



AGENDA
TAVARES CITY COUNCIL
June 21, 2023
4:00 PM
TAVARES CITY HALL COUNCIL CHAMBERS
201 E MAIN STREET, TAVARES

(Members of the public wishing to speak on an item that is on the agenda must fill out a Request to Speak form available from the City Clerk or at the Council Meeting prior to the meeting being called to order. In addition, the Mayor will ask for comment under the agenda item titled "Audience to be Heard" for matters not on the Agenda. For further information contact the City Clerk at (352) 742-6209 or snovack@tavares.org)

I. CALL TO ORDER

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1 Dr. Tim Burdick, Lake Baptist Association

III. APPROVAL OF AGENDA

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2 Tavares Chamber of Commerce Update

Tab 3 GFOA Award - Excellence in Financial Reporting (Mayor)

V. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EXPARTE COMMUNICATIONS

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO RECORD

VII. CONSENT AGENDA

Tab 4 Approval of the June 7, 2023, City Council Meeting Minutes (City Clerk)

Tab 5 XS Properties, LLC - Sidewalk Easement at 311 N. Joanna Ave. (Community Development)

Tab 6 SECO Energy - Utility Easements north of Slim Haywood Ave. (Community Development)

VIII. RESOLUTIONS

Tab 7 Resolution 2023-08 – SRF Loan Application for Lake Hermosa

**Booster Pump Project and Water Treatment Plant Expansion
(Finance)**

IX. ORDINANCES - PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

- Tab 8 Board Appointments - Library Board (Mayor)
- Tab 9 Extension to the Interlocal Agreement with Lake County for the
Provision of Library Services (Community Services)
- Tab 10 School Board of Lake County Letter of Intent to Purchase Fred
Stover Sports Complex (Community Services)
- Tab 11 FY 2024 Proposed Budget Calendar (Finance Department)

XI. NEW BUSINESS

XII. OLD BUSINESS

XIII. AUDIENCE TO BE HEARD

XIV. REPORTS

- Tab 12 City Administrator Report
- Tab 13 City Council Member Reports

XV. ADJOURNMENT

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) 742-6209.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/21/2023**

AGENDA TAB NO.: 1

SUBJECT TITLE: Dr. Tim Burdick, Lake Baptist Association

OBJECTIVE:

Dr. Tim Burdick, Lake Baptist Association, will provide the invocation and lead those present in the Pledge of Allegiance.

SUMMARY:

Dr. Tim Burdick, Lake Baptist Association, will provide the invocation and lead those present in the Pledge of Allegiance.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

Attachments not provided are available to the public upon request to the City Clerk.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/21/2023**

AGENDA TAB NO.: 2

SUBJECT TITLE: Tavares Chamber of Commerce Update

OBJECTIVE:

To receive an update from the Tavares Chamber of Commerce.

SUMMARY:

Erika Buigas, President/CEO of the Tavares Chamber of Commerce, will provide an update on Chamber activities.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. June Report to Council

Attachments not provided are available to the public upon request to the City Clerk.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/21/2023**

AGENDA TAB NO.: 3

SUBJECT TITLE: GFOA Award - Excellence in Financial Reporting (Mayor)

OBJECTIVE:

Present Award for Certificate of Achievement for Excellence in Financial Reporting.

SUMMARY:

The Certificate of Achievement for Excellence in Financial Reporting has been awarded to the City of Tavares by the Government Finance Officers' Association of the United States and Canada (GFOA) for its Annual Comprehensive Financial Report (ACFR) for the fiscal year ended September 30, 2021. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting.

OPTIONS:

N/A

STAFF RECOMMENDATION:

The Mayor presents the award to the Finance Department.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

Attachments not provided are available to the public upon request to the City Clerk.



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

5/16/2023

Lori Pfister
Mayor
City of Tavares, Florida

Dear Mayor Pfister:

We are pleased to notify you that your annual comprehensive financial report for the fiscal year ended September 30, 2021 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and give appropriate publicity to this notable achievement. A sample news release is included to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine
Director, Technical Services



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**City of Tavares
Florida**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

September 30, 2021

Christopher P. Morill

Executive Director/CEO



The Government Finance Officers Association of
the United States and Canada

presents this

AWARD OF FINANCIAL REPORTING ACHIEVEMENT

to

Finance Department
City of Tavares, Florida



The Award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the department or individual designated as instrumental in the government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.

Executive Director

Christopher P. Morill

Date: 5/16/2023



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

5/16/2023

For more information contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
Email: mlevine@gfoa.org

(Chicago, Illinois)—Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to **City of Tavares** for its annual comprehensive financial report for the fiscal year ended September 30, 2021. The report has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the report.

The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 21,000 members and the communities they serve.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/21/2023**

AGENDA TAB NO.: 4

SUBJECT TITLE: Approval of the June 7, 2023, City Council Meeting Minutes (City Clerk)

OBJECTIVE:

To consider approval of the June 7, 2023, City Council meeting minutes.

SUMMARY:

Attached are the June 7, 2023, City Council meeting minutes as submitted by the City Clerk.

OPTIONS:

1. Move to approve the City Council meeting minutes under the Consent Agenda.
2. Move to approve the City Council meeting minutes with corrections.

STAFF RECOMMENDATION:

For the Council's approval.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. 06-07-2023 CC Minutes

Attachments not provided are available to the public upon request to the City Clerk.



**TAVARES CITY COUNCIL
MEETING MINUTES
JUNE 7, 2023 – 4:00 PM
TAVARES CITY HALL COUNCIL CHAMBERS
201 EAST MAIN STREET, TAVARES**

COUNCIL MEMBERS PRESENT

**Walter Price, Mayor
Sandy Gamble, Vice Mayor
Bob Grenier, Council Member
Lori Pfister, Council Member
Troy Singer, Council Member**

STAFF PRESENT

**John Drury, City Administrator
Lindsay Holt, City Attorney
Susie Novack, City Clerk
Mike Fitzgerald, Community Development Director
Scott Aldrich, Community Services Director
Bob Tweedie, Economic Development Director
Lori Houghton, Finance Director
Richard Keith, Fire Chief
Crissy Bublitz, Human Resources Director
James Dillon, Public Works Director
Mark O'Keefe, Public Communications Director
Sarah Coursey, Police Chief
Phil Clark, Utilities Director**

I. CALL TO ORDER

Mayor Price called the meeting to order at 4:00 p.m. He asked those who wished to speak on an agenda item to complete and submit a Request to Speak form.

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1. Pastor Chase Allen, First Baptist Church of Umatilla

Pastor Chase Allen, First Baptist Church of Umatilla, provided the invocation and led those present in the Pledge of Allegiance.

III. APPROVAL OF AGENDA

Mayor Price asked if there were changes to the Agenda. Mr. Drury said the staff had no changes.

MOTION

Troy Singer moved to approve the Agenda, seconded by Sandy Gamble. The motion carried unanimously 5-0.

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2. Proclamation to Recognize the Tavares Youth Football League

Mayor Price made the following presentation:

This past spring, the Tavares Youth Football League (TYFL) 10-under and 14-under teams won the King of Spring Tournament held by the Central Florida Youth Football League, an Orlando-based youth football organization with teams from all over Central Florida. Both of these TYFL teams went undefeated during the regular season and won two playoff games to become champions.

It is with great admiration that we present this proclamation to honor their exceptional season and recognize the achievement of our talented young athletes. Their achievements serve as an inspiration to all members of our community, illustrating the value of hard work, passion, and teamwork in attaining success. Furthermore, we extend our gratitude to the coaches, league administrators, volunteers, and all the parents who helped shape these young athletes into formidable competitors and responsible individuals. Your support has been instrumental in the achievements of the Tavares Youth Football League.

