



**VIII. CONSENT AGENDA**

**Tab 6) Approval of Pavement Grinding Contract**

**Chris Thompson**

**IX. ORDINANCES/RESOLUTIONS**

**FIRST READING**

**SECOND READING**

**Tab 7) Ordinance #2014-07 - Amendment to Sign Ordinance to Permit Wind Signs**

**Jacques Skutt**

**RESOLUTIONS**

**X. GENERAL GOVERNMENT**

**Tab 8) City Administrator Evaluation**

**Mayor Wolfe**

**Tab 9) Public Safety Building, Public Works Building, Public Works Building, and Parks and Recreation Buildings**

**John Drury**

**Tab 10) Medical Marijuana Dispensaries – Discussion**

**Jacques Skutt**

**Tab 11) Update on Interlocal Service Boundary Agreement with Lake County**

**Jacques Skutt**

**Tab 12) Appointment to Florida League of Cities Annual Meeting**

**Mayor Wolfe**

**XI. OLD BUSINESS**

**XII NEW BUSINESS**

**XIII. AUDIENCE TO BE HEARD**

**XIV. REPORTS**

**Tab 13) City Administrator**

**John Drury**

**Tab 14) 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.

CITY OF TAVARES  
MINUTES OF REGULAR COUNCIL MEETING  
JUNE 4, 2014  
CITY COUNCIL CHAMBERS  
4:00 p.m.

**COUNCILMEMBERS PRESENT**

**ABSENT**

Robert Wolfe, Mayor  
Lori Pfister, Vice Mayor  
Kirby Smith, Councilmember  
Robert Speaks, Councilmember

Norman Hope, Councilmember

**STAFF PRESENT**

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

**I. CALL TO ORDER**

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

**II. INVOCATION AND PLEDGE OF ALLEGIANCE**

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

**III. APPROVAL OF AGENDA**

**MOTION**

Kirby Smith moved to approve the agenda, seconded by Robert Speaks. The motion carried unanimously 4-0.

**IV. APPROVAL OF MINUTES**

**Tab 1) Approval of City Council Regular Minutes – May 21, 2014**

**MOTION**

1  
2 **Lori Pfister moved for approval of the minutes of May 21, 2014, seconded by Kirby Smith.**  
3 **The motion carried unanimously 4-0.**  
4

5 **V. PROCLAMATIONS/PRESENTATIONS**  
6

7 **Tab 2) Presentation to TECO Gas**  
8

9 Mayor Wolfe noted that Ms. Rogers would be making the presentation. He recognized TECO  
10 representatives; Bruce Stout, Project Manager and Bill Williams, Division Supervisor.  
11

12 Ms. Rogers stated that TECO Gas will be the gas supplier for the Pavilion and has donated the  
13 installation of the lines valued at \$15,943.00. She stated that the City used TECO as a sponsor  
14 for one of the baseball teams in acknowledgement of their donation. Ms. Rogers then presented a  
15 plaque to Mr. Stout and Mr. Williams. Council expressed their appreciation.  
16

17 **VI. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EX PARTE CONTACTS**  
18

19 None  
20

21 **VII. READING OF ALL ORDINANCES/RESOLUTIONS**  
22

23 Ms. Barnett read the following ordinances and resolutions by title only:  
24

25 **ORDINANCE 2014-07**  
26

27 **AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA AMENDING THE**  
28 **LAND DEVELOPMENT REGULATIONS BY PROVIDING FOR THE**  
29 **PERMITTING OF TEMPORARY FEATHER SIGNS; AMENDING CHAPTER 21,**  
30 **SIGN REGULATIONS BY ADDING A DEFINITION OF FEATHER SIGNS TO**  
31 **SECTION 21-2, AMENDING SECTION 21-15, TEMPORARY SIGNS BY ADDING**  
32 **REGULATIONS GOVERNING FEATHER SIGNS; SUBJECT TO THE RULES,**  
33 **REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES**  
34 **COUNCIL; PROVIDING AN EFFECTIVE DATE.**  
35

36 **ORDINANCE 2014-05**  
37

38 **AN ORDINANCE CREATING SECTION 11-6 ET SEQ. OF THE CITY OF**  
39 **TAVARES CODE OF ORDINANCES PERTAINING TO THE DISTRIBUTION OF**  
40 **FREE PUBLICATIONS; CREATING DEFINITIONS; PROVIDING A**  
41 **PROCEDURE FOR PROPERTY OWNERS TO REQUEST CESSATION OF**  
42 **DELIVERIES OF FREE PUBLICATIONS; PROVIDING FOR NOTICE AND**  
43 **EXEMPTIONS; PROVIDING AN EFFECTIVE DATE**  
44

45  
46 **VIII. CONSENT AGENDA**

1 None

2  
3 **IX. ORDINANCES/RESOLUTIONS**

4  
5 **Tab 5) Ordinance #2014-05 – Distribution of Free Publications**

6  
7 Mr. Drury stated that Council had previously directed staff to develop an ordinance that would  
8 provide a notification process for those homeowners who do not wish to have the free  
9 newspapers delivered to their driveways. The City Attorney has developed an ordinance which  
10 provides a process. The resident would call the distributor if they do not wish to have the  
11 newspaper delivered and the distributor will send back an acknowledgement and cease delivery.  
12

13 Mayor Wolfe invited Gary Higgins to speak.

14  
15 Mr. Higgins of the Orlando Sentinel stated he represented two products that are delivered on  
16 Wednesday and Thursday. He noted that both are grocery ads from local stores. He said the  
17 Sentinel has always had a system where the product is delivered to a specific address and is  
18 tracked. He said in the past if someone calls and requests for the product to be stopped they  
19 include that information into their system which updates the address list. He said in the past two  
20 or three years he has had about five people call from Tavares. He said they have had people  
21 request to have an entire street stopped which is not possible. He noted there may be an issue  
22 with compliance per the ordinance language.  
23

24 Attorney Williams noted this ordinance will not affect the process described by Mr. Higgins. He  
25 noted the ordinance had the word “immediately” for acknowledgement which is probably  
26 unreasonable. He suggested that Council may want to make an amendment to the ordinance in a  
27 motion that would change it to 7 or 10 days.  
28

29 Mr. Higgins stated he would like to register with the Code Enforcement officer so that he could be  
30 contacted if there is a problem. Attorney Williams said the ordinance does not require that but it  
31 would be helpful if he wished to do that.  
32

33 **MOTION**

34  
35 **Kirby Smith moved to approve Ordinance #2014-05, with the amendment of striking out the**  
36 **word “immediately” and replacing it with “ten days”, seconded by Lori Pfister. The motion**  
37 **carried unanimously 4-0.**

38  
39 **X. GENERAL GOVERNMENT**

40  
41 **Tab 5) Purchase of Duke Energy Property Next to Carolina Plant**

42  
43 Mr. Hayes stated this is a request to purchase a portion of the Carolina Plant Duke Energy  
44 property in the amount of \$50,000. He said he had budgeted \$30,000 in order to purchase the  
45 property. The City stores equipment on the property. Duke Energy requested an appraisal which  
46 came in at \$50,000. This will require a transfer from Utility Reserves in the amount of \$20,000 to  
47 make up the difference.

1 Attorney Williams noted the property had been sold by the City to Progress Energy about 15  
2 years ago. They had intended to build a substation which did not occur. In the meantime the city  
3 has done some improvements and continued to store some equipment on the property. The  
4 budget of \$30,000 was based on the tax value of the property. He said he had dealt with a  
5 representative from Duke Energy who requested a valid appraisal because they are a publicly  
6 traded company. The appraisal came in higher than the tax value and higher than that budgeted.  
7 He said he had reviewed the property and recommended it be purchased. He said Duke is  
8 requesting a commitment so that they can look for another buyer if the city is not interested.  
9

10 **MOTION**

11  
12 **Kirby Smith moved to approve the purchase of the Carolina Street property, seconded by**  
13 **Robert Speaks**

14  
15 Attorney Williams stated this motion would increase the authority of staff to negotiate and pay up  
16 to \$50,000 to acquire the Carolina Street property.

17  
18 **The motion carried unanimously 4-0.**

19  
20 **Tab 6) Appointments to Library Board and Planning & Zoning Board**

21  
22 Mayor Wolfe recommended the following appointments:

23  
24 **Planning & Zoning Board**

25  
26 Morris Osborn, Gary Santaro, and Richard Root – three year terms to 2017.  
27 William Stomp and Steven Pueschel – Two year terms till 2016

28  
29 **Library Board**

30  
31 Charles Fox, Judy Eaton and Carol Wasserman

32  
33 **Consensus to approve the Mayor's recommendations.**

34  
35 **Tab 7) Voting Delegate to Florida League of Cities Annual Meeting**

36  
37 Mayor Wolfe asked to table this item until Councilmember Hope could be in attendance  
38 as he has been the past representative.

39  
40 **Consensus to table.**

41  
42 **XI. OLD BUSINESS**

43  
44 Councilmember Kirby commented in reference to his previous comments at the last meeting  
45 regarding the kitchen consultant [in the GatorSkitch contract], that he wanted to emphasize that  
46 he believes the city should scrutinize every dollar being offered through grants because there are  
47 no "free" dollars; they are always from tax dollars.

1  
2 **XII. NEW BUSINESS**  
3

4 **XIII. AUDIENCE TO BE HEARD**  
5

6 Patsy Umlauf, 2805 Wekiva Road, stood to address Council. She stated that Betty Burleigh of the  
7 Tavares Historical Society, who has been a very faithful member and attends City Council  
8 meetings regularly, has been unable to attend City Council meetings for some time because of  
9 the illness of her husband. She said Ms. Burleigh's husband passed away this week [Jesse "Reg"  
10 Burleigh on May 28]. They had been married for 64 years. Mayor Wolfe thanked Ms. Umlauf for  
11 bringing this forward.  
12

13 **XIV. REPORTS**  
14

15 **Tab 14) City Administrator**  
16

17 Mr. Drury said he had no information to add to his report.  
18

19 **City Clerk**  
20

21 **Human Resources**  
22

23 **Economic Development**  
24

25 **Public Works**  
26

27 **Public Communications**  
28

29 **Utility Department**  
30

31 Mr. Hayes advised that a \$750,000 grant from the state for the downtown stormwater project has  
32 been received.  
33

34 **Police Department**  
35

36 **Community Services**  
37

38 **Fire Department**  
39

40 **Community Development**  
41

42 **Finance Department**  
43

44 **City Attorney**  
45

46 **Tab 15) City Council**  
47

1 **Vice Mayor Pfister**

2  
3 Vice Mayor Pfister thanked the Waterfront Entertainment District (acknowledging Lou Buigas) for  
4 their work in putting on the event this past weekend [boxing tournament] which she had heard  
5 was very successful.

6  
7 **Councilmember Hope**

8  
9 **Councilmember Speaks**

10  
11 Thanked Ms. Ross for including in the newsletter the information on how to report street light  
12 outages. He said he had recently spent time with Mr. Thompson in checking the number of lights  
13 that were out in his neighborhood. He commended Mr. Thompson for his oversight.

14  
15 **Councilmember Smith**

16  
17 Councilmember Smith said on this day in 1942 the Battle of Midway started when Japan suffered  
18 their first defeat with the United States.

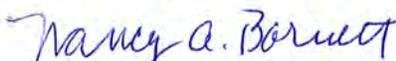
19  
20 **Mayor Wolfe**

21  
22 Mayor Wolfe asked about the chickens in the downtown. Lt. Paynter said he had noticed one on  
23 the on the far end of Main Street. Councilmember Pfister said she loves the chickens.

24  
25 **Adjournment**

26  
27 There was no further business and the meeting was adjourned at 4:32 p.m.

28  
29 Respectfully submitted,

30 

31 Nancy A. Barnett, C.M.C.

32 City Clerk  
33

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
DATE OF MEETING: June 18, 2014**

**AGENDA TAB NO. 2**

**SUBJECT TITLE: Presentation of Certificate of Completion from Florida League of Cities to Councilmember Speaks**

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**OBJECTIVE:**

The Mayor will present a Certificate of Completion from the Florida League of Cities to Councilmember Speaks for his attendance and participation at the 2014 Advanced Institute for Elected Municipal Officials.

**SUMMARY:**

Councilmember Speaks attended the Advanced Institute on May 2-3, 2014 in Altamonte Springs. The objective of the Institute is to provide elected municipal officials with an intensive academic program that covers municipal legislative and budgetary issues.

**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 30, 2014

The Honorable Robert Speaks  
Councilmember, City of Tavares  
201 E. Main Street  
Tavares, FL 32778

Dear Councilmember Speaks:

On behalf of the John Scott Dailey Florida Institute of Government and the Florida League of Cities, I am pleased to award this certificate to you for the completion of the Advanced Institute for Elected Municipal Officials held May 2-3, 2014 in Altamonte Springs, Florida.

We hope that you found the program challenging and worthwhile. We encourage you to take advantage of other training opportunities through the FLC University and the Institute of Government.

We strongly believe that your attendance at the Advanced Institute is indicative of your continued commitment to improving the quality of municipal government in Florida. If we may be of assistance in the future, please do not hesitate to call upon us.

We hope to see you at future FLC and IOG events!

Sincerely,

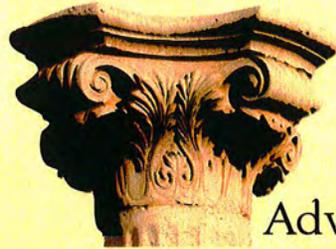
Lynn S. Tipton  
Director of Membership Development

Enclosure

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President **P.C. Wu**, Councilmember, Pensacola

First Vice President **Lori C. Moseley**, Mayor, Miramar • Second Vice President **Matthew D. Surrency**, Mayor, Hawthorne  
Executive Director **Michael Sittig** • General Counsel **Harry Morrison, Jr.**



Advanced Institute  
for Elected Municipal Officials

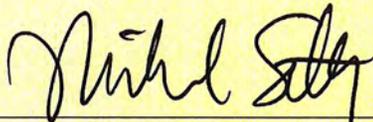
# Certificate of Completion

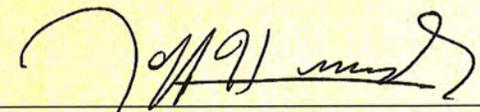
May 2-3, 2014 • Altamonte Springs, Florida

Awarded to

**Council Member Robert Speaks**  
*City of Tavares*

Sponsored by

  
Executive Director  
Florida League of Cities

  
Executive Director  
Florida Institute of Government

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
DATE OF MEETING: June 18, 2014**

**AGENDA TAB NO. 3**

**SUBJECT TITLE: Proclamation for Water for People**

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**OBJECTIVE:**

The Mayor will read a proclamation recognizing the Florida Section of the American Water works Association, Water for People Committee and designating July 28 – August 1, 2014 as "Water for People" Week.

**SUMMARY:**

The Water for People Committee is a non-profit organization organized under the leadership of the Florida Section of the American Water Works Association to raise awareness of issues of global water and sanitation.

**OPTIONS:**

N/A

**STAFF RECOMMENDATION:**

N/A

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

N/A



## PROCLAMATION

**WHEREAS**, the importance of safe water and proper sanitation to life and livelihood are well recognized. Nearly 800 million people worldwide lack access to clean water and over 2.5 billion people lack access to clean sanitation; and the continued lack of access to clean water and adequate sanitation in communities around the world results in over 6 million people dying each year from consequences of preventable disasters and water-borne diseases; and

**WHEREAS**, Water For People is a non-profit organization that envisions a world where no one dies from a water-borne illness and has been working for over 20 years, developing sustainable, culturally-sensitive, community-owned safe water and sanitation infrastructure and providing hygiene education in developing countries; and

**WHEREAS**, the local committee for Water For People, organized under the leadership of the Florida Section of the American Water Works Association (FSAWWA) is actively involved in the City of Tavares and the broader Central Florida community to raise awareness of the issues of global water and sanitation; and

**WHEREAS**, the activities of Water For People through their outreach, fundraising and education efforts enhances the general awareness of our community about the interconnected issues in our world and further, increases the involvement of the City of Tavares in the important issue of safe water and sanitation, thereby placing our great City on the national map as a community that acts locally to positively affect global water issues.

**NOW, THEREFORE, I Robert Wolfe**, Mayor of the City of Tavares, hereby do recognize the FSAWWA Water For People committee and its dedicated volunteers for its steadfast work in the support of safe water for developing countries and the education of our community on this important issue, and proclaim the week of July 28<sup>th</sup> – August 1<sup>st</sup>, 2014 as

**“Water for People Week”**

Robert Wolfe, Mayor

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
DATE OF MEETING: June 18, 2014**

**AGENDA TAB NO. 4**

**SUBJECT TITLE: Presentation of ISO Report**

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**OBJECTIVE:**

Chief Keith will present the updated ISO Annual Report related to fire services in Tavares.

**SUMMARY:**

Chief Keith will summarize the attached ISO report which reflects a positive ISO rating improvement for the City of Tavares from an ISO rating of 5 to an ISO rating of 3.

**OPTIONS:**

- 1) Receive the report from Chief Keith
- 2) Do not receive the report

**STAFF RECOMMENDATION:**

Receive the report from Chief Keith

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

N/A



4 B Eves Drive, Suite 200  
P.O. Box 961  
Marlton, NJ 08053-3112

t 856.985.5600  
f 856.810.9065

May 27, 2014

Mr. Robert Wolke, Mayor  
Tavares, Lake County  
201 E. Main Street  
Tavares, FL 32778

RE: Tavares, Lake County, FL  
Public Protection Classification: 3  
Effective Date: September 1, 2014

Dear Mayor Wolke:

We wish to thank you, Fire Chief Richard Keith, Mr. Brad Haynes and Mr. Burney Vaughn for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

Enclosed is a summary of the ISO analysis of your fire suppression services. If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision-making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9."
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B."
- Communities graded with single "9" or "8B" classifications will remain intact.



PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

*Dominic Santanna*

Dominic Santanna  
(800) 444-4554 Option 2

nb

Encl.

cc: Chief Richard Keith, Tavares Fire Department  
Mr. Burney Vaughn, Water Supervisor, Tavares Water Utilities  
Mr. Brad Hayes, Director of Utilities, Tavares Water Utilities  
Mr. John Drury, Administrator, Tavares, Lake County  
Mrs. Kimberly Stephens, Communications Supervisor, Lake Sumter EMS Communications

# **Public Protection Classification Summary Report**

**Tavares**

**FLORIDA**

**Prepared by**

**Insurance Services Office, Inc.  
4B Eves Drive, Suite 200  
P.O. Box 961  
Marlton, New Jersey 08053-3112  
(856) 985-5600**

**May 2014**

## Background Information

### Introduction

ISO collects and evaluates information from communities in the United States on their structure fire suppression capabilities. The data is analyzed using our Fire Suppression Rating Schedule (FSRS™) and then a Public Protection Classification (PPC™) number is assigned to the community. The surveys are conducted whenever it appears that there is a possibility of a classification change. As such, the PPC program provides important, up-to-date information about fire protection services throughout the country.

The Fire Suppression Rating Schedule (FSRS) recognizes fire protection features only as they relate to suppression of first alarm structure fires. In many communities, fire suppression may be only a small part of the fire department's overall responsibility. ISO recognizes the dynamic and comprehensive duties of a community's fire service, and understands the complex decisions a community must make in planning and delivering emergency services. However, in developing a community's Public Protection Classification, only features related to reducing property losses from structural fires are evaluated. Multiple alarms, simultaneous incidents and life safety are not considered in this evaluation. The PPC program evaluates the fire protection for small to average size buildings. Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual classification.

A community's investment in fire mitigation is a proven and reliable predictor of future fire losses. Statistical data on insurance losses bears out the relationship between excellent fire protection – as measured by the PPC program – and low fire losses. So, insurance companies use PPC information for marketing, underwriting, and to help establish fair premiums for homeowners and commercial fire insurance. In general, the price of fire insurance in a community with a good PPC is substantially lower than in a community with a poor PPC, assuming all other factors are equal.

ISO is an independent company that serves insurance companies, communities, fire departments, insurance regulators, and others by providing information about risk. ISO's expert staff collects information about municipal fire suppression efforts in communities throughout the United States. In each of those communities, ISO analyzes the relevant data and assigns a Public Protection Classification – a number from 1 to 10. Class 1 represents an exemplary fire suppression program, and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.

ISO's PPC program evaluates communities according to a uniform set of criteria, incorporating nationally recognized standards developed by the National Fire Protection Association and the American Water Works Association. A community's PPC depends on:

- **Needed Fire Flows**, which are representative building locations used to determine the theoretical amount of water necessary for fire suppression purposes.
- **Emergency Communications**, including emergency reporting, telecommunicators, and dispatching systems.
- **Fire Department**, including equipment, staffing, training, geographic distribution of fire companies, operational considerations, and community risk reduction.
- **Water Supply**, including inspection and flow testing of hydrants, alternative water supply operations, and a careful evaluation of the amount of available water compared with the amount needed to suppress fires up to 3,500 gpm.

## **Data Collection and Analysis**

ISO has evaluated and classified over 48,000 fire protection areas across the United States using its Fire Suppression Rating Schedule (FSRS). A combination of meetings between trained ISO field representatives and the dispatch center coordinator, community fire official, and water superintendent is used in conjunction with a comprehensive questionnaire to collect the data necessary to determine the PPC number. In order for a community to obtain a classification better than a Class 9, three elements of fire suppression features are reviewed. These three elements are Emergency Communications, Fire Department, and Water Supply.

A review of the **Emergency Communications** accounts for 10% of the total classification. This section is weighted at **10 points**, as follows:

- Emergency Reporting 3 points
- Telecommunicators 4 points
- Dispatch Circuits 3 points

A review of the **Fire Department** accounts for 50% of the total classification. ISO focuses on a fire department's first alarm response and initial attack to minimize potential loss. The fire department section is weighted at **50 points**, as follows:

- Engine Companies 6 points
- Reserve Pumpers 0.5 points
- Pump Capacity 3 points
- Ladder/Service Companies 4 points
- Reserve Ladder/Service Trucks 0.5 points
- Deployment Analysis 10 points
- Company Personnel 15 points
- Training 9 points
- Operational considerations 2 points
- Community Risk Reduction 5.5 points (in addition to the 50 points above)

A review of the **Water Supply** system accounts for 40% of the total classification. ISO reviews the water supply a community uses to determine the adequacy for fire suppression purposes. The water supply system is weighted at **40 points**, as follows:

- Credit for Supply System 30 points
- Hydrant Size, Type & Installation 3 points
- Inspection & Flow Testing of Hydrants 7 points

There is one additional factor considered in calculating the final score – **Divergence**.

Even the best fire department will be less than fully effective if it has an inadequate water supply. Similarly, even a superior water supply will be less than fully effective if the fire department lacks the equipment or personnel to use the water. The FSRS score is subject to modification by a divergence factor, which recognizes disparity between the effectiveness of the fire department and the water supply.

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

### **Public Protection Classification Number**

The PPC number assigned to the community will depend on the community's score on a 100-point scale:

<b>PPC</b>	<b>Points</b>
1	90.00 or more
2	80.00 to 89.99
3	70.00 to 79.99
4	60.00 to 69.99
5	50.00 to 59.99
6	40.00 to 49.99
7	30.00 to 39.99
8	20.00 to 29.99
9	10.00 to 19.99
10	0.00 to 9.99

The classification numbers are interpreted as follows:

- Class 1 through (and including) Class 8 represents a fire suppression system that includes an FSRS creditable dispatch center, fire department, and water supply.
- Class 8B is a special classification that recognizes a superior level of fire protection in otherwise Class 9 areas. It is designed to represent a fire protection delivery system that is superior except for a lack of a water supply system capable of the minimum FSRS fire flow criteria of 250 gpm for 2 hours.
- Class 9 is a fire suppression system that includes a creditable dispatch center, fire department but no FSRS creditable water supply.
- Class 10 does not meet minimum FSRS criteria for recognition, including areas that are beyond five road miles of a recognized fire station.

