

**CITY OF TAVARES
MINUTES OF REGULAR COUNCIL MEETING
OCTOBER 16, 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
Brad Hayes, Utility Director

I. CALL TO ORDER

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

Mayor Wolfe noted there are cards by the door to be filled out by anyone wishing to speak on an agenda item and they should be given to the City Clerk.

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

MOTION

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

IV. APPROVAL OF MINUTES

1
2 **MOTION**

3
4 **Bob Grenier moved to approve the minutes of the September 4, 2013 City Council meeting**
5 **as submitted, seconded by Norman Hope. The motion carried unanimously 4-0.**

6
7 **V. PROCLAMATIONS/PRESENTATIONS**

8
9 **Tab 2) Presentation on Rifles, Rails and History Event**

10
11 Councilmember Grenier spoke about the success of this event emphasizing its educational,
12 economic, and entertainment benefits. He noted the re-enactor community had spoken favorably
13 about their experience. He gave credit to Ms. Graham for her conception of the event and for her
14 facilitation of the event. Ms. Graham thanked City Council for approving the event and for the
15 support of the city staff. She reiterated that the feedback from the re-enactors had been very
16 positive and plans are underway for next year.

17
18 Councilmember Grenier said the photographs taken depict the uniqueness of this event and that
19 Rifles, Rails and History will be the inaugural event for re-enactors in 2014.

20
21 **VI. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EXPARTE CONTACTS**

22
23 None.

24
25 **VII READING OF ALL ORDINANCES/RESOLUTIONS**

26
27 Ms. Barnett read the following ordinances by title only:

28
29 **FIRST READING**

30
31 **ORDINANCE #2013-19**

32
33 **AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, RELATING TO**
34 **RECLAIMED WATER UTILITY SERVICE; AMENDING SECTION 17-54 OF THE**
35 **CITY OF TAVARES LAND DEVELOPMENT REGULATIONS PERTAINING TO**
36 **RECLAIMED WATER UTILITY RATES; AMENDING THE DEFINITION OF**
37 **“LARGE USER”; AUTHORIZING BULK SERVICE AGREEMENTS FOR**
38 **CERTAIN RECLAIMED WATER LARGE USERS; AND PROVIDING FOR AN**
39 **EFFECTIVE DATE.**

40
41 **SECOND READING**

42
43 **ORDINANCE NO. 2013-16**

44
45 **AN ORDINANCE OF THE CITY OF TAVARES AMENDING CHAPTER 15,**
46 **PENSIONS AND RETIREMENT, ARTICLE IV, POLICE OFFICERS’ PENSION**
47 **TRUST FUND, OF THE CODE OF ORDINANCES OF THE CITY OF TAVARES;**
48 **AMENDING SECTION 15-74, FINANCES AND FUND MANAGEMENT;**

1 Chief Keith noted this is a companion document to the Police Pension ordinance for the
2 Fire Pension. This ordinance will broaden the permissible investment restrictions. The
3 change has been recommended by the Board's investment professionals. Staff
4 recommends approval. Mr. Drury noted this ordinance was also reviewed by the
5 independent retirement consultant.

6
7 **MOTION**

8
9 **Bob Grenier moved to approve Ordinance #2013-17, seconded by Norman Hope.**
10 **The motion carried unanimously 4-0.**

11
12 **X. GENERAL GOVERNMENT**

13
14 **Tab 9) Pavilion RFQ for Catering and Approval of Selection Committee**

15
16 Ms. Rogers stated that the development of the RFQ was done with the assistance of
17 Joyce Ross and Scott Aldrich who did extensive research. She noted that catering
18 requires a certain skill level. The plan will be to select five to seven companies that will be
19 approved to be on a preferred list. An agreement will be executed for no more than five
20 years with the catering companies and during that time the City may add to the list as
21 needed. The expectation will be that those caterers on the preferred list will also promote
22 the city's facility on their web site. Ms. Rogers reviewed the following selection criteria:

- 23
24
- 25 • Minimum standards will include a FL Dept of Business Regulation Hotel &
26 Restaurant licensure; FI liquor license, a Florida Dept of Business Regulation
27 Hotel inspected food production kitchen license; all of their employees must have
28 a FI Food handlers certificate
 - 29 • They must disclose an HACPP plan (Hazard Analysis and Critical Control Points
30 Plan)
 - 31 • Proof of liability insurance, workers comp, and auto insurance, fire, liquor liability
32 insurance
 - 33 • Letters of references from other venues
 - 34 • Plan for marketing the pavilion along with their own business
 - 35 • Requirement to pay 10% user fee for every contract (industry standard)
 - 36 • Submit menus with response packet and price points
 - 37 • Selection Committee will reserve the right to inspect the proposed caterers'
38 facilities
 - 39 • Provide a proposed plan to cater the grand opening event