Mayor Price read the Proclamation in its entirety.

MOTION

Sandy Gamble moved to approve the Proclamation, seconded by Lori Pfister. The motion carried unanimously 5-0.

Mayor Price and the Tavares City Council presented the Proclamation to the Tavares Youth Football League Members and Coaches.

V. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EXPARTE COMMUNICATIONS

Attorney Holt said there were no quasi-judicial matters before the Council for consideration.

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Ms. Novack read the following Resolution by title only:

RESOLUTION 2023-07

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA, DESIGNATING THE FINANCE DIRECTOR, THE CITY CLERK, THE DEPUTY CITY CLERK, THE FINANCE MANAGER, AND THE FINANCE ADMINISTRATIVE COORDINATOR AS AUTHORIZED STAFF TO ACCESS TO THE CITY OF TAVARES BANK SAFETY DEPOSIT BOX.

VII. CONSENT AGENDA

Mayor Price asked if anyone wished to pull an item from the Consent Agenda for discussion.

Council Member Singer asked to pull Tab 4 for discussion.

MOTION

Sandy Gamble moved to approve Tab 3 [Approval of the May 17, 2023, City Council Meeting Minutes], seconded by Lori Pfister. The motion carried unanimously 5-0.

Tab 3. Approval of the May 17, 2023, City Council Meeting Minutes

Approved on the Consent Agenda.

Tab 4. Public Works Operations Center Budget Update

Council Member Singer asked Ms. Houghton to elaborate on the City's cost savings. Ms. Houghton said considerable negotiations were accomplished to lower the project price. To achieve a lower price, the City negotiated owner-direct purchasing to save sales tax which could be used to offset other costs. The City requested to move some contingency funds included with FF&E into the construction line item to appropriately encumber those funds before the sales tax savings were completed.

Council Member Singer said he wanted to bring the agenda item to the audience's attention to show the City is doing everything possible to stay within budget and save

money wherever possible. He said he wanted to bring that to the attention of the audience.

MOTION

Troy Singer moved to approve, seconded by Lori Pfister. The motion carried unanimously 5-0.

VIII. RESOLUTIONS

Tab 5. Resolution 2023-07 – Authorizing Safe Deposit Box Access for City Documents

Ms. Houghton made the following presentation:

The City of Tavares has maintained a safe deposit box with Truist Bank, formerly known as the SunTrust Bank located at 15375 US Highway 441, Eustis, FL 32726. The original date of inception is unknown.

Formerly, access was granted to the City Clerk, the Deputy City Clerk, the Finance Director, the Finance Manager, and the Finance Administrative Coordinator on a name basis, and when a change in staff occurred, making changes could be difficult and was often delayed. The City Code and the City Charter do not provide authorization or directions for the City Safe Deposit Box.

Resolution 2023-07 provides clear directions for safety deposit box access, and maintenance by staff title, and not by staff name, thus allowing for the continuation of proper access when changes in City staff may occur.

Resolution 2023-07 provides access and maintenance to the City Safe Deposit Box to the City Clerk, the Deputy City Clerk, the Finance Director, the Finance Manager, and the Finance Administrative Coordinator.

Staff recommends Option 1, for the Council to approve Resolution 2023-07, authorizing the City Clerk, the Deputy City Clerk, the Finance Director, the Finance Manager, and the Finance Administrative Coordinator to maintain and access the City Safe Deposit Box at Truist Bank, 15375 US Highway 441, Eustis, FL 32726.

Council Member Grenier asked if the City Administrator should be included in those positions that could access the safety deposit boxes. A discussion was held, and Ms. Houghton noted items such as original copies of deeds, bonds, and letters of credit were maintained in the safety deposit box.

MOTION

Bob Grenier moved to approve Resolution 2023-07 with the addition of the City Administrator [access to the Safety Deposit Box], seconded by Sandy Gamble. The motion carried unanimously 5-0.

IX. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

Tab 6. Board Appointments – Planning & Zoning Board

Mayor Price made the following presentation:

There are three (3) expiring seats on the Tavares Planning and Zoning Board. The City received the following three requests for reappointment and no new applications for the term June 2023 through June 2026 (3-year terms):

- *Deborah Murphy - Request for Reappointment*
- *Gary Santoro - Request for Reappointment*
- *Dian Joy - Request for Reappointment*

The City advertised the open positions in the Daily Commercial and on the City website. Applications and requests for reappointment are attached.

Mayor Price recommended Deborah Murphy, Gary Santoro, and Dian Joy for reappointment to the Planning and Zoning Board for a three-year term ending June 2026.

MOTION

Sandy Gamble moved to approve the reappointments [of Deborah Murphy, seconded by Bob Grenier. The motion carried unanimously 5-0.

Council Member Pfister thanked the members of the Planning and Zoning Board. She said the Board had a tough job, and the Council appreciated their efforts.

Tab 7. Council's Annual Goals for City Administrator

Mr. Drury made the following presentation:

Annually, as part of the City Administrator's annual performance review, each City Council member establishes their annual goals for the City Administrator to work towards achieving over the ensuing year. Those goals are then provided to

the City Council for review and approval. Attached are the prior year goals. Below are the goals submitted for the ensuing year for review and approval.

Mayor Walter Price:

- 1. Continue to support hometown rule efforts.*
- 2. West Main Street Gateway Project*
- 3. Accelerate city debt repayment*
- 4. Attract Commercial Development to city*
- 5. Continue pursuing grants at all levels of government*

Vice-Mayor Sandy Gamble:

- 1. Keep same level of service without raising taxes.*
- 2. Contract on Stover Complex*
- 3. West end of main St. Project*
- 4. Completion of Arpa Projects*
- 5. Extra EMT Firefighter for station 29 to give a fourth person at station*

Council Member Bobby Grenier

- 1) The Highways 19/561/448 corridors: smart growth, plan patiently and well, no sprawl.*
- 2) Continue the City's Vision of building on a historic foundation: Obtain the Major Alexander St. Clair-Abrams house.*
- 3) Market and develop the old ACL railroad depot (old fire station) in the spirit of building on a historic foundation, as well as build a parking garage on the old public works site.*
- 4) The Tavares Nature Park is a beautiful attraction with well-maintained walking paths and a pavilion - and is still very active with visitors. Except that the boardwalk to the lake is unusable and unsafe. Nature Parks are great for the community. We should actively explore the best possible financial avenues in restoring the boardwalk ourselves or work with either the Lake County Water Authority or the State to take over the operation and maintenance of the park.*
- 5) Tavares Public Safety gets appropriately staffed to meet the City's needs, and also that our Sports and Recreation Department, which includes the Tavares Library and Tavares History Museum, continue to get all the best resources they need to provide a high-quality attraction to our citizens and visitors.*

Council Member Lori Pfister:

- 1) Golf Cart Access To Hospital*
- 2) Continue economic development interest with support*
- 3) East Transition for fairgrounds infrastructure*
- 4) YMCA Regional Park rebuild*
- 5) Pontoon Promenade improvements & Signage*

- 6) *East parking garage funding*
- 7) *Find funding to pay for above items*

Council Member Troy Singer:

- 1) *Continue using growth to keep our millage rate low while providing the quality of life our residents, business owners and visitors expect and deserve.*
- 2) *As growth is inevitable, we continue to maintain our small town “community” feel.*
- 3) *Stay involved and engaged with the public.*
- 4) *Take care of city employees as they are the ones who help make Tavares a great place to live, work and visit.*
- 5) *Continue investing in our all important infrastructure.*
- 6) *Keep Tavares moving forward by continuing to provide a business-friendly environment.*

Mr. Drury asked the Council to discuss and identify their goals for the City Administrator. He said once the goals were approved, he would begin working with each Department Director to move the Council's objectives forward.