## Public Protection Classifications

ISO's Public Protection Classifications are being revised. These revised classifications capture the effects of enhanced fire protection capabilities in Split class 9 and Split class 8B areas as outlined below, which reduce fire loss and fire severity. This new structure is a benefit for the fire service, community, and property owner.

### New classifications

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program which resulted in the revised classifications. The differing fire loss experience is based on the fire suppression capabilities of the community. The new classifications will improve predictive value for insurers while benefiting both commercial and residential property owners. Here are the new classifications and what they mean.

### Split classifications

When we develop a split classification for a community — for example 5/9 — the first class applies to properties within 5 road miles of the responding fire station and 1,000 feet of a creditable water supply, such as a fire hydrant, suction point or dry hydrant. The second class applies to properties within 5 road miles of a fire station but beyond 1,000 feet of a creditable water supply. We have revised the classification to more precisely reflect the risk of loss in a community, replacing Class 9 and 8B in the second part of a split classification with the revised designations.

### What has changed with these new classifications?

These new classifications - formerly the "9" or "8B" portion of the split classification - will be indicated by publication of the classification number and "X" or "Y", respectively. For example:

- A community currently displayed as a split 6/9 classification will now be displayed as a split 6/6X classification; with the "6X" denoting what was formerly classified as "9".
- Similarly, a community currently displayed as a split 6/8B classification will now be displayed as a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B".
- Communities published with single "9" or "8B" classifications will remain intact.

Prior Classification	New Classification
1/9	1/1X
2/9	2/2X
3/9	3/3X
4/9	4/4X
5/9	5/5X
6/9	6/6X
7/9	7/7X
8/9	8/8X
9	9

Prior Classification	New Classification
1/8B	1/1Y
2/8B	2/2Y
3/8B	3/3Y
4/8B	4/4Y
5/8B	5/5Y
6/8B	6/6Y
7/8B	7/7Y
8/8B	8/8Y
8B	8B

As you can see we are still maintaining split classes, it is how we represent them to the insurance carriers. These new designations reflect a reduction in fire severity and loss and have the potential to reduce property insurance premiums.

#### **Benefits of the revised split class designations**

- To the fire service, it identifies enhanced fire suppression capabilities being utilized throughout the fire protection area
- To the community, it rewards a community's fire suppression efforts by showing a more reflective class designation
- To the individual property owner, the potential for decreased property insurance premiums

#### **New "Water 10" class**

Our data also shows that risks located more than 5 but less than 7 road miles from a responding fire station with a creditable water source within 1,000 feet had better loss experience than those farther than 5 road miles from a responding fire station with no creditable water source. We've introduced a new classification — "Water 10" or 10W — to recognize the reduced loss potential of such properties.

#### **What has changed with the water 10 class?**

Water 10 is "property" specific. Not all properties in the 5 – 7 mile area around the responding fire station will qualify. The difference between class 10 and water 10 is that the risk or property is also within 1000' of a creditable water supply. This will also hold true for those fire protection areas utilizing hauled water and in Split class xx/xy or the previous Split class 8B.

#### **What is the benefit of the water 10 class?**

It gives credit to those risks that are within 5 -7 road miles of the responding fire station and within 1000' of creditable water supply. This is reflective in the potential for reduced property insurance premiums.

#### **What does the fire chief have to do?**

From the fire chief's perspective, they do not have to do anything at all. The revised classifications will be automatically changed effective 7/1/14.

#### **I have additional questions?**

Feel free to contact ISO at 800.444.4554 or email us at [PPC-Cust-Serv@iso.com](mailto:PPC-Cust-Serv@iso.com).

## Distribution of Public Protection Classification Numbers

The 2014 published countrywide distribution of communities by the Public Protection Classification number is as follows:



## Assistance

The PPC program offers help to communities, fire departments and other public officials as they plan for, budget, and justify improvements. ISO is also available to assist in the understanding of the details of this evaluation.

ISO Public Protection representatives can be reached by telephone at (800) 444-4554. The technical specialists at this telephone number have access to the details of this evaluation and can effectively speak with you about your PPC questions. What's more, we can be reached via the internet at [www.isomitigation.com/talk/](http://www.isomitigation.com/talk/).

We also have a website dedicated to our Community Hazard Mitigation Classification programs at [www.isomitigation.com](http://www.isomitigation.com). Here, fire chiefs, building code officials, community leaders and other interested citizens can access a wealth of data describing the criteria used in evaluating how cities and towns are protecting residents from fire and other natural hazards. This website will allow you to learn more about ISO's Public Protection Classification program. The website provides important background information, insights about the PPC grading processes and technical documents. ISO is also pleased to offer Fire Chiefs Online — a special secured website with information and features that can help improve your ISO Public Protection Classification, including a list of the Needed Fire Flows for all the commercial occupancies ISO has on file for your community. Visitors to the site can download information, see statistical results and also contact ISO for assistance.

In addition, on-line access to the Fire Suppression Rating Schedule and its commentaries is available to registered customers for a fee. However, fire chiefs and community chief administrative officials are given access privileges to this information without charge.

To become a registered fire chief or community chief administrative official, register at [www.isomitigation.com](http://www.isomitigation.com).

## Public Protection Classification

ISO concluded its review of the fire suppression features being provided for Tavares. The resulting community classification is **Class 03**.

If the classification is a single class, the classification applies to properties with a Needed Fire Flow of 3,500 gpm or less in the community. If the classification is a split class (e.g., 6/XX), the following applies:

- The first class (e.g., "6" in a 6/XX) applies to properties within 5 road miles of a recognized fire station and within 1,000 feet of a fire hydrant or alternate water supply.
- The second class (XX or XY) applies to properties beyond 1,000 feet of a fire hydrant but within 5 road miles of a recognized fire station.
- Alternative Water Supply: The first class (e.g., "6" in a 6/10) applies to properties within 5 road miles of a recognized fire station with no hydrant distance requirement.
- Class 10 applies to properties over 5 road miles of a recognized fire station.
- Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual classification.

## Summary Evaluation Analysis

FSRS Feature	Earned Credit	Credit Available
<b>Emergency Communications</b>		
414. Credit for Emergency Reporting	2.40	3
422. Credit for Telecommunicators	4.00	4
432. Credit for Dispatch Circuits	2.85	3
<b>440. Credit for Receiving and Handling Fire Alarms</b>	<b>9.25</b>	<b>10</b>
<b>Fire Department</b>		
513. Credit for Engine Companies	5.80	6
523. Credit for Reserve Pumpers	0.48	0.50
532. Credit for Pump Capacity	3.00	3
549. Credit for Ladder Service	0.62	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.50
561. Credit for Deployment Analysis	4.10	10
571. Credit for Company Personnel	6.67	15
581. Credit for Training	8.14	9
730. Credit for Operational Considerations	2.00	2
<b>590. Credit for Fire Department</b>	<b>30.81</b>	<b>50</b>
<b>Water Supply</b>		
616. Credit for Supply System	21.06	30
621. Credit for Hydrants	3.00	3
631. Credit for Inspection and Flow Testing	6.20	7
<b>640. Credit for Water Supply</b>	<b>30.26</b>	<b>40</b>
<b>Divergence</b>	<b>-2.81</b>	<b>--</b>
<b>1050. Community Risk Reduction</b>	<b>4.92</b>	<b>5.50</b>
<b>Total Credit</b>	<b>72.43</b>	<b>105.50</b>

## **Emergency Communications**

Ten percent of a community's overall score is based on how well the communications center receives and dispatches fire alarms. Our field representative evaluated:

- Communications facilities provided for the general public to report structure fires
- Enhanced 9-1-1 Telephone Service including wireless
- Computer-aided dispatch (CAD) facilities
- Alarm receipt and processing at the communication center
- Training and certification of telecommunicators
- Facilities used to dispatch fire department companies to reported structure fires

	<b>Earned Credit</b>	<b>Credit Available</b>
414. Credit Emergency Reporting	<b>2.40</b>	3
422. Credit for Telecommunicators	<b>4.00</b>	4
432. Credit for Dispatch Circuits	<b>2.85</b>	3
<b>Item 440. Credit for Emergency Communications:</b>	<b>9.25</b>	<b>10</b>

### **Item 414 - Credit for Emergency Reporting (3 points)**

The first item reviewed is Item 414 "Credit for Emergency Reporting (CER)". This item reviews the emergency communication center facilities provided for the public to report fires including 911 systems (Basic or Enhanced), Wireless Phase I and Phase II, Voice over Internet Protocol, Computer Aided Dispatch and Geographic Information Systems for automatic vehicle location. ISO uses National Fire Protection Association (NFPA) 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems* as the reference for this section.

<b>Item 410. Emergency Reporting (CER)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<p><b>A./B. Basic 9-1-1, Enhanced 9-1-1 or No 9-1-1</b></p> <p>For maximum credit, there should be an Enhanced 9-1-1 system, Basic 9-1-1 and No 9-1-1 will receive partial credit.</p>	<b>20.00</b>	<b>20</b>
<p><b>1. E9-1-1 Wireless</b></p> <p>Wireless Phase I using Static ALI (automatic location identification) Functionality (10 points); Wireless Phase II using Dynamic ALI Functionality (15 points); Both available will be 25 points</p>	<b>25.00</b>	<b>25</b>
<p><b>2. E9-1-1 Voice over Internet Protocol (VoIP)</b></p> <p>Static VoIP using Static ALI Functionality (10 points); Nomadic VoIP using Dynamic ALI Functionality (15 points); Both available will be 25 points</p>	<b>10.00</b>	<b>25</b>
<p><b>3. Computer Aided Dispatch</b></p> <p>Basic CAD (5 points); CAD with Management Information System (5 points); CAD with Interoperability (5 points)</p>	<b>10.00</b>	<b>15</b>
<p><b>4. Geographic Information System (GIS/AVL)</b></p> <p>The PSAP uses a fully integrated CAD/GIS management system with automatic vehicle location (AVL) integrated with a CAD system providing dispatch assignments.</p>	<b>15.00</b>	<b>15</b>
<p><b>Review of Emergency Reporting total:</b></p>	<b>80.00</b>	<b>100</b>

**Item 422- Credit for Telecommunicators (4 points)**

The second item reviewed is Item 422 "Credit for Telecommunicators (TC)". This item reviews the number of Telecommunicators on duty at the center to handle fire calls and other emergencies. All emergency calls including those calls that do not require fire department action are reviewed to determine the proper staffing to answer emergency calls and dispatch the appropriate emergency response. NFPA 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems*, recommends that ninety-five percent of emergency calls shall be answered within 15 seconds and ninety-nine percent of emergency calls shall be answered within 40 seconds. In addition, NFPA recommends that ninety percent of emergency alarm processing shall be completed within 60 seconds and ninety-nine percent of alarm processing shall be completed within 90 seconds of answering the call.

To receive full credit for operators on duty, ISO must review documentation to show that the communication center meets NFPA 1221 call answering and dispatch time performance measurement standards. This documentation may be in the form of performance statistics or other performance measurements compiled by the 9-1-1 software or other software programs that are currently in use such as Computer Aided Dispatch (CAD) or Management Information System (MIS).

<b>Item 420. Telecommunicators (CTC)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<p><b>A1. Alarm Receipt (AR)</b></p> <p>Receipt of alarms shall meet the requirements in accordance with the criteria of NFPA 1221</p>	20.00	20
<p><b>A2. Alarm Processing (AP)</b></p> <p>Processing of alarms shall meet the requirements in accordance with the criteria of NFPA 1221</p>	20.00	20
<p><b>B. Emergency Dispatch Protocols (EDP)</b></p> <p>Telecommunicators have emergency dispatch protocols (EDP) containing questions and a decision-support process to facilitate correct call categorization and prioritization.</p>	20.00	20
<p><b>C. Telecommunicator Training and Certification (TTC)</b></p> <p>Telecommunicators meet the qualification requirements referenced in NFPA 1061, <i>Standard for Professional Qualifications for Public Safety Telecommunicator</i>, and/or the Association of Public-Safety Communications Officials - International (APCO) <i>Project 33</i>. Telecommunicators are certified in the knowledge, skills, and abilities corresponding to their job functions.</p>	20.00	20
<p><b>D. Telecommunicator Continuing Education and Quality Assurance (TQA)</b></p> <p>Telecommunicators participate in continuing education and/or in-service training and quality-assurance programs as appropriate for their positions</p>	20.00	20
<p><b>Review of Telecommunicators total:</b></p>	100.00	100

### **Item 432 - Credit for Dispatch Circuits (3 points)**

The third item reviewed is Item 432 "Credit for Dispatch Circuits (CDC)". This item reviews the dispatch circuit facilities used to transmit alarms to fire department members. A "Dispatch Circuit" is defined in NFPA 1221 as "A circuit over which an alarm is transmitted from the communications center to an emergency response facility (ERF) or emergency response units (ERUs) to notify ERUs to respond to an emergency". All fire departments (except single fire station departments with full-time firefighter personnel receiving alarms directly at the fire station) need adequate means of notifying all firefighter personnel of the location of reported structure fires. The dispatch circuit facilities should be in accordance with the general criteria of NFPA 1221. "Alarms" are defined in this Standard as "A signal or message from a person or device indicating the existence of an emergency or other situation that requires action by an emergency response agency".

There are two different levels of dispatch circuit facilities provided for in the Standard – a primary dispatch circuit and a secondary dispatch circuit. In jurisdictions that receive 730 alarms or more per year (average of two alarms per 24-hour period), two separate and dedicated dispatch circuits, a primary and a secondary, are needed. In jurisdictions receiving fewer than 730 alarms per year, a second dedicated dispatch circuit is not needed. Dispatch circuit facilities installed but not used or tested (in accordance with the NFPA Standard) receive no credit.

The score for Credit for Dispatch Circuits (CDC) is influenced by monitoring for integrity of the primary dispatch circuit. There are up to 0.90 points available for this Item. Monitoring for integrity involves installing automatic systems that will detect faults and failures and send visual and audible indications to appropriate communications center (or dispatch center) personnel. ISO uses NFPA 1221 to guide the evaluation of this item. ISO's evaluation also includes a review of the communication system's emergency power supplies.

**Item 432 "Credit for Dispatch Circuits (CDC)" = 2.85 points**

## **Fire Department**

Fifty percent of a community's overall score is based upon the fire department's structure fire suppression system. ISO's field representative evaluated:

- Engine and ladder/service vehicles including reserve apparatus
- Equipment carried
- Response to reported structure fires
- Deployment analysis of companies
- Available and/or responding firefighters
- Training

	<b>Earned Credit</b>	<b>Credit Available</b>
513. Credit for Engine Companies	<b>5.80</b>	6
523. Credit for Reserve Pumpers	<b>0.48</b>	0.5
532. Credit for Pumper Capacity	<b>3.00</b>	3
549. Credit for Ladder Service	<b>0.62</b>	4
553. Credit for Reserve Ladder and Service Trucks	<b>0.00</b>	0.5
561. Credit for Deployment Analysis	<b>4.10</b>	10
571. Credit for Company Personnel	<b>6.67</b>	15
581. Credit for Training	<b>8.14</b>	9
581. Credit for Operational Considerations	<b>2.00</b>	2
<b>Item 590. Credit for Fire Department:</b>	<b>30.81</b>	<b>50</b>

## **Basic Fire Flow**

The Basic Fire Flow for the community is determined by the review of the Needed Fire Flows for selected buildings in the community. The fifth largest Needed Fire Flow is determined to be the Basic Fire Flow. The Basic Fire Flow has been determined to be 3000 gpm.

### **Item 513 - Credit for Engine Companies (6 points)**

The first item reviewed is Item 513 "Credit for Engine Companies (CEC)". This item reviews the number of engine companies, their pump capacity, hose testing, pump testing and the equipment carried on the in-service pumpers. To be recognized, pumper apparatus must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* which include a minimum 250 gpm pump, an emergency warning system, a 300 gallon water tank, and hose. At least 1 apparatus must have a permanently mounted pump rated at 750 gpm or more at 150 psi.

The review of the number of needed pumpers considers the response distance to built-upon areas; the Basic Fire Flow; and the method of operation. Multiple alarms, simultaneous incidents, and life safety are not considered.

The greatest value of A, B, or C below is needed in the fire district to suppress fires in structures with a Needed Fire Flow of 3,500 gpm or less: **4 engine companies**

- a) **2 engine companies** to provide fire suppression services to areas to meet NFPA 1710 criteria or within 1½ miles.
- b) **3 engine companies** to support a Basic Fire Flow of 3000 gpm.
- c) **2 engine companies** based upon the fire department's method of operation to provide a minimum two engine response to all first alarm structure fires.

The FSRS recognizes that there are **3 engine companies** in service.

The FSRS also reviews Automatic Aid. Automatic Aid is considered in the review as assistance dispatched automatically by contractual agreement between two communities or fire districts. That differs from mutual aid or assistance arranged case by case. ISO will recognize an Automatic Aid plan under the following conditions:

- It must be prearranged for first alarm response according to a definite plan. It is preferable to have a written agreement, but ISO may recognize demonstrated performance.
- The aid must be dispatched to all reported structure fires on the initial alarm.
- The aid must be provided 24 hours a day, 365 days a year.

FSRS Item 512.D "Automatic Aid Engine Companies" responding on first alarm and meeting the needs of the city for basic fire flow and/or distribution of companies are factored based upon the value of the Automatic Aid plan (up to 1.00 can be used as the factor). The Automatic Aid factor is determined by a review of the Automatic Aid provider's communication facilities, how they receive alarms from the graded area, inter-department training between fire departments, and the fire ground communications capability between departments.

For each engine company, the credited Pump Capacity (PC), the Hose Carried (HC), the Equipment Carried (EC) all contribute to the calculation for the percent of credit the FSRS provides to that engine company.

**Item 513 "Credit for Engine Companies (CEC)" = 5.80 points**

#### **Item 523 - Credit for Reserve Pumpers (0.50 points)**

The item is Item 523 "Credit for Reserve Pumpers (CRP)". This item reviews the number and adequacy of the pumpers and their equipment. The number of needed reserve pumpers is 1 for each 8 needed engine companies determined in Item 513, or any fraction thereof.

**Item 523 "Credit for Reserve Pumpers (CRP)" = 0.48 points**

#### **Item 532 – Credit for Pumper Capacity (3 points)**

The next item reviewed is Item 532 "Credit for Pumper Capacity (CPC)". The total pump capacity available should be sufficient for the Basic Fire Flow of 3000 gpm. The maximum needed pump capacity credited is the Basic Fire Flow of the community.

**Item 532 "Credit for Pumper Capacity (CPC)" = 3.00 points**

#### **Item 549 – Credit for Ladder Service (4 points)**

The next item reviewed is Item 549 "Credit for Ladder Service (CLS)". This item reviews the number of response areas within the city with 5 buildings that are 3 or more stories or 35 feet or more in height, or with 5 buildings that have a Needed Fire Flow greater than 3,500 gpm, or any combination of these criteria. The height of all buildings in the city, including those protected by automatic sprinklers, is considered when determining the number of needed ladder companies. Response areas not needing a ladder company should have a service company. Ladders, tools and equipment normally carried on ladder trucks are needed not only for ladder operations but also for forcible entry, ventilation, salvage, overhaul, lighting and utility control.

The number of ladder or service companies, the height of the aerial ladder, aerial ladder testing and the equipment carried on the in-service ladder trucks and service trucks is compared with the number of needed ladder trucks and service trucks and an FSRS equipment list. Ladder trucks must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* to be recognized.

The number of needed ladder-service trucks is dependent upon the number of buildings 3 stories or 35 feet or more in height, buildings with a Needed Fire Flow greater than 3,500 gpm, and the method of operation.

The FSRS recognizes that there are **1 ladder companies** in service. These companies are needed to provide fire suppression services to areas to meet NFPA 1710 criteria or within 2½ miles and the number of buildings with a Needed Fire Flow over 3,500 gpm or 3 stories or more in height, or the method of operation.

The FSRS recognizes that there are **1 service companies** in service.

**Item 549 "Credit for Ladder Service (CLS)" = 0.62 points**

**Item 553 – Credit for Reserve Ladder and Service Trucks (0.50 points)**

The next item reviewed is Item 553 "Credit for Reserve Ladder and Service Trucks (CRLS)". This item considers the adequacy of ladder and service apparatus when one (or more in larger communities) of these apparatus are out of service. The number of needed reserve ladder and service trucks is 1 for each 8 needed ladder and service companies that were determined to be needed in Item 540, or any fraction thereof.

**Item 553 "Credit for Reserve Ladder and Service Trucks (CRLS)" = 0.00 points**

**Item 561 – Deployment Analysis (10 points)**

Next, Item 561 "Deployment Analysis (DA)" is reviewed. This Item examines the number and adequacy of existing engine and ladder-service companies to cover built-upon areas of the city.

To determine the Credit for Distribution, first the Existing Engine Company (EC) points and the Existing Engine Companies (EE) determined in Item 513 are considered along with Ladder Company Equipment (LCE) points, Service Company Equipment (SCE) points, Engine-Ladder Company Equipment (ELCE) points, and Engine-Service Company Equipment (ESCE) points determined in Item 549.

Secondly, as an alternative to determining the number of needed engine and ladder/service companies through the road-mile analysis, a fire protection area may use the results of a systematic performance evaluation. This type of evaluation analyzes computer-aided dispatch (CAD) history to demonstrate that, with its current deployment of companies, the fire department meets the time constraints for initial arriving engine and initial full alarm assignment in accordance with the general criteria of in NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*.

A determination is made of the percentage of built upon area within 1½ miles of a first-due engine company and within 2½ miles of a first-due ladder-service company.

**Item 561 "Credit Deployment Analysis (DA)" = 4.10 points**

### **Item 571 – Credit for Company Personnel (15 points)**

Item 571 “Credit for Company Personnel (CCP)” reviews the average number of existing firefighters and company officers available to respond to reported first alarm structure fires in the city.

The on-duty strength is determined by the yearly average of total firefighters and company officers on-duty considering vacations, sick leave, holidays, “Kelley” days and other absences. When a fire department operates under a minimum staffing policy, this may be used in lieu of determining the yearly average of on-duty company personnel.

Firefighters on apparatus not credited under Items 513 and 549 that regularly respond to reported first alarms to aid engine, ladder, and service companies are included in this item as increasing the total company strength.

Firefighters staffing ambulances or other units serving the general public are credited if they participate in fire-fighting operations, the number depending upon the extent to which they are available and are used for response to first alarms of fire.

On-Call members are credited on the basis of the average number staffing apparatus on first alarms. Off-shift career firefighters and company officers responding on first alarms are considered on the same basis as on-call personnel. For personnel not normally at the fire station, the number of responding firefighters and company officers is divided by 3 to reflect the time needed to assemble at the fire scene and the reduced ability to act as a team due to the various arrival times at the fire location when compared to the personnel on-duty at the fire station during the receipt of an alarm.

The number of Public Safety Officers who are positioned in emergency vehicles within the jurisdiction boundaries may be credited based on availability to respond to first alarm structure fires. In recognition of this increased response capability the number of responding Public Safety Officers is divided by 2.

The average number of firefighters and company officers responding with those companies credited as Automatic Aid under Items 513 and 549 are considered for either on-duty or on-call company personnel as is appropriate. The actual number is calculated as the average number of company personnel responding multiplied by the value of AA Plan determined in Item 512.D.

The maximum creditable response of on-duty and on-call firefighters is 12, including company officers, for each existing engine and ladder company and 6 for each existing service company.

Chief Officers are not creditable except when more than one chief officer responds to alarms; then extra chief officers may be credited as firefighters if they perform company duties.

The FSRS recognizes **6.00 on-duty personnel** and an average of **0.00 on-call personnel** responding on first alarm structure fires.

