

**CITY OF TAVARES
MINUTES OF REGULAR COUNCIL MEETING
July 3, 2013
CITY COUNCIL CHAMBERS
4:00 p.m.**

COUNCILMEMBERS PRESENT

ABSENT

Robert Wolfe, Mayor
Bob Grenier, Councilmember
Norman Hope, Councilmember
Lori Pfister, Councilmember

Kirby Smith, Vice Mayor

STAFF PRESENT

John Drury, City Administrator
Robert Q. Williams, City Attorney
Susie Novack, Deputy City Clerk
Lori Houghton, Finance Director
Chris Thompson, Public Works Director
Joyce Ross, Communications Director
Bill Neron, Economic Development Director
Tamera Rogers, Community Services Director
Richard Keith, Fire Department
Stoney Lubins, Police Department
Brad Hayes, Utility Director

I. CALL TO ORDER

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

II. INVOCATION AND PLEDGE OF ALLEGIANCE

Pastor John Barham, First United Methodist Church of Tavares, gave the invocation and those present recited the pledge of allegiance.

III. APPROVAL OF AGENDA

MOTION

Norman Hope moved to approve the agenda, seconded by Bob Grenier. The motion carried unanimously 4-0.

IV. APPROVAL OF MINUTES

Bob Grenier moved to approve the minutes of June 19, 2013, seconded by Norman Hope. The motion carried unanimously 4-0.

1
2 **V. PROCLAMATIONS/PRESENTATIONS**

3
4 **Tab 2) Parks and Recreation Month**

5
6 Mayor Wolfe read a proclamation declaring July 2013 as Parks and Recreation Month. Mayor
7 Wolfe presented a proclamation to Ms. Rogers and the Parks Department staff. He commended
8 staff for their hard work in preparation for the 4th of July (It's a Grand Old Flag) event.
9

10 **Tab 3) Presentation by Tavares Chamber of Commerce**

11
12 Orin Owen, President, Tavares Chamber of Commerce, thanked Council and presented the State
13 of the Chamber. He noted that the Chamber has grown from 270 members in 2009 to 330
14 members in 2013 with a mix of memberships from Tavares businesses as well as Eustis, Mount
15 Dora, Wiersdale, and other areas and cities in Central Florida.
16

17 Mr. Owen provided a 2013 Membership Growth Report to each Councilmember. Colleen
18 McGinley, Executive Director, provided a Tavares Chamber of Commerce 2012 Annual Report to
19 each Councilmember.
20

21 Mr. Drury expressed his appreciation for the working relationship that the City enjoys with the
22 Chamber. He commended the Chamber for setting and achieving its goals.
23

24 Mr. Owen thanked T.J. Fish, Past President, for his contributions to the Chamber.
25

26 Mayor Wolfe said he would like the Chamber to increase their business hours to include events
27 and weekends.
28

29 Mr. Owen said that the Chamber is planning to open on the weekends for a two month trial period
30 beginning in August. Mayor Wolfe noted that August was not a busy season and recommended
31 that the Chamber consider a trial period to include the city's event season.
32

33 Councilmember Hope and Grenier expressed their appreciation for the Chamber's efforts and
34 communications with patrons.
35
36

37 **Tab 4) Presentation of the Comprehensive Annual Financial Report by Auditor**

38
39 Eldin McDirmit of McDirmit Davis, City Auditor, presented the FY 2012 Comprehensive Annual
40 Financial Report (CAFR). He said the city received an 'unqualified' opinion which is the best
41 opinion that the city can receive. He gave an overview of the assets and liabilities and said the
42 assets rose from \$81M to \$86M this year. He said the liabilities increased from \$33M to \$39M
43 primarily due to borrowing additional funds; general obligation note, SRF construction loan and
44 land purchases. The total revenue and expenses for the General Fund were the same as the
45 prior year and the unassigned fund balance of the General Fund went from 1.5 to 1.1 this year.
46 As a percentage of the General Fund this year it was at 8.9%. He said that is a trend to watch
47 but is within the city guidelines of 5-20%. He said he would like to see this closer to the 20%

1 guideline. Mr. McDirmit said the Enterprise Funds (water, sewer, sanitation, stormwater) are
2 healthy with good operating profits. The Seaplane Base, while still getting off of the ground, had
3 an operating loss but is projected to do better this year.
4