Mayor Price asked for comments from the Council.

Council Member Singer noted his support for home rule, bringing commercial property into the City to offset the residential tax burden, continuing to pursue grants, and keeping the tax base as low as possible. He noted it was a tough balancing act and stated that while the Council tries to keep taxes low, it also has obligations and projects that must be completed. Council Member Singer said it was difficult to determine what projects needed to be done with the limited taxes available. He said he wished to finish projects and utilize smart growth to avoid urban sprawl, and bring quality businesses to the City. He said the City should find creative ways to fund projects, work toward building the east parking lot, and take care of City employees.

Council Member Singer asked Mr. Drury to provide an update on the West End Main Street Project. Mr. Drury said there were past initiatives to complete the West End Main Street as one big project, and the funding was never available when balancing the budget. The Council, over the past five (5) years, completed small projects on the West End Main Street as follows:

- All palm trees have been brought to the end of West Main Street
- All hanging baskets have been brought to the end of West Main Street
- Power was brought down to the end of West Main Street
- Streetlights were brought down to the end of West Main Street
- Paving West Main Street was completed
- The gravel and mixed parking lots in front of some businesses were completed

Mr. Drury said he believed the only items left on the project were installing sprinkler systems in the median and replacing the sod; it was an incremental process and 80% complete.

Council Member Singer noted the West End Main Street Project was a priority of the Council for several years and had been addressed.

Mr. Drury said the West End Gateway Horizon Team was working on schematic plans for golf cart parking and intersection improvements. The Horizon Team was working with Lake County to improve the intersection at SR19 and Main Street.

Council Member Singer asked for an update on the Tavares Nature Park pier as the City was looking for grants after determining that repairing or replacing the pier was not cost-effective. Mr. Drury said the Tavares Nature Park was a wetland area with some uplands. In its natural state, the water floods the entire area and then recedes as a living, breathing nature park. Mr. Drury said the City occasionally received calls asking to fill in the park, create trails, and install boardwalks. He said it would be an expensive project as the ecosystem ebbed and flowed. Replacing a fishing pier and boardwalk would cost millions of dollars with current environmental and FDEP standards. Councils have had to consider whether to tax citizens to rebuild the dilapidated boardwalk and fishing pier and have chosen, to date, with what monies were left in the budget, to build and maintain an in-house boardwalk to the water's edge for fishing. He said Ms. Anderson and her team did a fantastic job maintaining the park, paths, and restrooms and keeping the flora and fauna healthy. Mr. Drury noted alternative funding sources were being explored, including having the State of Florida designate Tavares Nature Park as a state park and if they would have the funding to rebuild and maintain a fishing pier. He said many people enjoy the park. Ms. Anderson noted that a student bug camp was being held at the park.

Council Member Singer said the area was being utilized, and the pier was not cost-effective to repair. Mr. Drury said the Council could have that discussion annually during the budget process. He said it was a passive park, and the Council had determined in the past that it would not be fiscally responsible to spend the amount of money needed when you are trying to keep Police Officers, Fire Firefighters, Parks, Recreation, and other items the City needs to fund. Staff would continue to ask the Florida Legislature and the State of Florida to provide a grant, and there had yet to be any interest. Council Member Singer thanked Ms. Anderson for her efforts in maintaining the park and noted the Lake County Water Authority might be another grant resource.

Council Member Singer inquired about the request to accelerate debt repayment. Mayor Price said he would like the Council to look into options to refinance the debt or pay it off faster. He said that might not be possible under the current interest rate environment as rates would be higher than the City is currently paying. He said he would like to see if prepayment of some of the debt could be included in the budget sooner than the schedules call for. Council Member Singer said the Finance Director had done a tremendous job getting the lowest possible loan rates at 1.5% and 2%. He said paying

down debt at an accelerated rate would indebt current business owners and residents to pay off a capital project with a lifetime use of 20 to 30 years. Council Member Singer said he did not favor accelerating a debt repayment schedule, especially in an environment with a CPI of around 7%. He said the City was not in debt and used loans to pay for capital projects with long lifespans, and it was beneficial to tax residents currently using those capital items.

Council Member Singer inquired about the EMT and Firefighter positions. Vice Mayor Gamble said there were three (3) Firefighters on duty at a time and noted his concern for adequate staffing during vacations, illness, et al. Chief Keith stated there was a minimum of two EMT Firefighters on duty. Vice Mayor Gamble said it was a concern for the safety of the department and the citizens of Tavares.

Council Member Singer said the Council does everything possible to ensure the City is fully staffed in each position while balancing the budget. Chief Keith said a federal FEMA Safer grant would be pursued to obtain firefighters. Chief Keith noted the grant cycle was closed for the current year and would reopen at the beginning of 2024. Vice Mayor Gamble asked how many years the Safer Grant would apply. Chief Keith said the grant changes yearly; typically, a 3-year grant cycle. The first year pays 100% of hiring fees, salary, and equipment, then slides to 75% in the second year and 35% in the third year. In the fourth year, the jurisdiction would be fully responsible for those firefighter positions.

Council Member Singer asked if it was the same grant program other cities have used. Chief Keith said Leesburg and Mount Dora hired through Safer Grants. Council Member Singer inquired about issues other cities have experienced with the grant. Mr. Drury said Tavares would not over-hire and would possibly hire three positions. Chief Keith confirmed.

Council Member Singer asked for information on acquiring the St. Clair Abrams house. Council Member Grenier said the home of Major St. Clair Abrams, founder of Tavares, was located in the downtown and felt the City should own it. He said most cities own their most important historic home, from the Mote Morris in Leesburg to the Clifford House in Eustis. He stated that the Tavares Library could use the home for events and that it was listed on the National Register. Council Member Singer inquired about the cost of obtaining and refurbishing the St. Clair Abrams House. Mr. Drury estimated renovating the home at \$150,000 over two years. If the initiative was approved, he would speak to the homeowner, determine the price and cost to refurbish and determine how the house would be repurposed for modern-day use. During the budget process, the Council would either approve or not.

Council Member Grenier noted his support to approve the goals as presented.

MOTION

Lori Pfister moved to approve the City Administrator Goals, seconded by Bob Grenier. The motion carried unanimously 5-0.

Tab 8. Tavares – Mount Dora Trail Update

Mr. Drury said Horizon Team Members, including Council Member Singer, City Administrator John Drury, and Public Works Director James Dillon, were working Lake County and Mount Dora on the trail between Tavares and downtown Mount Dora with Lake County as the lead funding agency. Initially, the primary route was planned for the railroad bed, and CSX was interested in selling the bed to Lake County. The funding was lined up, and when the offer was forwarded, CSX had a new President and was no longer interested in selling the corridor. That left Lake County to look at new places to place the trail. Mr. Drury said Old 441 and Lakeshore Drive from downtown Tavares to downtown Mount Dora were other possible locations for the trail. He discussed past initiatives to place the route along Lakeshore Drive, which the residents along the road did not support at that time. Today, Lakeshore Drive is full of bicycles utilizing the roadway, and homeownership may have shifted along with new support for the route. Lake County is exploring new interest in putting in the bike trail along Lakeshore Drive, with public meetings at the Mount Dora Library and in Tavares.

