT TO SCALE

IMPROVEMENT LEGEND

- PROPOSED 5' WIDE CONCRETE SIDEWALK
- 90.30 PROP. SPOT ELEVATION
- EX. SPOT ELEVATION

NOTES:

1. SIDEWALK SHALL BE 5' WIDE, 4" THICK CONCRETE (TYP.) WITH 6" THICKNESS AT ALL DRIVEWAY CROSSINGS. CONSTRUCTION SHALL BE PER FDOT INDEX 310. MAX. 1.5% CROSS SLOPE, MAX. 5% RUNNING SLOPE.
2. RAMP CONSTRUCTION SHALL BE PER FDOT INDEX 304.
3. DETECTABLE WARNING SHALL BE LIQUIDOME OR VANGUARD SYSTEMS. ROWS OF DOMES SHALL BE ALIGNED WITH CENTERLINE OF RAMP.
5. TYPE "F" CURB AND GUTTER TO BE PER FDOT INDEX 210.
6. FINE GRADE AT MAX. 6:1 SLOPE AND SOD ALL DISTURBED AREAS.
7. ADJUST WATER VALVE COVERS TO BE FLUSH WITH NEW SIDEWALK (TYP.).

DATE							
04-18-2013 NOTE & KEYMAP REVISIONS	Engineer of Record: DONALD A. GRIFFEY, P.E. PE No. 036799		GRIFFEY ENGINEERING 408 N. CENTER STREET EUSTIS, FLORIDA 32726 PHONE (352) 357-3529 FAX (352) 357-3219 FLORIDA CERT. OF AUTH # 8082	CDBG SIDEWALK IMPROVEMENTS			SIDEWALK IMPROVEMENTS	SHEET NO.
				-	COUNTY	CITY		
					LAKE	TAVARES		C-6

PROPOSAL FORM

BID PROPOSAL TO THE CITY OF TAVARES, FLORIDA

To All Bidders:_____ Date June 6, 2013

The undersigned declares that he has carefully examined the specifications and is thoroughly familiar with its provisions and with the quality, type and provision of services called for.

The undersigned proposes to deliver the product/service in accordance with the specifications for the sum of:

Sidewalk Installation	$ 4.25	**(per Square Foot)**
Sidewalk Installation (6" @ Driveways)	$ 4.60	**(per Square Foot)**
Optional : If needed		
Curb and Gutter Installation (Type F)	$ 25.00	**(per running foot)**
Curb Installation (Type D)	$ 20.00	**(per funning foot)**
ADA ramps	$ 1,300.00	**(ea)**

OPTION TO EXTEND PRICES TO FUTURE PROJECTS **YES** ✓ **NO**_____

Please complete next Project Summary Sheet and Insert as the First Page of your Bid Package

1.04 SUBCONTRACTORS

A. The following are the subcontractors to be used under the Contract:

LIST SUBCONTRACTORS

NAME: Suwannee Concrete
FEIN# and DUNS # FEIN 205055980 DUNS
NAME:
FEIN# and DUNS #
NAME:
FEIN# and DUNS #

1.05 MISCELLANEOUS PROVISIONS

Bidder attaches evidence of qualification and licensing to do business in the State and locality of this project or covenants to obtain such qualification prior to award of Contract.

1.06 RESPECTFULLY SUBMITTED, signed and sealed this 6th day of June, ~~200~~ 2013

Contractor

By: Michael Dennon

Title President

Business Address 55637 Lee St

City Astor State FL 32102

ATTEST:

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TAVARES

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AGENDA SUMMARY
TAVARES CITY COUNCIL
JUNE 19, 2013

AGENDA TAB NO. 5 **SECOND READING**
SUBJECT TITLE: Ordinance 2013-08
Annexation – Lake Region Packing & Boardman- CRs 561 & 448

OBJECTIVE:

To consider the annexation of approximately 5.5 acres of property located on the northeast corner of County Roads 561 & 448.

SUMMARY:

The subject property is located on the northeast corner of County Roads 561 & 448. The property is comprised of two land parcels. The southerly parcel is 2.4 acres in size and is owned by Lake Region Packing Assn and the parcel adjacent and to the north is 3.1 acres in size and owned by Willard Boardman, Trustee. The owners of these two properties have jointly petitioned for a voluntary annexation. Both properties are currently vacant and classified as orange groves by the County Property Appraiser. The applicants may market these properties in the future and it is their desire to postpone an application for a City Future Land Use and Zoning designation until a proposed use is identified. This property is an enclave within our city boundaries and should be annexed to insure efficient delivery of local government services. City utilities are available to both properties.

OPTIONS:

1. That City Council moves to approve Ordinance 2013-08.
2. That City Council denies the proposed annexation.

PLANNING AND ZONING BOARD RECOMMENDATION:

At is May 16th meeting, the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2013-08.

STAFF RECOMMENDATION:

Staff recommends that City Council moves to approve Ordinance 2013-08.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

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

ORDINANCE 2013-08

AN ORDINANCE OF THE CITY OF TAVARES AMENDING THE BOUNDARIES OF THE CITY BY ANNEXING APPROXIMATELY 5.5 ACRES OF LAND LOCATED ON THE NORTHEAST CORNER OF COUNTY ROADS 561 & 448; SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the owners of the properties described in **Exhibit "A"** have voluntarily petitioned to annex into the City of Tavares, and

WHEREAS, the properties legally defined in **Exhibit "A"** are contiguous with the corporate limits of the City of Tavares and the annexation of said properties will not result in the creation of any enclave; and

WHEREAS, the City of Tavares, Florida, is in a position to provide municipal services to the properties described herein; and

WHEREAS, the City Council of the City of Tavares, Florida, deems it in the best interest of the City to accept said petition and to annex said properties; therefore

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

Section 1. Annexation

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

Section 2. Severability.

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

Section 3. Effective Date.

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

PASSED AND ORDAINED this _____ of _____, 2013, by the City Council of the City of Tavares, Florida.