5 Mr. McDirmit said the audit reports indicate that there were no significant deficiencies or material
6 weaknesses in the internal controls for this year. The city is in compliance with all laws,
7 regulations, and grants as it relates to financial matters. The Auditor General report included one
8 recommendation in accounting for inventory in the Water/Sewer Fund. Mr. McDirmit noted that
9 the final report states that the city hires the auditor, and there were no significant deficiencies or
10 difficulties related to the audit and all proposed adjustments were made by management.
11

12 Mr. McDirmit said he is available for questions. He commended Ms. Houghton and her staff .
13

14 Councilmember Pfister asked if all of the recommendations from the previous year were
15 addressed.
16

17 Mr. McDirmit said there were no recommendations made last year.
18

19 **VI. QUASI JUDICIAL AND DISCLOSURE OF EXPARTE CONTACTS**

20 **VII. READING OF ALL ORDINANCES/RESOLUTIONS**

21 **VIII. CONSENT AGENDA**

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23
24
25 Mayor Wolfe asked if anyone in the audience wished to speak on any item on the Consent
26 Agenda.
27

28 **MOTION**

29
30 **Lori Pfister moved to approve the Consent Agenda -Tab 5) Mutual Aid Agreement with**
31 **Astatula, seconded by Bob Grenier. The motion carried unanimously 4-0.**
32

33 **IX. ORDINANCES/RESOLUTIONS**

34 **X. GENERAL GOVERNMENT**

35 **Tab 6) Approval of Time Capsule Contents**

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37
38
39 Mr. Drury noted that Council previously directed staff to assemble items to be placed in the fifty
40 (50) year time capsule that will be inserted into a brick pedestal that will display Tavares Train
41 Station plaques. Mr. Drury said staff has outlined the items collected to date and the items will be
42 inserted and enclosed in July. He asked Council to please submit any additional items by Friday,
43 July 12.
44

- 45 • Councilmember Grenier said he will be adding a book with a letter
- 46 • Chief Lubins is considering adding a patch and a badge from the Police Department
- 47 • Councilmember Pfister asked that a t-shirt be added

1
2 Mayor Wolfe said that he, Vice Mayor Smith and Jim Dolan will be completing the brick work to
3 enclose the time capsule.
4

5 **XI. FISCAL YEAR BUDGET 2014**
6

7 **Tab 7) Draft General Fund Budget Presentation – Discussion of FY 2014 Draft General**
8 **Fund Budget & Maximum Tentative Millage Rate**
9

10 Mr. Drury noted Council previously discussed the broad budget priorities for the City
11 Administrator to use as guiding principles in developing a budget. The discussions have been
12 incorporated into the draft budgets. The first budget workshop will focus on the General Fund
13 and the remaining budget workshops will include the Proprietary Funds (Water, Wastewater,
14 Reclamation, Stormwater, Solid Waste, Seaplane Base/Marina, Pavilion on the Lake), and
15 Special Funds and Capital Improvement Program.
16

17 Mr. Drury said that taking into account the Council's broad budget priorities, the City Administrator
18 and staff have developed a budget of \$13,467,555 for FY14 including revenues and expenses
19 with the following highlights:
20

21 Expenses:
22

- 23 1. Level of Service: A similar level of service has been maintained with the following
24 exceptions:
 - 25 - Advance Life Support (ALS) has been added to the Fire Department's level of Service
 - 26 - A 15 mile Police road patrol officer vehicle take home program is included
 - 27 - Wooton Park has been expanded and will need to be improved and maintained
 - 28 - New ball fields have been added at Woodlea that need to be maintained
- 29 2. Budget Cuts: \$24,088,368 (across all funds) in identified needs was removed from
30 consideration by the City Administrator (see attached list of "Budget Cuts"). These
31 identified needs have value; however, in an effort to keep cost down they were cut.
- 32 3. Employee Compensation: An employee 2.5% pay adjustment is included.
- 33 4. Employee benefits remain the same at the same cost.
- 34 5. Police vehicles: 12 new Police vehicles are budgeted to replace 6 aging police vehicles
35 with over 100,000 miles and six new vehicles are added to implement the 15 mile police
36 road patrol officer vehicle take home program.
- 37 6. Police Officer: One new Road Patrol Officer is added at the end of the next fiscal year
38 (September 2014).
- 39 7. Fire Fighter: One new ALS paramedic Fire Fighter position is added half way into the new
40 fiscal year (April 2014).
- 41 8. Reductions to outside agencies: Reductions in funding to the Tavares Chamber of
42 Commerce, Renaissance Fair, Historical Society and Dragon Boat Festival event are
43 implemented.
- 44 9. Florida Retirement System: The State of Florida has increased employer contributions for
45 all FRS members.
- 46 10. Employee Healthcare is offered to Council members.
47