Mr. Drury noted there were 4 options for a trail from downtown Tavares to downtown Mount Dora including the following:

1. Railroad bed
2. Next to the railroad bed (live rail with a path next to it)
3. Old 441
4. Lakeshore Drive

Council Member Singer welcomed another route option and looked forward to hearing public comments. Council Member Pfister thanked Mr. Drury for the update.

Tab 9. Wooton Wonderland Storyboard Narrative

Traci Anderson, Parks Operations Manager, provided the following presentation:

The Wooton Wonderland Project will be completed by the end of June 2023, and City staff are seeking Council's approval or direction regarding the narrative that will be depicted on the Wooton Wonderland Storyboard.

Discussion was held and there was a consensus from the Council to tighten the narrative of the storyboard.

Mr. Drury said an option would be for Ms. Anderson to work with Council Member Grenier to bring back revised language for approval.

MOTION

Sandy Gamble moved to table Tab 9 and bring back a modified narrative at June 21, 2023, City Council meeting, seconded by Lori Pfister. The motion carried unanimously 5-0.

The Council commended Ms. Anderson.

Tab 10. Cemetery Gate Archway Signage

Traci Anderson, Parks Operations Manager, provided the following presentation:

The Department of Public Works recently received acknowledgment that a long-term Parks Management Division goal had been achieved! The Tavares Cemetery was recently recognized as the first, Level 1 Accredited Arboretum in the State of Florida, one of 85 cemeteries in the world operating as arboretums. Establishing the cemetery as an arboretum was identified as a primary goal in 2019. The decision to enhance the cemetery aesthetically and provide a higher level of service for cemetery patrons and the community at large was determined based on an internal evaluation of the cemetery, which revealed concerns about the entryway that columns supporting the gate were in serious decline and several were immediately removed due to failed foundations. A new entryway was designed to better support the needs of the community, cemetery patrons, and staff. The assessment also depicts the relocation of the granite sign emblazoned with 'Tavares Cemetery' to a perpendicular placement, readily viewed from the road. The new entry design has provided for a recessed gate from the existing location, originally setback 5' from the sidewalk to a 30' setback, which will create a safer path for pedestrians and motorists.

The current gate, nearly rusted through, will be replaced by an ornamental gate and with a complimenting archway that safely provides a stately entry with visual appeal and embraces the duality of the cemetery and arboretum. Through the City's partnership with Lake Technical College, welding students will exercise their skills in the fabrication and installation of the new gate. Don Bell Signs, known for the creation of our brand-immersed kiosks, gateway, and way-finding signage, has agreed to assist Tavares and Lake Tech with the fabrication and installation of the kingposts and archway in preparation for the gate. The design of the archway includes our iconic seaplane, synonymous with Tavares, anchored in the center of the arch with the words Cemetery & Arboretum placed within the span. Tavares, being the first in the state to achieve this distinctive designation, would savor the opportunity to showcase it at the new entryway. City staff is seeking Council's approval or direction on adding Arboretum to the gate archway.

Staff recommends Option 1, for Council to approve the Cemetery and Arboretum Archway Signage.

Mayor Price asked for comments from the Council.

Vice Mayor Gamble inquired about the fiscal impact. Mr. Drury said the Council was approving the design. Ms. Anderson noted Lake Technical College would fabricate and install the gate, and Don Bell Signs would fabricate and install the archway.

Council Member Singer commended Ms. Anderson, said the archway would be a great addition to the cemetery, and was pleased to have another first in the City.

MOTION

Lori Pfister moved to approve Option 1, seconded by Bob Grenier. The motion carried unanimously 5-0.

Tab 11. Interlocal Agreement Between Tavares and Lake County for Improvements to the Golden Triangle Regional Park – East Campus

Mr. Aldrich made the following presentation:

On March 29, 2022, the City Council approved and entered into a Memorandum of Understanding (MOU) with Lake County and the Central Florida YMCA to explore a public/private partnership opportunity for the development of a central regional park for Lake County to be located on the current Golden Triangle YMCA property in Tavares. At the December 7, 2022 meeting, City Council voted unanimously to accept a grant of \$4.8 million from Lake County to purchase the YMCA property, execute a purchase and sales agreement, and negotiate an operational agreement with the Central Florida YMCA for management of the property.

The City executed the operational agreement with the Central Florida YMCA on May 17, 2023 and closed on the purchase of the property on May 19, 2023. As an initial redevelopment project, City and County staff have worked together to develop a beautification plan to include the restriping of the parking lot and the resurfacing of the existing basketball courts on the property.

Before Council is an interlocal agreement for funding in the amount of \$300,000 from Lake County to contribute towards this initial project. City staff is seeking Council's approval to authorize the City Administrator to enter into this agreement and accept the funding.

Staff recommends Option 1, for the Council to approve and authorize the City Administrator to enter into the interlocal agreement to accept funds in the amount of \$300,000 for the improvements.

Mr. Drury said Council Member Pfister was instrumental in moving the project forward through discussions with the Chairman of the Lake County Commissioners. He thanked

Council Member Pfister for her work behind the scenes to partner with Lake County and noted the City would not have obtained \$300,000 in grants without her efforts.

Vice Mayor Gamble asked how long it would take to convert basketball courts to multi-pickle ball and basketball options. Mr. Aldrich said a few months.

Mayor Price asked if there were any additional costs to the City. Mr. Aldrich said no, and the grant was 100% funding.

MOTION

Lori Pfister moved to approve Option 1, seconded by Bob Grenier.

Council Member Singer and Vice Mayor Gamble noted their support and thanked Council Member Pfister.

The motion carried unanimously 5-0.

XI. NEW BUSINESS

XII. OLD BUSINESS

XIII. AUDIENCE TO BE HEARD

Gary Santoro, Royal Harbor, thanked Council for approving the Planning and Zoning Board reappointments and Mr. Drury for his support. He stated concerns regarding rail cars parked on area tracks that are a blight with graffiti. Mr. Santoro said he researched federal regulations and found no references regarding maintaining rail cars. Mr. Santoro asked if the City could enact a law to require the transit companies to move or maintain rail cars. Mr. Drury said he did not believe local cities could pass legislation that affected the railroad and noted the City and County worked hard with Senator Rubio, Senator Rick Scott, and Congressman Daniel Webster to get the railroad to provide the right-of-way for the trail to no avail. Mr. Drury said he would research Mr. Santoro's request and report back.

XIV. REPORTS

Tab 11. City Administrator Report

Mr. Aldrich provided an update on the 8 and under baseball All-Star team, the 10 and Under baseball All-Star team, the 15 and under baseball All-Star team, Youth Flag Football League, Ascend Summer Camp, and the Library Summer Reading Program.

Tab 12. City Council Member Reports

Council Member Grenier

Council Member Grenier said the Tavares Library Summer Reading Program began June 1, 2023. He provided an update on upcoming program activities and events.

Council Member Grenier said he attended a pinning ceremony for new firefighters Mathew Nail and Joseph Weston on June 5, 2023.

Council Member Grenier said he attended a Lake Technical College presentation for the new Public Works Building and noted the City received a plaque.

Council Member Grenier said West Main Street paving was complete, taking the area to a new level and beautifying the area.

Council Member Grenier said a flag day celebration would be held at the historic Court House on June 14, 2023, including a burning ceremony for retired flags.

Council Member Grenier noted June 6, 2023, was the 79th anniversary of D-Day.

Council Member Singer

Council Member Singer said he attended a recent Community Services Award Banquet and congratulated the winners. He mentioned Tavares winners of the Entrepreneur of the Year Award, as the owners of The Argonaut and Nautilus Coffee Shop. He said the Lake County Museum of Arts was recognized, and DeAnna Thomas, Lake Technical College received the Educator of the Year Award.