_____
Robert Wolfe, Mayor
Tavares City Council

First Reading: _____

Passed Second Reading: _____

ATTEST:

_____
Nancy Barnett, City Clerk

APPROVED AS TO FORM AND LEGALITY:

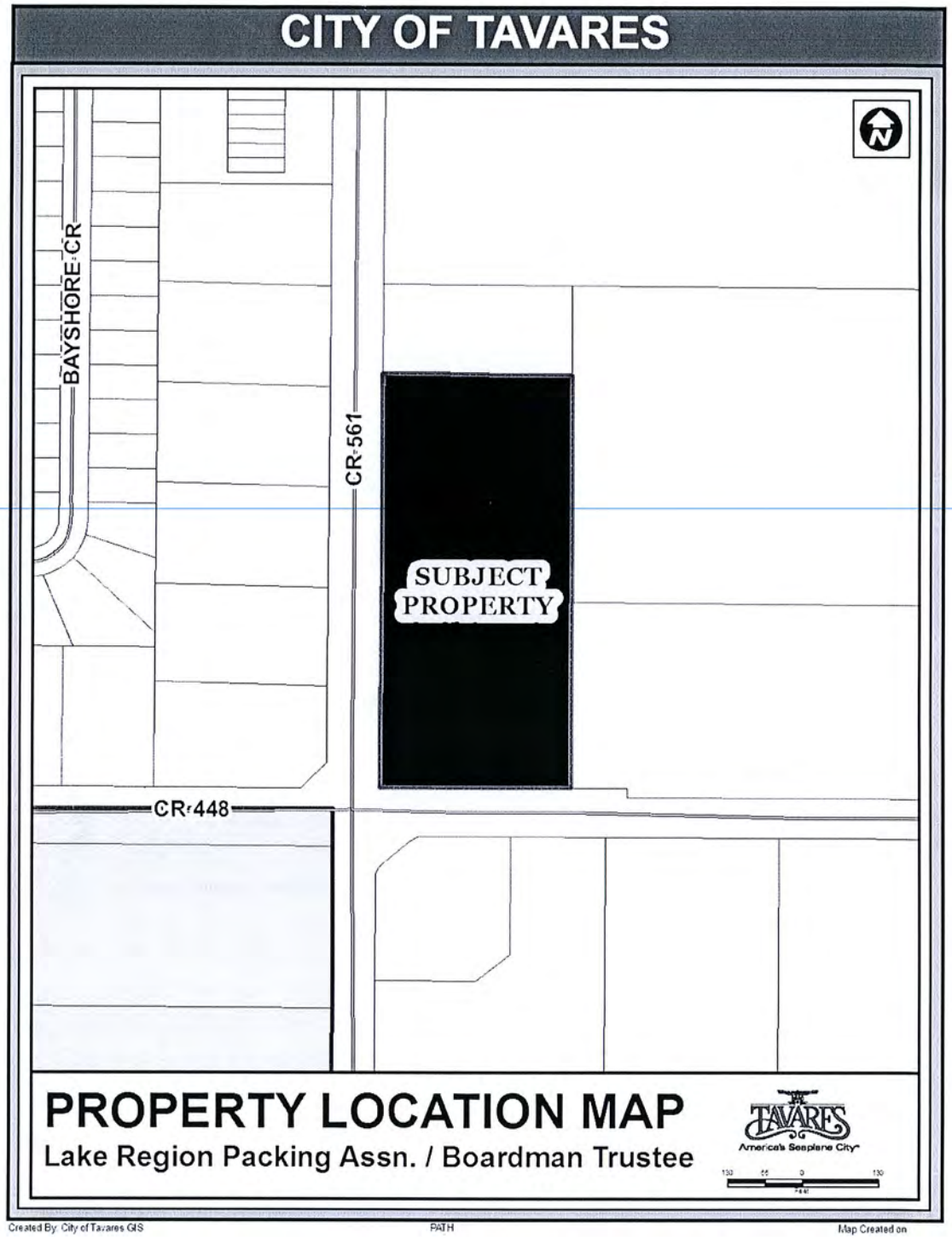
_____
Robert Q. Williams, City Attorney

Exhibit "A"

THAT PORTION OF THE NORTHWEST 1/4 OF SECTION 8, TOWNSHIP 20 SOUTH, RANGE 26 EAST, LAKE COUNTY, FLORIDA, DESCRIBED AS FOLLOWS:
FROM THE NORTH 1/4 CORNER OF SAID SECTION 8, RUN S00°12'22"W ALONG THE EAST LINE OF THE NORTHWEST 1/4 OF SAID SECTION 8, A DISTANCE OF 1284.95 FEET TO A POINT ON THE NORTH RIGHT OF WAY LINE OF COUNTY ROAD 448 AS SHOWN ON FLORIDA DEPARTMENT OF TRANSPORTATION MAINTENANCE MAP SECTION 11120 DATED MAY, 1980; THENCE ALONG THE SAID NORTH RIGHT OF WAY LINE S89°59'06"W A DISTANCE OF 848.65 FEET TO THE EASTERLY LINE OF THAT CERTAIN PARCEL DESCRIBED IN OFFICIAL RECORDS BOOK 1879, PAGES 1449 THROUGH 1452 OF THE PUBLIC RECORDS OF LAKE COUNTY FLORIDA; THENCE ALONG SAID EASTERLY AND NORTHERLY LINE OF SAID PARCEL THE FOLLOWING TWO COURSES N00°00'54"W A DISTANCE OF 15.00 FEET; THENCE S89°59'06"W A DISTANCE OF 99.54 FEET; THENCE N00°14'21"W A DISTANCE OF 317.50 FEET TO THE POINT OF BEGINNING; THENCE S89°45'39"W A DISTANCE OF 338.77 FEET TO A POINT ON THE EAST RIGHT OF WAY LINE OF COUNTY ROAD 561; THENCE N00°14'21"W ALONG SAID EAST RIGHT OF WAY LINE A DISTANCE OF 398.90 FEET; THENCE DEPARTING SAID EAST RIGHT OF WAY LINE N89°45'39"E A DISTANCE OF 338.77 FEET; THENCE S00°14'21"E A DISTANCE OF 398.90 FEET TO THE POINT OF BEGINNING.
CONTAINS 3.10 ACRES MORE OR LESS.

