



**TAVARES CITY COUNCIL
MEETING MINUTES
JULY 19, 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 - *Absent*
Lori Pfister, Council Member
Troy Singer, Council Member**

STAFF PRESENT

**John Drury, City Administrator
Lindsay Holt, City Attorney
Susie Novack, City Clerk
Antonio Fabre, Interim 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 Jayson Keefer, Astatula Baptist Church

Pastor Jayson Keefer, Astatula Baptist Church, provided the invocation and led those present in the Pledge of Allegiance.

III. APPROVAL OF AGENDA

Mayor Price asked if there were any changes to the Agenda. Mr. Drury asked for the following changes to the Agenda:

- Remove Tab 4, Tavares Chamber of Commerce Update
- Add Tab 8a, Resolution 2023-11 Authorizing Acceptance of Lake County Water Authority (LCWA) Stormwater Grant
- Remove Tab 10, Request for Code Enforcement Fine & Lien Forgiveness for 909 Maplewood Street

MOTION

Lori Pfister moved to approve the Agenda with changes, seconded by Sandy Gamble. The motion carried unanimously 4-0.

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2. Proclamation – Notice of Election

Mayor Price read the Election Proclamation in its entirety as follows:

***PROCLAMATION
BY ORDER OF THE MAYOR OF THE CITY OF TAVARES***

NOTICE OF ELECTION

The 2023 City of Tavares Municipal Election will be held on Tuesday, November 7, 2023, at the Tavares Civic Center (Precinct 360), First United Methodist Church (Precinct 345), Lake County Agriculture Center (Precinct 365), Lake Frances Estates Clubhouse (Precinct 350), Imperial Terrace (Precinct 340), and Royal Harbor Social Hall (Precinct 370), for the purpose of electing two non-partisan Councilmembers to Seat 2 and Seat 4 to serve at large for the term 2023-2025.

Voters must be registered with the Lake County Supervisor of Elections on or prior to October 10, 2023, at 5:00 p.m.

Nominations to Seat 2 and Seat 4 shall be by petition, signed by at least twenty-five (25) qualified electors of the City of Tavares, and must name the individual and the specific Council seat sought. A candidate may qualify for only one seat. The petition, along with all other required election documents, must be filed with the City of Tavares City Clerk within the period beginning August 1, 2023, at 12:00 noon and ending August 15, 2023, at 12:00 noon. If August 15th should fall on a weekend day or holiday the deadline will be extended to the next business day at 12:00 noon. Election packets may be obtained from the City Clerk from 8:00 a.m. to 5:00 p.m., Monday through Friday, Tavares City Hall, 201 E. Main Street, Tavares.

Tab 3. Proclamation – Park and Recreation Month

Mayor Price made the following presentation and read a Proclamation in its entirety designating July 2023 as Parks and Recreation Month:

Parks and Recreation Month promotes building strong, vibrant, and resilient communities and officially acknowledges the importance of park and recreation services. Celebrated through the National Recreation and Parks Association, and recognized by the U.S. House of Representatives, this year's theme – "Where Community Grows" – celebrates the vital role park and recreation professionals play in bringing people together, providing essential services, and fostering the growth of our communities.

Mr. Dillon recognized and thanked Parks Department team members in the audience; Parks Operations Manager Tracy Anderson, Park Crew Leader/CPSI Ryan Krull, Parks Specialist Taylor Degregorio, and Parks Specialist Matthew Russell.

Mr. Aldrich recognized and thanked Recreation Department team members in the audience; Recreation Manager Pete Sherrard, Athletic Field Specialist Doug Heaberlin, Recreation Assistant Damon Arnett, Recreation Coordinator Kayla Gaines, and Athletic Coordinator Cristine Wilson. Mr. Aldrich noted Administrative Coordinator Debby Blais was unable to attend the meeting.

Tab 4. Tavares Chamber of Commerce Update

Item was removed from the agenda during Approval of the Agenda.

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

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Ms. Novack read the following Ordinances and Resolutions by title only:

RESOLUTION 2023-09

A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, AUTHORIZING THE ACCEPTANCE OF A JUSTICE ASSISTANCE GRANT FROM THE UNITED STATES DEPARTMENT OF JUSTICE TO PURCHASE THE STARCHASE SOFTWARE SYSTEM

RESOLUTION 2023-10

A RESOLUTION OF CITY OF TAVARES, FLORIDA, RELATING TO THE STATE REVOLVING FUND LOAN PROGRAM; AUTHORIZING A THIRD AMENDMENT TO SRF LOAN AGREEMENT DW350980 FOR LAKE HERMOSA/AVALON PERMANENT BOOSTER STATION DESIGN ACTIVITIES; AUTHORIZING THE LOAN AGREEMENT; ESTABLISHING PLEDGED REVENUES; DESIGNATING AUTHORIZED REPRESENTATIVES; PROVIDING FOR ASSURANCE; SETTING THE LOAN AMOUNT; PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.