Council Member Singer noted the Lake Tech Partnership Award was presented to the City.

Council Member Singer said he attended a recent employee picnic and thanked Ms. Bublitz for her efforts.

Council Member Singer said the flags and bunting on City Hall looked great and thanked the Public Works Department for their efforts. He thanked the Parks Department for putting flower baskets up along Main Street.

Council Member Singer wished those present a Happy Father's Day.

Vice Mayor Gamble

Vice Mayor Gamble noted signs banning truck access to Madison Street were erected.

Vice Mayor Gamble commended the eight-and-under baseball All-Star team. After the meeting, he said he planned to attend the ten-and-under baseball All-Star game.

Vice Mayor Gamble commended Mr. Clark for the work being done on Woodlea.

Vice Mayor Gamble asked if one of the existing tennis courts off Caroline Street could be made into a pickleball court. Mr. Drury said the tennis court resurfacing was included in the upcoming budget.

Mayor Price

Mayor Price said the City received a Lake Technical College Partnership Award. He noted the culinary department also provided freshly baked cookies shared at the employee picnic.

XV. ADJOURNMENT

There was no further business and Mayor Price adjourned the meeting at 5:20.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/21/2023**

AGENDA TAB NO.: 5

SUBJECT TITLE: XS Properties, LLC - Sidewalk Easement at 311 N. Joanna Ave. (Community Development)

OBJECTIVE:

To approve an easement agreement between XS Properties, LLC and the City of Tavares granting a sidewalk easement to the city on property owned by XS Properties, LLC located at 311 N. Joanna Avenue.

SUMMARY:

XS Properties, LLC is the owner of the property located at 311 N. Joanna Avenue. The owner is currently redeveloping the property to convert the existing building into twelve (12) apartment units. A site plan for the redevelopment has been approved by City staff. Included in the proposed plan is the addition of ten (10) on-street parking spaces along the west side of N. Joanna Avenue, and the relocation of the existing sidewalk onto the property owned by XS Properties, LLC. The proposed sidewalk easement grants the right of ingress / egress to the general public and retains the City's maintenance responsibility for the sidewalk along N. Joanna Avenue.

OPTIONS:

1. City Council moves to approve the easement agreement between XS Properties, LLC and the City of Tavares granting a sidewalk easement to the city on property owned by XS Properties, LLC located at 311 N. Joanna Avenue.
2. City Council moves to deny the easement.

STAFF RECOMMENDATION:

Staff recommends that City Council moves to approve the easement agreement between XS Properties, LLC and the City of Tavares granting a sidewalk easement to the city on property owned by XS Properties, LLC located at 311 N. Joanna Avenue.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

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

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Sidewalk Easement Agreement

Attachments not provided are available to the public upon request to the City Clerk.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/21/2023**

AGENDA TAB NO.: 6

SUBJECT TITLE: SECO Energy - Utility Easements north of Slim Haywood Ave. (Community Development)

OBJECTIVE:

To approve easement agreements between the City of Tavares and SECO Energy granting ten foot (10') easements on City-owned property located north of Slim Haywood Avenue, west of Shantiniketan Boulevard.

SUMMARY:

SECO Energy is requesting ten foot (10') easements on City-owned property located north of Slim Haywood Avenue, west of Shantiniketan Boulevard. The easements shall run north / south for a total approximate distance of seven hundred ten feet (710'). The easements shall grant SECO the privilege to construct, operate, and maintain underground electric transmission & distribution lines, and communication systems and all associated equipment necessary to serve future growth in the area of Slim Haywood Avenue. This easement request has been reviewed by City staff with no objections.

OPTIONS:

1. City Council moves to approve the easement agreements between the City of Tavares and SECO Energy granting ten foot (10') easements on City-owned property located north of Slim Haywood Avenue, west of Shantiniketan Boulevard.

2. City Council denies the easement agreements.

STAFF RECOMMENDATION:

Staff recommends that City Council moves to approve the easement agreements between the City of Tavares and SECO Energy granting ten foot (10') easements on City-owned property located north of Slim Haywood Avenue, west of Shantiniketan Boulevard.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

The easement agreements have been reviewed by the City Attorney and approved for legal sufficiency.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. SECO Easement - Alt Key 1070481
2. Exhibit "A" - Alt Key 1070481
3. SECO Easement - Alt Key 3864487
4. Exhibit "A" - Alt Key 3864487

Attachments not provided are available to the public upon request to the City Clerk.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/21/2023**

AGENDA TAB NO.: 7

SUBJECT TITLE: Resolution 2023-08 – SRF Loan Application for Lake Hermosa Booster Pump Project and Water Treatment Plant Expansion (Finance)

OBJECTIVE:

Request Council to approve Resolution 2023-08 and authorize the Mayor to execute a State Revolving Loan application with the Florida Department of Environmental Protection (FDEP) for the Lake Hermosa Booster Pump Project and Water Treatment Plant Expansion.

SUMMARY:

Previously, the City Council authorized acceptance of a State Revolving Loan for the design of the Lake Hermosa Booster Pump Project, SRF Loan DW350980 to provide adequate water infrastructure for the hospital and charter school area. The loan document was executed on July 15, 2021. The disbursable amount of the loan is \$247,416.

A timeline summary of previously approved amendments for the design loan are as follows:

- Amendment One (1) was executed on April 28, 2022 which provided for additional time for project completion.
- Amendment Two (2) was executed on March 23, 2023 which provided for additional time for project completion, and changed the first loan repayment date to February 15, 2025.

On February 28, 2023, the Florida Department of Environmental Protection provided notice to the City of Tavares that the City had been included on the funding list with FDEP for an SRF Loan for the construction of the Lake Hermosa Booster Pump Project.

On April 19, 2023, the City Council discussed the Construction Phase of the Project, and authorized application to the FDEP for an SRF Construction Loan for the Lake Hermosa Booster Pump project and the Water Treatment Plan Expansion. A copy of the agenda summary from the April 19, 2023 meeting is attached.

The FDEP has requested a Resolution to accompany the Application for the SRF Lake Hermosa Booster Pump Construction Loan. Resolution 2023-08 authorizes the Mayor to sign the application for the SRF Loan.

As indicated by FDEP and discussed by the City Council on April 19, 2023, the amount to be funded when awarded by FDEP is \$7,235,190 with \$5,799,152 designated for loan repayment, and \$1,447,038 designated for loan principal forgiveness.

When the SRF Lake Hermosa Construction Project Loan is awarded by FDEP, staff will bring the award letter and the loan document to the City Council for approval. The low interest loan amount, loan

term, loan payment, etc. will be included in the loan document received from FDEP., and brought back to the City Council.

OPTIONS:

1. **Move to approve Resolution No. 2023-08 which authorizes** the Mayor to execute a loan application with FDEP for an SRF Loan for the Construction of the Lake Hermosa Booster Pump Project and to bring back the low interest loan documents with all terms and conditions back to the Council at a future meeting for final approval.

2. **Do not approve**

STAFF RECOMMENDATION:

1. **Move to approve Resolution No. 2023-08 which authorizes** the Mayor to execute a loan application with FDEP for an SRF Loan for the construction of the Lake Hermosa Booster Pump Project and to bring back the low interest loan documents with all terms and conditions back to the Council at a future meeting for final approval.