**Item 571 “Credit for Company Personnel (CCP)” = 6.67 points**

**Item 581 – Credit for Training (9 points)**

<b>Training</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<p><b>A. Facilities, and Use</b></p> <p>For maximum credit, each firefighter should receive 18 hours per month in structure fire related subjects as outlined in NFPA 1001.</p>	<b>35.00</b>	<b>35</b>
<p><b>B. Company Training</b></p> <p>For maximum credit, each firefighter should receive 16 hours per month in structure fire related subjects as outlined in NFPA 1001.</p>	<b>25.00</b>	<b>25</b>
<p><b>C. Classes for Officers</b></p> <p>For maximum credit, each officer should be certified in accordance with the general criteria of NFPA 1021. Additionally, each officer should receive 12 hours of continuing education on or off site.</p>	<b>5.40</b>	<b>12</b>
<p><b>D. New Driver and Operator Training</b></p> <p>For maximum credit, each new driver and operator should receive 60 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.</p>	<b>5.00</b>	<b>5</b>
<p><b>E. Existing Driver and Operator Training</b></p> <p>For maximum credit, each existing driver and operator should receive 12 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.</p>	<b>5.00</b>	<b>5</b>
<p><b>F. Training on Hazardous Materials</b></p> <p>For maximum credit, each firefighter should receive 6 hours of training for incidents involving hazardous materials in accordance with NFPA 472.</p>	<b>1.00</b>	<b>1</b>
<p><b>G. Recruit Training</b></p> <p>For maximum credit, each firefighter should receive 240 hours of structure fire related training in accordance with NFPA 1001 within the first year of employment or tenure.</p>	<b>5.00</b>	<b>5</b>
<p><b>H. Pre-Fire Planning Inspections</b></p> <p>For maximum credit, pre-fire planning inspections of each commercial, industrial, institutional, and other similar type building (all buildings except 1-4 family dwellings) should be made annually by company members. Records of inspections should include up-to date notes and sketches.</p>	<b>3.00</b>	<b>12</b>

**Item 580 “Credit for Training (CT)” = 8.14 points**

### Item 730 – Operational Considerations (2 points)

Item 730 "Credit for Operational Considerations (COC)" evaluates fire department standard operating procedures and incident management systems for emergency operations involving structure fires.

<b>Operational Considerations</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Standard Operating Procedures</b> The department should have established SOPs for fire department general emergency operations	<b>50</b>	<b>50</b>
<b>Incident Management Systems</b> The department should use an established incident management system (IMS)	<b>50</b>	<b>50</b>
<b>Operational Considerations total:</b>	<b>100</b>	<b>100</b>

Item 730 "Credit for Operational Considerations (COC)" = 2.00 points

### Water Supply

Forty percent of a community's overall score is based on the adequacy of the water supply system. The ISO field representative evaluated:

- the capability of the water distribution system to meet the Needed Fire Flows at selected locations up to 3,500 gpm.
- size, type and installation of fire hydrants.
- inspection and flow testing of fire hydrants.

	<b>Earned Credit</b>	<b>Credit Available</b>
616. Credit for Supply System	<b>21.06</b>	30
621. Credit for Hydrants	<b>3.00</b>	3
631. Credit for Inspection and Flow Testing	<b>6.20</b>	7
<b>Item 640. Credit for Water Supply:</b>	<b>30.26</b>	<b>40</b>

### **Item 616 – Credit for Supply System (30 points)**

The first item reviewed is Item 616 "Credit for Supply System (CSS)". This item reviews the rate of flow that can be credited at each of the Needed Fire Flow test locations considering the supply works capacity, the main capacity and the hydrant distribution. The lowest flow rate of these items is credited for each representative location. A water system capable of delivering 250 gpm or more for a period of two hours plus consumption at the maximum daily rate at the fire location is considered minimum in the ISO review.

Where there are 2 or more systems or services distributing water at the same location, credit is given on the basis of the joint protection provided by all systems and services available.

The supply works capacity is calculated for each representative Needed Fire Flow test location, considering a variety of water supply sources. These include public water supplies, emergency supplies (usually accessed from neighboring water systems), suction supplies (usually evidenced by dry hydrant installations near a river, lake or other body of water), and supplies developed by a fire department using large diameter hose or vehicles to shuttle water from a source of supply to a fire site. The result is expressed in gallons per minute (gpm).

The normal ability of the distribution system to deliver Needed Fire Flows at the selected building locations is reviewed. The results of a flow test at a representative test location will indicate the ability of the water mains (or fire department in the case of fire department supplies) to carry water to that location.

The hydrant distribution is reviewed within 1,000 feet of representative test locations measured as hose can be laid by apparatus.

For maximum credit, the Needed Fire Flows should be available at each location in the district. Needed Fire Flows of 2,500 gpm or less should be available for 2 hours; and Needed Fire Flows of 3,000 and 3,500 gpm should be obtainable for 3 hours.

**Item 616 "Credit for Supply System (CSS)" = 21.06 points**

**Item 621 – Credit for Hydrants (3 points)**

The second item reviewed is Item 621 “Credit for Hydrants (CH)”. This item reviews the number of fire hydrants of each type compared with the total number of hydrants.

There are a total of 410 hydrants in the graded area.

620. Hydrants, - Size, Type and Installation	Number of Hydrants
A. With a 6 -inch or larger branch and a pumper outlet with or without 2½ - inch outlets	410
B. With a 6 -inch or larger branch and no pumper outlet but two or more 2½ -inch outlets, or with a small foot valve, or with a small barrel	0
C./D. With only a 2½ -inch outlet or with less than a 6 -inch branch	0
E./F. Flush Type, Cistern, or Suction Point	0

**Item 621 “Credit for Hydrants (CH)” = 3.00 points**

**Item 630 – Credit for Inspection and Flow Testing (7 points)**

The third item reviewed is Item 630 “Credit for Inspection and Flow Testing (CIT)”. This item reviews the fire hydrant inspection frequency, and the completeness of the inspections. Inspection of hydrants should be in accordance with AWWA M-17, *Installation, Field Testing and Maintenance of Fire Hydrants*.

**Frequency of Inspection (FI):** Average interval between the 3 most recent inspections.

Frequency	Points
1 year	30
2 years	20
3 years	10
4 years	5
5 years or more	No Credit

**Note:** The points for inspection frequency are reduced by 10 points if the inspections are incomplete or do not include a flushing program. An additional reduction of 10 points are made if hydrants are not subjected to full system pressure during inspections. If the inspection of cisterns or suction points does not include actual drafting with a pumper, or back-flushing for dry hydrants, 20 points are deducted.

**Total points for Inspections = 3.20 points**

**Frequency of Fire Flow Testing (FF):** Average interval between the 3 most recent inspections.

<b>Frequency</b>	<b>Points</b>
5 years	40
6 years	30
7 years	20
8 years	10
9 years	5
10 years or more	No Credit

**Total points for Fire Flow Testing = 3.00 points**

**Item 631 "Credit for Inspection and Fire Flow Testing (CIT)" = 6.20 points**

**Divergence = -2.81**

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

**Community Risk Reduction**

	<b>Earned Credit</b>	<b>Credit Available</b>
1025. Credit for Fire Prevention and Code Enforcement (CPCE)	<b>1.96</b>	2.2
1033. Credit for Public Fire Safety Education (CFSE)	<b>1.93</b>	2.2
1044. Credit for Fire Investigation Programs (CIP)	<b>1.03</b>	1.1
<b>Item 1050. Credit for Community Risk Reduction</b>	<b>4.92</b>	<b>5.50</b>

<b>Item 1025 – Credit for Fire Prevention Code and Enforcement (2.2 points)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Fire Prevention Code Regulations (PCR)</b> Evaluation of fire prevention code regulations in effect.	10.00	10
<b>Fire Prevention Staffing (PS)</b> Evaluation of staffing for fire prevention activities.	5.88	8
<b>Fire Prevention Certification and Training (PCT)</b> Evaluation of the certification and training of fire prevention code enforcement personnel.	4.75	6
<b>Fire Prevention Programs (PCP)</b> Evaluation of fire prevention programs.	15.00	2
<b>Review of Fire Prevention Code and Enforcement (CPCE) total:</b>	<b>1.96</b>	<b>40</b>

<b>Item 1033 – Credit for Public Fire Safety Education (2.2 points)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Public Fire Safety Educators Qualifications and Training (FSQT)</b> Evaluation of public fire safety education personnel training and qualification as specified by the authority having jurisdiction.	10.00	10
<b>Public Fire Safety Education Programs (FSP)</b> Evaluation of programs for public fire safety education.	25.00	30
<b>Review of Public Safety Education Programs (CFSE) total:</b>	<b>1.93</b>	<b>40</b>

<b>Item 1044 – Credit for Fire Investigation Programs (1.1 points)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Fire Investigation Organization and Staffing (IOS)</b> Evaluation of organization and staffing for fire investigations.	8.00	8
<b>Fire Investigator Certification and Training (IQT)</b> Evaluation of fire investigator certification and training.	4.80	6
<b>Use of National Fire Incident Reporting System (IRS)</b> Evaluation of the use of the National Fire Incident Reporting System (NFIRS) for the 3 years before the evaluation.	6.00	6
<b>Review of Fire Prevention Code and Enforcement (CPCE) total:</b>	<b>1.03</b>	<b>20</b>

**Summary of Public Protection Classification Review**

**Completed by ISO**

**for**

**Tavares**

<b>FSRS Item</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Emergency Reporting</b>		
414. Credit for Emergency Reporting	<b>2.40</b>	3
422. Credit for Telecommunicators	<b>4.00</b>	4
432. Credit for Dispatch Circuits	<b>2.85</b>	3
<b>440. Credit for Receiving and Handling Fire Alarms</b>	<b>9.25</b>	<b>10</b>
<b>Fire Department</b>		
513. Credit for Engine Companies	<b>5.80</b>	6
523. Credit for Reserve Pumpers	<b>0.48</b>	0.5
532. Credit for Pumper Capacity	<b>3.00</b>	3
549. Credit for Ladder Service	<b>0.62</b>	4
553. Credit for Reserve Ladder and Service Trucks	<b>0.00</b>	0.5
561. Credit for Deployment Analysis	<b>4.10</b>	10
571. Credit for Company Personnel	<b>6.67</b>	15
581. Credit for Training	<b>8.14</b>	9
730. Credit for Operational Considerations	<b>2.00</b>	2
<b>590. Credit for Fire Department</b>	<b>30.81</b>	<b>50</b>
<b>Water Supply</b>		
616. Credit for Supply System	<b>21.06</b>	30
621. Credit for Hydrants	<b>3.00</b>	3
631. Credit for Inspection and Flow Testing	<b>6.20</b>	7
<b>640. Credit for Water Supply</b>	<b>30.26</b>	<b>40</b>
<b>Divergence</b>	<b>-2.81</b>	--
<b>1050. Community Risk Reduction</b>	<b>4.92</b>	<b>5.50</b>
<b>Total Credit</b>	<b>72.43</b>	<b>105.5</b>

**Final Community Classification = 03**

INSURANCE SERVICES OFFICE, INC.  
**HYDRANT FLOW DATA SUMMARY**

City Tavares

County Florida(Lake), State FLORIDA (09)

Witnessed by: Tavares FD

Date: Feb 17, 2014

TEST NO.	TYPE DIST.*	TEST LOCATION	SERVICE	FLOW - GPM $Q=(29.83(C(d^2)p^{0.5}))$				PRESSURE PSI		FLOW -AT 20 PSI		REMARKS***	MODEL TYPE
				INDIVIDUAL HYDRANTS			TOTAL	STATIC	RESID.	NEEDED **	AVAIL.		
1		476 Southridge Industrial Dr	Tavares Water Utilities, Main	1240	0	0	1240	75	55	3500	2100		
10		28240 Lake Industrial Blvd	Tavares Water Utilities, Main	1130	0	0	1130	80	45	2250	1500		
2		700 E Burleigh	Tavares Water Utilities, Main	990	0	0	990	80	54	3000	1600		
3		525 W Main St	Tavares Water Utilities, Main	1190	0	0	1190	75	60	3000	2400		
4		2203 RTE 561	Tavares Water Utilities, Main	1060	0	0	1060	65	55	3000	2400		
6		510 E Alfred St	Tavares Water Utilities, Main	1300	0	0	1300	75	60	2250	2600		
7		2203 Cypress Cove Dr.	Tavares Water Utilities, Main	1060	0	0	1060	75	45	3000	1500		
8		1465 David Walker Drive	Tavares Water Utilities, Main	1030	0	0	1030	50	27	2250	1200		
9		320 N Lake Ave	Tavares Water Utilities, Main	1240	0	0	1240	75	60	2250	2500		

THE ABOVE LISTED NEEDED FIRE FLOWS ARE FOR PROPERTY INSURANCE PREMIUM CALCULATIONS ONLY AND ARE NOT INTENDED TO PREDICT THE MAXIMUM AMOUNT OF WATER REQUIRED FOR A LARGE SCALE FIRE CONDITION.

THE AVAILABLE FLOWS ONLY INDICATE THE CONDITIONS THAT EXISTED AT THE TIME AND AT THE LOCATION WHERE TESTS WERE WITNESSED.

\*Comm = Commercial; Res = Residential.

\*\*Needed is the rate of flow for a specific duration for a full credit condition. Needed Fire Flows greater than 3,500 gpm are not considered in determining the classification of the city when using the Fire Suppression Rating Schedule.

\*\*\* (A)-Limited by available hydrants to gpm shown. Available facilities limit flow to gpm shown plus consumption for the needed duration of (B)-2 hours, (C)-3 hours or (D)-4 hours.

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
DATE OF MEETING: June 18, 2014**

**AGENDA TAB NO. 5**

**SUBJECT TITLE: Presentation by Tavares Babe Ruth 12-Under All-Star Softball Team and Request for Sponsorship**

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**OBJECTIVE:**

To receive a presentation from the Tavares Babe Ruth 12-Under All-Star Softball Team.

**SUMMARY:**

The Tavares Babe Ruth 12-Under All Star Softball Team has requested to come before Council. The team recently won their district tournament which qualifies them to compete at the state level in Lake City June 26-30. They would like to request assistance from the City in covering some of the out of town expenses such as hotel and travel to the tournament.

If they place at the state tournament within the top 4 teams of their age group, they will have the opportunity to represent the state at the Babe Ruth Southeast Regional tournament in Morganton, NC starting July 16<sup>th</sup>.

Currently, Tavares Babe Ruth still has two other baseball teams competing at the district level, and it is possible that one or both of these baseball teams will also qualify for their state tournament. This will not be known until June 22.

Previously in 2010 Council provided assistance in the amount of \$1000 to the Babe Ruth Baseball Team 13 and Under when they qualified for the state championship (see attached minutes). This year, the Recreation Department has earmarked \$250 from the department budget to supplement any assistance that Council would wish to donate.

**OPTIONS:**

- 1) Receive the presentation and consider a donation
- 2) Do not consider the donation

**STAFF RECOMMENDATION:**

That Council receive the presentation and discuss a sponsorship.

**FISCAL IMPACT:**

If \$1000 were approved, \$250.00 could come from Parks & Recreation Budget Program Costs line item – 001-7202-572-5520.

\$750 could come from General Fund Reserves

**LEGAL SUFFICIENCY:** Legally sufficient.

1 Councilmember Smith asked how this would affect the total event budget. Mr. Drury staff is  
2 developing the FY 2011 budget and will have in the budget a recommendation to fund the 2012  
3 budget events to be replenished by gate fees.

4  
5 **The motion carried 4-1 as follows:**

6		
7	<b>Robert Wolfe</b>	<b>Yes</b>
8	<b>Sandy Gamble</b>	<b>Yes</b>
9	<b>Bob Grenier</b>	<b>No</b>
10	<b>Lori Pfister</b>	<b>Yes</b>
11	<b>Kirby Smith</b>	<b>Yes</b>

12  
13 **XI. OLD BUSINESS**

14  
15 Vice Mayor Pfister asked if the golf cart ordinance could be brought back. Mayor Wolfe said he  
16 would consider it.

17  
18 **XII. NEW BUSINESS**

19  
20 **Tab A) Babe Ruth Baseball Team 13 and Under**

21  
22 Mayor Wolfe announced that the 13 and Under Team had won the City All Stars and then went  
23 to Ocala and took the District Championship and now will be moving onto the State  
24 championship in Jupiter. The team is asking for sponsorship from the City as they have been  
25 conducting fundraising efforts. He asked for Council to consider the \$500 to \$1000 range.

26  
27 Councilmember Smith asked if the City has done this in the past. Ms. Rogers said she believed  
28 the Babe Ruth Boosters have provided the fundraising support in the past.

29  
30 Vice Mayor Pfister said she supported the donation and was proud of the team. Mayor Wolfe  
31 noted some of the team members and coaches were present.

32  
33 Mayor Wolfe invited Rob Furnace to speak. Mr. Furnace said he was there to represent the  
34 team. He said the tournament is July 27<sup>th</sup>. He said there are 13 kids and the budget is about  
35 \$3,000 and \$750 has been raised.

36  
37 **MOTION**

38  
39 **Vice Mayor Pfister moved to donate \$1500, seconded by Sandy Gamble.**

40  
41 Councilmember Gamble said he understood the need for fundraising and that he believed the  
42 City needed to help out, however, he was thinking of \$1,000. He said to consider though that if  
43 the team wins State they would be going to the Southeast Regional which will also require  
44 financial support.

1  
2 Councilmember Smith said he is a fan of baseball, having played as well as coached. He said  
3 he wanted to support the League however \$1500 is too high but he was thinking of \$500 in  
4 order to reserve funds if they needed to go out of state.

5  
6 **AMENDED MOTION**

7  
8 **Vice Mayor Pfister amended her motion to donate \$1000 seconded by Sandy Gamble.**

9  
10 **The motion carried unanimously 5-0.**

11  
12 Councilmember Gamble said he would donate \$200 after he receives his next check from the  
13 City.

14  
15 **XIII. AUDIENCE TO BE HEARD**

16  
17 Gary Santor, Lake Huron Lane

18  
19 Mr. Santor said residents have the right to come to City Council meetings, to departments, and  
20 to file complaints. He said residents do not have the right to show disrespect to Council or to  
21 any of the employees; they should always be courteous. He said that does not always happen  
22 unfortunately. He said what disturbs him is when comments are coming out of City Hall back to  
23 his community about the way the City feels about residents. He said it sends the wrong  
24 message and that care should be taken about commenting about residents.

25  
26 Roger Kooser, AL's Landing

27  
28 Mr. Kooser said he wished to clarify that the fundraiser was going towards a national act which  
29 is on the list and that the funds do not have to be returned. He then asked about the reserve  
30 account being used for the fundraiser.

31  
32 Mr. Drury said the City maintains a reserve of about 14 to 15 percent of its total annual budget  
33 which is currently about 1.3 million dollars. He said the account is used to fund unforeseen  
34 things such as hurricanes and other things that the city did not anticipate a year in advance of  
35 creating the budget. He discussed the four different companies and their reserve accounts.

36  
37 Mr. Kooser said that information helps to clarify the reserves issue and the fact that the monies  
38 cannot be co-mingled. Mr. Kooser asked if the city has always had those reserves. Mr. Drury  
39 said it ranges depending on the financial status of the city. He said the city has a policy based  
40 on the Government Financial Officers Association which is five to 20% and that Tavares falls in  
41 the middle.

42  
43 Mr. Kooser commented that the City is doing a good job during difficult times of keeping its  
44 reserves in place. He noted that he thinks the City is being run extremely well and that hopefully

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
DATE OF MEETING: June 18, 2014**

**AGENDA TAB NO. 6**

**SUBJECT TITLE: Agreement for Sidewalk Grinding**

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**OBJECTIVE:**

Approval of Agreement between the City of Tavares, Florida and Precision Sidewalk Safety Corporation for sidewalk trip hazard removal in the amount not to exceed \$10,000.

**SUMMARY:**

Council approved \$17,607 in the current FY2013-2014 budget for Sidewalk Repair/Construction. This account is used primarily in meeting current ADA sidewalk compliancy. Trip hazards are one compliancy component that needs to be addressed throughout the City. Precision Sidewalk Safety Corporation is an area firm from Ocala that many municipalities presently use for their sidewalk trip hazard removal. The City of Jacksonville requested bids for this service and awarded a contract to Precision Sidewalk Safety Corporation as the Lowest Responsible bidder in March of 2014. The City of Tavares would like to take advantage of this open bidding and award process. Attached please find a list of other Florida cities & counties Precision Sidewalk Safety Corporation provides this service for and a report identifying the cost savings and environmental benefits associated with grinding trip hazards verses sidewalk replacement (see attachment Mt. Dora Summary).

Tavares staff has reviewed the pricing schedule of \$13.42 per lineal foot for .5" trip hazards to \$19.42 per lineal foot for 1.5" trip hazards (see attached contract pricing) and has determined by contacting other cities that this price is reasonable and that this company is very good at doing this municipal type of work.

Staff is proposing that the City enter into a contract not to exceed \$10,000 with Precision Sidewalk Safety Corporation for sidewalk trip hazard removal. City staff would identify, with Precision Sidewalk Safety Corporation, sidewalks that need trip hazard removal.

**OPTIONS:**

**Option #1:** Move to authorize the City Administrator to enter into an agreement with Precision Sidewalk Safety Corporation, in the amount not to exceed \$10,000, for sidewalk trip hazard removal.

**Option #2:** Do not authorize the City Administrator to enter into an agreement with Precision Sidewalk Safety Corporation, in the amount not to exceed \$10,000, for sidewalk trip hazard removal and go out for proposals for this service.

**Option #3:** Do not move forward with a trip hazard removal program.

**STAFF RECOMMENDATION:**

**Option #1:** Move to authorize the City Administrator to enter into an agreement with Precision Sidewalk Safety Corporation, in the amount not to exceed \$10,000, for sidewalk trip hazard removal.

**FISCAL IMPACT:** Previously budgeted in account# 001-4101-541.63-20.

**LEGAL SUFFICIENCY:** Legally sufficient



**AGREEMENT BETWEEN THE CITY OF TAVARES, FLORIDA**  
**AND Precision Sidewalk Safety**  
**FOR TRIP HAZARD REMOVAL**

This is an Agreement between the City of Tavares, Florida, a Municipal Corporation, hereinafter referred to as the City, by and through its City of Tavares Council, and Precision Sidewalk Safety Corp, its successors and assigns, hereinafter referred to as CONTRACTOR.

**Recitals**

**WHEREAS**, the CITY has received a proposal for the following services: Sidewalk Trip Hazard Removal per City of Jacksonville bid and Service Agreement Rates

**WHEREAS**, the CONTRACTOR desires to perform such services subject to the terms of this Agreement; and

**NOW, THEREFORE, IN CONSIDERATION** of the mutual terms, understandings, conditions, premises, covenants and payment hereinafter set forth, and intending to be legally bound, the parties hereby agree as follows:

**Article 1. Recitals**

**1.1** The foregoing recitals are true and correct and incorporated herein by reference.

**Article 2. Purpose**

**2.1** The purpose of this Agreement is for CONTRACTOR to complete Removal of Trip Hazards on specified Sidewalks

**Article 3. Scope of Services**

**3.1** On the terms and conditions set forth in this Agreement, CITY hereby engages CONTRACTOR to perform the services set forth herein in **Attachment A**, known as Proposal to The City of Tavares

**3.2** The CITY shall issue a "Notice to Proceed" within fifteen (15) days of the final execution of this agreement. All services described in **Attachment A** will be completed on an as needed basis with work orders to be assigned by the City of Tavares General Services Department

#### **Article 4. Payment**

**4.1** Payment shall be made after completion and acceptance of each job with the total not to exceed **\$10,000.00** for the Trip Hazard Removal unless a change order has been executed in accordance with the City of Tavares Purchasing Policies and Procedures.

**4.2** Invoices shall be submitted in duplicate to Lori Houghton , City of Tavares Finance Director le, PO Box 1068 Tavares, Florida 32778. Each invoice shall contain a detailed description of services and fees.

**4.3** The CITY shall make payment on all invoices in accordance with the Florida Prompt Payment Act, sections 218.70 through 218.79, Florida Statutes.

**4.4** Other than the expenses, set forth in **Attachment A**, the CONTRACTOR shall not be entitled to payment for any expenses, fees, or other costs it may incur at any time and in any connection with its performance hereunder.