1 Revenues:
2

- 3 1. Non Property Tax Revenues: Each item was closely examined based on industry trends
4 and predictions developed from state, federal and local indicator sources. See attached
5 list of non property tax revenues. These may continue to be adjusted up or down as
6 updated information is obtained throughout the budgeting process.
7 2. Reserves: They have been budgeted at a total of 9% (\$1,162,901) of the total General
8 fund budget. Of that number 90% (\$1,046,611) is reserved for unforeseen emergencies
9 such as hurricanes and natural disasters and 10% (\$116,290) is reserved for unforeseen
10 contingencies that occur during the fiscal year.
11 3. Property values: The property appraiser's estimated assessment role increase of 2.35%
12 for Tavares has been reflected in the budget.
13 4. Taxes: The total needed from property taxes to balance the proposed budget is
14 \$3,871,212 which reflects less than ½ of one mill increase (0.4960) from 5.985 mills to
15 6.4810 mills.
16 5. Assessments: The Fire Assessment remains the same as current year. No new
17 contributions from other governmental agencies or not for profits have been proposed.
18

19 Mr. Drury noted that Tavares is the only city in the county to have Basic Life Support (BLS)
20 services which does not provide the opportunity for paramedics to respond to an incident. He
21 said the budget includes one fire station to implement Advanced Life Support (ALS) services
22 October 2013 and the other fire station will be programmed April 2014.
23

24 Ms. Houghton provided a PowerPoint presentation and summary of the General Fund Budgets
25 with the following highlights:
26

- 27 • Initiatives - Downtown Master Plan implementation, Economic Development, Alfred Street
28 realignment and construction, Tavares Pavilion on the Lake, water and sewer line
29 replacements and stormwater improvements in the downtown CRA, completion of Phases
30 2 and 3 of the Water Reclamation Facility, Police & Fire Public Safety Facility, Advanced
31 Life Support Services, and Wooton Park expansion.
32 • Constraints/Challenges – Moderate increases in property values, millage increase under
33 .5 half mil, rising prices for fuel and other commodities, no reserve appropriations, national
34 economic environment moving slowly, maintain similar level of service in environment of
35 rising prices, manage service levels with reduced staffing, deliver service to greater
36 population base, continue delay of many capital equipment replacements and major
37 repairs.
38 • Slight increase for General Fund tax revenues generated from taxable property valuations
39 which have had a decreasing trend since 2008.
40 • Slight increase for General Fund tax receipts which is 29% of the General Fund and have
41 had a decreasing trend since 2008.
42 • State shared revenues are 8% of the General Fund and have declined.
43 • Utility taxes, permit & zoning, and franchise fees are 25% of total General Fund Revenues
44 and are showing an increase.
45

46 Ms. Houghton provided a summary of expenditures for each General Government department
47 including salaries and benefits, operating expenditures, and capital outlay highlights. She said the

1 revenues equal the expenditures. Ms. Houghton thanked the City Administrator and Department
2 Directors for assisting with the budget and ensuring the timelines were met in order to present the
3 budget to Council and allow for additional budget workshops.

4
5 Mayor Wolfe asked if Council has any questions. He noted that he would prefer any discussions
6 to be held when the Vice Mayor is present.

7
8 Mayor Wolfe asked for comments or questions from the audience.

9
10 Shuffleboard Courts

11
12 Alan Gronsfield (33143 Beachview Drive) Leesburg, said the shuffleboard courts need
13 resurfacing. He noted that there are 14 clubs over the northern district which contributes to the
14 local economy and the Tavares court provides an outlet for senior citizens.