FISCAL IMPACT:

There is no fiscal impact to apply for an SRF Loan.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Res 2023-08 - Lake Hermosa Construction Loan Application Resolution
2. Copy of Agenda Summary Lake Hermosa Region Booster Pump Station & Treatment (Utilities)_04192023
3. Copy of pgs 10 thru 12 of April 19 2023 City Council Minutes

Attachments not provided are available to the public upon request to the City Clerk.

RESOLUTION 2023-08

A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, RELATING TO THE STATE REVOLVING FUND LOAN PROGRAM; MAKING FINDINGS; AUTHORIZING THE LOAN APPLICATION FOR CONSTRUCTION ACTIVITIES FOR THE LAKE HERMOSA REGION BOOSTER PUMP STATION AND WATER TREATMENT PLANT EXPANSION PROJECT; AUTHORIZING THE LOAN APPLICATION; DESIGNATING AUTHORIZED REPRESENTATIVES; PROVIDING ASSURANCE; PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.

WHEREAS, Florida Statutes provide for loans to local government agencies to finance the construction of water pollution control facilities; and

WHEREAS, Florida Administrative Code rules require authorization to apply for loans, to establish pledged revenues, to designate an authorized representative; to provide assurances of compliance with loan program requirements; and to enter into a loan agreement; and

WHEREAS, the State Revolving Fund loan priority list designates Project Number DW35098 for the Lake Hermosa Region Booster Pump Station project construction activities as eligible for available funding; and

WHEREAS, the City of Tavares, Florida, intends to enter into a loan agreement with the Department of Environmental Protection under the State Revolving Fund for project financing with an estimated project loan funding amount of \$7,235,190 with \$5,788,152 designated for loan repayment, and \$1,447,038 designated for loan principal forgiveness.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA AS FOLLOWS:

SECTION 1. The foregoing findings are incorporated herein by reference and made a part hereof.

SECTION 2. The City of Tavares, Florida is authorized to apply for a loan to finance the Lake Hermosa Region Booster Pump Station project construction activities, and to apply for the Water Treatment Plan Expansion project construction activities.

SECTION 3. The revenues pledged for the repayment of the loan are water, sewer, reclaimed, and stormwater utility system revenues.

SECTION 4. The Mayor is hereby designated as the authorized representative to provide the assurances and commitments required by the loan application.

SECTION 5. The Mayor is hereby designated as the authorized representative to execute the loan application. The Mayor is authorized to represent the City in carrying out the City's responsibilities under the loan application. The Mayor is authorized to delegate responsibility to appropriate City staff to carryout technical, financial, and administrative activities associated with the loan application.

SECTION 6. The legal authority for borrowing moneys to construct this Project is by, Florida Statutes.

SECTION 7. Conflicts. All resolutions or part of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 8. Severability. If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force or effect of any other Section or part of this Resolution.

SECTION 9. Effective Date. This Resolution shall take effect immediately upon its adoption.

PASSED AND RESOLVED this 21st day of June, 2023, by the City Council of the City of Tavares, Florida.

Walter Price, Mayor
Tavares City Council

ATTEST:

Susie Novack
City Clerk

Approved as to form and legality:
Lindsay Holt, City Attorney

**AGENDA SUMMARY
TAVARES CITY COUNCIL
4/19/2023**

COPY

AGENDA TAB NO.: 10

SUBJECT TITLE: Lake Hermosa Region Booster Pump Station and Water Treatment Plant (Utilities)

OBJECTIVE:

To approve the plan to 1) Construct the Booster Pump Station and 2) Water treatment plant (Well installation) to supply flow, maintain pressure and provide safe, clean drinking water for the Hospital, Lake Hermosa Region, School and the surrounding area.

SUMMARY:

Previously, the City made a commitment to provide increased water pressure and provide clean, safe drinking water to the Lake Hermosa Region, which includes the Advent Health Waterman Hospital, the existing developments of Etowah and Atwater, Pinecrest School, and Avalon Park Village (a planned 155-acre development that will include approximately 1,100 residential units, and a mixed-use community on the shores of Lake Hermosa).

This commitment included the designation of land for the pump station and wells and coordinating with DEP for loans and grants to get the work completed.

The design to construct the booster pump station, ground storage tanks, and transmission line to boost pressures to the required and desired levels in the Lake Hermosa Region under all flow conditions is now complete. The City has been successful in securing a SRF Loan and Grant for over a million dollars for the construction. Estimated costs are summarized as follows:

Booster Pump Station	
Design Cost (Done)	\$326,308.00
Est. Construction cost	\$7,694,000.00
Amount Forgiven (GRANT)	-\$1,447,038.00
Total	\$6,573,270.00

The water treatment plant will include installation of two groundwater wells on the site, aerators on each of the ground storage tanks, a fluoride system and pumps. Locating the wells at the proposed location not only improves pressure on the Lake Hermosa Region and Hospital but also areas to the south of the Lake Hermosa/Hospital area.

The City is lining up low interest DEP SRF loans and grants for the water treatment plant portion of this job as follows:

Water Treatment Plant Expansion	
Design Cost	\$297,000.00
Estimated Construction Cost	
GRANT (To be Determined)	\$4,675,000.00
Total	\$4,972,000.00

COPY

OPTIONS:

1. Move to Approve 1) Plan to Construct Booster Pump Station as proposed and 2) Plan to develop the water treatment plant portion and bring back any grants for Council approval.
2. Do Not Approve and go in a different direction

STAFF RECOMMENDATION:

Move to Approve 1) Plan to Construct Booster Pump Station as proposed and 2) Plan to develop the water treatment plant portion as proposed and bring back any grants for Council approval.

FISCAL IMPACT:

See two Charts above which include low interest Florida Department Of Environmental Protection (FDEP), SRF (State Revolving Fund) Loans, \$1.4 million dollar dept forgiveness GRANT, and continued application for additional grants to be brought back to Council for approval.. Note: All grants secured lower the need for low interest loans from the State.

LEGAL SUFFICIENCY:

Meets Legal Sufficiency

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

Attachments not provided are available to the public upon request to the City Clerk.

Lori Pfister moved to approve Ordinance 2023-05 with Section 13-33 E language removed, seconded by Troy Singer. The motion carried unanimously 5-0.

X. GENERAL GOVERNMENT

Tab 10. Lake Hermosa Region Booster Pump Station and Water Treatment Plant

Mr. Clark made the following presentation:

Previously, the City made a commitment to provide increased water pressure and provide clean, safe drinking water to the Lake Hermosa Region, which includes the Advent Health Waterman Hospital, the existing developments of Etowah and Atwater, Pinecrest School, and Avalon Park Village (a planned 155-acre development that will include approximately 1,100 residential units, and a mixed-use community on the shores of Lake Hermosa).

This commitment included the designation of land for the pump station and wells and coordinating with DEP for loans and grants to get the work completed.

The design to construct the booster pump station, ground storage tanks, and transmission line to boost pressures to the required and desired levels in the Lake Hermosa Region under all flow conditions is now complete. The City has been successful in securing a SRF Loan and Grant for over a million dollars for the construction. Estimated costs are summarized as follows:

Booster Pump Station:

Design Cost (Done) \$326,308.80

Est. Construction Cost \$7,694,000.00

Amount Forgiven (GRANT) -\$1,447,038.00

Total: \$6,573,270.00

The water treatment plant will include installation of two groundwater wells on the site, aerators on each of the ground storage tanks, a fluoride system and pumps. Locating the wells at the proposed location not only improves pressure on the Lake Hermosa Region and Hospital but also areas to the south of the Lake Hermosa/Hospital area.