#### **Article 5. City Responsibilities**

**5.1** CITY shall designate one City staff member to act as City's Project Administrator and/or Spokesperson.

**5.2** CITY shall reimburse CONTRACTOR, in accordance with the Proposed Budget listed in Article 4 above for required services timely submitted and approved and accepted by CITY in accordance with the terms of this Agreement.

#### **Article 6. Special Terms and Conditions**

**6.1** Qualifications. CONTRACTOR shall possess and maintain a commercial contractor's license "B".

**6.2** Term of Agreement. This Agreement shall be effective until December 31, 2014 or completion of the project immediately following the final execution of this Agreement.

**6.3** Termination. This Agreement may be terminated by the CITY upon thirty (30) days advance written notice to the other party; but if any work or service/Task hereunder is in progress but not completed as of the date of termination, then this Agreement may be extended upon written approval of the CITY until said work or service(s)/Task(s) is completed and accepted.

A. Termination for Convenience. In the event this Agreement is terminated or cancelled upon the request and for the convenience of CITY with the required 30 day advance written notice, CITY shall reimburse CONTRACTOR for actual work satisfactorily completed.

B. Termination for Cause. Termination by City for cause, default, or negligence on the part of CONTRACTOR shall be excluded from the foregoing provision. Termination costs, if any,

shall not apply. The 30-day advance notice requirement is waived in the event of termination for cause.

C. Termination Due to Unavailability of Funds in Succeeding Fiscal Years - When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, this Agreement shall be canceled and the CONTRACTOR shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services/Tasks delivered under this Agreement.

**6.4 Subletting of Contract.** This Agreement shall not be sublet except with the written consent of the City Administrator. No such consent shall be construed as making the CITY a party to the subcontract or subjecting the CITY to liability of any kind to any subcontractor. No subcontract shall under any circumstances relieve the CONTRACTOR of liability and obligations under this Agreement and all transactions with the CITY must be through the CONTRACTOR.

**6.5 Insurance and Bond.** CONTRACTOR shall provide and maintain during the entire term of this Agreement insurance in the following types and limits with a company or companies authorized to do business in the State of Florida. CONTRACTOR shall not commence work under the Agreement until CITY has received an acceptable certificate or certificates of insurance evidencing the required insurance, which is as follows:

(X) General Liability insurance on forms no more restrictive than the latest edition of the Commercial General Liability policy (CG 00 01 or CG 00 02) of the Insurance Services Office or equivalent without restrictive endorsements, with the following minimum limits and coverage:

(X)	General Liability	
(X)	Each Occurrence/General Aggregate	\$1,000,000/1,000,000
(X)	Products-Completed Operations	\$1,000,000
(X)	Personal & Adv. Injury	\$1,000,000
(X)	Fire Damage	\$50,000
(X)	Medical Expense	\$5,000
(X)	Contractual Liability	
( )	X, C, U	
( )	Other: _____	\$

(X) Automobile liability insurance, including owned, non-owned and hired autos with the following minimum limits and coverage:

Combined Single Limit	\$300,000
or	
Bodily Injury (per person)	\$100,000
Bodily Injury (per accident)	\$300,000
Property Damage	\$100,000

(X) **The City of Tavares**, a Municipal Corporation, shall be added as additional insured as their interest may appear on the:

- general liability policy
- automobile liability policy
  
- Workers' compensation insurance in accordance with Florida Statute, Chapter 440, and/or any other applicable law requiring workers' compensation (Federal, maritime, etc).
- Valuable papers with minimum limits of \$100,000.
- Builder Risk insurance policy written on "all risk" perils.
- Professional liability (medical malpractice, engineers, architect, CONTRACTOR, environmental, errors and omissions, etc.) insurance as applicable, with minimum limits of \$500,000 and annual aggregate of \$1,000,000.
  
- Certificates of insurance shall provide for a minimum of thirty (30) days prior written notice to the CITY of any change or cancellation of the required insurance.
- Certificates of insurance shall identify the RFP number, contract, project, etc. in the Description of Operations section of the Certificate.
- CONTRACTOR shall be responsible for subcontractors and their insurance.
  
- The Certificate holder shall be: The City of Tavares, P.O. BOX 1068, TAVARES, FL 32778-1068

CONTRACTOR Liability Insurance policies shall be endorsed to add CITY as an additional insured for General Liability Insurance. Additionally, CONTRACTOR shall be responsible for payment of all deductibles and self-insurance retention on CONTRACTOR Liability Insurance policies. All of the policies of insurance so required to be purchased and maintained shall contain a provision or endorsement that the coverage afforded shall not be canceled, materially changed or renewal refused until at least thirty (30) calendar days written notice has been given to CITY by certified mail.

**6.6 Indemnity.** CONTRACTOR shall indemnify and hold CITY and its agents, officers, commissioners or employees harmless for any damages resulting from failure of CONTRACTOR to take out and maintain the above insurance. Additionally, CONTRACTOR agrees for good and valuable consideration in the amount of ten dollars (\$10.00) to indemnify, and hold the City of Tavares, and its officers, commissions, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities resulting from the negligent act, error or omission of CONTRACTOR, its agents, employees or representative, in the performance of CONTRACTOR'S duties set forth in this Agreement.

**6.7 Independent Contractor.** CONTRACTOR agrees that it shall be acting as an independent contractor and shall not be considered or deemed to be an agent, employee, joint venturer, or partner of the City. CONTRACTOR shall have no authority to contract for or bind CITY in any manner and shall not represent itself as an agent of CITY or as otherwise authorized to act for or on behalf of the City. Additionally, CONTRACTOR warrants that it has not employed or retained any company or

person, other than a bona fide employee working solely for CONTRACTOR to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for CONTRACTOR any fee, commission, percentage, gift, or other consideration contingent upon on resulting from the award or making of this Agreement.

**6.8 NO CLAIM FOR DAMAGES OR ANY CLAIM OTHER THAN FOR AN EXTENSION OF TIME SHALL BE MADE OR ASSERTED AGAINST THE CITY BY REASON OF ANY DELAYS.** No interruption, interference, inefficiency, suspension or delay in the commencement or progress of the work from any cause whatsoever, shall relieve the CONTRACTOR of his duty to perform or give rise to any right to damages or additional compensation from the City. The CONTRACTOR expressly acknowledges and agrees that the CONTRACTOR shall receive no damages for delay. The CONTRACTOR'S sole remedy, if any, against the CITY shall be the right to seek an extension to the contract time. Such extensions of time will not be granted for delays caused by unfavorable weather, ground conditions related to the weather, inadequate work force or for the failure of the CONTRACTOR to timely order equipment or materials. However, this provision shall not preclude recovery or damages by the CONTRACTOR for hindrances or delays due solely to fraud, bad faith or active interference on this part of the City. Otherwise, CONTRACTOR shall be entitled to extensions of the Contract Time as the sole and exclusive remedy for such resulting delay, in accordance with and to the extent specifically provided above.

**6.9 Retaining Other CONTRACTORS.** Nothing herein shall be deemed to preclude the CITY from retaining the services of other persons or entities undertaking the same or similar services as those undertaken by the CONTRACTOR or from independently developing or acquiring materials or programs that are similar to or competitive with, the services provided under this Agreement.

**6.10 Accuracy.** The CONTRACTOR is responsible for the professional quality, technical accuracy, timely completion and coordination of all the services furnished hereunder. The CONTRACTOR shall, without additional compensation, correct or revise any errors, omissions or other deficiencies in its services.

## **Article 7. General Conditions**

**7.1** This Agreement is made under, and in all respects shall be interpreted, construed, and governed by and in accordance with, the laws of the State of Florida. Venue for any legal action resulting from this Agreement shall lie in Lake County, Florida.

**7.2** Neither Party may assign any rights or obligations under this Agreement to any other party unless specific written permission from the other party is obtained.

**7.3** The captions utilized in this Agreement are for the purposes of identification only and do not control or affect the meaning or construction of any of the provisions hereof.

**7.4** This Agreement shall be binding upon and shall inure to the benefit of each of the parties and of their respective successors and permitted assigns.

**7.5** This Agreement may not be amended, released, discharged, rescinded or abandoned, except by a written instrument duly executed by each of the parties hereto.

**7.6** The failure of any party hereto at any time to enforce any of the provisions of this Agreement will in no way constitute or be construed as a waiver of such provision or of any other provision hereof, nor in any way affect the validity of, or the right thereafter to enforce, each and every provision of this Agreement.

**7.7** During the term of this Agreement CONTRACTOR assures CITY that it is in compliance with Title VII of the 1964 Civil Rights Act, as amended, and the Florida Civil Rights Act of 1992, in that CONTRACTOR does not on the grounds of race, color, national origin, religion, sex, age, disability or marital status, discrimination in any form or manner against CONTRACTOR employees or applicants for employment. CONTRACTOR understands and agrees that this Agreement is conditioned upon the veracity of this statement of assurance.

**7.8** CONTRACTOR shall at all times comply with all Federal, State and local laws, rules and regulations.

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

**7.10** Wherever provision is made in this Agreement for the giving, service or delivery of any notice, statement or other instrument, such notice shall be in writing and shall be deemed to have been duly given, served and delivered, if delivered by hand or mailed by United States registered or certified mail or sent by facsimile, addressed as follows:

If to CONTRACTOR:

Precision Sidewalk Safety Corp  
303 SE 17<sup>th</sup> Street 309-122  
Ocala, FL 34471

If to City:

Mr. John Drury  
City Administrator, City of Tavares  
201 East Main St.  
Tavares, Florida 32778

Each party hereto may change its mailing address by giving to the other party hereto, by hand delivery, United States registered or certified mail notice of election to change such address.

**Article 8. Scope of Agreement**

**8.1** This Agreement is intended by the parties hereto to be the final expression of their Agreement, and it constitutes the full and entire understanding between the parties with respect to the subject hereof, notwithstanding any representations, statements, or agreements to the contrary heretofore made.

**8.2** This Agreement contains the following Attachments:  
Attachment A- Proposal to the City of Tavares

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Agreement on the respective dates under each signature: CITY through its City of Tavares Council, signing by and through its City Administrator, on the \_\_\_\_\_ day of \_\_\_\_\_, 2014 and by CONTRACTOR through duly authorized representative.

CONTRACTOR:

\_\_\_\_\_

\_\_\_\_\_  
Title

CITY:

\_\_\_\_\_  
Mr. John Drury  
City Administrator

Attest: \_\_\_\_\_

Nancy A Barnett  
City Clerk



Attachment A  
to Contract

# PROPOSAL

City of Tavares  
Public Works Department

DATE: JUNE 13, 2014

Mr. Chris Thompson  
100 North Disston Ave.  
Tavares, FL 32778  
o: 352-742-6221 f:352-742-6397

DESCRIPTION	LINEAR FEET	UNIT PRICE	EXTENDED PRICE
Sidewalk trip hazard repair for hazards measuring 3/8" to 2" high			
- Downtown Area			
- Other priority areas to be determined by Tavares Public Works			
Deliver repairs for the above areas with estimated size breakdown as follows:			
0-0.5" average height at 1:12 slope	186.3	\$13.42	\$2,500
0.5 – 1" average height at 1:12 slope	365.4	\$16.42	\$6,000
>1" – 1.5" average height at 1:12 slope	77.19	\$19.42	\$1,499
Note: Pricing is based on City of Jacksonville Contract Number 9956			
Hazard heights for Tavares designated areas may vary from this estimated distribution, but PSSC agrees not to exceed \$10,000 in repairs and to utilize the measurements and pricing established in the City of Jacksonville Contract pricing.			
<b>TOTAL &gt;&gt;&gt;&gt;</b>			<b>\$ 9,999</b>

Wendy MacMurray

Precision Sidewalk Safety Corp  
303 SE 17<sup>th</sup> Street, #309-122  
Ocala, Florida 34471  
877-799-6783  
www.precisionsidewalksafety.com

## Municipalities using Precision Sidewalk Safety Corporation:

The following Cities and Counties in Florida are customers of PSSC:

City of Cape Canaveral  
City of Indian Harbour Beach  
City of Jacksonville  
City of St. Augustine  
City of Pensacola  
City of Tallahassee  
Hillsborough County  
City of Temple Terrace  
City of Safety Harbor  
Indian River County  
St. Lucie County  
City of Mount Dora  
City of Kissimmee  
Orange County  
City of DeBary  
City of Deland  
City of Bradenton  
Manatee County  
Sarasota County  
City of Sarasota  
City of Anna Maria  
City of Holmes Beach  
City of Ocala  
Nassau County  
City of Fernandina Beach  
City of Winter Park  
City of Oviedo  
Osceola County  
Seminole County  
City of Dade City  
City of Clearwater  
Pinellas County  
City of St. Pete Beach  
City of Sebring  
City of Gulf Breeze  
City of Ormond Beach

I may have missed some, but hopefully that will help. We also do work for several hundred private communities and CDDs in Florida. Our company services the State of South Carolina as well, so we do work for many cities and counties there, but I assume you are looking for a Florida list.

9956

**CONTRACT  
(PAID BY SUBSEQUENT PURCHASE ORDERS)  
BETWEEN  
THE CITY OF JACKSONVILLE  
AND  
PRECISION SIDEWALK SAFETY CORPORATION  
FOR  
SIDEWALK TRIP HAZARD REMOVAL**

**THIS CONTRACT** is executed as of this 6 day of March, 2014, retroactive to February 10, 2014 by and between the CITY OF JACKSONVILLE, FLORIDA, a municipal corporation in Duval County, Florida, (hereinafter sometimes the "Owner" or the "City"), and PRECISION SIDEWALK SAFETY CORPORATION (hereinafter the "Contractor"), with principal address at 970 SW 104<sup>th</sup> Street Road, Ocala, Florida 34476, for sidewalk trip hazard removal (the "Project").

**WITNESSETH**, that for the consideration and under the provisions hereinafter stated and referred to moving from each to the other of said parties, respectively, it is mutually understood and agreed as follows:

1. That Contractor is the lowest and best responsible bidder for furnishing all labor, equipment, and materials and performing all operations necessary for removing trip hazards from cementitious and asphaltic concrete sidewalks at designated locations in Jacksonville, including but not limited to cutting, grinding, and performing all appurtenant work necessary to accomplish a complete hazard removal resulting in a finished surface meeting current Americans with Disabilities Act requirements, all in accordance with plans and specifications hereinafter referred to, and has been awarded this Contract for said work pursuant to award made February 10, 2014.

2. The Contractor will, at its own cost and expense, do the work required to be done on said Project and, if asked by the City, furnish the materials required to be furnished on said Project in accordance with plans and specifications prepared by the Right of Way and Grounds Maintenance Division of the Department of Public Works entitled *Specifications for Sidewalk Trip Hazard Removal*, City of Jacksonville Bid Number CS-0033-14, Bid Date December 18, 2013, and strictly in accordance with the advertisement calling for bids, plans, specifications, blueprints, addenda, requirements of the City of Jacksonville, proposal of the said Contractor, and award therefor (hereinafter collectively the "Contract Documents"), now on file in the Office of the Chief of the Procurement Division of the City of Jacksonville, all of which are hereby specifically made a part hereof and incorporated herein by this reference to the same extent as if fully set out herein, for a total amount not-to-exceed TWO HUNDRED NINETY-TWO THOUSAND SEVEN HUNDRED EIGHTY AND 00/100 DOLLARS (\$292,780.00) for the Project, at and for the prices and on the terms contained in the Contract Documents; *provided however*, the above stated amount will not be encumbered by this Contract. Instead, it will be encumbered in whole or in part by subsequently issued purchase order[s]. Such purchase order[s] shall be binding upon the parties hereto and must incorporate the provisions of this Contract. All funds control checking shall be made and performed at the time such purchase order[s] are issued.

3. On the faithful performance of this Contract by the Contractor, the Owner will pay the Contractor in accordance with the terms and on the conditions stated in the Contract Documents.

4. The period of service of this Contract will commence on the date of the Award (February 10, 2014) and continue in full force and effect until September 30, 2014, unless earlier terminated as provided in the Contract Documents.

5. This Contract may be renewed for up to four (4) periods of one (1) year each in the sole discretion of the Owner. Such renewal will be on terms and conditions that are mutually acceptable to both parties.

6. Contractor shall submit and record all payment and performance bonds in the Official Records of Duval County, as required by Section 255.05, Florida Statutes.

7. This Contract and all amendments hereto may be executed in several counterparts, each of which shall be deemed to be an original, and all of such counterparts together shall constitute one and the same instrument.

8. In the event this Contract meets the statutory threshold, Contractor has certified that it is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes. Pursuant to Section 287.135, F.S., Contractor agrees that Owner may terminate this Contract immediately without penalty if Contractor is found to have submitted a false certification or if Contractor is placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

**[Remainder of page intentionally left blank. Signature page follows immediately.]**

IN WITNESS WHEREOF, the parties hereto have duly executed this Contract, in duplicate, the day and year first above written.

ATTEST:

CITY OF JACKSONVILLE, FLORIDA

By James R. McCain, Jr.  
James R. McCain, Jr.  
Corporation Secretary



By Karen Bowling  
Alvin Brown, Mayor

OWNER

Karen Bowling  
Chief Administrative Officer  
For: Mayor Alvin Brown  
Under Authority of:  
Executive Order No. 2013-04

WITNESS:

PRECISION SIDEWALK SAFETY CORPORATION

Alan MacMurray  
Signature  
Alan MacMurray  
Type/Print Name  
President  
Title

Wendy F. MacMurray  
Signature  
Wendy F. MacMurray  
Type/Print Name  
CEO  
Title

CONTRACTOR

Encumbrance, funding information, and approval as to form for internal City use are contained on the following page.

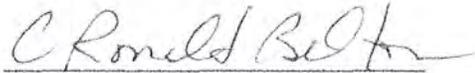
**Encumbrance and funding information for internal City use:**

**Account.....PWSD116SPPR-06505-PW0360-01**

**Amount.....\$292,780.00**

**This above stated amount is the maximum fixed monetary amount of the foregoing contract. It shall not be encumbered by the foregoing contract. It shall be encumbered by one (1) or more subsequently issued Purchase Order[s] that must reference the foregoing Contract. All financial examinations and funds control checking will be made at the time such Purchase Order[s] are issued.**

In accordance with Section 24.103(e), of the *Ordinance Code* of the City of Jacksonville, I do hereby certify that there is an unexpended, unencumbered, and unimpounded balance in the appropriation sufficient to cover the foregoing agreement; *provided however*, this certification is not nor shall it be interpreted as an encumbrance of funding under this Contract. Actual encumbrance[s] shall be made by subsequent purchase order[s], as specified in said Contract.

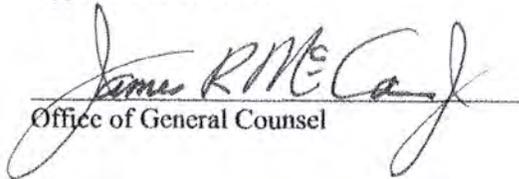


Director of Finance

City Contract # 9956



Approved as to form:



Office of General Counsel

# Sidewalk Trip Hazard Removal

## SECTION 3

### PROPOSAL

PROJECT NO: \_\_\_\_\_

BID NO.: CS-0033-14

BID DATE: December 18, 2013

TO: THE CITY OF JACKSONVILLE, FLORIDA

FROM: Precision Sidewalk Safety Corp

In accordance with the Invitation to Bid to construct Sidewalk Trip Hazard Removal for the City of Jacksonville, Florida, subject to the Drawings, Specifications, Standard Specifications and Details, Addenda thereto, if any, all of which are made a part of this Proposal, the undersigned proposes to construct the Sidewalk Trip Hazard Removal for the Total Bid as follows:

TOTAL BASE BID \$ 292,780 (Numerals)

Two hundred ninety two thousand seven hundred eighty dollars (Written)

The above said figure(s) is/are understood to be the basis for establishing the amount of Bid Security and for comparison of Bids only.

#### A. PROPOSAL SCHEDULE

A Bidder must provide a price on each line item. All entries in the entire Proposal must be made clearly in ink. Prices bid must be written in figures. Bidder must insert extended prices obtained by multiplying the proposed quantities times the unit prices. In case of errors, unit prices will govern. The corrected extended prices and corrected Base Bid will be used to determine the lowest qualified Bid. Proposals in which the prices obviously are unbalanced will be rejected.

**NOTE:** The bid schedule contains estimated quantities for each bid item. The City makes no promise that all of these quantities will be used. In fact, many of these items may not be used. Some items may be used more than estimated. The purpose of the bid schedule is to provide the City with a "shopping list" of work that may be required. Award is subject to appropriation by the City. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

(Remainder of page has been intentionally left blank)

# Sidewalk Trip Hazard Removal

## Bid Items

Bid No.: CS-5633-14

ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT COST	EXTENDED PRICE
1	0'-0.5' Average Height @ 12:1 Slope Cut (Standard Concrete)	Linear Foot	6000	\$13.42	\$80,520
2	0.5'-1' Average Height @ 12:1 Slope Cut (Standard Concrete)	Linear Foot	6000	16.42	98,520
3	1'-1.5' Average Height @ 12:1 Slope Cut (Standard Concrete)	Linear Foot	3000	19.42	58,260
4	0'-0.5' Average Height @ 12:1 Slope Cut (Dense Concrete)	Linear Foot	600	13.42	8,052
5	0.5'-1' Average Height @ 12:1 Slope Cut (Dense Concrete)	Linear Foot	600	16.42	9,852
6	1'-1.5' Average Height @ 12:1 Slope Cut (Dense Concrete)	Linear Foot	300	19.42	5,826
7	Maintenance of Traffic (MOT) (Contingency)	Day	5	1800.00	9,000
8	Mobilization (Contingency)	Each	5	250	1,250
9	Miscellaneous Cutting/Grinding (Labor)	Man Hour	80	250	20,000
10	Miscellaneous Cutting/Grinding (Equipment, \$100 rental cost plus 20% I)	Each	25	\$120.00	\$3,000.00

TOTAL BASE BID (ITEMS 1-10)

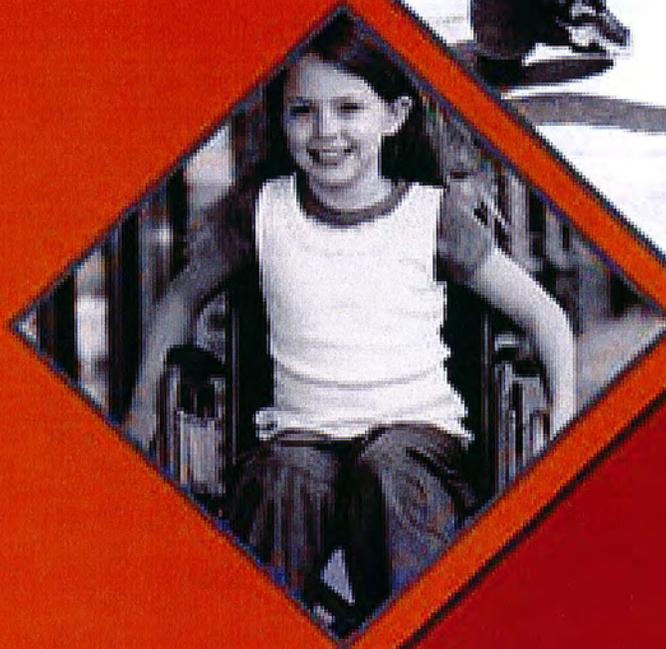
\$ 242,780

Also Enter Total Base Bid Amount on Page 3-1

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## CITY OF MOUNT DORA

### Sidewalk Restoration and Trip Hazard Repair Program



### Summary of Work and Cost Savings



This summary has been prepared for:

**Mr. Dennis Huett, Public Works Superintendent**  
**Mr. Gary Hammond, Public Works Director**  
**Mr. Michael Quinn, City Manager**

**Introduction:**

The City of Mount Dora contracted Precision Sidewalk Safety Corp (PSSC) for the first time in 2007, when the unique technology was first introduced to Florida. PSSC uses proprietary and patented cutting technology to repair trip hazards created by changes in level on sidewalk panels. Using this unique approach for sidewalk repairs, the City's Public Works organization has greatly minimized trip and fall liability and improved the safety and aesthetics of its sidewalks. By selecting this approach, the City has also **saved more than \$750,000 dollars compared to its previous method of repair.**

**Work Summary:**

PSSC has now completed it's fifth year of project work for Mount Dora, the most recent being completed March 1, 2012. The projects are summarized below:

Project Date	Avg Panel Size	Hazards Removed	Miles of Treated Sidewalk
FY 2007	22.99 sq ft	1,993	1.89
FY 2008	22.99 sq ft	1,276	1.21
FY 2009	22.99 sq ft	905	0.86
FY 2010	23.50 sq ft	887	0.84
FY 2012	24.18 sq ft	1,525	1.44
<b>Total/Avg</b>	<b>23.33 sq ft</b>	<b>6,586</b>	<b>6.24 Miles</b>

**Expense Summary:**

Over the past 6 years, PSSC removed all **6,586 trip hazards** in various surveyed areas of Mount Dora for **\$203,147**.