AND

THAT PORTION OF THE NORTHWEST 1/4 OF SECTION 8, TOWNSHIP 20 SOUTH, RANGE 26 EAST, LAKE COUNTY, FLORIDA, DESCRIBED AS FOLLOWS:
FROM THE NORTH 1/4 CORNER OF SAID SECTION 8, RUN S00°12'22"W ALONG THE EAST LINE OF THE NORTHWEST 1/4 OF SAID SECTION 8, A DISTANCE OF 1284.95 FEET TO A POINT ON THE NORTH RIGHT OF WAY LINE OF COUNTY ROAD 448 AS SHOWN ON FLORIDA DEPARTMENT OF TRANSPORTATION MAINTENANCE MAP SECTION 11120 DATED MAY, 1980; THENCE ALONG THE SAID NORTH RIGHT OF WAY LINE S89°59'06"W A DISTANCE OF 848.65 FEET TO THE EASTERLY LINE OF THAT CERTAIN PARCEL DESCRIBED IN OFFICIAL RECORDS BOOK 1879, PAGES 1449 THROUGH 1452 OF THE PUBLIC RECORDS OF LAKE COUNTY FLORIDA; THENCE ALONG SAID EASTERLY AND NORTHERLY LINE OF SAID PARCEL THE FOLLOWING TWO COURSES N00°00'54"W A DISTANCE OF 15.00 FEET; THENCE S89°59'06"W A DISTANCE OF 99.54 FEET TO THE POINT OF BEGINNING; THENCE S89°59'06"W A DISTANCE OF 251.96 FEET TO THE AFORESAID NORTH RIGHT OF WAY LINE OF COUNTY ROAD 448; THENCE ALONG SAID NORTH RIGHT OF WAY LINE THE FOLLOWING THREE COURSES; N64°33'07"W A DISTANCE OF 22.28 FEET; THENCE N45°00'56"W A DISTANCE OF 70.71 FEET; THENCE N34°13'56W A DISTANCE OF 30.23 FEET TO A POINT ON THE EAST RIGHT OF WAY LINE OF COUNTY ROAD 561; THENCE N00°14'21"W ALONG SAID EAST RIGHT OF WAY LINE A DISTANCE OF 231.58 FEET; THENCE DEPARTING SAID EAST RIGHT OF WAY LINE N89°45'39"E A DISTANCE OF 338.77 FEET; THENCE S00°14'21"E A DISTANCE OF 317.50 FEET TO THE POINT OF BEGINNING.
CONTAINS 2.40 ACRES MORE OR LESS.


CITY OF TAVARES
BAYSHORE CR
CR 561
SUBJECT PROPERTY
CR 448
PROPERTY LOCATION MAP
Lake Region Packing Assn. / Boardman Trustee
TAVARES
America's Seaplane City
Created By: City of Tavares GIS
PATH
Map Created on

1

Orlando Sentinel

Publication Date: 06/03/2013

Ad Number: 1491782-1
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Client Name: / PO# Mike Fitzgerald
Advertiser: City of Tavares
Section/Page/Zone: Lake Zone/E009/LAK
Description: Ordinace- 2013-08

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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 2013-08 titled as follows:

ORDINANCE 2013-08

AN ORDINANCE OF THE CITY OF TAVARES AMENDING THE BOUNDARIES OF THE CITY BY ANNEXING APPROXIMATELY 5.5 ACRES OF LAND LOCATED ON THE NORTHEAST CORNER OF COUNTY ROADS 561 & 448; SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

Proposed Ordinance 2013-08 will be considered at the following public meetings:

1. Tavares Planning & Zoning Board meeting on May 16, 2013, at 3 p.m.; and
2. Tavares City Council meeting on June 5, 2013, at 4 p.m. (Introduction and First Reading by Title Only); and
3. Tavares City Council meeting on June 19, 2013, at 4 p.m. (Second Reading)

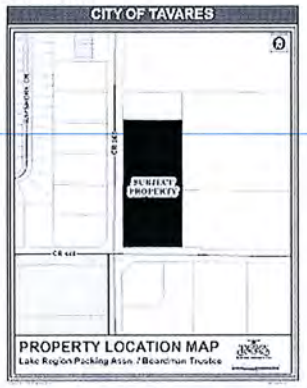
All meetings will be conducted in the Tavares City Council Chambers in City Hall at 201 East Main St., Tavares, Florida.

Proposed Ordinance 2013-08 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 this proposed ordinance to Jacques Skutt, Community Development Director, at 742-6404.



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243-HEAR (4327)
221 N. US Hwy 27, Suite H
(Across from the Circus Tower)

CITY OF TAVARES
PLANNING AND ZONING BOARD MEETING
TAVARES COUNCIL CHAMBERS
MAY 16, 2013

BOARD MEMBERS PRESENT

John Adams, Chairman
Morris Osborn
Sam Grist - Absent
Richard Root
Gary Santoro
Norb Thomas - Absent
John Tanner

LAKE COUNTY SCHOOL BOARD

Debbie Stivender, Boardmember - Absent
Dawn McDonald, Senior Planner - Absent

STAFF MEMBERS PRESENT

Jacques Skutt, Community Development Director
Mike Fitzgerald, Development Coordinator
Alisha Maraviglia, Senior Planner

CALL TO ORDER

John Adams, Chairman, called the meeting to order at 3:00 p.m. and the Pledge of Allegiance was recited.

APPROVAL OF MINUTES OF April 18, 2013

The minutes were approved as read.