The City is lining up low interest DEP SRF loans and grants for the water treatment plant portion of this job as follows:

Water Treatment Plant Expansion;

Design Cost \$297,000.00

Estimated Construction

GRANT (To be Determined) \$4,675,000.00

Total: \$4,972,000.00

Staff recommends Option 1, for Council to move to Approve 1) Plan to Construct Booster Pump Station as proposed and 2) Plan to develop the water treatment plant portion as proposed and bring back any grants for Council approval.

Mr. Clark said he and Consultant and Project Manager Stephanie Bishop, PE, Arcadis, were available for questions.

Vice Mayor Gamble inquired about the number of loans for the project. Ms. Houghton said the staff is compiling a loan application to submit to SRF for their approval and they would determine the number of loans. She noted the Lake Francis Project was placed in two loans.

Vice Mayor Gamble asked how long it would take to get the project off the ground. Mr. Clarks said if approved, a shovel should be in the ground by the end of 2023 and completed 18 months later.

Council Member Singer asked how long the City had worked on the project. Mr. Clark said talks began in late 2017 with Avalon. He said he met with Avalon recently, and they have no issue with the timeline. He said there had been six to seven items to come before the Council on the project, including the land purchase and design loans. Council Member Singer said there was a significant need for residents and the hospital in the area.

Council Member Grenier asked for confirmation that the plan would be returned for Council's approval. Mr. Clark confirmed. He said if the Council approves, it would be his goal to return to the Council followed by a shovel in the ground by winter.

Vice Mayor Gamble asked what would happen to the community if the Council did not approve. Mr. Clark said construction would be denied if the hospital or Avalon came to the Community Development Department with plans for more water or pressure. He said the hospital could not expand, nor could Avalon proceed past halfway through Phase II. He said data loggers were monitoring pressure, and once a benchmark had been reached, all construction in Avalon would stop.

Vice Mayor Gamble asked for confirmation the Council had already approved projects in the area. Mr. Fitzgerald said the City Council approved the preliminary subdivision plan for Avalon Park Phase II, which includes a few hundred homes. He reiterated a benchmark monitoring of the homes would be held as each home is built to ensure the level of service was maintained.

Vice Mayor Gamble said a project like this would benefit the City, and he did not wish to deny anyone water availability.

Council Member Singer said the City takes out loans for projects so they are not stalled for ten to fifteen years while current residents were taxed. He noted his support for the project to move forward.

MOTION

Lori Pfister moved to approve, seconded by Troy Singer.

Mayor Price asked for the amount the City funded toward the project to date. Mr. Clark said an environmental assessment was completed, the land was cleared, and the project was designed for approximately \$500,000. Mayor Price asked if the lines were being upgraded for more capacity. Mr. Clark said Avalon ran lines through their project to 500 yards from the pump station location, and they will run further with Phase II. He said there would be few transmission lines the City would have to fund.

The motion carried unanimously 5-0.

Mr. Clark thanked Ms. Bishop for her assistance in obtaining the loan forgiveness.

XI. NEW BUSINESS

Council Member Pfister asked if the City could assist Imperial Terrace in gaining access to the downtown via golf carts through a gate between Baytree and Imperial Terrace. Mr. Drury said the City spoke with Imperial Terrace about opening their gate in the past. He said the residents could talk with their HOA Board and ask to reopen the gate, and noted there was access for many years before Imperial Terrace closed access. Mr. Drury said the issue was internal between the HOAs, and the City had no objection to opening access. Mr. Drury said he would look into it and report to the Council.

XII. OLD BUSINESS

XIII. AUDIENCE TO BE HEARD

Michael Watkins, 805 Summereal Avenue, Tavares, commended Ms. Campbell and Mr. Drury for bringing the Tax Aid Program to the Tavares Library. He asked if a thank you letter could be forwarded to Mr. Minkoff and welcome him back to provide the service the following year. He commended the Library for making resources available to the public.

Vance Jochim, 12619 Milwaukee Avenue, Lake County, recommended increasing the library budget. He discussed Urban3, a company that provides cities with property and retail tax analysis charts. He suggested the City conduct a study.

XIV. REPORTS

Tab 11. City Administrator Report

Mr. Dillon said the Public Works facility contractor had heavy equipment on site and would begin construction in the next few weeks. He said a groundbreaking ceremony was being planned for the end of May 2023.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/21/2023**

AGENDA TAB NO.: 8

SUBJECT TITLE: Board Appointments - Library Board (Mayor)

OBJECTIVE:

For the Mayor to make appointments to the Library Board, with approval by the Council.

SUMMARY:

The Library Board currently has 5 seats open for appointment; 4 seats expiring June 2023, and one seat opening due to a resignation expiring June 2024. The City advertised the seats in the Daily Commercial and on the City website. The following requests for reappointment and new applications have been received. The open Library Board seats are for two-year terms, with the exception of one vacated seat that will expire in one year.

Request for Reappointment

- Kathy Cyznick

New Applications

- George Cook
- Michael Ragsdale

The City will continue to pursue filling any vacant seats that remain open after appointments are made.

OPTIONS:

1. For the Mayor to make appointments to the Library Board, with approval from the Council.
2. Do not make appointments at this time.

STAFF RECOMMENDATION:

Option 1, for the Mayor to make appointments to the Library Board, with approval from the Council.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Library Board - Kathy Czyrnik - Reappointment
2. Library Board App - George W. Cooke - New
3. Library Board App - Michael Ragsdale - New
4. Resignation Letter from Lurlene Lawton, Tavares Library Board

Attachments not provided are available to the public upon request to the City Clerk.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/21/2023**

AGENDA TAB NO.: 9

SUBJECT TITLE: Extension to the Interlocal Agreement with Lake County for the Provision of Library Services (Community Services)

OBJECTIVE:

To extend the existing Interlocal Agreement with Lake County, FL for the provision of library services at the Tavares Public Library.

SUMMARY:

On September 10, 2019, the City of Tavares entered into an Interlocal Agreement with Lake County, FL for the provision of library services to join other communities in providing equal access to public library services, without charge, for all residents of Lake County. Tavares is one of sixteen libraries in the Lake County Library System that provides coordinated library services throughout the county, and offers consistent plans, programs, policies, and procedures in the operation, maintenance, and development of library services throughout the area.

The previous agreement signed in 2019 with the county was a three-year term, expiring on September 30, 2022. The City and County then entered into a 12-month extension on September 13, 2022 to extend the agreement. County officials are requesting to extend the agreement for an additional 12-month period while they continue to review the funding metrics of their annual appropriations. Staff is seeking approval to extend this agreement for another year. A copy of the agreement is included in your agenda packet.

OPTIONS:

1. Move to approve and extend the Interlocal Agreement with Lake County, FL for the provision of library services.
2. Do not approve to extend the Interlocal Agreement.

STAFF RECOMMENDATION:

Move to approve and extend the Interlocal Agreement with Lake County, FL for the provision of library services.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Amendment_Library_Services_Tavares 2023-2024
2. City_of_Tavares_2019-2022_Interlocal_Agreement_FULLY_EXECUTED
3. City of Tavares_2022-2023 Interlocal Extension Agreement FULLY_EXECUTED

Attachments not provided are available to the public upon request to the City Clerk.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/21/2023**

AGENDA TAB NO.: 10

SUBJECT TITLE: School Board of Lake County Letter of Intent to Purchase Fred Stover Sports Complex (Community Services)

OBJECTIVE:

For Council to discuss the Letter of Intent from the Lake County Schools Superintendent to purchase Fred Stover Sports Complex and provide direction.