Program Summary	FY 2007	FY 2008	FY 2009	FY 2010	FY 2012	TOTAL
<b>Contract Amount</b>	\$ 63,686	\$ 39,997	\$ 25,000	\$ 25,000	\$ 49,464	<b>\$203,147</b>
<b>Number of Repairs</b>	1,993	1,276	905	887	1,525	<b>6,586</b>
<b>Cost Per Repair</b>	\$ 31.95	\$ 31.35	\$ 27.62	\$ 28.18	\$ 29.45	<b>\$30.84</b>

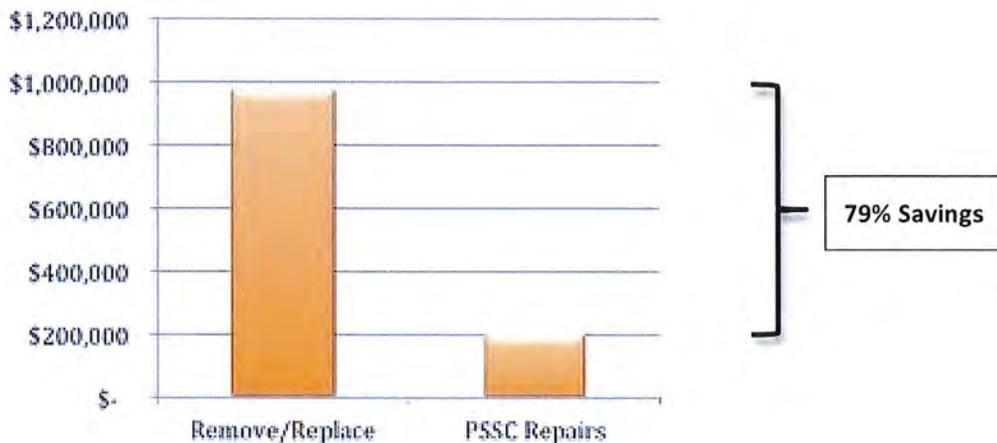


For each project, PSSC completed 100 to 150 repairs per day, while keeping the sidewalks in service and minimizing inconvenience to pedestrians. No heavy equipment or traffic control was required and all areas were cleared of any debris. The repair areas specified were left clean and trip hazard-free.

**Cost Savings:**

PSSC's patented cutting method has **saved the City of Mount Dora \$772,539 – a 79% savings** - over traditional demolition and replacement methods. Based on an average panel size of 23.33 square feet and an average replacement cost of \$6.35 per square foot, the cost to remove and replace those panels would have cost the City over \$975,686, shown in Figure 2 below.

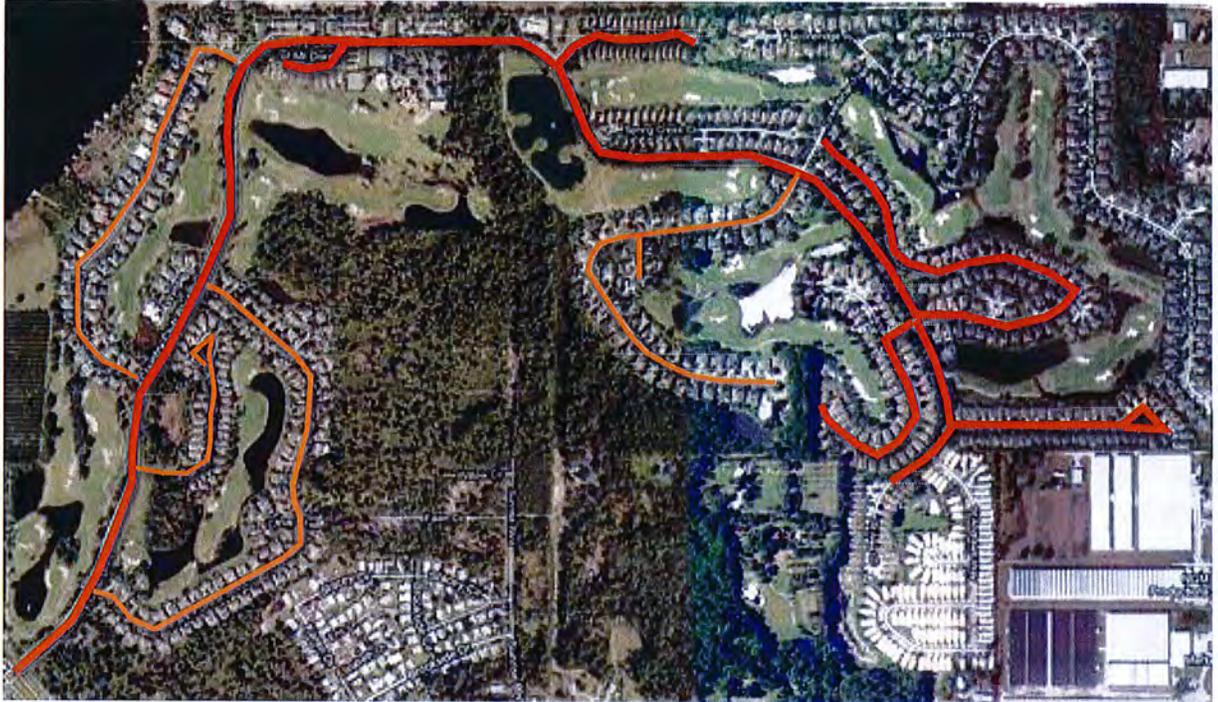
**FIGURE 2: Cost Savings for Mount Dora  
Total Repairs = 6,586**



Mount Dora's stated cost for demolition and replacement takes into account:

- Cost of concrete
- Labor to break up and remove existing concrete
- Labor to pour, form, level, finish, float & cut control joints
- Fuel for multiple site visits to repair or break-up, remove, pour, remove forms, and restore adjacent items
- Equipment such as a backhoe, vehicle to transport backhoe, utility vehicle, and dump truck to remove debris
- Miscellaneous materials to prepare concrete

**Inspected Areas in Country Club, 1,462 Repairs Completed in 2012\***



\*63 of the 1,525 total repairs made in 2012 were completed on Donnelly Street and at the Library

**Environmental Savings:**

In addition, the PSSC service is a **Green Building Practice**, which has afforded the City of Mount Dora the opportunity to save natural resources during these past four years. By NOT removing and replacing sidewalks, the following has been saved:

Natural Resources Saved: approximately **3,505 tons of waste concrete**

- (est. 40,000 cubic feet of concrete at an average weight of 136 lbs per cubic foot)
- approximately same amount of materials and resources to replace the concrete removed

Fossil fuels saved: estimated **6,109 gallons of gasoline**

- hauling equipment to and from the site to remove sidewalks
- operating backhoe equipment to break up and remove concrete
- round trip transportation of estimated 2,720 tons of debris to the landfill
- round trip transportation of new materials to replace the removed sidewalks

Prevented release of Carbon Dioxide gas: estimated **54.3 Metric Tons**



Customer Summary

Precision Sidewalk Safety

CITY OF MOUNT DORA

Wendy MacMurray  
877-799-6783 x501

### Precision Sidewalk Safety Work Example



As always, it has been our great pleasure to work with the Public Works team at the City of Mount Dora to support you in your efforts to maintain safe, accessible, aesthetically pleasing walkways in the city. Thank you for your continued trust in our service and our company.

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
JUNE 18, 2014**

**AGENDA TAB NO. 7**

**SECOND READING**

**SUBJECT TITLE: Ordinance 2014-07  
Amendment to City's Sign Regulations  
Feather Signs**

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**OBJECTIVE:**

To consider amendments to the City's Sign Regulations that would allow regulated use of feather signs. .

**SUMMARY:**

On May 21<sup>th</sup>, City Council directed staff to draft an amendment to the City's Sign Regulations that would allow the regulated use of feather signs.

Regulations proposed by staff, supported by Council and now included in the presented ordinance are:

- (1) Feather Signs are allowed in all non residential zonings and in residential zonings when associated with a new home sales office.
- (2) Feather Signs may not be placed in City Right-of-Ways, protrude over any city sidewalks or obstruct traffic visibility as determined by the City's Public Works Director.
- (3) A maximum number of 2 feather signs are allowed per parcel of property in non residential zonings. A maximum of 2 feather signs are allowed for a new home sales office per subdivision.
- (4) A feather sign cannot exceed 15 feet in height.
- (5) A Temporary Sign Permit for each feather sign must be obtained from the city building department. Present cost is \$29 per sign permit.
- (6) The applicant for a Temporary Sign Permit for a feather sign must submit the written permission of the parcel owner for the installation of the feather sign prior to the issuance of the permit.
- (7) If a feather sign becomes tattered or damaged within the 6 month period, as determined by the City's Code Enforcement Officer, it must be removed.

**OPTIONS:**

1. That City Council moves to approve Ordinance 2014-07.
2. That City Council denies the proposed ordinance.

**STAFF RECOMMENDATION:**

Staff recommends that City Council moves to approve Ordinance 2014-07

**FISCAL IMPACT:** N/A

**LEGAL SUFFICIENCY:**

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

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**ORDINANCE 2014-07**

**AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA AMENDING THE LAND DEVELOPMENT REGULATIONS BY PROVIDING FOR THE PERMITTING OF TEMPORARY FEATHER SIGNS; AMENDING CHAPTER 21, SIGN REGULATIONS BY ADDING A DEFINITION OF FEATHER SIGNS TO SECTION 21-2, AMENDING SECTION 21-15, TEMPORARY SIGNS BY ADDING REGULATIONS GOVERNING FEATHER SIGNS; 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 signs within the city; and

**WHEREAS**, signs commonly referred to as wind signs are generally prohibited; and

**WHEREAS**, feather signs, a unique type of wind sign, is considered to be an appropriate and viable method of advertising businesses if properly permitted and regulated; and

**WHEREAS**, the City of Tavares desires to amend its sign regulations to provide for the approval and permitting of feather signs; and

**WHEREAS**, the City of Tavares has determined these changes are appropriate and in the best interest 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 21-2 Definitions**

*Insertion of the following definition:*

Feather Sign- A freestanding type of attention-getting device that resembles a sail made of fabric or nylon affixed to a single light weight pole used for attracting attention, promotion or advertising. See illustration as examples of feather signs.



1  
2  
3 **Examples of Feather signs**

4  
5 **Section 21-15 Temporary Signs**

6  
7 *Add (E) Feather Signs*

8  
9 (E) Feather Signs- Feather Signs shall be subject to the following regulations:

10  
11 (1) Feather Signs are allowed in all non residential zonings and in residential zonings when  
12 associated with a new home sales office.

13  
14 (2) Feather Signs may not be placed in City Right-of-Ways, protrude over any city sidewalks or  
15 obstruct traffic visibility as determined by the City's Public Works Director.

16  
17 (3) A maximum number of 2 feather signs are allowed per parcel of real property as identified  
18 by the Property Appraiser for Lake County. A maximum of 2 feather signs are allowed for a new  
19 home sales office per subdivision.

20  
21 (4) A feather sign cannot exceed 15 feet in height.

22  
23 (5) A Temporary Sign Permit for each feather sign must be obtained from the city building  
24 department.

25  
26 (6) The applicant for a Temporary Sign Permit for a feather sign must submit the written  
27 permission of the parcel owner for the installation of the feather sign prior to the issuance of the  
28 permit.

29  
30 (7) If a feather sign becomes tattered or damaged within the 6 month period, as determined by  
31 the City's Code Enforcement Officer, it must be removed.

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**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 \_\_\_\_\_, 2014 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

## Legal Notices

### Public Hearing Notices

#### CITY OF TAVARES

NOTICE IS HEREBY GIVEN that the Tavares City Council will consider Ordinance 2014-07, Second Reading, on June 18, 2014 at 4:00 p.m. Tavares City Hall, 201 E. Main Street, Tavares, FL 32778.

#### ORDINANCE 2014-07

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE LAND DEVELOPMENT REGULATIONS BY PROVIDING FOR THE PERMITTING OF TEMPORARY FEATHER SIGNS; AMENDING CHAPTER 21, SIGN REGULATIONS BY ADDING A DEFINITION OF FEATHER SIGNS TO SECTION 21-2, AMENDING SECTION 21-15, TEMPORARY SIGNS BY ADDING REGULATIONS GOVERNING FEATHER SIGNS; SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING AN EFFECTIVE DATE.

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

LAK2433667

6/8/2014

Lake Sentinel June 8/14

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
DATE OF MEETING: June 18, 2014**

**AGENDA TAB NO. 8**

**SUBJECT TITLE: Annual Evaluation of City Administrator**

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**OBJECTIVE:** To discuss the annual performance evaluation of City Administrator, pay and Council's collective goals for the Administrator to work on over the next year.

**SUMMARY:**

Each Council member has met with the City Administrator to conduct their individual performance evaluation of him and has identified their goals for him to achieve over the next year. Each Council member has also been provided the five (5) performance evaluations and a copy of the Administrator's employment contract and current annual rate of pay which is \$153,560. An opportunity is provided to discuss the Administrator's performance and pay adjustment if any.

Attached is a list of the Council's previous collective goals for the City Administrator to work on and their status as well as the new goals developed by each Council member. An opportunity is provided for the Council to review all of the individual Council member goals and then develop one set of the Council's collective goals for the Administrator to work on over the ensuing year.

**OPTIONS:**

1. Discuss annual performance evaluation of City Administrator, pay adjustment if any and set Council's collective goals for the Administrator to work on over the ensuing year.
2. Do not discuss performance evaluation, pay or goals.

**STAFF RECOMMENDATION:**

That Council discuss the annual performance evaluation of City Administrator, pay adjustment if any and set Council's collective goals for the Administrator to work on.

**FISCAL IMPACT** None, unless a pay adjustment is made which would then be incorporated into the annual budget and not take effect until October 1, 2014.

**LEGAL SUFFICIENCY:** Legal sufficiency

**DRAFT**  
**FY 15 COUNCIL NEW GOALS**  
**For**  
**City Administrator to work on**

Mayor Robert Wolfe:

1. Complete Wooton Park Expansion
2. Develop Golden Triangle Fire District
3. Secure TDC funding for Phase III of Pavilion (Seaplane/Boat Dock Area)
4. Golf Cart Crossing 441 and St Clair Abrams
5. Secure Grants for Woodlea Sports Complex from Lake County
6. Develop Funding program for Public Works Facility
7. Develop Funding program for Public Safety Complex
8. Complete Alfred Street Project
9. Complete Sunnyland Boat Museum and restroom contract

Vice Mayor Lori Pfister:

1. Install Seaplane Gateway sign in Fountain Park
2. Upgrade Ruby Street (sidewalks, lighting, brick pavers)
3. Continue implementing and completing prior year goals
4. Continue progress on Performing/Cultural Center
5. Spay/neuter

Council Member Norman Hope

1. Develop necessary parking for the Pavilion
2. Finalize the development of Wooton Park
3. Complete Alfred Street
4. Continue to work with County on paying their fair share of fire protection
5. Identify funding program for Public Safety Facility

Council Member Kirby Smith

1. Work on Gateway Signage – have one up in 2014
2. Have a section of Wooton Park Expansion completed for public use
3. Create a name for Wooton Park expansion
4. Ensure Pavilion has positive cash flow
5. Have City Flags installed at city buildings (where appropriate) and for sale in 2014

Council Member Bob Speaks

1. Lower Millage Rate by .5 in 2015
2. Lower utility rates by 5% in 2015
3. Implement Street repaving plan in 2015
4. Increase retail community by 20 businesses in 2015
5. Increase debt Service coverage to 1.5 or above in 2015

**PRIOR YEAR GOALS**  
**Status of 2013 – 2014 Council Goals**  
**For**  
**City Administrator to work on**

1. **Funding for Public Safety Complex:** The Design Team has now completed the preliminary schematic design, cost estimates and grant opportunities report. Council has selected a preferred design schematic. Due to the limited number of available grants for this project, Administrator has engaged the services of Mark Galvin, the City's Financial Consultant, to work with The Finance Director and City Administrator to develop a list of funding options to be presented at Council's June meeting for Council's consideration.
2. **Complete Wooton Park expansion improvements:** Land for the expansion area has been secured and design and permitting under way. Shore line cleanup completed. Final design for the expanded area will be completed this summer (boat ramp, restrooms, open space, Tav-Lee trail expansion etc...) after which bids and construction will follow.
3. **Work with County to have them contribute their fair share of fire protection for County buildings:** A presentation to the Commission was made. Commission indicated a willingness to work with the city but no commitments were made. The Mayor and City Administrator have met with the County Manager, County Attorney, and all the Commissioners to further these discussions. It is anticipated that some form of contribution for fire protection will materialize through the ISBA process that should be completed this summer.
4. **Establish a Golden Triangle Fire District.** All three City Councils had effectively voted to move forward and then Eustis pulled out. Mt. Dora and Tavares are working with their respective attorneys to develop an interlocal government agreement, by -laws and articles of incorporation to form the district. Mt. Dora has advised that they would like their Fire Assessment Study to be completed before moving forward with this initiative. The study is underway.
5. **Secure TDC funding for Tavares Pavilion on the Lake:** Application was submitted and denied.
6. **Pursue acquisition of Automobile repair business next to proposed Public Safety Complex:** An offer to purchase was made. Owner not interested in selling it.
7. **Complete the Railroad Tran Station:** Completed.
8. **Plan out the Lane Park side of Tavares (SR 19,561,448)** An economic plan is being developed called the South Lake Dora Economic Development Plan. Several public meetings have been held. The plan should be completed by the end of the year.
9. **Ruby Street Upgrade:** More recently we had RR install black fencing and upgrade every crossing including the creation of a new pedestrian crossing. A sidewalk was constructed from O'Keefe to ALS with improved lighting. The Storm water improvement project calls for re-doing the pavement of Ruby Street as the storm

water distribution line will go under Ruby Street. Several funding sources have been tapped for this project including a \$750,000 grant from the state, \$350,000 grant from Lake County Water Authority, \$750,000 TMDL Grant and \$750,000 319 DEP Grant totaling \$2.6 million. Project is under design. Once design is completed options for re-paving the road will be presented Council for approval.

10. **Golf carts:** Last July, the State of Florida approved one crossing at State Road 19. After one year of operations, they are willing to re-look at one crossing at 441 which will be July 2014.
11. **Branding and signage:** Approval for two seaplane base signs on Florida's Turnpike received with signage scheduled for installation this summer. Design is underway for a mock seaplane to be installed in the fountain pond along 441 for Councils consideration. FY 15 budget will include way finding signage for Council consideration.
12. **Insure that infrastructure of downtown is adequate for growth:** Many projects related to infrastructure are under construction including: Reconstructing Alfred Street, CRA water and Sewer. CRA Storm Water project is under design. The RR tracks were also upgraded from bolted to continuous weld tracks and most of the retro reflective street signs have been installed.
13. **Maintain the storm water drainage improvement grants:** Done
14. **Move forward with Alfred Street project until it is complete:** Under construction and should be completed in nine months.
15. **Bring more business into the city** Many new businesses have come into the city including Hotel, medical, retail and restaurant.
16. **Plan out SR 19 and 561:** ISBA is being negotiated with the County.
17. **Maintain the historical integrity of the city:** Continuous.
18. **Pursue the establishment of more retail businesses in the downtown:** Continuous. Blue building next to city hall is under renovations and being marketed for retail. A new Lawn fertilization and Maintenance business opened up on main street. A Music repair and lessons business opened up next to the new train retail outlet. A third Hotel with commercial retail space on bottom is under construction. A new ice-cream shop is being established next to Ruby Street Grill.
19. **Pursue a downtown community theater:** Fund raising program was approved by Council.
20. **Re-institute the façade program in the CRA:** Funds for a matching grant program will be considered in FY 15 budget.
21. **Plan out Old 441 corridor eastward towards Mt. Dora:** ISBA is being negotiated with County.
22. **Approach the School Board to have them contribute their fair share towards fire protection costs:** On hold until County has completed its agreement with City on this issue.
23. **Implement the hardscape portion of branding (signs):** In FY 15 budget for Council consideration.

**CITY ADMINISTRATOR PERFORMANCE APPRAISAL  
TAVARES, FLORIDA**

**For the Period: May 1, 2013 – April 30, 2014**

Administrator's Name: John H. Drury, ICMA-CM, AAE

Appraiser's Name: Council Member Norman Hope

Rating N=Does Not meet Expectations; M = Meets Expectations; E = Exceeds Expectations.

<b>Competency Area</b>	<b>Comments</b>	<b>Rating</b>
<b>Strategic Leadership</b> – Able to inspire, influence and enable others to achieve a specific mission.	You lead the City Staff in a manner that has furthered the goals of the visioning sessions of 2004.	E
<b>Council Board Relations</b> - Is responsive to Board direction.	You always apprise the Council of all pertinent matters in a timely manner.	E
<b>Citizen Relations</b> - Maintains positive and responsive relation with citizens	Extremely responsive to citizens and always respond to their inquiries in a professional and complete manner.	E
<b>Staffing/Selection of People</b> - Recruits and retains competent personnel	You work very hard to recruit competent people and to retain our current personnel.	E
<b>Knowledge of Governmental Operations</b> - Solid knowledge of governmental functions	I am not aware of any areas of governmental functions/operations in which you are not totally knowledgeable.	E
<b>Decision Making</b> - Acts on and makes timely decisions.	You do not vacillate on decisions; but, make them based on fact and investigation.	E
<b>Personnel Management</b> - Able to lead, motivate and manage personnel	This relates to <b>Staffing/Selection of People</b> above. The respect and admiration of your employees is apparent. They carry forward with your leading; but, contribute their opinions when needed.	E
<b>Execution of Policy</b> - Able to understand, implement and execute Board Policy	This relates to <b>Strategic Leadership</b> above. You have been the leader that has continued to develop and further the goals set out in 2004.	E
<b>Fiscal Management</b> - Manages, maintains and recommends fiscally sound practices	Budgets are extremely hard. You handle the preparation and implementation of the budget in a fair and impartial manner that only improves Tavares.	E
<b>Budget Management</b> -Able to develop and manage municipal budget	See <b>Fiscal Management</b> above.	E
<b>Communications</b> -Able to effectively communicate with Board and Staff	You are quick and responsive to the Council and keep each of us up to date on any and all developments pertinent to our positions.	E
<b>Delivery of Municipal Services</b> - Develops and maintains an organization that delivers timely services efficiently	You have consistently encouraged the Council to maintain a level of service that meets the needs of the citizens even in tough budget times.	E

<b>Council Meetings</b> - Is prepared for meeting and develops well organized and informative agendas	Rarely have I seen you without an answer to questions from the Council. When it did happen you were able to find the answer and furnish it to us in a timely manner.	M
<b>Public Relations</b> - Has effective media program and responsive to citizens concerns	Our media coverage has improved over the last few years astronomically. I know of no area where improvement is necessary.	E
<b>Visionary/Direction Setting</b> - Able to develop, articulate and direct community visions.	This goes back to my comments on two previous sections. Great job! If it were not for your leadership I personally feel that Tavares would not be where we are today.	E
<b>Character/Attitude</b> - Acts as a positive role model with a positive and infectious attitude. Maintains highest degree of ethical standards	No one has cause to question your ethical standards; therefore, you are a positive role model for all of your Staff and the Council.	E
<b>Problem Solving</b> - Able to solve problems, be creative and initiate solutions	You are always positive and seem to take problems as opportunities instead of stumbling blocks.	E
<b>Planning</b> - Able develop plans, manage plans and implement and execute plans	Your Staff develops plans for your approval with your leadership and there is always emphasis on the future and betterment of Tavares.	E
<b>Community Involvement</b> - Maintains a presence in community and actively participates in community events.	Heavily involved in the community. It is a rare occasion that I attend a function that you are not present.	E
<b>Relationship with Governmental Agencies</b> - Maintains good relations with other governmental agencies	You continually work with all governmental agencies in a professional and competent manner. Thus, our relations with them are very good.	E
<b>Able to implement Council Goals</b> (See Listing of status on Council's FY 13 Goals)	You implement the goals of the Council that can be accomplished and have solid reasons for those goals that could not be met within a specific time frame.	E

Overall Competence to carry-out the duties of a City Administrator  
(Place an "X" in the appropriate box)

Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
		X

Overall Comments:

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## **Council Member's Goals for Next Year**

Council Member should identify the FY 2014 goals (Next Year's Goals) for the City Administrator to strive towards accomplishing, after which the City Council Board will discuss and vote upon. Once the Board has completed its discussions and vote on its collective goals for the Administrator to work on, Administrator will work over the next year to achieve the collective goals of the Council. Goals should be broad based goals as compared to a listing of tasks. Goals should be specific, measurable, achievable, timely and realistic.

