

**CITY OF TAVARES
MINUTES OF REGULAR COUNCIL MEETING
SEPTEMBER 4, 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
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

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, United Methodist Church, gave the invocation and those present recited the pledge of allegiance.

III. APPROVAL OF AGENDA

MOTION

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

IV. APPROVAL OF MINUTES

MOTION

1 **Norman Hope moved to approve the minutes of the City Council Workshop of July 24,**
2 **2013 as submitted, seconded by Bob Grenier. The motion carried unanimously 4-0.**

3
4 **V. PROCLAMATIONS/PRESENTATIONS**

5
6 **Tab 2) Presentation by Lake County Golden Triangle Rotary Club – Dragonboat Awards**

7
8 Chuck Hiott and Colleen McGinley of the Lake County Golden Triangle Rotary Club presented a
9 plaque to the City for sponsoring the Dragonboat Event. In addition Ms. McGinley presented an
10 award to the City for the Measel Award for the best local community team which was
11 spearheaded by City employee Phil Clark.
12

13 **Tab 3) Award to Corporal Michael Woods**

14
15 Chief Lubins presented the Medal of Valor to Corporal Michael Woods for his actions taken on
16 July 29th, 2013 during the Blue Rhino fire. He noted it is the Tavares Police Department's highest
17 award. The award recognizes those officers who demonstrate exceptional courage, extraordinary
18 decisiveness, presence of mind, and unusual swiftness of action regardless of his or her personal
19 safety in the attempt to save or protect a human life. Chief Lubins described the specifics of the
20 action taken that day by Corporal Woods and also mentioned the contributions by the other police
21 officers, Tavares firefighters and Emergency Management personnel.
22

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

24
25 None.
26

27 **VII READING OF ALL ORDINANCES/RESOLUTIONS**

28
29 Ms. Barnett read the following ordinances by title only:
30

31 **ORDINANCE 2013-12**

32
33 **AN ORDINANCE AMENDING SECTION 17-57 OF THE CITY OF TAVARES**
34 **LAND DEVELOPMENT REGULATIONS RELATING TO LIENS FOR UNPAID**
35 **WATER, WASTEWATER, RECLAIMED WATER CHARGES; PROVIDING THAT**
36 **SAID LIEN, WHEN RECORDED, SHALL ALSO INCLUDE AND SECURE**
37 **SUBSEQUENT UTILITY CHARGES, BASE RATES AND PENALTIES UNTIL**
38 **SATISFIED; PROVIDING AN EFFECTIVE DATE.**

39
40 **ORDINANCE 2013-13**

41
42 **AN ORDINANCE AMENDING SECTION 294, 297 AND 298 OF ARTICLE IX OF**
43 **CHAPTER 10.5 OF THE CITY OF TAVARES CODE OF ORDINANCES**
44 **RELATING TO THE APPROVAL OF STREET CLOSURES FOR SPECIAL**
45 **EVENT PERMITS; PROVIDING DEFINITIONS; PROVIDING FOR AUTHORITY;**
46 **PROVIDING FOR PROCEDURES; PROVIDING FOR A FEE; PROVIDING FOR**

1 days for payment before a lien is filed. Charges on unpaid costs may continue to accrue
2 after the lien has been recorded which may result in a higher fee than what has been
3 recorded initially. This ordinance amends the current ordinance to specific that the lien
4 secures and includes subsequent unpaid utility and base rate charges.

5
6 **MOTION**

7
8 **Norman Hope moved to approve the ordinance, seconded by Bob Grenier. The**
9 **motion carried unanimously 4-0.**

10
11 **Tab 10) Ordinance #2013-13 – Revision to Special Events Ordinance re: Street**
12 **Closure Procedures**

13
14 Bill Neron explained that the original ordinance had set up special procedures to be
15 followed by the City in handling special events. That ordinance requires where there is a
16 street closure, an event drawing more than 2000 people, or an event that the City co-
17 sponsors the application has to come to City Council for approval. Since 2008 the City
18 has gone from five events to over 20 major events a year, many of them being recurring.
19 In order to expedite the permitting process, this ordinance would remove the requirement
20 for City Council approval of special events. He noted the City Administrator has always
21 kept Council informed of any major special events.