SUMMARY:

Staff recently received a non-binding letter of intent from Lake County Schools Superintendent Diane Kornegay for the purchase of the City's Fred Stover Sports Complex. In the letter (attached), the following points are highlighted:

- The School Board of Lake County, FL would purchase the property for a cash sum of \$600,000.
- Tavares would still have access to the two Little League fields for one dollar (\$1.00) a year for the next five (5) years for the City's Babe Ruth League.
- The School Board will maintain the complex and make upgrades to the facility, such as new sidewalks and parking that would benefit both the City and the School Board.

Staff is seeking the Council's direction on developing a Purchase & Sale Agreement with the terms identified in the letter of intent.

OPTIONS:

1. Direct staff to negotiate and enter into a Purchase & Sale Agreement with the School Board of Lake County for the sale of Fred Stover Sports Complex based on the terms in the letter of intent.
2. Direct staff to negotiate and enter into a Purchase & Sale Agreement with the School Board of Lake County for the sale of Fred Stover Sports Complex based on other/additional terms.
3. Do not move forward with the sale at this time.

STAFF RECOMMENDATION:

For Council to discuss and provide direction for the staff.

FISCAL IMPACT:

- City would receive \$600,000 to go towards improvements at the Woodlea Sports Park
- City would be required to pay approximately \$4,000 in closing costs

- Projected utility savings from the sale of Fred Stover would be around \$28,000 annually in electricity and water bills
- Existing O&M cost to maintain the Fred Stover Field's entire complex would be reallocated to the Woodlea growing and expanding Sports Park.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Superintendent Letter of intent to purchase

Attachments not provided are available to the public upon request to the City Clerk.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/21/2023**

AGENDA TAB NO.: 11

SUBJECT TITLE: FY 2024 Proposed Budget Calendar (Finance Department)

OBJECTIVE:

To provide the Fiscal Year 2024 Proposed Budget workshop calendar options.

SUMMARY:

The FY 2024 Proposed Budget Calendar is attached. Currently the schedule calls for the first City Council budget workshop to be on Wednesday July 5, 2023 right after the July 4th holiday. Two options are provided below to adjust the July budget workshops to maximize attendance by the public:

1. Adjust the schedule to improve public participation by shifting the July 5th Council meeting and first Budget Workshop to July 19th, 2023. This results in holding one meeting on July 19th to present the General Fund and establish the Maximum Millage Rate with further public budget work shops in August and September to further adjust the proposed budget.
2. No schedule adjustment. (Workshop on the 5th and another workshop on the 19th, 2023 with setting of the *Tentative Maximum Millage Rate*.)

OPTIONS:

Option 1: Adjust the schedule to improve public participation by shifting the July 5th Council meeting and first Budget Workshop to July 19th, 2023. This results in holding one meeting on July 19th to present the General Fund and establish the Maximum Millage Rate with further public workshops in August and September to further adjust the proposed FY 2024 budget.

Option 2: No Change.

STAFF RECOMMENDATION:

Option 1: Adjust the schedule to improve public participation by shifting the July 5th Council meeting and first Budget Workshop to July 19th, 2023. This results in holding one meeting on July 19th to present the General Fund and establish the Maximum Millage Rate with further public budget work shops in August and September to further adjust the proposed budget.

FISCAL IMPACT:

No fiscal impact.

LEGAL SUFFICIENCY:

Legally Sufficient.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. FY 2024 Proposed Budget and TRIM Calendar

Attachments not provided are available to the public upon request to the City Clerk.

CITY OF TAVARES
UPDATED TRIM COMPLIANCE CALENDAR
SCHEDULE
For Fiscal Year 2024 Proposed Budget

February 1, 2023	Council sets Broad Budget Priorities
February 23, 2023	Budget Memo and Handbooks distributed to departments
February 23, 2022	Budget Module opened for department budget entry
April 6 – May 3, 2023	City Administrator Department Budget Workshops with Finance and Department Directors (including CIP)
May 26, 2023	Receive Property Appraiser “Best Estimate” of taxable values for FY 2024 (2023 Tax Year)
June 30, 2023	Receive Certified DR-420 (Taxable Value from Lake County Property Appraiser)
July 1, 2023	Official start of Department of Revenue TRIM Calendar
July 5, 2023	Deliver electronic budget and printed proposed budget binders to City Council
July 5, 2023	City Council Budget Workshop - Proposed Budget Presentation to City Council (General Fund)
July 10 - 14, 2023	Individual Budget Meetings with Council Members with Proposed Budget Summary
July 19, 2023	City Council Budget Workshop - Proposed Budget Presentation to City Council (Enterprise Funds & Special Funds) Discuss GENERAL FUND, and SET TENTATIVE MAXIMUM MILLAGE RATE Rate for DR-420 Submittal. The proposed millage rate may be lowered after submitting the DR-420, but it may not be increased.
August 2, 2023	City Council Budget Workshop - 4:00 PM (City Council Meeting) Present Proposed CIP to the City Council, and Discuss GENERAL FUND and All Budgets.
August 16, 2023	City Council Budget Workshop - 4:00 PM (City Council Meeting) Discuss GENERAL FUND, and All Budgets.

FY 2023 TRIM COMPLIANCE CALENDAR – Page 2

September 6, 2023 **First Public Hearing to adopt Tentative Millage Rate and Tentative Budget (5:05 PM)**

September 17, 2023 **Advertise the Final Hearing to adopt Millage Rate and Final Budget. SUNDAY Advertisement.**

September 20, 2023 **Hold second Public Hearing to adopt Millage Rate and Final Budget (5:05 PM)**

September 22, 2023 Deliver resolution adopting budget, and resolution adopting millage rate (electronic submission) **(3 DAYS OF ADOPTION).**

October 2, 2023 **Complete E-TRIM Final Certification for DR-422**

October 16, 2023 Forward certification to the State of Florida Department of Revenue, Property Tax Administration Program.

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

1. 2023 School Board Hearing Dates: July 31, 2023 & September 11, 2023 (subject to change)
2. 2023 Lake County Budget Hearing Dates: September 12, 2023 & September 26, 2023

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/21/2023**

AGENDA TAB NO.: 12

SUBJECT TITLE: City Administrator Report

OBJECTIVE:

The City Administrator will inform the Council on city-related items.

SUMMARY:

The City Administrator will provide a summary at the meeting.

UPCOMING MEETINGS:

City Council Meetings	July 5, 2023, 4:00 p.m., Tavares City Council Chambers July 19, 2023, 4:00 p.m., Tavares City Council Chambers
Planning and Zoning Board Meeting	July 20, 2023, 3:00 p.m., Tavares City Council Chambers
Library Board Meeting	September 13, 2023, 4:00 p.m., Tavares Library Expansion
Code Enforcement Special Magistrate Hearing	July 25, 2023, 4:00 p.m., Tavares City Council Chambers

OUTSIDE AGENCY MEETINGS:

Lake County League of Cities Meeting	July 14, 2023, 12:00 noon, Mount Dora Golf Course
Lake Sumter MPO Governing Board Meeting	June 21, 2023, 2:00 p.m., Suite 175, 1300 Citizens Boulevard, Leesburg
Tavares Chamber of Commerce Business Meeting	June 28, 2023, 11:30 a.m., Tavares Civic Center

CITY EVENTS:

The current 2023 City Event calendar is attached.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Tavares_2023_EventCalendar_5.31.2023

Attachments not provided are available to the public upon request to the City Clerk.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/21/2023**

AGENDA TAB NO.: 13

SUBJECT TITLE: City Council Member Reports

OBJECTIVE:

To inform the Council on city-related items.

SUMMARY:

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

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

Attachments not provided are available to the public upon request to the City Clerk.