### **FY 2014 Council Member's Goals for next year:**

- 1) Develop necessary parking for the Pavilion.
- 2) Finalize the development of Wooten Park.
- 3) Work with the County to complete the one-way pair.
- 4) Continue to work with the County reference the Fire Assessment.
- 5) Locate funding for the new safety complex.

Please feel free to use additional sheets to expound upon your goals.

**CITY ADMINISTRATOR PERFORMANMCE APPRAISAL  
TAVARES, FLORIDA**

**For the Period: May 1, 2013 – April 30, 2014**

Administrator's Name: John H. Drury, ICMA-CM, AAE

Appraiser's Name: Mayor Robert Wolfe

Rating N=Does Not meet Expectations; M = Meets Expectations; E = Exceeds Expectations.

Competency Area	Comments	Rating
<b>Strategic Leadership</b> - Able to inspire, influence and enable others to achieve a specific mission.	EXCELLENT LEADERSHIP AND IT SHOWS IN HOW DEPT HEADS REALLY GET INVOLVED IN THEIR PROJECTS.	E
<b>Council Board Relations</b> - Is responsive to Board direction.	GREAT RELATIONSHIP VERY RESPONSIVE	E
<b>Citizen Relations</b> - Maintains positive and responsive relation with citizens	VERY ACTIVE IN COMMUNITY OPEN DOOR POLICY TO MEET WITH EVERYONE	E
<b>Staffing/Selection of People</b> - Recruits and retains competent personnel	HAS PUT TOGETHER A GREAT TEAM IN ALL DEPT.	E
<b>Knowledge of Governmental Operations</b> - Solid knowledge of governmental functions	VERY UP TO DATE ON GOVT ISSUES AND HOW TO MAKE IT WORK	E
<b>Decision Making</b> - Acts on and makes timely decisions.	WHEN ASK TO DO SOMETHING IT IS RESOLVED ASAP	E
<b>Personnel Management</b> - Able to lead, motivate and manage personnel	DOES GREAT JOB. IT SHOWS IN THE EMPLOYEES ATTITUDES	E
<b>Execution of Policy</b> - Able to understand, implement and execute Board Policy	YES	E
<b>Fiscal Management</b> - Manages, maintains and recommends fiscally sound practices	PUTS TOGETHER A SOLID BUDGET WHILE CONTINUING TO MOVE THE CITY FORWARD	E
<b>Budget Management</b> - Able to develop and manage municipal budget	YES	E
<b>Communications</b> - Able to effectively communicate with Board and Staff	VERY GOOD WITH DISCUSSING AND HANDLING IMPLEMENTATION OF POLICY	E
<b>Delivery of Municipal Services</b> - Develops and maintains an organization that delivers timely services efficiently	HAS A GREAT STAFF & MOTIVATED EMPLOYEES THAT HAS BEEN ASSEMBLED	E
<b>Council Meetings</b> - Is prepared for meeting and develops well organized and informative agendas	ALWAYS READY FOR MTG. AND REVIEWS THEM PRIOR TO MTG	E
<b>Public Relations</b> - Has effective media program and responsive to citizens concerns	TALKS TO CITIZENS & ANSWERS ALL QUESTIONS FULL TRANSPARENCY	E

<b>Visionary/Direction Setting</b> - Able to develop, articulate and direct community visions.	JUST LOOK AT DOWNTOWN	E
<b>Character/Attitude</b> - Acts as a positive role model with a positive and infectious attitude. Maintains highest degree of ethical standards	LEADS BY EXAMPLE	E
<b>Problem Solving</b> - Able to solve problems, be creative and initiate solutions	ONE OF JOHN'S BEST TRAITS ALWAYS THINKING OF HOW IT	E
<b>Planning</b> - Able develop plans, manage plans and implement and execute plans	<u>WORKS OUT</u> ONCE GIVEN THE TASK JOHN GETS IT GOING AND FINISHED	E
<b>Community Involvement</b> - Maintains a presence in community and actively participates in community events.	YES ATTENDS MANY FUNCTIONS	M
<b>Relationship with Governmental Agencies</b> - Maintains good relations with other governmental agencies	VERY INVOLVED WITH OTHER CITY AND COUNTY LEADERS	E
<b>Able to implement Council Goals</b> (See Listing of status on Council's FY 13 Goals)	HAS DONE A GREAT JOB ON GOALS ON FY 13	E

Overall Competence to carry-out the duties of a City Administrator  
(Place an "X" in the appropriate box)

Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
		X

Overall Comments:

ONCE AGAIN JOHN HAS DONE A GREAT JOB. HIS OVERALL LEADERSHIP AND ABILITY TO MOTIVATE OTHERS SHOWS GREATLY. THIS CITY WOULD NOT BE WHERE IT IS WITHOUT JOHN. AND THAT IS LEADING CAKECOURT.

**Council Member's Goals for next year**

Council Member should identify the FY 2014 goals (Next Year's Goals) for the City Administrator to strive towards accomplishing, after which the City Council Board will discuss and vote upon. Once the Board has completed its discussions and vote on its collective goals for the Administrator to work on, Administrator will work over the next year to achieve the collective goals of the Council. Goals should be broad based goals as compared to a listing of tasks. Goals should be specific, measurable, achievable, timely and realistic.

**FY 2014 Council Member's Goals for next year:**

- 1) Complete WOOTEN PARK EXPANSION
- 2) ESTABLISH THE GOLDEN TRIANGLE FIRE DISTRICT
- 3) SECURE TDC MONEY FOR PHASE III OF PAVILION
- 4) WORK WITH FDOT ON COLF CART CROSSING 441
- 5) SECURE MONEY FOR WOODCEN SPORTS COMPLEX FROM COUNTY
- 6) FUNDING FOR NEW PUBLIC WORKS BLDG.
- 7) FUNDING FOR PUBLIC SAFETY COMPLEX
- 8) TO ASSURE ALFRED PROJECT IS COMPLETED
- 9) GET CONTRACT DONE WITH SUNNYLANDS TO BUILD MUSEUM AND REST ROOMS

Please feel free to use additional sheets to expound upon your goals.

**Status of 2013-2014 Council Goals  
For  
City Administrator to work on**

1. **Funding for Public Safety Complex:** The Design Team has now completed the preliminary schematic design, cost estimates and grant opportunities report. Council has selected a preferred design schematic. Due to the limited number of available grants for this project, I have engaged the services of Mark Galvin, the City's Financial Consultant, to provide Council a list of funding option at Council's April meeting Council's consideration.
2. **Complete Wooton Park expansion improvements:** Land for the expansion area has been secured and design and permitting under way. Shore line cleanup completed. Final design for the expanded area will be completed this summer (boat ramp, restrooms, open space, Tav-Lee trail expansion etc...) afterwhich bids and construction will follow.
3. **Work with County to have them contribute their fair share of fire protection for County buildings:** A presentation to the Commission was made. Commission indicated a willingness to work with the city but no commitments were made. The Mayor and City Administrator have met with the County Manager, County Attorney, and all the Commissioners to further these discussions. It is anticipated that some form of contribution for fire protection will materialize through the ISBA process that should be completed this summer.
4. **Establish a Golden Triangle Fire District.** All three City Councils had effectively voted to move forward and then Eustis pulled out. Mt. Dora and Tavares are working with their respective attorneys to develop an interlocal government agreement, by -laws and articles of incorporation to form the district some time this year. .
5. **Secure TDC funding for Tavares Pavilion on the Lake:** Application was submitted and denied.
6. **Pursue acquisition of Automobile repair business next to proposed Public Safety Complex:** Owner not interested in selling it. Project on hold until funding for Public Safety Complex is identified.
7. **Complete the Railroad Tran Station:** Completed.
8. **Plan out the Lane Park side of Tavares (SR 19,561,448)** An economic plan is being developed called the South Lake Dora Economic Development Paln. Several public meetings have been held. The plan should be completed by the end of the year.
9. **Ruby Street Upgrade:** More recently we had RR install black fencing and upgrade every crossing including the creation of a new pedestrian crossing. A sidewalk was constructed from O'Keefe to ALS with improved lighting. The Storm water improvement project calls for re-doing the pavement of Ruby Street. Once funding is secured, plans and options for re-paving the road will be presented Council for approval.

10. **Golf carts:** State has approved crossing at State Road 19. After one year of operations, they are willing to re-look at 441 crossing which should be in July 2014.
11. **Branding and signage:** Approval for two signs on Florida's Turnpike received with signage scheduled for installation this summer. Design is underway for a mock seaplane to be installed in the fountain pond along 441 for Councils consideration. FY 15 budget will include way finding signage for Council consideration.
12. **Insure that infrastructure of downtown is adequate for growth:** Many projects related to infrastructure are under construction including: Reconstructing Alfred Street, CRA water and Sewer. CRA Storm Water project is under design. The RR tracks were also upgraded from bolted to continuous weld tracks.
13. **Maintain the storm water drainage grants:** Done
14. **Move forward with Alfred Street project until it is complete:** Under construction.
15. **Bring more business into the city:** Many new businesses have come into the city including Hotel, medical, retail and restaurant.
16. **Plan out SR 19 and 561:** ISBA is being negotiated with the County.
17. **Maintain the historical integrity of the city:** Continuous.
18. **Pursue the establishment of more retail businesses in the downtown:** Continuous. Blue building is under construction. A new Lawn Maintenance business opened up. A Music repair business opened up. New Hotel with Commercial on bottom under construction.
19. **Pursue a downtown community theater:** Fund raising program approved by Council.
20. **Re-institute the façade program in the CRA:** Funds for a matching grant program will be considered in FY 15 budget.
21. **Plan out Old 441 corridor eastward towards Mt. Dora:** ISBA is being negotiated with County.
22. **Approach the School Board to have them contribute their fair share towards fire protection costs:** On hold until County has completed its agreement with City on this issue.
23. **Implement the hardscape portion of branding (signs):** In FY 15 budget for Council consideration.

**CITY ADMINISTRATOR PERFORMAMNCE APPRAISAL**

**TAVARES, FLORIDA**

**For the Period: May 1, 2013 – April 30, 2014**

Administrator's Name: John H. Drury, ICMA-CM, AAE

Appraiser's Name: Council Member Kirby Smith

Rating N=Does Not meet Expectations; M = Meets Expectations; E = Exceeds Expectations.

Competency Area	Comments	Rating
<b>Strategic Leadership</b> – Able to inspire, influence and enable others to achieve a specific mission.	Another exceptional year with leading team members. Creating a “this is my City” atmosphere throughout the organization.	E
<b>Council Board Relations</b> - Is responsive to Board direction.	Great job on updating the entire team when issues arise.	M
<b>Citizen Relations</b> - Maintains positive and responsive relation with citizens	Meets the demands placed on him by our Citizens	M
<b>Staffing/Selection of People</b> - Recruits and retains competent personnel	Meets all expectations	M
<b>Knowledge of Governmental Operations</b> - Solid knowledge of governmental functions	John is exception in this area and fields questions from other City Managers for advice.	E
<b>Decision Making</b> - Acts on and makes timely decisions.	John does a good job in this area	M
<b>Personnel Management</b> - Able to lead, motivate and manage personnel	See Strategic Leadership	E
<b>Execution of Policy</b> - Able to understand, implement and execute Board Policy	Does an effective job	M
<b>Fiscal Management</b> - Manages, maintains and recommends fiscally sound practices	Does an effective job	M
<b>Budget Management</b> -Able to develop and manage municipal budget	John has hired a budget analyst to assist him in this area.	M
<b>Communications</b> -Able to effectively communicate with Board and Staff	Meets objectives	M
<b>Delivery of Municipal Services</b> - Develops and maintains an organization that delivers timely services efficiently	Has assembled a team of directors that are above all others that I have seen. His director teams have the commitment of ensuring the customers are taken care of the best and most cost effective way possible.	E
<b>Council Meetings</b> - Is prepared for meeting and develops well organized and informative agendas	Meets expectation	M
<b>Public Relations</b>	Public Manager does a good job	M

- Has effective media program and responsive to citizens concerns		
<b>Visionary/Direction Setting</b> - Able to develop, articulate and direct community visions.	The most forward thinking City Manager we have ever had. Exceptional in taking calculated risk	E
<b>Character/Attitude</b> - Acts as a positive role model with a positive and infectious attitude. Maintains highest degree of ethical standards	Always give a positive face when dealing with the public	M
<b>Problem Solving</b> - Able to solve problems, be creative and initiate solutions	Does a good job in this area	M
<b>Planning</b> - Able develop plans, manage plans and implement and execute plans	Meets objectives	M
<b>Community Involvement</b> - Maintains a presence in community and actively participates in community events.	Meets objectives	M
<b>Relationship with Governmental Agencies</b> - Maintains good relations with other governmental agencies	Has been asked to be on National board of directors and is seen as one of the best City Managers around	E
<b>Able to implement Council Goals</b> (See Listing of status on Council's FY 13 Goals)	Meets objectives	M

Overall Competence to carry-out the duties of a City Administrator  
(Place an "X" in the appropriate box)

Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
	X - Government	X - Leadership

Overall Comments: \_

John meets objectives on the day to day issues but far exceeds them when dealing with people, his employees, Council members, and other City managers. His leadership ability far surpasses that of any manager I have seen. It is a pleasure working with him and seeing what his ideas and leadership abilities have done to a once unknown City and making it become "America's Seaplane City".

### Council Member's Goals for next year

Council Member should identify the FY 2014 goals (Next Year's Goals) for the City Administrator to strive towards accomplishing, after which the City Council Board will discuss and vote upon. Once the Board has completed its discussions and vote on its collective goals for the Administrator to work on, Administrator will work over the next year to achieve the collective goals of the Council. Goals should be broad based goals as compared to a listing of tasks. Goals should be specific, measurable, achievable, timely and realistic.

### FY 2014 Council Member's Goals for next year:

- 1) \_ Work more on Gateway signage have at least 1 sign up in 2014 \_
- 2) \_ Have a section of Wooten Park expansion complete for public use

- 3) \_Create a name for Wooten Park expansion
- 4) \_Ensure pavilion has positive cash flow
- 5) \_Have City Flags installed on City buildings flag poles (where applicable) and for public sale in 2014

Please feel free to use additional sheets to expound upon your goals.

**CITY ADMINISTRATOR PERFORMAMNCE APPRAISAL  
TAVARES, FLORIDA**

**For the Period: May 1, 2013 – April 30, 2014**

Administrator's Name: John H. Drury, ICMA-CM, AAE

Appraiser's Name: Vice Mayor Lori Pfister

Rating N=Does Not meet Expectations; M = Meets Expectations; E = Exceeds Expectations.

Competency Area	Comments	Rating
<b>Strategic Leadership</b> – Able to inspire, influence and enable others to achieve a specific mission.		E
<b>Council Board Relations</b> - Is responsive to Board direction.		E
<b>Citizen Relations</b> - Maintains positive and responsive relation with citizens		E
<b>Staffing/Selection of People</b> - Recruits and retains competent personnel		E
<b>Knowledge of Governmental Operations</b> - Solid knowledge of governmental functions		E
<b>Decision Making</b> - Acts on and makes timely decisions.		E
<b>Personnel Management</b> - Able to lead, motivate and manage personnel		E
<b>Execution of Policy</b> - Able to understand, implement and execute Board Policy		E
<b>Fiscal Management</b> - Manages, maintains and recommends fiscally sound practices		E
<b>Budget Management</b> -Able to develop and manage municipal budget		E
<b>Communications</b> -Able to effectively communicate with Board and Staff		E
<b>Delivery of Municipal Services</b> - Develops and maintains an organization that delivers timely services efficiently		E
<b>Council Meetings</b> - Is prepared for meeting and develops well organized and informative agendas		E
<b>Public Relations</b> - Has effective media program and responsive to citizens concerns		E

<b>Visionary/Direction Setting</b> - Able to develop, articulate and direct community visions.		E
<b>Character/Attitude</b> - Acts as a positive role model with a positive and infectious attitude. Maintains highest degree of ethical standards		E
<b>Problem Solving</b> - Able to solve problems, be creative and initiate solutions		E
<b>Planning</b> - Able develop plans, manage plans and implement and execute plans		E
<b>Community Involvement</b> - Maintains a presence in community and actively participates in community events.		E
<b>Relationship with Governmental Agencies</b> - Maintains good relations with other governmental agencies		E
<b>Able to implement Council Goals</b> (See Listing of status on Council's FY 13 Goals)		E

Overall Competence to carry-out the duties of a City Administrator  
(Place an "X" in the appropriate box)

Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
		X

Overall Comments:

Mr. Drury continues to be consistent with his ability to move this City in a positive direction day after day, regardless of obstacles!  
**Council Member's Goals for next year**

Council Member should identify the FY 2014 goals (Next Year's Goals) for the City Administrator to strive towards accomplishing, after which the City Council Board will discuss and vote upon. Once the Board has completed its discussions and vote on its collective goals for the Administrator to work on, Administrator will work over the next year to achieve the collective goals of the Council. Goals should be broad based goals as compared to a listing of tasks. Goals should be specific, measurable, achievable, timely and realistic.

**FY 2014 Council Member's Goals for next year:**

- 1) Seaplane fountain at gateway
- 2) \_\_\_\_\_
- 3) Ruby St. upgrades sidewalks, lighting, brick paver
- 4) continue with 2013-2014 council goals
- 5) continued progress Performing/Cultural center
- 6) spay/neuter

Please feel free to use additional sheets to expound upon your goals.

**Status of 2013-2014 Council Goals  
For  
City Administrator to work on**

1. **Funding for Public Safety Complex:** The Design Team has now completed the preliminary schematic design, cost estimates and grant opportunities report. Council has selected a preferred design schematic. Due to the limited number of available grants for this project, I have engaged the services of Mark Galvin, the City's Financial Consultant, to provide Council a list of funding option at Council's April meeting Council's consideration.
2. **Complete Wooton Park expansion improvements:** Land for the expansion area has been secured and design and permitting under way. Shore line cleanup completed. Final design for the expanded area will be completed this summer (boat ramp, restrooms, open space, Tav-Lee trail expansion etc...) afterwhich bids and construction will follow.
3. **Work with County to have them contribute their fair share of fire protection for County buildings:** A presentation to the Commission was made. Commission indicated a willingness to work with the city but no commitments were made. The Mayor and City Administrator have met with the County Manager, County Attorney, and all the Commissioners to further these discussions. It is anticipated that some form of contribution for fire protection will materialize through the ISBA process that should be completed this summer.
4. **Establish a Golden Triangle Fire District.** All three City Councils had effectively voted to move forward and then Eustis pulled out. Mt. Dora and Tavares are working with their respective attorneys to develop an interlocal government agreement, by -laws and articles of incorporation to form the district some time this year. .
5. **Secure TDC funding for Tavares Pavilion on the Lake:** Application was submitted and denied.
6. **Pursue acquisition of Automobile repair business next to proposed Public Safety Complex:** Owner not interested in selling it. Project on hold until funding for Public Safety Complex is identified.
7. **Complete the Railroad Tran Station:** Completed.
8. **Plan out the Lane Park side of Tavares (SR 19,561,448)** An economic plan is being developed called the South Lake Dora Economic Development Paln. Several public meetings have been held. The plan should be completed by the end of the year.
9. **Ruby Street Upgrade:** More recently we had RR install black fencing and upgrade every crossing including the creation of a new pedestrian crossing. A sidewalk was constructed from O'Keefe to ALS with improved lighting. The Storm water improvement project calls for re-doing the pavement of Ruby Street. Once funding is secured, plans and options for re-paving the road will be presented Council for approval.

10. **Golf carts:** State has approved crossing at State Road 19. After one year of operations, they are willing to re-look at 441 crossing which should be in July 2014.
11. **Branding and signage:** Approval for two signs on Florida's Turnpike received with signage scheduled for installation this summer. Design is underway for a mock seaplane to be installed in the fountain pond along 441 for Councils consideration. FY 15 budget will include way finding signage for Council consideration.
12. **Insure that infrastructure of downtown is adequate for growth:** Many projects related to infrastructure are under construction including: Reconstructing Alfred Street, CRA water and Sewer. CRA Storm Water project is under design. The RR tracks were also upgraded from bolted to continuous weld tracks.
13. **Maintain the storm water drainage grants:** Done
14. **Move forward with Alfred Street project until it is complete:** Under construction.
15. **Bring more business into the city** Many new businesses have come into the city including Hotel, medical, retail and restaurant.
16. **Plan out SR 19 and 561:** ISBA is being negotiated with the County.
17. **Maintain the historical integrity of the city:** Continuous.
18. **Pursue the establishment of more retail businesses in the downtown:** Continuous. Blue building is under construction. A new Lawn Maintenance business opened up. A Music repair business opened up. New Hotel with Commercial on bottom under construction.
19. **Pursue a downtown community theater:** Fund raising program approved by Council.
20. **Re-institute the façade program in the CRA:** Funds for a matching grant program will be considered in FY 15 budget.
21. **Plan out Old 441 corridor eastward towards Mt. Dora:** ISBA is being negotiated with County.
22. **Approach the School Board to have them contribute their fair share towards fire protection costs:** On hold until County has completed its agreement with City on this issue.
23. **Implement the hardscape portion of branding (signs):** In FY 15 budget for Council consideration.

**CITY ADMINISTRATOR PERFORMANCE APPRAISAL  
TAVARES, FLORIDA**

**For the Period: May 1, 2013 – April 30, 2014**

Administrator's Name: John H. Drury, ICMA-CM, AAE

Appraiser's Name: Council Member Bob Speaks

Rating N=Does Not meet Expectations; M = Meets Expectations; E = Exceeds Expectations.