22
23 **MOTION**

24
25 **Lori Pfister moved to approve Ordinance #2013-13, seconded by Bob Grenier. The**
26 **motion carried unanimously 4-0.**

27
28 **X. GENERAL GOVERNMENT**

29
30 **Tab 11) Approval of First Street Stormwater Rehabilitation Project**

31
32 Mr. Hayes said the purpose of the project is to rehabilitate the stormwater culverts on
33 First Street. The City shares the ownership of the stormwater drainage area with FDOT in
34 Visa del Largo. The subdivision was approved by City Council in 1973. The existing
35 culvert pipes are of metal fabrication and are need of replacement. The most cost
36 effective way is to line the pipes with 18 mm of lining. Quotes were received, the lowest
37 being Miller Pipeline Corporation at \$124,291.50. The sidewalk will also need to be
38 restored and two quotes were received; Dallas 1 Corporation came in at \$4,327.66.

39
40 **MOTION**

41
42 **Bob Grenier moved to approve the proposal and project for the First Street**
43 **Stormwater Rehabilitation project, seconded by Norman Hope. The motion carried**
44 **unanimously 4-0.**

45
46 **Tab 12) Authorization for Mayor to Support Foreign Trade Zone**

47

1
2 **MOTION**

3
4 **Lori Pfister moved to approve the bid award and also to transfer funding as**
5 **recommended, seconded by Bob Grenier. The motion was approved unanimously**
6 **4-0.**

7
8 **XII. OLD BUSINESS**

9
10 **Tab 14) Lake County Time Capsule Project**

11
12 Mayor Wolfe noted Council had been provided a copy of the report prepared by Councilmember
13 Grenier regarding the Lake County Time Capsule project.

14
15 Councilmember Grenier explained that Commissioner Leslie Campione had asked each of the
16 cities to put together a five page report on a significant event that altered the history of the
17 respective towns. He said many of the cities have responded but have only provided historical
18 data with pictures. He said he had decided to prepare a report on behalf of the Council, the staff,
19 and the citizens of Tavares that is similar to the Tavares Time Capsule letter that will be
20 addressed to the people of 2037. He said he has chosen a period of time that is reflective of what
21 is being done at this time in the City especially over the last five years that describes the
22 economic invigoration that has taken place. He said this is what the VIVA committee has
23 requested.

24
25 Councilmember Grenier thanked the staff and the Historical Society who looked over his outline
26 and approved it. Mayor Wolfe invited public comment.

27
28 **Denise Laratta**

29
30 Ms. Laratta asked Council to allow the Tavares Historical Society an opportunity to review the
31 report, to determine if there are any additions that might be added. She said there is a Board
32 meeting on Monday and it would be reviewed at that time and available with any suggestions by
33 Tuesday.

34
35 Councilmember Grenier stated that the report is overdue and was the reason he had sent an
36 outline which was approved by Brenda Smith.

37
38 Ms. Laratta said the Board was not able to review the final document and asked for additional
39 time to allow the Historical Society to review the final report.

40
41 **Consensus to approve the report.**

42
43 Mayor Wolfe asked Ms. Laratta to let Councilmember Grenier know by Tuesday of any
44 comments.

45
46 **Electronic Agenda – Councilmember Pfister**

47

1 Councilmember Pfister requested Council to consider going to notepads which would mean less
2 paper copies, save time for the City Clerk to print and assemble, and save time for the police
3 officers to deliver the packets.

4
5 Discussion followed with the general consensus to proceed.

6
7 Mr. Drury said there are two issues; whether or not to go to electronic and whether or not the City
8 should pay for the tablet. He noted there can be security issues if the tablet is lost.

9
10 Councilmember Pfister discussed the issue of separating public business from personal. Attorney
11 Williams noted that if public correspondence is done on a home computer, the city's policy is to
12 copy the City Clerk because they become public records. He noted texts that pertain to public
13 records are also public records.