40 She noted if the client wants to use their own caterer they can pay a fee of \$500 which
41 will enable them to bring in their own licensed caterer. For daytime events, the client will
42 be able to bring in a box lunch. Ms. Rogers discussed the members of the Selection
43 Committee, the selection process and the role of the Purchasing Manager.

44
45 Ms. Rogers said the request before Council is to approve the Selection Committee and to
46 authorize moving forward with the Request for Qualifications.
47

1 Councilmember Hope asked if the the client wishes to choose an alternative caterer,
2 would that caterer would be subject to the same criteria as the ones on the preferred list.
3 Ms. Rogers confirmed. Mr. Drury said they would be subject to the basic criteria.
4

5 Councilmember Pfister questioned some aspects of the proposed RFQ such as requiring
6 each staff person to have a food handler's license and other language suggesting the City
7 would have to approve the selection of a wedding cake. Ms. Rogers explained the
8 rationale behind requiring the license and the intention behind approving some items. Mr.
9 Drury commented that the pavilion manager will probably need to know what type of
10 entertainment will be coming in and whether it will be appropriate for a city facility.
11

12 Mr. Drury said today the Council is voting on approving committee members and going
13 out for a RFQ. Mr. Drury said the selection committee needs to review the RFQ before it
14 goes out. Councilmember Pfister asked for clarification. Ms. Rogers said she had planned
15 on sending out the RFQ to the committee members for comment and review.
16 Councilmember Pfister requested a selection committee meeting to go over the RFQ.
17

18 Mr. Drury supported having a pre-proposal meeting.
19

20 Councilmember Hope said he preferred to see the final RFQ before voting.
21

22 Attorney Williams noted that Council did not usually review the RFQ before it is sent out.
23 Ultimately what will come back to Council will be the contract.
24

25 **MOTION**

26
27 **Lori Pfister moved to approve the committee and the RFQ subject to the Committee**
28 **meeting first, seconded by Bob Grenier. The motion carried unanimously 4-0.**
29

30 **Tab 10) Update on the Golden Triangle Fire District**

31
32 Attorney Williams noted the City has been the leader working with Mt. Dora and with
33 Eustis for the last couple of years on the concept of the Fire District. The plan was to
34 combine two or more fire departments into an autonomous free standing agency that
35 would benefit from economies of scale, could have its own employees, and could handle
36 the department through a larger district area, including some of the areas outside of the
37 city limits. When this was originally looked at, the concept was that the district would be
38 governed by a board that would be appointed by the various member cities. That type of
39 district would be able to levy its own income through a fire assessment process or ad
40 valorem taxes.
41

42 One of the ways to create the district was through a Special Act of the Legislature for an
43 Independent Fire District 191 which has some advantages and disadvantages. Staff has
44 decided to recommend looking at another option which is the creation of a public
45 corporation similar to Lake County EMS. EMS is a public corporation owned by Lake
46 County and the governing members are appointed by the Board of County
47 Commissioners and they hired their own administrators and staff and have sovereign

1 immunity. They do not have the ability to raise their own assessments or taxes. Under this
2 model then there would be two owners of the company (Tavares and Mt. Dora currently)
3 and the board members would be appointed. He said there a lot of details in merging the
4 two city departments. Under this model the government would have to fund the
5 corporation.
6

7 Mr. Drury discussed the potential board representation and possibility of Eustis joining at
8 a later time. He requested that Council authorize the City Attorney to begin crafting the
9 public articles of incorporation that define how the corporation will work and bring back to
10 Council for review, and to continue the conversation with Mt. Dora. He said on October
11 29th the city will be hosting the annual Golden Triangle Summit meeting which will be
12 another opportunity to discuss the Golden Triangle Fire District.
13

14 Mayor Wolfe stated he is in favor of moving forward and having Attorney Williams
15 continue working on the articles of incorporation. Councilmember Hope asked if Council
16 would have control over the private corporation. Attorney Williams said Council will not
17 have direct control but would appoint the board members. Mr. Drury and Attorney
18 Williams discussed the Interlocal governmental agreement between the two cities of Mt.
19 Dora and Tavares and the corporation where the cities agree to fund the corporation.
20