Competency Area	Comments	Rating
<b>Strategic Leadership</b> - Able to inspire, influence and enable others to achieve a specific mission.	John has good leadership skills and empowers them well; is influential and persuasive, not sure about inspirational.	M
<b>Council Board Relations</b> - Is responsive to Board direction.	is responsive and open to suggestion and direction.	M
<b>Citizen Relations</b> - Maintains positive and responsive relation with citizens	John does well in this area, however sometimes comes across as condescending, but not abusive.	M
<b>Staffing/Selection of People</b> - Recruits and retains competent personnel	He has built a very competent and skilled staff.	E
<b>Knowledge of Governmental Operations</b> - Solid knowledge of governmental functions	Excellent knowledge of Gov't operations	E
<b>Decision Making</b> - Acts on and makes timely decisions.	Mr Drury is adequate and sometimes exceeds expectations	M+E
<b>Personnel Management</b> - Able to lead, motivate and manage personnel	Has a good rapport with staff; is a good manager and leads well.	M
<b>Execution of Policy</b> - Able to understand, implement and execute Board Policy	He understands well and implements as he can at executing board policy	M
<b>Fiscal Management</b> - Manages, maintains and recommends fiscally sound practices	He is meeting expectations and has kept us in the black, is successful at funding projects	M
<b>Budget Management</b> - Able to develop and manage municipal budget	Does well at establishing & managing the city budget	M
<b>Communications</b> - Able to effectively communicate with Board and Staff	Mr Drury communicates well and has a skill at simplifying info to staff and council	E
<b>Delivery of Municipal Services</b> - Develops and maintains an organization that delivers timely services efficiently	very efficient operation and delivers services well.	M
<b>Council Meetings</b> - Is prepared for meeting and develops well organized and informative agendas	Good agendas, well thought out and is prepared	E
<b>Public Relations</b> - Has effective media program and responsive to citizens concerns	John is responsive and effective in this area	M

<b>Visionary/Direction Setting</b> - Able to develop, articulate and direct community visions.	Exceptional visioning and implementation and directing	E
<b>Character/Attitude</b> - Acts as a positive role model with a positive and infectious attitude. Maintains highest degree of ethical standards	Maintains a professional moral + ethical standard, is positive. Not sure about infectious	M
<b>Problem Solving</b> - Able to solve problems, be creative and initiate solutions	Excellent at problem solving, Creativity and providing solutions	E
<b>Planning</b> - Able develop plans, manage plans and implement and execute plans	Good planning skills, manages and executes plans well.	M
<b>Community Involvement</b> - Maintains a presence in community and actively participates in community events.	is visible and active in various events + activities	M
<b>Relationship with Governmental Agencies</b> - Maintains good relations with other governmental agencies	He seems to be able to keep good relations with County and cities alike	M
<b>Able to implement Council Goals</b> (See Listing of status on Council's FY 13 Goals)	He has been proactive and successful in this area	M

Overall Competence to carry-out the duties of a City Administrator

(Place an "X" in the appropriate box)

Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
	X	

Overall Comments:

Mr Drury has been a good city manager, he works well with the community as a whole.

**Council Member's Goals for next year**

Council Member should identify the FY 2014 goals (Next Year's Goals) for the City Administrator to strive towards accomplishing, after which the City Council Board will discuss and vote upon. Once the Board has completed its discussions and vote on its collective goals for the Administrator to work on, Administrator will work over the next year to achieve the collective goals of the Council. Goals should be broad based goals as compared to a listing of tasks. Goals should be specific, measurable, achievable, timely and realistic.

**FY 2014 Council Member's Goals for next year:**

- 1) Lower the millage rate by .50 in 2015
- 2) Lower utility rates by 5% in 2015
- 3) Implement street repair/paving plan in 2015
- 4) Increase retail community by 20 new businesses in 2015 (whole city)
- 5) Increase debt service coverage to 1.50; 2015 (whole city) -  
orbare in 2015

Please feel free to use additional sheets to expound upon your goals.

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
DATE OF MEETING: June 18, 2014**

**AGENDA TAB NO. 9**

**SUBJECT TITLE: Review Funding Options for Public Safety, Public Works and Parks and Recreation Facilities**

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**OBJECTIVE:** To provide funding option alternatives for the proposed Public Safety, Public Works and Parks and Recreation Facilities.

**SUMMARY:**

By way of background for the public, presently the Fire Department Station # 1 is located in the Historic Train Station off Alfred Street, the Police Department is located in the old Planning/Zoning and permitting offices and hallways on the ground floor in the back of City Hall, the Public Works Department and Parks Department are located in the old metal and plywood buildings and water pump station building off Disston Avenue that were built in the 1950's; and the Recreation office is situated in a small residential home off of St. Clair Abrams.

Five years ago a Horizon Project team was formed consisting of a Councilmember, Fire Chief, Police Chief, Public Works Director and Finance Director to develop plans for adequate facilities for Police, Fire and Public Works to meet the needs of this growing city. Over time a concept plan was developed that calls for the Fire Station and Police Station to be co-located together in one building called the "Public Safety Complex" on the old School Board's Bus Barn property which the city now owns located near the intersection of SR 19 and Alfred Street. The Public Works complex is to be developed next to the Utility Department's Administration building off Capt. Haynes Road and the Parks and Recreation facilities are to be located at the new Woodlea Sports Complex (see previously approved City of Tavares Parks Master Plan attached – Legend #2 is the Parks Maintenance Facility and Legend #8 is the Recreational Offices). By relocating the Public Works facility and Parks Maintenance Facility, additional and adequate parking can be developed in the future for the new Pavilion on the Lake and the growing train operation on the east end of Main Street.

Estimated costs of the three projects are as follows:

1. Public Safety Complex - \$10.4 million per engineers estimate and previously approved by Council.
2. Public Works Complex \$4 million (Needs further refinement by engineer and Council upon completion of renderings)
3. Parks and Recreation Buildings: \$2.5 million (Entrance road, water/sewer line extensions and Ball Field public Parking lots included in addition to the two buildings - Needs further refinement by engineer and Council upon completion of renderings)

Previously a Federal FEMA City Emergency Operations Center (EOC) Grant in the amount of \$500,000 was issued to the City of Tavares to begin the design of the Public Safety Complex which will house the City EOC. The Public Safety Facility Horizon Project Team has analyzed locations, has toured similar facilities recently constructed, and has worked with the Design Engineer, Gator Sketch, to develop a preliminary conceptual design and construction budget. Some of the milestones for the Public Safety Complex project thus far include the following:

- In August 2010, Council approved an agreement with the School Board to purchase the property where the facility will be located.
- On April 20, 2011 Council approved the newly acquired property, School Board Barn property, as the location for the new "Gateway" facility.
- On July 20, 2011, the City Council approved a contract with Gator Sketch to design the new Public Safety Facility
- On September 5, 2012, the City Council approved acceptance of the EOC \$500,000 Grant.
- On December 4, 2013, the architect/engineer, Gator Sketch, and the Horizon Team for the Project presented design alternatives and associated estimated costs.
- On May 21, 2014 Council approved the final architectural renderings.

The Design Engineer through their sub grant partner, Angie Brewer & Associates, has provided an analysis of various grant opportunities that may be available for various components of the project (see attached).

After review of the Grant Funding options by the City Administrator, Fire Chief, and Finance Director, it was determined that the reliance on obtaining any additional grants for the Public Safety Complex or other facilities in addition to the \$500,000 EOC grant already obtained are remote. Thus a more realistic funding program should be developed and evaluated.

In order to develop a funding program for these facilities, staff has invited the City's independent Financial Advisor to make a presentation to the City Council on the various options available to the Council to fund these projects. Upon conclusion of the presentation and the ensuing Council discussion and deliberation, staff seeks Council direction on which funding option the Council deems most favorable, after which staff can bring back a more developed funding plan for each facility.

**Options:**

1. Hear the funding options presentation from the independent Financial Advisor, discuss the options and then provide staff direction on the preferred funding option to pursue.
2. Hear the funding options presentation from the independent Financial Advisor, discuss the options and do not provide staff direction on the preferred option at this time.
3. Do not hear the options.

**STAFF RECOMMENDATION:**

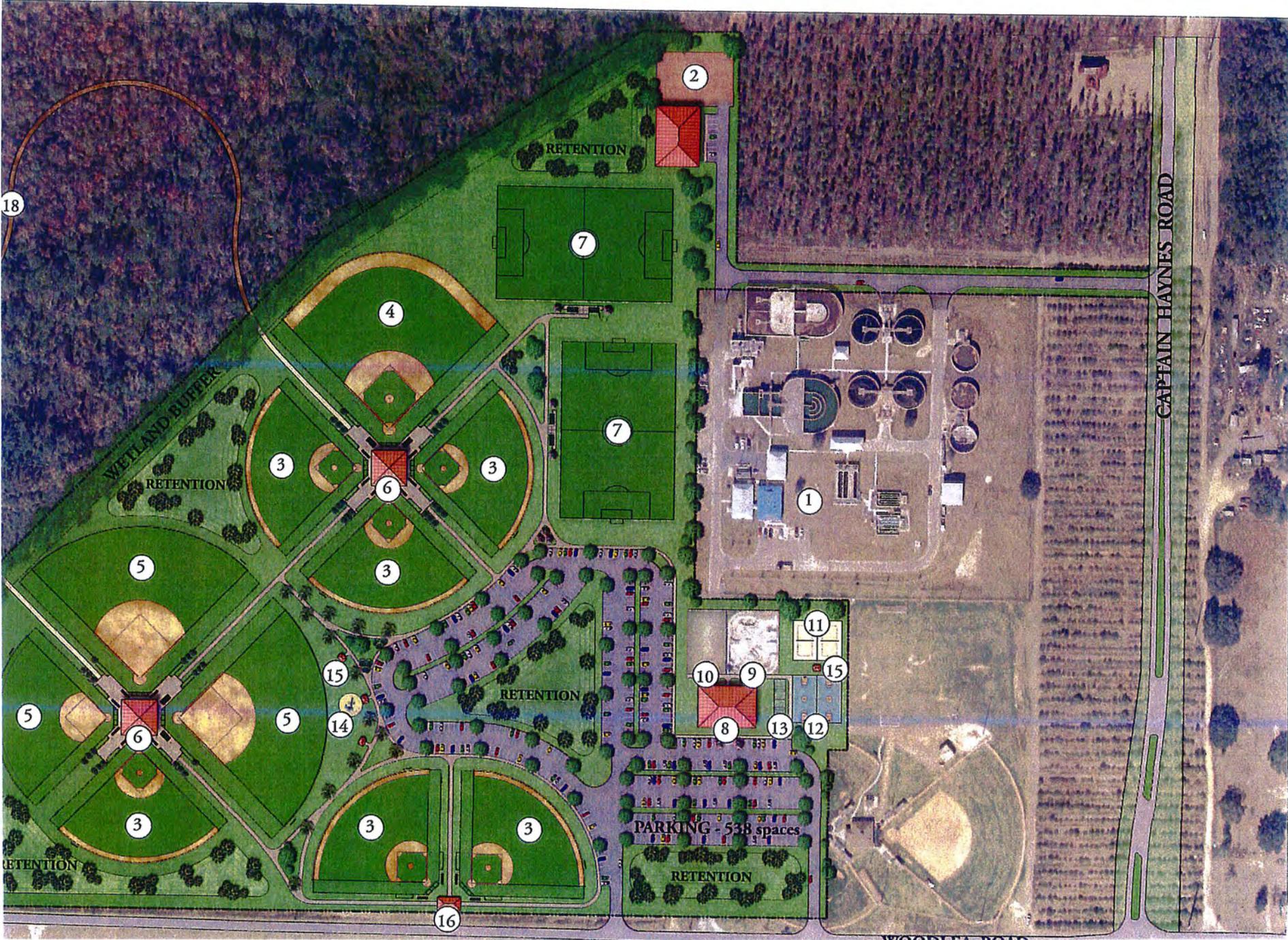
Hear the funding options presentation from the independent Financial Advisor, discuss the options and then provide staff direction on the preferred funding option to pursue.

**FISCAL IMPACT:** N/A

**Funding Source:** N/A

**LEGAL SUFFICIENCY:** Legally Sufficient

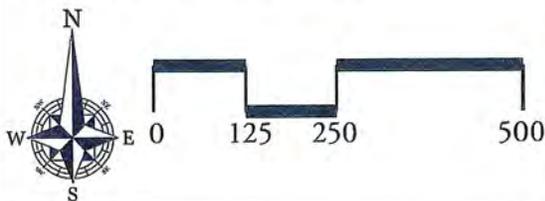
# OF TAVARES- Parks Master Planning



# City of Tavares Parks Master Plan

## LEGEND

- ① EXISTING WASTEWATER TREATMENT PLANT
- ② MAINTENANCE FACILITY
- ③ LITTLE LEAGUE FIELD
- ④ BASEBALL FIELD
- ⑤ SOFTBALL FIELD
- ⑥ CONCESSION & RESTROOM BUILDING
- ⑦ SOCCER/FOOTBALL FIELD
- ⑧ PARKS & RECREATION OFFICE
- ⑨ EXISTING SKATE PARK
- ⑩ FUTURE SKATE PARK EXPANSION
- ⑪ VOLLEYBALL COURTS
- ⑫ BASKETBALL COURTS
- ⑬ RACQUETBALL COURTS
- ⑭ PLAYGROUND
- ⑮ PICNIC PAVILION
- ⑯ RESTROOM BUILDING
- ⑰ EVENT/OVERFLOW PARKING
- ⑱ TRAIL/BOARDWALK





# Public Safety Complex Funding Analysis

Prepared by Angie Brewer & Associates, LC



## PAYNE PARK



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# Section 1

## Executive Summary

Angie Brewer and Associates, LC (ABA) has been engaged by GatorSkitch Corporation to provide an analysis of potential funding opportunities for a new Public Safety Facility in the City of Tavares. The result of the assessment is the development of this Funding Analysis.

The Funding Analysis includes a detailed breakdown of the potential funding sources for the project that was reviewed for fundable elements. This analysis includes information such as funding cycles, match requirements, administrative burden, and special considerations.

It is important to note that this document is a snapshot in time at its completion. The current economic climate is under constant change. Pressure from the top levels of the federal and state governments to reduce budgets and eliminate programs is a constant concern. It is possible that some of these sources will not exist in the future or that currently unknown new sources will become available.

It is also important to note that it is rare to fund an entire project with a single funding source in the current economic environment. Looking outside the box is required to maximize grant dollars. One way to accomplish this is to look for funding for items already budgeted. By securing a new funding source for those items, the existing budget commitment can be released and potentially applied to other unfunded aspects of the project.

Section 3 lists each funding source and all of the elements that could potentially utilize the source. This format makes evaluating a funding source and ranking elements a clearer task.

## **Section 2**

This section contains information on important aspects of project funding. They include leveraging, project consolidation, and viability and costs. Having an understanding of these concepts will support the City's decision making process when pursuing funding sources for this project.

### **Leveraging**

Leveraging is simply using funds from one source, internal or external, as match for another funding source thereby increasing the available funding for a project. Our view on leveraging is based on the belief that evaluation of all aspects of a program, without restriction to a project level approach, greatly improves chances of success. If everything is viewed from only a project level approach, this will create gaps and the City may miss out on an opportunity to leverage funds from one source by matching another. ABA maintains a focus at a program level first to define the overall needs. Then it is possible to assist the City in identifying the specific project elements that align with specific funding sources. With that perspective in mind, ABA seeks funding sources that will accept another source as its match rather than using the City funds as the only source of match.

### **Element Consolidation**

There are times when smaller project elements can be merged with other projects, or project elements, to create an application that will score higher and is more appealing to the funding source. This Funding Analysis aims to identify those opportunities which can lead to greater funding success.

### **Viability and Costs**

There are many programs available to fund a multitude of projects and project elements and while it would seem appropriate to apply for all opportunities that are identified, this is not always the case. There are times when the cost of an application and the required funding administration, either by a consultant or City staff, is too onerous for the amount of money that is being awarded. This does not mean that smaller funding opportunities should be ignored, but that an evaluation of the application process and the administration requirements should be performed before moving forward. This Funding Analysis has an evaluation of these factors included in the recommendations. This will help to ensure that the associated costs of applying and administering the funding do not outweigh the financial benefit.

## **Section 3**

### **Funding Source Specific**

This section focuses on the three perspectives of funding sources: Structural, Equipment/Amenities, and Future Review.

Structural – Current cycle funding sources focused on the structural aspects of the project and appear to be both a high or medium program fit and the planning status of the project is in alignment or can be brought into alignment with the funding program requirements quickly.

Equipment/Amenities– Current cycle funding sources focused on the equipment and amenities aspects of the project and appear to be both a high or medium program fit and the planning status of the project is in alignment or can be brought into alignment with the funding program requirements quickly.

Other - Current cycle funding sources focused on training and other areas not covered in the list above.

Future Review – Includes sources that have been historically available but are not currently funded. These sources should be monitored every 3-4 months to determine if a new cycle has opened up.

# Structural

**Community Facility Grant Program**  
 US Department of Agriculture, Rural Development

The objective of this program is to assist in the development of crucial community facilities in rural areas and towns with populations less than 20,000 persons. The grants are provided on a graduated scale, and therefore applicants located in small communities with low incomes will receive a higher percentage of funds.

**Funding Cycle**

**Cycle Frequency:** Annual  
**Begin Application Planning:** Ongoing  
**Funding Cycle Open:** Ongoing  
**Applications Due:** Ongoing

<b>Key Facts</b>	
<b>Grant and/or Loan:</b>	Grant
<b>Terms:</b>	N/A
<b>Maximum Funding per Cycle:</b>	The amount of grant assistance for project costs depends upon the median household income and the population in the community where the project is located and the availability of grant funds.
<b>Match Requirement:</b>	25%
<b>Special Application Considerations:</b>	Projects selected with priority point system; Public Safety and Public and Community Services
<b>Administrative Burden:</b>	Moderate
<b>Special Administrative Considerations:</b>	None

**Recommended Project Elements**

Entire Facility and Amenities as allowed

## Community Facilities Loans

US Department of Agriculture, Rural Development

The objective of this program is to assist in the development of crucial community facilities in rural areas and towns with populations less than 20,000 persons. The loans are provided based on community composition in regards to socio-economic factors.

### Funding Cycle

**Cycle Frequency:** Annual

**Begin Application Planning:** Ongoing

**Funding Cycle Open:** Ongoing

**Applications Due:** Ongoing

Key Facts	
<b>Grant and/or Loan:</b>	Loan
<b>Terms:</b>	Up to 40 years / Anticipated interest rate 2.5-4.5%
<b>Maximum Funding per Cycle:</b>	The amount of assistance for project costs depends upon the median household income and the population in the community where the project is located.
<b>Match Requirement:</b>	None
<b>Special Application Considerations:</b>	Projects selected with priority point system; Public Safety and Public and Community Services; Guarantee Fee of 1% for Loans
<b>Administrative Burden:</b>	Moderate
<b>Special Administrative Considerations:</b>	None

### Recommended Project Elements

Entire Facility and Amenities as allowed

## Florida Small Cities Community Development Block Grant - Neighborhood Revitalization

Florida Department of Economic Opportunity

The goal of this program is to fund activities that benefit low to moderate income persons, prevent or eliminate slum and blight, or address an urgent community development need. Examples of community projects include: rehabilitation and preservation of housing, water and sewer improvements, street improvements, economic development activities, job creation for low to moderate income people, downtown revitalization, parks and recreation projects, construction of critical community facilities, and drainage improvements.

### Funding Cycle

**Cycle Frequency:** Annual

**Begin Application Planning:** February 1

**Funding Cycle Open:** August 15 (Historically)

**Applications Due:** October 1 (Historically)

Key Facts	
<b>Grant and/or Loan:</b>	Grant
<b>Terms:</b>	N/A
<b>Maximum Funding per Cycle:</b>	\$700,000
<b>Match Requirement:</b>	None (\$125,000 for maximum points)
<b>Special Application Considerations:</b>	Public Meetings/Citizen Advisory Task Force
<b>Administrative Burden:</b>	Moderate
<b>Special Administrative Considerations:</b>	Only one open "project" at any time

### Recommended Project Elements

Entire Facility and Amenities as allowed

## **Equipment/Amenities**

## Firehouse Subs Grant Program

Firehouse Subs Foundation

The goal of this program is to fund activities improve the lifesaving capabilities of public safety organizations through providing resources and support. Potential grant elements include turnout gear, search and rescue gear, computer technology, communications equipment, and audio-visual technology.

### Funding Cycle

**Cycle Frequency:** Quarterly

**Begin Application Planning:** 60 Days Prior to Submission

**Funding Cycle Open:** Ongoing

**Applications Due:** December 15, March 15, June 15, & September 15

Key Facts	
<b>Grant and/or Loan:</b>	Grant
<b>Terms:</b>	N/A
<b>Maximum Funding per Cycle:</b>	Average \$10,000-20,000 (Higher allowable)
<b>Match Requirement:</b>	None
<b>Special Application Considerations:</b>	Detailed Information and Quote Required
<b>Administrative Burden:</b>	Low
<b>Special Administrative Considerations:</b>	None

### Recommended Project Elements

Personal Protective Gear

Search and Rescue Equipment and Storage

EOC/Training Room Technologies (projector, etc)

EOC Communications Equipment/Upgrades

**Fireman's Fund Heritage Program**  
 Fireman's Fund Insurance Company

The purpose of this program is to fund needed equipment, training and community outreach. Areas of interest include lack of baseline firefighter protection equipment, improving firefighter safety through training, replacement of aged wheeled assets, and firefighter health. Fundable elements can include firefighter personal protection equipment, the development of training programs, cost-share for asset replacement and fitness equipment to improve firefighter health.

**Funding Cycle**

- Cycle Frequency:** Ongoing
- Begin Application Planning:** Ongoing
- Funding Cycle Open:** Ongoing
- Applications Due:** Ongoing

Key Facts	
<b>Grant and/or Loan:</b>	Grant
<b>Terms:</b>	N/A
<b>Maximum Funding per Cycle:</b>	Not published
<b>Match Requirement:</b>	Not Published
<b>Special Application Considerations:</b>	Pre-application Process
<b>Administrative Burden:</b>	Low
<b>Special Administrative Considerations:</b>	None

**Recommended Project Elements**

- Fitness Equipment
- Personal Protective Gear

## Fire Prevention Grant Program

FM Global

The purpose of this program is to fund opportunities to improve fire prevention. This can be accomplished through pre-fire planning for commercial and industrial (software, laptops, etc), fire/arson prevention and investigation (juvenile fire setters programs, digital and specialized cameras, accelerant detection equipment), and fire prevention/training programs (including necessary technology such as computers, projectors, and classroom equipment).

### Funding Cycle

**Cycle Frequency:** Ongoing

**Begin Application Planning:** Ongoing

**Funding Cycle Open:** Ongoing

**Applications Due:** Ongoing

Key Facts	
<b>Grant and/or Loan:</b>	Grant
<b>Terms:</b>	N/A
<b>Maximum Funding per Cycle:</b>	\$3,000
<b>Match Requirement:</b>	No, but recommended
<b>Special Application Considerations:</b>	None
<b>Administrative Burden:</b>	Low
<b>Special Administrative Considerations:</b>	None

### Recommended Project Elements

Specialized Digital Camera  
EOC/Training Room Technology (projector, etc)  
Accelerant Detection Equipment

## EMS Matching Grant Program

Florida Bureau of Emergency Medical Services

The purpose of this program is to fund improvement and expansion of applicant pre-hospital emergency medical services (EMS).

### Funding Cycle

**Cycle Frequency:** Annual

**Begin Application Planning:** October 1

**Funding Cycle Open:** November 1 (Anticipated)

**Applications Due:** TBD

Key Facts	
<b>Grant and/or Loan:</b>	Grant
<b>Terms:</b>	N/A
<b>Maximum Funding per Cycle:</b>	\$500,000
<b>Match Requirement:</b>	25%
<b>Special Application Considerations:</b>	None
<b>Administrative Burden:</b>	Low
<b>Special Administrative Considerations:</b>	None

### Recommended Project Elements

EMS/Fire related equipment

## Allstate Foundation

Allstate Foundation

The Allstate Foundation is dedicated to fostering safe and vital communities where people live, work and raise families. We strive to foster communities that are economically strong, crime-free, and give residents a sense of belonging and commitment. Our Safe and Vital Communities funding priorities are:

- Teen Safe Driving
- Catastrophe Response
- Neighborhood Revitalization: Nurturing safe, strong, and healthy communities.