14
15 Councilmember Hope suggested that Council ask Mr. Drury to look into this proposal and
16 research the costs and best piece of equipment. He said he would be comfortable with city issued
17 equipment that is segmented from anything else.

18
19 **MOTION**

20 **Lori Pfister moved that Mr. Drury and staff eliminate the paper agendas for**
21 **councilmembers and provide each councilmember with an appropriate notebook and to**
22 **bring the dollar figure and the appropriate unit that should be used to City Council. The**
23 **motion was seconded by Norman Hope.**

24
25 Mayor Wolfe said he would prefer to buy his own tablet.

26
27 Attorney Williams advised it is problematic if Councilmembers bring personal equipment and if it
28 is a condition for running for Council some person may not be able to afford it. He recommended
29 that the City provide the equipment.

30
31 **The motion carried unanimously 4-0.**

32
33 **XIII. NEW BUSINESS**

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

36 **Betty Burleigh, Tavares**

37
38 Ms. Burleigh thanked the City for coming door to door to notify her of the recent boil water alert
39 and the follow up to alert her that the boil water notification had been resolved.

40
41 **XV. REPORTS**

42 **Tab 14) City Administrator**

43
44 Mr. Drury noted the basketball court dedication will be September 14th at 10:00 a.m. [Ingraham
45 Park]

46
47 **Community Services**

1
2 Ms. Rogers noted the City Clerk will be passing down a basketball for Council to autograph which
3 will be presented to Stanley Smith (who originally came to Council to request the project) at the
4 basketball court opening. Ms. Rogers encouraged everyone to attend the opening.

5
6 **XV. REPORTS**

7
8 **Tab 15) City Council**

9
10 **Councilmember Grenier**

11
12 Historical Tribute: In September 1978 the first woman became president of a major scheduled
13 commercial airline (the wife of General Charles Blair, actress Maureen O’Hara). The fleet was
14 large commercial seaplanes (Antilles Airboats).

15
16 **Mayor Wolfe**

17
18 Mayor Wolfe adjourned the regular Council meeting at 4:57 p.m.

19
20 **Mayor Wolfe re-convened the Public Hearing at 5:07 p.m.**

21
22 **IX. PUBLIC HEARING – FISCAL YEAR 2014 MILLAGE AND BUDGET – 5:05 P.M.**

23
24 **Reading of Resolution #2013-12 – Tentative Millage Rate and Resolution #2013-13 –**
25 **Tentative Budget for Fiscal Year 2013-2014**

26
27 **Ms. Barnett read the resolutions in their entirety:**

28
29 **RESOLUTION 2013 - 12**

30
31 **A RESOLUTION ADOPTING A FINAL MILLAGE RATE OF 6.4531 FOR THE CITY OF**
32 **TAVARES, FLORIDA, FOR AD VALOREM TAXES FOR FISCAL YEAR 2013-2014; SETTING**
33 **FORTH THE PERCENT BY WHICH THE MILLAGE RATE IS GREATER THAN THE "ROLLED**
34 **BACK RATE"**

35
36 **BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA:**

37
38 **WHEREAS**, the City of Tavares of Lake County, Florida on September 4, 2013, adopted
39 the 2013-2014 Fiscal Year Tentative Millage Rate following a public hearing as required by
40 Florida Statute 200.065.

41
42 **WHEREAS**, the City of Tavares of Lake County, Florida, following due public notice as
43 required by law, held a second public hearing on September 18, 2013, as required by Florida
44 Statute 200.065 on the 2013-2014 Millage Rate; and

45
46 **WHEREAS**, the gross taxable value for operating purposes not exempt from taxation
47 within Lake County has been certified by the County Property Appraiser to the City of Tavares as

1 \$599,061,342.
2

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

- 5
6 1. The City of Tavares Fiscal Year 2013-2014 operating millage rate to be levied is
7 hereby set at 6.4531 mills, which millage rate is greater than the rolled back rate of
8 6.1332 by 5.22%.
9
10 2. The voted debt service millage is .4533.
11
12 3. This Resolution will take effect immediately upon its adoption.
13