15
16 John Ross, Lake Francis Estates, said the courts were improved 7-8 years ago. He noted that
17 club participants come from Clearwater, Tampa, Seabring, Melbourne and other surrounding
18 communities. He said the state tournaments set a court surface criteria that must be met. Mr.
19 Ross said the estimated cost to resurface the courts is \$16,000 and 8-10 courts of the courts
20 need immediate attention. Mr. Ross noted the Tavares club is the most active in the district and
21 is a year round facility. He said that this year is the 100 year anniversary of shuffleboard.

22
23 Mayor Wolfe said this will be brought forward for consideration during the budget process.

24
25 Councilmember Hope said that he has reviewed the budget and would like to schedule time with
26 Ms. Houghton for specific questions.

27
28 Councilmember Grenier said he would like to meet with Chief Lubins.

29
30 **XII. OLD BUSINESS**

31
32 **XIII. NEW BUSINESS**

33
34 **XIV. AUDIENCE TO BE HEARD**

35
36 Brenda Smith, Historical Society of Tavares, thanked Council for their support.

37
38 **XV. REPORTS**

39
40 **Tab 8) City Administrator**

41
42 Golden Triangle Fire District

43
44 Mr. Drury noted the City of Eustis has indicated that they are having a discussion on whether or
45 not to continue with the Golden Triangle Fire District initiative. Mr. Drury said Mt. Dora and
46 Tavares are still moving forward and wanted to confirm with Council that the direction given over
47 the last four years has been to form that partnership with the three cities. Mr. Drury said that

1 staff will continue to work with Mt. Dora and the City Attorneys to bring forward the initiative until
2 Council directs otherwise.

3
4 **Lake Community Action Agency**

5
6 Mr. Drury said that Council appointed him as the City Representative to the Lake Community
7 Action Agency. He said that although he has made all the meetings, with the exception of 1-2, it
8 has been difficult to provide the level of attention that the agency needs in addition to the
9 meetings required to run the city as the LCAA meets evenings and weekends. He asked the
10 Council if they would be amenable to advertise for the position to be filled by a member of the
11 general public.

12
13 There was a consensus of Council to advertise for a representative to be filled by the general
14 public.

15
16 **Public Works**

17
18 Mr. Thompson noted the lights on Ruby Street are being installed today, but may not be hooked
19 up until Friday.

20
21 **Community Services**

22
23 Ms. Rogers said she would see everyone at the 4th of July celebration.

24
25 Mr. Skutt said the golf cart crossing on State Road 19 and Dead River Road has been approved
26 and implemented and it is now legal to cross at that intersection. Tavares is the first city that has
27 been granted approval for crossing a state road under the new criteria

28
29 Councilmember Pfister said that she would like that information on added to the time capsule.

30
31 Ms. Houghton said that the budget should be online for public viewing this evening.

32
33 **Tab 9) City Council**

34
35 **Councilmember Pfister**

36
37 **Councilmember Hope**

38
39 **Councilmember Grenier**

40
41 Councilmember Grenier said that the theme of the July 4th Celebration is 'It's a Grand Ole Flag'
42 and noted a song written by George M. Cohan (born July 3, 1878) called 'It's a Grand Ole Rag.'
43 Mr. Grenier said that Mr. Cohan was inspired to write the song after standing next to a Civil War
44 veteran who had been carrying his carefully folded but ragged regimental around for over 40
45 years and referred to it as 'a grand old rag.'

46

1 Councilmember Grenier recognized that it is the 150 year anniversary of the battles of
2 Gettysburgh and Vicksburg.

3
4 Councilmember Grenier showed those present an advanced copy of his 5th book, to be released
5 on Monday, July 8th; The Images of America – Leesburg. He said the cover picture is of a group
6 called the Whippoorwills and was taken in the back yard of Captain Haynes daughters home in
7 Leesburg.

8
9 **Vice Mayor Smith**

10
11 **Mayor Wolfe**

12
13 Mayor Wolfe said he hoped everyone would be attending the 4th of July celebrations. He said the
14 event starts at 3:00 p.m., parade is at 5:00 p.m., and the fireworks begin at 9:00 p.m. He said he
15 will be in the dunk tank at 7:30 p.m. and challenged everyone to dunk him.

16
17 **Adjournment**

18
19 There was no further business and the meeting was adjourned at 5:33 p.m.

20
21 Respectfully submitted,

22
23
24
25
26 _____
27 Susie Novack, MMC
Deputy City Clerk