### Funding Cycle

**Cycle Frequency:** Annual

**Begin Application Planning:** February 1

**Funding Cycle Open:** May 1 (Historically)

**Applications Due:** May 31 (Historically)

Key Facts	
<b>Grant and/or Loan:</b>	Grant
<b>Terms:</b>	N/A
<b>Maximum Funding per Cycle:</b>	Average \$5,000-20,000 (Higher allowable)
<b>Match Requirement:</b>	None
<b>Special Application Considerations:</b>	None
<b>Administrative Burden:</b>	Low
<b>Special Administrative Considerations:</b>	None

### Recommended Project Elements

All elements related to safe and strong communities could be considered under this program.

**Carole Sund/Carrington Memorial Reward Foundation**  
US Department of Transportation

The purpose of the fund is to provide financial assistance to law enforcement agencies and nonprofit organizations involved in search-and-rescue operations. These agencies are encouraged to apply for financial assistance for training, equipment, or any item that can improve their search-and-rescue efforts.

**Funding Cycle**

**Cycle Frequency:** Annually

**Begin Application Planning:** Summer

**Funding Cycle Open:** Fall

**Applications Due:** Fall

<b>Key Facts</b>	
<b>Grant and/or Loan:</b>	Grant
<b>Terms:</b>	N/A
<b>Maximum Funding per Cycle:</b>	Varies based on budget
<b>Match Requirement:</b>	None
<b>Special Application Considerations:</b>	None
<b>Administrative Burden:</b>	Low
<b>Special Administrative Considerations:</b>	None

**Recommended Project Elements**

Training and S&R Equipment

**Other**

**Staffing for Adequate Fire & Emergency Response (SAFR)**  
Federal Emergency Management Agency

This funding source provides funding directly to fire departments and volunteer firefighter interest organizations to help them increase or maintain the number of trained, "front line" firefighters available in their communities. The goal of SAFER is to enhance the local fire departments' abilities to comply with staffing, response and operational standards established by the NFPA (NFPA 1710 and/or NFPA 1720).

**Funding Cycle**

**Cycle Frequency:** Annually

**Begin Application Planning:** Spring

**Funding Cycle Open:** Summer

**Applications Due:** Summer

<b>Key Facts</b>	
<b>Grant and/or Loan:</b>	Grant
<b>Terms:</b>	N/A
<b>Maximum Funding per Cycle:</b>	Estimated \$25,000,000
<b>Match Requirement:</b>	None
<b>Special Application Considerations:</b>	NFPA Standards
<b>Administrative Burden:</b>	Low
<b>Special Administrative Considerations:</b>	None

**Recommended Project Elements**

Maintain or increase staff levels

## Public Access to Defibrillation Demonstration Projects

Office of Rural Health Policy

The purpose of the PADDP grant program is to develop and implement innovative, comprehensive, community-based public-access defibrillation demonstration projects that: 1) provide cardiopulmonary resuscitation (CPR) and automated external defibrillation to cardiac arrest victims in unique settings, 2) provide training to community members in CPR and automated external defibrillation, and 3) maximize community access to AED

### Funding Cycle

**Cycle Frequency:** Annually

**Begin Application Planning:** Summer

**Funding Cycle Open:** Fall

**Applications Due:** Fall

Key Facts	
<b>Grant and/or Loan:</b>	Grant
<b>Terms:</b>	N/A
<b>Maximum Funding per Cycle:</b>	Estimated \$5,000
<b>Match Requirement:</b>	None
<b>Special Application Considerations:</b>	None
<b>Administrative Burden:</b>	Low
<b>Special Administrative Considerations:</b>	None

### Recommended Project Elements

Equipment purchase

**Hazardous Materials Emergency Preparedness Grant**  
 US Department of Transportation

The Hazardous Materials Emergency Preparedness (HMEP) grant program is intended to provide financial and technical assistance as well as national direction and guidance to enhance State, territorial, tribal, and local hazardous materials emergency planning and training. The HMEP grant program distributes fees collected from shippers and carriers of hazardous materials to emergency responders for hazmat training and to Local Emergency Planning Committees (LEPCs) for hazmat planning.

**Funding Cycle**

**Cycle Frequency:** Annually

**Begin Application Planning:** February 1

**Funding Cycle Open:** March 1

**Applications Due:** April 19

<b>Key Facts</b>	
<b>Grant and/or Loan:</b>	Grant
<b>Terms:</b>	N/A
<b>Maximum Funding per Cycle:</b>	Varies based on Federal budget
<b>Match Requirement:</b>	None
<b>Special Application Considerations:</b>	None
<b>Administrative Burden:</b>	Low
<b>Special Administrative Considerations:</b>	None

**Recommended Project Elements**

HAZMAT Training

## **Future Review**

**Rural Community Development Initiative**  
 US Department of Agriculture, Rural Development

The aim of this program is to develop the capacity and ability of rural communities to improve housing, community facilities, community and economic development projects in rural areas.

**Funding Cycle**

- Cycle Frequency:** Annually
- Begin Application Planning:** Ongoing
- Funding Cycle Open:** Ongoing
- Applications Due:** Ongoing

Key Facts	
<b>Grant and/or Loan:</b>	Grant
<b>Terms:</b>	N/A
<b>Maximum Funding per Cycle:</b>	Estimated \$500,000
<b>Match Requirement:</b>	50% Non-Federal
<b>Special Application Considerations:</b>	High, Median Household Income Level
<b>Administrative Burden:</b>	Moderate
<b>Special Administrative Considerations:</b>	Davis-Bacon

**Recommended Project Elements**

Entire Facility and Amenities as allowed

## State Energy Program

Florida Department of Agriculture and Consumer Services

The aim of this program has historically been to reduce Florida dependence on non-domestic fuels sources and to promote energy efficiency throughout the state. This program is subject to both federal availability of funds and the requirement that the State budget a 20% match of the funds allocated. While this program was not funded in FY2013, it is believed that it will be funded in the coming years for multiple categories including alternate fuels, energy efficiency, and educational programs.

### Funding Cycle

**Cycle Frequency:** Annually

**Begin Application Planning:** TBD

**Funding Cycle Open:** TBD

**Applications Due:** TBD

Key Facts	
<b>Grant and/or Loan:</b>	Grant
<b>Terms:</b>	N/A
<b>Maximum Funding per Cycle:</b>	Subject to appropriation
<b>Match Requirement:</b>	Typically 50%
<b>Special Application Considerations:</b>	None
<b>Administrative Burden:</b>	Moderate
<b>Special Administrative Considerations:</b>	Davis-Bacon

### Recommended Project Elements

Lighting

HVAC

Appliances

**Emergency Operations Center Grant Program**  
Federal Emergency Management Agency

The aim intended to improve emergency management and preparedness capabilities by supporting flexible, sustainable, secure, and interoperable Emergency Operations Centers (EOCs) with a focus on addressing identified deficiencies and needs.

**Funding Cycle**

**Cycle Frequency:** Ongoing

**Begin Application Planning:** Ongoing

**Funding Cycle Open:** Ongoing

**Applications Due:** June/July (Readiness to Proceed is due)

<b>Key Facts</b>	
<b>Grant and/or Loan:</b>	Grant
<b>Terms:</b>	N/A
<b>Maximum Funding per Cycle:</b>	Up to \$1,000,000
<b>Match Requirement:</b>	50% Non-Federal
<b>Special Application Considerations:</b>	Planning/Environmental Documents
<b>Administrative Burden:</b>	Moderate
<b>Special Administrative Considerations:</b>	Davis Bacon

**Recommended Project Elements**

Entire EOC portion of the facility and amenities as allowed.

## **Section 4**

### **Conclusion**

The City of Tavares has an opportunity to bring grant and low-cost funding dollars back into the community. The City has chosen a path that should lead to an increased ability to provide valuable resources to the community at the lowest possible capital costs.

It is important to remember that funding opportunities become available and disappear frequently and without warning. Changes in politics, foundation focuses, and perceived needs all contribute to these frequent changes. Due to these facts, this Funding Analysis is not intended to capture all of the available funding for a particular project. It is intended to serve as a general evaluation for successfully funding the projects contained within.

The research conducted for this Funding Analysis has identified significant opportunities to tap into potential funding. However, it is important to remember that not every funding source is an exact fit for a given project and ABA cannot guarantee that any one application will result in a successful outcome, including but not limited to a funding award. We strive to only pursue the opportunities that have the highest chance of success for the client and to submit an application which is fully compliant with program requirements.

If elements are added to the projects beyond the basic understandings at the time of this report, analysis of the elements and their impact on potential funding will be required to fully understand how the grant opportunities provided in this document are affected.

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
June 18, 2014**

**AGENDA TAB NO. 10**

**SUBJECT TITLE: Regulating the Location of Medical Marijuana Dispensaries**

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**OBJECTIVE:**

To discuss the adoption of pro-active location regulations in the event the State of Florida legalizes Medical Marijuana Dispensaries.

**SUMMARY:**

On the ballot for November 4, 2014, the State of Florida will consider a constitutional amendment that if passed by voter approval would legalize the cultivation, purchase, possession and use of marijuana to treat medical conditions when recommended by a licensed physician. The measure would also order the Florida Department of Health to register and regulate producers and distributors of medical marijuana and to issue identification cards to patients and caregivers utilizing marijuana.

In anticipation of the possible approval of this amendment, numerous local governments in Florida are pro-actively considering adopting regulations that would govern where Medical Marijuana Dispensaries (MMDs) may be located in their municipality. These have been implemented through ordinances that amend local land development and zoning regulations. Most of the cities and counties that have passed ordinances, such as Mount Dora, have taken a conservative approach towards MMDs and are allowing these only in Heavy Industrial Zonings and only as a Special or Conditional Use.

MMDs are not presently a specifically defined use under the City of Tavares' Land Development Regulations. If legalized and if our regulations are not amended, MMDs would be classified as a drug store which is in the general category of Retail, General Business or Personal Use. This category is permitted in our Mixed Use, Commercial Downtown, General Commercial, Highway Commercial, Industrial and Planned Commercial Development Districts. An ordinance regulating the location of MMDs would formally define MMDs, specify which zoning districts they would be allowed in, specify whether this use is a Permitted or Special Use (a special use requires site specific approval from Council) and could specify any conditions that would be uniquely applied to this use.

Staff is seeking Council's policy direction on MMDs. If viewed as a medical or pharmacological use, the Highway Commercial and Commercial Planned Development Districts which presently include our hospital and medical village would be appropriate. Council may direct staff to allow MMDs only as a Special Use although arguments have been made that doing so could effectively disallow all MMDs at the discretion of Council. Other cities have included conditions requiring specified distances from schools, churches and other MMDs and special regulations concerning loitering, queuing of vehicles, drive-throughs, alcoholic beverages, signage and hours of operation.

If the City of Tavares decides to pass a MMD ordinance, it would become effective if and when the Constitutional Amendment is passed. Staff is of the opinion that problems associated with these seen in other States would not likely arise in our small town. Excessively restrictive land development regulations governing MMDs such as that passed by Mt. Dora are more a position statement rather than a policy based on planning principles. Staff has seen local governments quickly pass ordinances restricting activities such as amusement arcades, tattoo and piercing parlors, rave nightclubs and internet cafes in anticipation of uncontrollable problems that never materialize. Staff's opinion is that if City Council desires to pro-actively regulate MMDs that an amendment to our Land Development Regulations defining MMDs and allowing these as a permitted use in the Highway Commercial and Planned Development District (if requested by the Developer) would be sufficiently appropriate.

**OPTIONS:**

1. That City Council discusses the issue of regulating the location of Medical Marijuana Dispensaries and provides staff with direction.
2. That City Council does not discuss this issue.

**STAFF RECOMMENDATION:**

That City Council provides staff with direction on this matter.

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

This summary has been reviewed by our City Attorney and approved for legal sufficiency.

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
JUNE 18, 2014**

**AGENDA TAB NO. 11**

**SUBJECT TITLE: Interlocal Service Boundary Agreement -Update**

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**OBJECTIVE:**

To update Council on the ISBA negotiations with Lake County

**SUMMARY:**

On October 2, 2013, the City of Tavares passed Resolution 2013-15 to initiate the process for negotiating an ISBA between Lake County and the City of Tavares. A city Horizon Project negotiations team was established consisting of John Drury, Jacques Skutt, Bob Williams and Alisha Maravigula. Council Member Kirby Smith was identified as the team's Council liaison. Meetings were conducted to develop the framework from which the ISBA would be based upon.

In addition, Tavares attended the Leesburg ISBA meetings as well as attending several Lake County and Mt. Dora informal meetings in an effort to work out a mutually beneficial ISBA agreement between Lake County and Tavares.

The key points of this agreement thus far will:

1. Establish the future City Boundaries which will enable Tavares to plan for necessary utility extensions to serve this expansion and growth.
2. Identify which roads the City will ultimately be responsible for maintaining and which roads the County will retain. As this point, the County has agreed to perpetually maintain CR 561, CR 448, CR 448 Extension (between SR 19 and 561) and David Walker Drive. Other County maintained roads within the ISBA area will gradually be transferred to the City once 50% of the road's property frontage is annexed.
3. The County and the City agree to automatic aid for Fire and Rescue Services defined as the immediate response of emergency personnel closest to the scene, regardless of jurisdiction or location. This will also include County owned properties and buildings within the City of Tavares. On a quarterly basis, the responding calls will be tabulated and if inequitable, compensation will be made.
4. The County and City agree that they will work together to compare their Land Development Regulations with the goal to eliminate inconsistencies within the ISBA Area.

Both City and County staff believe that the text of the proposed agreement is just about completed and in a acceptable format to both parties.

There is one unresolved item and that is that the City of Mount Dora has an issue with the easterly boundary line of the Tavares ISBA area. The City of Tavares has historically and continues to maintain that its boundary should be Bay Road (where the current Tavares City Limit Sign is – See attached photograph). Mount Dora, under a Joint

Planning Agreement with the County that was negotiated and executed in 2004, established their future boundary about 1,300 feet west of Bay Road in-between Fair View Road and Bay Road along a sectional line (Section 26's westerly line - see attached map).

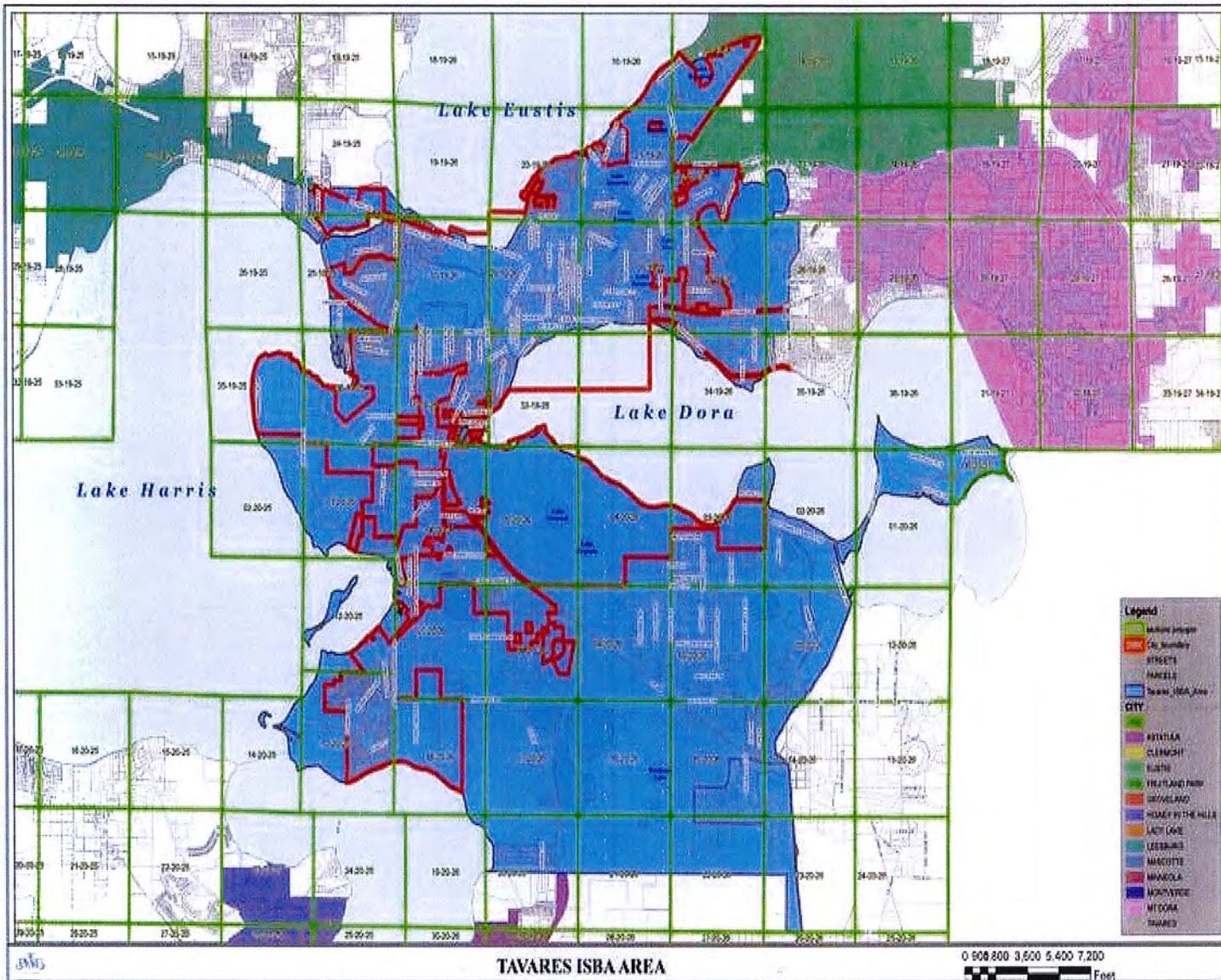
A formal negotiating meeting between The City of Tavares, Lake County, and any municipalities desiring to participate (likely only Mt. Dora) is now scheduled for July 21<sup>st</sup> at 2:00 P.M. Once staff has a draft agreement that is mutually acceptable and in the best interest of both the City and County, the agreement will be brought to City Council and the County Commission for consideration.

**OPTIONS:**

No City Council action required at this time.

**LEGAL SUFFICIENCY:**

This agenda summary has been reviewed for legal sufficiency.



TAVARES  
CITY LIMIT  
America's Seaplane City



**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
DATE OF MEETING: June 18, 2014**

**AGENDA TAB NO. 12**

**SUBJECT TITLE: Voting Delegate to Florida League of Cities Annual Conference**

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**OBJECTIVE:**

To ratify the Mayor's appointment to the Florida League of Cities Annual Conference in August 2014.

**SUMMARY:**

This item was on the June 4<sup>th</sup> City Council agenda. The Mayor requested this item to be tabled to the June 18<sup>th</sup> meeting when Councilmember Hope could be present.

The Florida League of Cities Annual Conference will be held in Hollywood, Florida August 14-16, 2014. The League has requested that each municipality designate one official to be the voting delegate. Previously Council elected Norman Hope to be the city's delegate.

In addition the League adopts resolutions each year to take positions on commemorative, constitutional or federal issues. Should Council wish to propose a resolution, information is attached concerning procedures and deadlines.

**OPTIONS:**

- 1) Ratify the Mayor's appointment to the Florida League of Cities Annual Conference
- 2) Do not ratify the appointment

**STAFF RECOMMENDATION:**

N/A

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

Legally sufficient.

**Procedures for Submitting Resolutions**  
**Florida League of Cities' 88th Annual Conference**  
**Westin Diplomat**  
**Hollywood, Florida**  
**August 14-16, 2014**

In order to fairly systematize the method for presenting resolutions to the League membership, the following procedures have been instituted:

- (1) Proposed resolutions must be submitted in writing, to be received in the League office by July 9, 2014, to guarantee that they will be included in the packet of proposed resolutions that will be submitted to the Resolutions Committee.
- (2) Proposed resolutions will be rewritten for proper form, duplicated by the League office and distributed to members of the Resolutions Committee. (Whenever possible, multiple resolutions on a similar issue will be rewritten to encompass the essential subject matter in a single resolution with a listing of original proposers.)
- (3) Proposed resolutions may be submitted directly to the Resolutions Committee at the conference; however, a favorable two-thirds vote of the committee will be necessary to consider such resolutions.
- (4) Proposed resolutions may be submitted directly to the business session of the conference without prior committee approval by a vote of two-thirds of the members present. In addition, a favorable weighted vote of a majority of members present will be required for adoption.
- (5) Proposed resolutions relating to state legislation will be referred to the appropriate standing policy committee. Such proposals will not be considered by the Resolutions Committee at the conference; however, all state legislative issues will be considered by the standing policy councils and the Legislative Committee, prior to the membership, at the annual Legislative Conference each fall. At that time, a state Legislative Action Agenda will be adopted.
- (6) Proposed resolutions must address either federal issues, state constitutional issues, matters directly relating to the conference, matters recognizing statewide or national events or service by League officers. All other proposed resolutions will be referred for adoption to either the Florida League of Cities Board of Directors or FLC President.

Municipalities unable to formally adopt a resolution before the deadline may submit a letter to the League office indicating their city is considering the adoption of a resolution, outlining the subject thereof in as much detail as possible, and this letter will be forwarded to the Resolutions Committee for consideration in anticipation of receipt of the formal resolution.

## **Important Dates**

### **May 2014**

Notice to Local and Regional League Presidents and Municipal Associations  
regarding the Resolutions Committee

### **June 2014**

Appointment of Resolutions Committee Members

### **July 9th**

Deadline for Submitting Resolutions to the League office

### **August 14th**

League Standing Council Meetings  
Resolutions Committee Meeting  
Voting Delegates Registration

### **August 16th**

Immediately Following Breakfast – Pick Up Voting Delegate Credentials  
Followed by Annual Business Session

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
JUNE 18, 2014**

**AGENDA TAB NO. 13**

**SUBJECT TITLE: City Administrator Report**

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**OBJECTIVE:**

To inform Council on city related matters.

**SUMMARY: Will be presented at meeting**

**UPCOMING MEETINGS: (check with Susie Novack for any last minute changes)**

- City Council Regular Meeting & Budget Workshop – July 2, 2014, 4:00 p.m.
- City Council Regular Meeting & Budget Workshop – July 16, 2014, 4:00 p.m.
- City Council Budget Workshop to set Maximum Millage Rate – July 30, 2014 – 4:00 p.m.
- City Council Regular Meeting & Budget Workshop – August 6, 2014 – 4:00 p.m.
- City Council Regular Meeting & Budget Workshop – August 20, 2014 – 4:00 p.m.
- City Council Regular Meeting & Public Hearing to Adopt Tentative Millage Rate and Tentative Budget for Fiscal Year 14-15 (4:00 for Meeting and 5:05 p.m. for Public Hearing) – September 3, 2014
- City Council Regular Meeting & Public Hearing to Adopt Final Millage Rate & Final Budget for Fiscal Year 2014-2015 (Meeting at 4:00 p.m. and Public Hearing at 5:05 p.m. – September 17, 2014
- Code Enforcement Special Magistrate Hearing – July 22, 2014 – 5:30 p.m.
- Lake County League of Cities Meeting – July 11, 2014; 12:00 p.m. Elks Lodge, Tavares – Chief Deputy Property Appraiser Michael Prestridge
- Lake Sumter MPO Board – June 25, 2014 – 2:00 p.m. - MPO Board Room, Leesburg
- Library Board – July 16, 2014 – 2:00 p.m.
- Planning & Zoning Board – June 19, 2014 – City Council Chambers – 3:00 p.m.

**OTHER EVENTS**

4<sup>th</sup> of July Celebration

Hydro Drag World Champs – August 30-31

Rifles, Rails & History – September 26-28

Pavilion on the Lake Grand Opening – October 11, 2014

Monster Splash – October 25

Howl o Fest – October 24-25

Z-Fest – November 15, 2014

Christmas Parade & Celebration – December 6

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
JUNE 18, 2014**

**AGENDA TAB NO. 14**

**SUBJECT TITLE: City Councilmembers Report**

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**OBJECTIVE:**

To inform Council on city related matters.

**SUMMARY:**

Council will be offered an opportunity to provide a report at the meeting.

**OPTIONS:**

N/A

**STAFF RECOMMENDATION:**

N/A

**FISCAL IMPACT:**

N/A