OLD BUSINESS

None.

SWEARING IN OF THOSE GIVING TESTIMONY

Alisha Maraviglia,Notary, gave the oath to staff and those members of the audience who indicated they would be giving testimony.

CASES TO BE HEARD

1) **Ordinance 2013-08 – Lake Region Packing Assn**

Jacques Skutt, Community Development Director provided the following staff report;

The subject property is located on the northeast corner of County Roads 561 & 448. The property is comprised of two land parcels. The southerly parcel is 2.4 acres in size and is owned by Lake Region Packing Assn and the parcel adjacent and to the north is 3.1 acres in

size and owned by Willard Boardman, Trustee. The owners of these two properties have jointly petitioned for a voluntary annexation. Both properties are currently vacant and classified as orange groves by the County Property Appraiser. The applicants may market these properties in the future and it is their desire to postpone an application for a City Future Land Use and Zoning designation until a proposed use is identified. This property is an enclave within our city boundaries and should be annexed to insure efficient delivery of local government services. City utilities are available to both properties.

Chairman Adams asked if there was anyone in the audience who would like to make a comment.

There was no one.

In response to a question, Mr. Skutt confirmed that there were no adverse affects of applying a future land use category at a later date.

Chairman Adams turned the discussion over to the Planning & Zoning Board.

MOTION

John Tanner moved to recommend approval of Ordinance 2013-08. The motion was seconded by Richard Root. The motion carried 5-0.

2) Ordinance 2013-09 – Land Development Regulation Amendment – Home Occupations

Jacques Skutt, Community Development Director provided the following staff report:

A recent review by our City Attorney of our city's home occupation rules resulted in an opinion that our regulations governing home occupations are antiquated and should be updated. Our present code states that a home occupation "*may not involve the trading of merchandise or the rendition of a personal physical service on the premises*". It is difficult to conceive of a home occupation that does not involve either the sale of merchandise or service. Technology and the Internet have enabled the operation of home-based, small scale merchandise sales and consumer services in a manner that is inconspicuous and in keeping with our general home occupation regulations that require the preservation of residential character. The proposed amending ordinance maintains our general restrictions on home occupations that insure the business does not degrade the residential character of the neighborhood but does allow limited merchandise and personal service sales.

Chairman Adams asked if there was anyone in the audience who would like to make a comment.

There was no one.

Chairman Adams turned the discussion over to the Planning & Zoning Board.

There was a discussion about hours of operation.

MOTION

Richard Root moved to recommend approval of Ordinance 2013-08. The motion was seconded by Gary Santoro. The motion carried 5-0.

AGENDA SUMMARY
TAVARES CITY COUNCIL
JUNE 19, 2013

AGENDA TAB NO. 6 **SECOND READING**
SUBJECT TITLE: **Ordinance 2013-09**
Amendment to City's Land Development Regulations
Home Occupation Regulations

OBJECTIVE:

To consider updated text amendments to the City's Land Development Regulations that pertain to home occupations specifically allowing limited merchandise sales and personal services that are in keeping with our general home occupation regulations that require the preservation of residential character.

SUMMARY:

A recent review by our City Attorney of our city's home occupation rules resulted in an opinion that our regulations governing home occupations are antiquated and should be updated. Our present code states that a home occupation "*may not involve the trading of merchandise or the rendition of a personal physical service on the premises*". It is difficult to conceive of a home occupation that does not involve either the sale of merchandise or service. Technology and the Internet have enabled the operation of home-based, small scale merchandise sales and consumer services in a manner that is inconspicuous and in keeping with our general home occupation regulations that require the preservation of residential character. The proposed amending ordinance maintains our general restrictions on home occupations that insure the business does not degrade the residential character of the neighborhood but does allow limited merchandise and personal service sales.

OPTIONS:

1. That City Council moves to approve Ordinance 2013-09.
2. That City Council denies the proposed amending ordinance.

PLANNING AND ZONING BOARD RECOMMENDATION:

At is May 16th meeting, the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2013-09.

STAFF RECOMMENDATION:

Staff recommends that City Council moves to approve Ordinance 2013-09.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

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

ORDINANCE 2013-09

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA AMENDING THE LAND DEVELOPMENT REGULATIONS BY AMENDING CHAPTER 3, SECTION 2, DEFINITION FOR HOME OCCUPATION AND CHAPTER 8, SECTION-12(E), HOME OCCUPATIONS, TO ALLOW THE LIMITED SALE OF MERCHANDISE AND SERVICES IN A MANNER CONSISTENT WITH THE REGULATIONS SPECIFIED IN THIS SECTION; SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING AN EFFECTIVE DATE.

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

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

WHEREAS, technology and the internet has enabled the operation of home-based, small scale merchandise sales and consumer services in a manner that is inconspicuous and in keeping with a residential neighborhood and home occupation, and

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

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

Section 1. Text Amendments

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

Section 3-2

Home Occupation: A home occupation is an activity for profit carried on in the main structure (residence or in accessory or other permitted outbuildings; requiring only customary home equipment; involving the employment of no nonresident help; ~~and not involving the trading of merchandise or the rendition of personal physical service on the premises.~~ is clearly incidental and subordinate to the residential use and under no circumstances changes the residential character of the property or dwelling.

Section 8-12(E)

Home Occupations: Home occupations in compliance with the regulations as provided herein shall be permitted in all residential districts within the City in order to allow residents of the community a broad choice in the use of their homes as a place of livelihood and the production or supplementing of personal and family income, while at the same time protecting residential areas from adverse impacts of activities associated with home occupations.

(1) Definition. For the purpose of this section a home occupation shall be defined as follows:

Home Occupation: A home occupation is an activity for profit carried on in the main structure (residence or an accessory or other permitted outbuildings), requiring only customary home equipment; involving the employment of no nonresident help; ~~and not involving the trading of merchandise or the rendition of personal physical service on the premises.~~ is clearly incidental and subordinate to the residential use and under no circumstances changes the residential character of the property or dwelling.