21 Councilmember Hope asked what would happen to the current employees' retirement.
22 Attorney Williams said the private company can have a retirement system and staff is
23 researching whether the private employee firefighters could remain either in their current
24 plans or would be eligible for FRS.
25

26 Councilmember Pfister asked the projected savings for the residents on their fire
27 assessment. Attorney Williams said the Fire Department will do fire protection and
28 provide ALS services which cannot be paid for out of the fire assessment. Currently the
29 Fire Department budget is paid partly out of General fund revenues. He said the reason
30 that the combining of fire departments is sometimes done is in cities that are at the limit of
31 their 10 mil cap. The other issue is that the bigger the department the less duplication of
32 services.
33

34 Mr. Drury said he will do a survey on consolidation of services around the country. He
35 discussed the potential for savings. Attorney Williams noted it will also increase the level
36 of service for the residents.
37

38 Mr. Drury said the projected Fire District map will be developed and brought back to
39 Council. Mr. Drury recommended that Council make a motion to authorize the City
40 Attorney to develop the Articles of Incorporation and bring back for City Council's review.
41
42
43
44

45 **MOTION**
46

1 **Bob Grenier moved to approve staff recommendation [to authorize the City**
2 **Attorney to develop the Articles of Incorporation and bring back for City Council's**
3 **review], seconded by Norman Hope. The motion carried unanimously 4-0.**

4
5 **XI. OLD BUSINESS**

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7 **XII. NEW BUSINESS**

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9 **XIII. AUDIENCE TO BE HEARD**

10
11 **XIV. REPORTS**

12
13 **Tab 14) City Administrator**

14
15 Mr. Drury referred to list of upcoming meetings. Mr. Drury pointed out that the City has several
16 projects that are now coming to fruition: the Pavilion on the Lake, the shoreline cleanup and
17 removal of rubble and tires from the lake; the water and sewer downtown project (supported by
18 excellent public communications); the water facilities building at Woodlea; the Alfred Street One
19 Way Pair (November 18th is the preconstruction meeting); the arrival of the railroad tracks and the
20 County's SR 19 paving project from 561 to US 441.

21
22 He said under the design side there have been several meetings regarding the Wooton Park
23 Expansion project. The design of the public safety building is also underway. All the projects are
24 in addition to the day to day operations.

25
26 **City Clerk**

27
28 Ms. Barnett reminded everyone that the next Council Meeting will be November 20th and there
29 will be a reception for Councilmember Grenier at 3:30 pm that day.

30
31 **Economic Development**

32
33 Mr. Neron reminded everyone of the upcoming Jet Ski show and commented on the status of the
34 Wooton Park project.

35
36 **Community Services**

37
38 **City Attorney**

39
40 Attorney Williams said the spaying and neutering ordinance has been drafted and would be
41 presented at the next meeting in order to have time to include information on free or no cost
42 spaying/neutering opportunities. He said he has modeled it after an exceptions clause. In addition
43 he commented on the property located next to Mr. Eldrodt. He said the property owners have now
44 been "constructively served" through the publishing of an ad. Mr. Drury said the goal is to have a
45 judge authorize the razing of the building after proving that everyone was notified. Attorney
46 Williams said there will be a foreclosure sale and the property will be sold on the courthouse

1 steps. If the city ends up with property (noting the city liens are greater than the value of the
2 property), then the city can raze the building.

3
4 **Tab 15) City Council**

5
6 **Councilmember Pfister**

7
8 **Councilmember Hope**

9
10 Councilmember Hope commended staff for their responsiveness when he gets a call from a
11 citizen. He commended Ms. Rogers on her work on the pavilion.

12
13 **Councilmember Grenier**

14
15 Councilmember Grenier introduced his daughter Samantha who was in the audience.

16
17 Councilmember Grenier said he has accepted an offer to work at Disney World again. He said he
18 has been working with the County on the Viva Florida exhibit. The dedication will be next
19 Tuesday.

20
21 Councilmember Grenier said he will miss being on Council.

22
23 **Mayor Wolfe**

24
25 Mayor Wolfe discussed several events coming up including a hotdog sampling on October 26th.

26
27 **Adjournment**

28
29 There was no further business and the meeting was adjourned at 5:23 p.m.

30
31 Respectfully submitted,

32
33
34
35 Nancy A. Barnett, C.M.C.
36 City Clerk