14 **RESOLUTION 2013 - 13**

15
16 **A RESOLUTION ADOPTING THE FINAL BUDGET FOR THE**
17 **CITY OF TAVARES, FLORIDA, FOR THE FISCAL YEAR 2013 -**
18 **2014.**
19

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

21
22 WHEREAS, a public hearing on the proposed 2013-2014 budget was held at the
23 Tavares City Hall Council Chambers in the City of Tavares, Florida, Lake County, Florida on
24 September 4th 2013, at 5:05 p.m., as required by Florida Statutes 200.065; and
25

26 WHEREAS, the general public was given an opportunity to express its views
27 pertaining to the proposed budget, and
28

29 WHEREAS, the City Council approved the tentative budget for 2013-2014, and
30

31 WHEREAS, a second public hearing on the proposed 2013-2014 budget was held
32 in the Council Chambers at the Tavares City Hall, 201 East Main Street in the City of Tavares,
33 Florida, on September 18, 2013, at 5:05 p.m.,
34

35 **NOW, THEREFORE, BE IT RESOLVED** that the Budget for 2013-2014 fiscal year
36 for the City of Tavares, Florida is hereby adopted by the Tavares City Council in the amount of
37 \$29,782,821, at public hearing this 18th day of September, 2013.
38

39 **Summary of Budget Workshops**
40

41 Ms. Houghton provided a summary of the budget. The budget is presented at a millage rate
42 6.4531 mils which is less than the maximum millage that was sent to the Property Appraiser of
43 6.9850 mils. The ad valorem rate is 5.22% above the rollback rate of 6.1332 mils and it is .4681
44 mils greater than the prior year operating millage of 5.9850. The assessed taxable value that
45 supports the millage is \$599,061,342. There is a balanced tentative budget of the General Fund
46 for \$13,398,786. This includes a pay increase for employees, PBA and IAFF union negotiation
47 changes, a new position in the Police Department at the end of the fiscal year, and a new position

1 in the Fire Department at the end of the fiscal year. The service level remains similar with the
2 exception of an added service level increase for fire services which includes the implementation
3 of advanced life support. Reserves will be budgeted at approximately 8.5% or 1,137,988; 90% of
4 that will be assigned for unforeseen emergencies and 10% for contingencies. The budget also
5 includes the fire assessment.

6
7 Mayor Wolfe asked for public comment.

8
9 Robert Madden, Lakeland, Florida

10
11 Mr. Madden said he is the president of the General Partner of the Limited Partnership that owns
12 Holiday Mobile Park at 561 E. Burleigh Blvd. Mr. Madden discussed the tax increases over the
13 past few years. He said it has been difficult and he wanted the City to know Holiday receives no
14 exemptions. He asked City Council to revisit this topic and find a way to grant equity to Holiday
15 Mobile Park and any other similar entities affected.

16
17 Mr. Drury requested Mr. Madden to email him his data and then he would be able to review his
18 information. He said he would respond to Mr. Madden and discuss his particular situation.

19
20 **MOTION**

21 **Norman Hope moved to set the tentative millage rate at 6.4531 for the next fiscal year,**
22 **seconded by Lori Pfister. The motion carried unanimously 4-0.**

23
24 **Tab 6) Resolution #2013-13 – Tentative Budget – Fiscal Year 2013-14**

25 Ms. Houghton said the same assumptions are used to support the budget as was discussed for
26 the millage.

27
28 Mayor Wolfe asked for public comment.

29
30 **MOTION**

31
32 **Norman Hope moved to approve the tentative budget as presented, seconded by Bob**
33 **Grenier. The motion carried unanimously 4-0.**

34
35 Mr. Drury noted there will be another Public Hearing on the budget in two weeks.

36
37 **Adjournment**

38 There was no further business and the meeting was adjourned at 5:23 p.m.

39
40 Respectfully submitted,

41
42
43
44 Nancy A. Barnett, C.M.C.
45 City Clerk