(2) Conditions, Limitation, and Restrictions. The conduct of a permitted home occupation shall be subject to the following conditions, limitations, and restrictions:

(a) The home occupation shall not alter the appearance of the dwelling unit.

(b) There shall be no outside display of merchandise or observable occupational activity uncharacteristic of a residential use on the premises.

(c) ~~There shall be no sale of merchandise or services on the premises~~. The home occupation may include the provision of a personal service, a mail-order business or an internet business and the incidental, limited sale of merchandise associated with these types of home occupations is allowed provided the business is conducted in a manner consistent with this section. The use of a residence as a retail store or boutique for the sale of merchandise to the public is prohibited. There shall be no group instruction of more than two (2) people at any one time. Group instruction may include tutoring, art, music or dance lessons and other similar activities.

(d) There shall be no outside storage of merchandise on premises. There shall be no outside use or storage of material or mechanical equipment not recognized as being part of a normal household or hobby use on premises.

(e) There shall be no signs other than the address and name of the resident.

(f) There shall be no advertising which identifies the home occupation by street address.

(g) The home occupation shall be conducted within an enclosed living area of the dwelling unit or garage, or within an enclosed accessory building.

(h) Only one (1) vehicle no larger than a three-quarter (3/4) ton truck may be used by the occupant directly or indirectly in connection with a home occupation. Any such vehicle must be parked off-street in an approved parking space.

(i) Activities conducted and equipment or material used shall not change the fire safety or occupancy classifications of the premises.

(j) No use shall create or cause noise, dust, light, vibration, odor, gas, fumes, toxic/hazardous materials, smoke, glare, or electrical interference or other hazards or nuisances.

(k) No person other than members of the household residing on the premises may be employed and working on the site.

(l) The home occupation shall not generate vehicular traffic volume in excess of that customarily associated with by a home in a residential district. For purposes of this section, normal residential traffic volume means up to ten (10) vehicle trips per day. Semi-trailers used for transport of merchandise shall not be permitted. <u>Traffic associated with the home occupation shall be limited to the hours between 7:00 a.m. and 9:00 p.m.</u>

(4) Occupational License Required.

(a) Occupational License Requirements. All home occupations shall be required to obtain an occupational license prior to the start of such use. In addition to any other submittals required for an occupation license, the applicant shall submit the following:

1. Location of the dwelling where the home occupation will be conducted;

2. The exact nature of the home occupation; and

3. If the home occupation is to be conducted on rental property, the property owner's written authorization for the proposed use.

(b) Expiration of Occupational License. Each occupational license issued for a home occupation shall expire on September 30th of each year. Each license must be renewed by October 1st of each year by application to the City Finance Department.

(c) Non-Transferability of Occupational License. The authority to conduct a home occupation shall be personal to the license holder and shall not be transferred to any other person through the sale, lease, rental, or other conveyance of the property for which the home occupation is licensed. A licensed home occupation can only be conducted at the premises for which the license is issued.

Section 2. Severability and Conflicts

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

Section 3. Effective Date

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

PASSED AND ADOPTED this _____ day of _____, 2013 by the City Council of the City of Tavares, Florida.

_____
Robert Wolfe, Mayor
Tavares City Council

First Reading: _____

Second Reading: _____

ATTEST:

_____

Nancy A. Barnett, City Clerk

Approved as to form:

_____

Robert Q. Williams, City Attorney

size and owned by Willard Boardman, Trustee. The owners of these two properties have jointly petitioned for a voluntary annexation. Both properties are currently vacant and classified as orange groves by the County Property Appraiser. The applicants may market these properties in the future and it is their desire to postpone an application for a City Future Land Use and Zoning designation until a proposed use is identified. This property is an enclave within our city boundaries and should be annexed to insure efficient delivery of local government services. City utilities are available to both properties.

Chairman Adams asked if there was anyone in the audience who would like to make a comment.

There was no one.

In response to a question, Mr. Skutt confirmed that there were no adverse affects of applying a future land use category at a later date.

Chairman Adams turned the discussion over to the Planning & Zoning Board.

MOTION

John Tanner moved to recommend approval of Ordinance 2013-08. The motion was seconded by Richard Root. The motion carried 5-0.

2) Ordinance 2013-09 – Land Development Regulation Amendment – Home Occupations

Jacques Skutt, Community Development Director provided the following staff report;

A recent review by our City Attorney of our city's home occupation rules resulted in an opinion that our regulations governing home occupations are antiquated and should be updated. Our present code states that a home occupation "*may not involve the trading of merchandise or the rendition of a personal physical service on the premises*". It is difficult to conceive of a home occupation that does not involve either the sale of merchandise or service. Technology and the Internet have enabled the operation of home-based, small scale merchandise sales and consumer services in a manner that is inconspicuous and in keeping with our general home occupation regulations that require the preservation of residential character. The proposed amending ordinance maintains our general restrictions on home occupations that insure the business does not degrade the residential character of the neighborhood but does allow limited merchandise and personal service sales.

Chairman Adams asked if there was anyone in the audience who would like to make a comment.

There was no one.

Chairman Adams turned the discussion over to the Planning & Zoning Board.

There was a discussion about hours of operation.

MOTION

Richard Root moved to recommend approval of Ordinance 2013-08. The motion was seconded by Gary Santoro. The motion carried 5-0.

Public Hearing Notices

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 2013-09 titled as follows:

ORDINANCE 2013-09

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA AMENDING THE LAND DEVELOPMENT REGULATIONS BY AMENDING CHAPTER 3, SECTION 2, DEFINITION FOR HOME OCCUPATION AND CHAPTER 8, SECTION-12(E), HOME OCCUPATIONS, TO ALLOW THE LIMITED SALE OF MERCHANDISE AND SERVICES IN A MANNER CONSISTENT WITH THE REGULATIONS SPECIFIED IN THIS SECTION; SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING AN EFFECTIVE DATE.

Proposed Ordinance 2013-09 will be considered at the following public meetings:

1. Tavares Planning & Zoning Board meeting on May 16, 2013, at 3 p.m.; and
2. Tavares City Council meeting on June 5, 2013, at 4 p.m. (Introduction and First Reading by Title Only); and
3. Tavares City Council meeting on June 19, 2013, at 4 p.m. (Second Reading) All meetings will be conducted in the Tavares City Council Chambers in City Hall at 201 East Main St., Tavares, Florida.

Proposed Ordinance 2013-09 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 this proposed ordinance to Jacques Skutt, Community Development Director, at 742-6404.

LAK1236737 05/06/2013

AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: June 19, 2013

AGENDA TAB NO. 7

SUBJECT TITLE: Resolution #2013- 07 - Adoption of New City Flag

OBJECTIVE:

To consider the approval of Resolution #2013-to adopt an official City flag.

SUMMARY: Previously, Council approved an official City flag consisting of a solid white background with the City logo of blue and silver placed proportionally in the center. This new flag is to replace a seldom used "coat of arms" flag previously adopted in 1980.

Attached for your consideration is a resolution that describes and adopts the proposed new flag.

OPTIONS:

1. Move to approve Resolution #2013-07
2. Do not approve Resolution #2013-07

STAFF RECOMMENDATION:

Move to approve Resolution #2013-07 to adopt City Flag.

FISCAL IMPACT:

The cost to add proportionally sized City flags in appropriate locations will be budgeted every year.

Funding Source: Pursuant to approved annual budget.

LEGAL SUFFICIENCY: Yes

RESOLUTION 2013-07

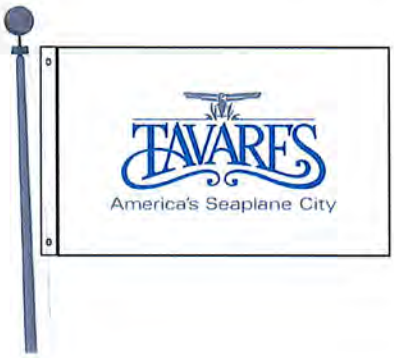
A RESOLUTION DECLARING AN OFFICIAL FLAG OF THE CITY OF TAVARES

WHEREAS, the City of Tavares would like to adopt an official City flag of special meaning to the community, and

WHEREAS, the previous flag, consisting of a coat of arms with five red stars, was previously adopted by the then City Council during the City's Centennial Year celebration in 1980, and

WHEREAS, the City Council wishes to decommission that previous flag and install a new flag, as the official City flag, that is more in keeping with Tavares' new identity of "America's Seaplane City",

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Tavares, that the "coat of arms" flag is hereby decommissioned as the City's official flag, and a new official flag of Tavares shall be adopted which is composed of a solid white background, with the City logo of blue and silver placed proportionally in the center, as demonstrated below; and from this day forward, said flag may be displayed on flagpoles as a symbol of the City of Tavares.



In order to maximize the visual presence of the logo, always allow clear space around the logo at least equal to the height of the seaplane.

Logo colors are Pantone Blue 2945 and Pantone Cool Grey 9

DONE AND RESOLVED by the City Council of the City of Tavares, Florida in its regular session on the 19th day of June, 2013.

_____
Robert Wolfe, Mayor

Approved as to Form:

_____
Robert Q. Williams City Attorney

Attest:

_____
Nancy A. Barnett, City Clerk

AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING:
June 19, 2013

AGENDA TAB NO. 8
SUBJECT TITLE: Award of Bid for Uniform Service Contract per RFP 2013-0006

OBJECTIVE:

To approve the award of bid to Cintas Facility Solutions for uniforms for the Parks, Prop Shop, Sanitation, Utility, Fleet Shop, and General Services Departments, and authorize the City Administrator to enter into a uniform service contract for a three year period with two, one year renewable terms.

SUMMARY:

The current uniform contract with Aramark Services was for a five year period and expired in February of 2013. The City issued a request for proposals and two responses were received on April 11, 2013. The current vendor did not submit a proposal. The request for proposals was based on price for rentals, price for replacement uniforms, and specifications regarding quality and service.

Two proposals were received:

1. Cintas Facility Solutions
   4392 SW 34th Street
   Orlando, FL

2. Alsco American Linen Supply
   1213 South Division Avenue
   Orlando, FL

The Selection Committee members were as follows:

1. Mr. Chris Thompson, Public Works Director
2. Ms. Tamera Rogers, Community Services Director
3. Mr. Brad Hayes, Utility Director
4. Mr. Jeff Henderson, Solid Waste Manager

The Selection Committee ranked the proposals with weight given to the following percentages:

Approach and scope of services (10%),
References (30%)
Price (60%).

After discussing the merits of each firm as described in the submittals and ranking each firm, Cintas was ranked #1 and Alsco American #2. References were also contacted.

The contract with Cintas will be based on the same terms that they provide under the US Communities Co-Op which is a nation-wide government purchasing co-op that is currently used by Volusia County, Flagler County and numerous other government entities in Florida. In addition, it was noted that Cintas had previously serviced the City with a satisfactory service record.

OPTIONS:

1. Approve the award of bid to Cintas Facility Solutions for uniform services and authorize the City Administrator to enter into a contract with Cintas for three years with two, one year renewable terms.
2. Do not approve the bid award.

STAFF RECOMMENDATION:

Move to approve the award of bid to Cintas Facility Solutions for uniform services and authorize the City Administrator to enter into a contract with Cintas for three years with two, one year renewable terms.

FISCAL IMPACT:

Uniforms are budgeted in each department's operating budget and the current FY budget and projected 2014 FY budget meet the terms of the contract with Cintas.

LEGAL SUFFICIENCY:

Legally sufficient.

ITEM	Cintas COST	Cintas REPLACEMENT COST	Alsco COST	Alsco REPLACEMENT COST
PRICE PER WORK SHIRT	$ 0.1800	$ 15.00	$ 0.1695	$ 11.93
PRICE PER WORK PANT	$ 0.2050	$ 17.75	$ 0.2268	$ 13.95
PRICE PER DENIM PANT	$ 0.2900	$ 19.50	$ 0.2902	$ 25.95
PRICE PER COTTON PANT	$ 0.3380	$ 23.75	$ 0.4220	$ 17.50
PRICE PER COTTON SHIRT	$ 0.2400	$ 17.00	$ 0.2561	$ 15.75
PRICE PER POLO SHIRT	$ 0.2660	$ 19.75	$ 0.3500	$ 18.50
PRICE PER SHORT SLEEVE SHIRT	$ 0.1900	$ 15.50	$ 0.1695	$ 11.93
PRICE PER SHOP TOWEL (18X18)	$ 0.0600	$ 0.45	$ 0.0800	$ 0.70
auto replace or pick up count ?	auto replace		3%	$ 0.70
HIGH VISIBILITY SHIRTS W/ REFLECTIVE STRIPE	$ 0.2700	$ 33.46	$ 0.8500	$ 29.60
HIGH VISIBILITY JACKETS W/ REFLECTIVE STRIPE	$ 0.5700	$ 50.00	$ 1.0000	$ 39.50
PRICE PER HANDSOAP W/ DISPENSER	$ 1.7800	$ 25.00	$ 2.7500	$ 25.00
PRICE PER HANDCLEANER W/DISPENSER	$ 10.7800	$ 25.00	$ 3.0000	$ 25.00
PRICE PER AIRFRESHNER W/ DISPENSER	$ 2.8800	$ 25.00	$ 2.0000	$ 17.00
PRICE PER 3X5 MAT LOGO	$ 2.3200	$ 80.00	$ 4.5000	$ 90.00
PRICE PER FENDER/SEAT COVER	$ 0.3600	$ 0.60	$ 1.5000	$ 14.60
PRICE PER SET-UP (PREP CHARGE)	$ -	$ -	$ 0.3000	$ 0.30
Lab Coat	$ 0.2400	$ 29.50		
Executive Shirt	$ 25.0000	$ 21.00		

RFQ 2013-0006 Uniform SCORE SHEET

NAME OF FIRM :

		Cintas	Alsco	
Approach and scope of services				10
References				30
Price				60
NOTES				100

	Approach and scope of services	References	Price	Total	Max
Cintas	32	110	210	352	400
Alsco	25	106	190	321	400

America's Seaplane City™

CITY OF TAVARES

MINUTES OF BID OPENING
April 11, 2013
Request for Proposals
Uniform Rental Program
Bid No. 2013-0006

TAVARES CITY HALL

PRESENT

Joan Giesy, Finance Manager
Kay Mayes, Admin Assistant, Finance

Ms. Giesy noted today's date as Thursday, April 11, 2013. This is the opening of submission packages received in response to RFP 2013-0006, Uniform Rental Program. There were two proposals received:

1) Cintas
   4392 SW 34th Street
   Orlando, FL 32811

2) Alsco American Linen Supply
   1213 South Division Avenue
   Orlando, FL 32805

The bid opening concluded at approximately 2:15 p.m.

Respectfully submitted,

Kay Mayes

Kay Mayes
Admin Assistant, Finance

Orlando Sentinel

Published Daily

State of Florida } S.S.
COUNTY OF ORANGE

Before the undersigned authority personally appeared Tamela Vargas, who on oath says that he/she is the Legal Advertising Representative of Orlando Sentinel, a daily newspaper published at Tavares in Lake County, Florida; that the attached copy of advertisement, being a Advertisement for Bid in the matter of RFP - Uniform Rental Program In Lake County was published in said newspaper in the issue; of 03/10/13

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

Tamela Vargas

The foregoing instrument was acknowledge before me this 12 day of March, 2013, by Tamela Vargas, who is personally known to me and who did take an oath.

DEBORAH M. TONEY
NOTARY PUBLIC
STATE OF FLORIDA
Comm# DD938521
Expires 11/18/2013

(SEAL)

Order# 1228790

CITY OF TAVARES REQUEST FOR PROPOSAL FOR:

UNIFORM RENTAL PROGRAM

Sealed bids are invited by the City of Tavares to be received at the office of the City Clerk, 201 East Main Street, Tavares, Florida 32778, so as to be received not later than 2:00 PM on Thursday, April 11th 2013. Bids received after this specified time and date will not be considered. Please submit one (1) original, four (4) copies and one (1) digital copy, preferably in pdf format.

The purpose of this solicitation is: UNIFORM RENTAL for the City of Tavares

Copies of contract (bid) documents consisting of bidding requirements, contract forms and conditions of the contract may be examined at City Hall, 201 E. Main St., Tavares, Florida, telephone (352) 742-6131. Bidders with access to DemandStar.com can obtain the front end documents by calling 1- 800-711-1712, or on the web at http://www.demandstar.com

John Rumble FCPM CPPB
Purchasing Manager
City of Tavares
201 East Main St Tavares 32778
jrumble@tavares.org

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TAVARES

America's Seaplane City™

AGENDA SUMMARY
TAVARES CITY COUNCIL
DATE OF MEETING: June 19, 2013

AGENDA TAB NO. 9
SUBJECT TITLE: FY 2013 – 2014 Budget Workshop and TRIM Calendar

OBJECTIVE:

To approve budget workshop calendar for the City Council for the 2013/2014 Operating Budget and TRIM (Truth in Millage) Requirements.

SUMMARY:

Attached is the proposed comprehensive calendar for the 2013-2014 TRIM and Budget process including the Fire Assessment roll update. The calendar includes a meeting to present the General Fund Budget, a meeting to set the Maximum Millage and to update the Fire Assessment Roll, six workshops for reviewing the budget and the maximum millage rate, and two Public Hearings for adoption of the budget and millage rate.

Truth in Millage statues requires that the first public hearing for the budget and millage rate (Tentative Budget Hearing) be held no less than 65 days after the first day of TRIM, July 1st, which is the date that the City receives the Certification of Taxable Value from the Property Appraiser for determining the 2013 (FY2014) millage rate calculations. It is recommended that the Public Hearings for the Budget coincide with regularly scheduled Council Meetings (September 2013) as these dates also meet the requirements of TRIM.

1. July 3, 2013 – Budget Workshop to discuss the FY2014 Draft Budget and the Maximum Tentative Millage Rate

2. July 10, 2013 – Budget Workshop to discuss the FY2014 Draft Budget and the Maximum Tentative Millage Rate

3. July 17, 2013 – Budget Workshop to discuss the Draft Budget and set the Maximum Tentative Millage Rate. *The millage rate may be decreased throughout the budget process, but it* ***cannot*** *be increased above the rate submitted to the property appraiser on August 1, 2012.*

4. July 24, 2013 – Budget Workshop to discuss the Draft Budget and **FINAL** opportunity to set the Maximum Tentative Millage Rate. .

5. August 7,, 2013 – City Council Budget Workshop (same date as regular Council Meeting)

6. August 21, 2013 – City Council Budget Workshop (same date as regular Council Meeting)

7. September 4, 2013 – First Public Hearing to adopt Tentative Budget and Tentative Millage Rate for 2012-2013 Budget.

8. September 18, 2013 – Final Public Hearing to adopt 2013-2014 Budget and Millage Rate.

Regular Council Meetings for September 2013 are September 4, 2013 and September 18, 2013.

OPTIONS:

1. Move to approve the Fiscal Year 2014 TRIM Calendar as submitted which meets the requirements of TRIM.

2. Move for further discussion of the Proposed FY 2014 Proposed TRIM Calendar.

STAFF RECOMMENDATION:

Move to approve the Fiscal Year 2014 TRIM Calendar as submitted which meets the requirements of TRIM.

FISCAL IMPACT: N/A

LEGAL SUFFICIENCY: A copy of this Calendar has been provided to the City Attorney.

CITY OF TAVARES

TRIM COMPLIANCE CALENDAR
DRAFT SCHEDULE
For Fiscal Year 2014 Proposed Budget

March 6, 2013	Council sets Broad Budget Goals.
March 19, 2013	Budget Module opened for departments.
March 19, 2013	Budget Handbooks for FY2014 Budget distributed to departments.
April 22, 2013- May 10, 2013	City Administrator Department Budget Workshops
May 31, 2013	Receive Property Appraiser estimate of taxable values for FY2013 (2012 Tax Year)
June 17, 2013- June 20, 2013	Individual Budget Meetings with Council Members with Preliminary Budget Summary
June 20, 2013	Proposed Detail Draft Budget to City Council (flexible to 6-21-2013)
June 28, 2013	Receive Certified DR 420 from Lake County Property Appraiser
July 3, 2013	Draft Budget Presentation to City Council (**GENERAL FUND**– Other funds to be presented at the July 10th Workshop)
July 10, 2013	Draft Budget Presentation to City Council and FY 2014 Fire Assessment Roll (**UTILITY FUNDS & SPECIAL FUNDS**)
July 17, 2013	**City Council Budget Workshop to set Maximum Millage Rate for DR-420 Submittal.** The proposed millage rate may be lowered after submitting the DR-420, but it may not be increased. **This workshop only sets a maximum rate.**
July 24, 2013	**City Council Budget Workshop, and final discussions for setting Maximum Millage Rate for DR-420.** Tentative Millage may be lowered after submitting the DR-402, may it may not be increased.
August 1, 2013	**Return completed DR 420 to Lake County Property Appraiser. FIRM DATE**
August 7, 2013	City Council Budget Workshop - 4:00 PM (City Council Meeting)
August 21, 2013	City Council Budget Workshop – 4:00 PM (City Council Meeting)

September 4, 2012	**First public hearing to adopt millage rate and tentative budget – 5:05 PM and Approve** Tentative Fire Assessment roll for FY 2014.
September 11, 2013	Send Information to Newspaper for September 15, 2013 Final Budget Hearing Advertisement
September 15, 2013	**Advertise in Newspaper for the Final Hearing to adopt Millage Rate and Final budget. SUNDAY Advertisement.** (ADVERTISEMENT MUST BE AT LEAST 2 DAYS BEFORE SECOND PUBLIC HEARING, BUT NOT MORE THAN 5 DAYS PRIOR.**)**
September 16, 2013	Save entire page(s) from advertisement from newspaper – 2 copies.
September 16, 2013	Contact newspaper for Receipt of Certification of Publication for TRIM package.
September 18, 2013	**Hold second public hearing to adopt Millage rate and Final Budget and Final Adoption for FY2014 Fire Assessment Roll– 5:05 P.M. (Must be adopted in this order**)
September 20, 2013	Hand deliver resolution adopting budget, and resolution adopting millage rate. **(MUST BE DELIVERED WITHIN 3 DAYS OF ADOPTION). FRIDAY**
October 1, 2013	Forward certification to the State of Florida Department of Revenue, Property Tax Administration Program. Mail complete TRIM PACKAGE even if Lake County has not provided a completed DR-422 (TRIM package must go to the State within 30 days of Budget adoption.)

Municipal Budget Hearings are prohibited by state statutes from being held on the same dates that County and School Board Hearings will be held.

- 2013 School Board Hearing Dates: July 29, 2013 & September 9, 2013 (Dates provided by Lake County Property Appraiser via email 5-8-2013)
- 2013 Lake County Budget Hearing Dates: September 10, 2013 & September 24, 2013, or September 12, 2012 & September 25, 2012. (Dates provided by Lake County Property Appraiser via email 5-9-2013)