RESOLUTION NO. 2023-11

A RESOLUTION OF CITY OF TAVARES, FLORIDA; AUTHORIZING THE ACCEPTANCE OF A GRANT FROM LAKE COUNTY WATER AUTHORITY, LAKE COUNTY FLORIDA; AND THE GRANT REPRESENTS A GRANT AWARD FOR THE N. SAINT CLAIR ABRAMS TREATMENT POND PROJECT TO CONSTRUCT A WET STORMWATER TREATMENT POND AND STORMWATER COLLECTION SYSTEM IN THE CRA; AND PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.

VII. CONSENT AGENDA

Mayor Price asked if anyone wished to pull an item from the Consent Agenda for discussion. There were no requests.

MOTION

Lori Pfister moved to approve the Consent Agenda [Tab 5. Approval of the June 21, 2023, City Council Meeting Minutes; and, Tab 6. Request Approval to Obtain the “TavaresFL.gov” Domain Name], seconded by Troy Singer. The motion carried unanimously 4-0.

Tab 5. Approval of the June 21, 2023, City Council Meeting Minutes

Approved on the Consent Agenda

Tab 6. Request Approval to Obtain the “TavaresFL.gov” Domain Name

Approved on the Consent Agenda.

VIII. RESOLUTIONS

Tab 7. Resolution 2023-09 Request Council Acceptance and Authorization for FDLE Jag Grant Award

Ms. Houghton made the following presentation:

The City of Tavares has been awarded a United States Department of Justice (US DOJ) Edward Byrne Memorial Justice Assistance Grant (JAG) to purchase the StarChase System which is a GPS vehicle tracking system including installation and training.

The City of Tavares will receive the grant as a sub-recipient from the Florida Department of Law Enforcement (FDLE).

Various details of the grant include the following:

- *Award Number: 8C259*
- *Award Title: D-8C259: StarChase JAG - Residual*
- *Federal Award Number: 15PBJA-21-GG-00241-MUMU*
- *CFDA: 16.738*
- *Pass-through Entity: Office of Criminal Justice Grants Florida Department of Law Enforcement.*
- *Subrecipient: City of Tavares.*
- *Grant Award: \$27,879.*
- *No grant match required.*
- *Award Period: 07/01-2023 – 9/30/2024.*
- *The grant is subject to all applicable rules, regulations, and conditions, as contained in the Department of Justice Grants Financial Guide, and the Office of Management and Budget Uniform Grant Requirements (2 C.F.R. Part 200).*

Staff recommends Option 1, for Council to approve Resolution 2023-09 to accept State of Florida JAG Grant Award No. 8C259, and authorize the Mayor, City Administrator, and Finance Director to execute the grant award agreement, and related documents to administer the grant.

Chief Coursey said the grant would provide tools and technology to tag and track suspect vehicles and eliminate the need for high-speed pursuit.

MOTION

Lori Pfister moved to approve [Option 1], seconded by Troy Singer.

Council Member Singer noted a priority of the Council was to continue seeking grants. He commended the Staff on their efforts in obtaining grants and stated his support. Council Member Singer said he was glad to see a grant that helped first responders and benefited the Tavares Police Department.

Vice Mayor Gamble noted the grant would assist with safety measures and stated his support.

Council Member Pfister commended Chief Coursey for obtaining the grant. Chief Coursey noted Tammy Sue Fitzgerald manages the FDLE grant process and was instrumental in procuring the grant.

The motion carried unanimously 4-0.

Tab 8. Resolution 2023-10 – SRF Lake Hermosa Design Funding

Ms. Houghton made the following presentation:

Previously, the City Council Adopted Resolution 2021-14 authorizing the application and acceptance of a State Revolving Loan for Project DW350980, for design activities for the Lake Hermosa Permanent Booster Pump Project. The original loan document was executed on July 15, 2021 with a disburseable loan amount of \$240,000.

On April 21, 2022, the City Council of the City of Tavares adopted Resolution 2022-07 authorizing Amendment One (1) to the loan which provided a term extension for completion of the project, and set the first repayment date as February 15, 2023.

On March 15, 2023, the City Council of the City of Tavares adopted Resolution 2023-03 authorizing Amendment Two (2) to the loan which provided additional time for the completion date for the project, and the Amendment extended the first semi-annual loan repayment date for the loan from February 15, 2023 to February 15, 2025.

On July 5, the City was notified by FDEP that Amendment Three (3) which increases the loan amount, had been approved and forwarded the FDEP approved Amendment Three (3) to the City for Council Approval. The Amendment increases the amount of the loan by \$87,059.

A summary of the loan elements and proposed changes (Amendment 3) are

listed below:

- *Amendment 3 - provides an additional loan disburseable amount of \$87,059*
- *Total disburseable loan amount - ~~\$240,000~~ \$327,059*
- *Capitalized interest (non-disburseable) amount is \$500*
- *Estimated loan service fee is ~~\$4,800~~ \$6,541.00*
- *Semi-annual loan payments are estimated at ~~\$12,972~~ \$17,879*
- *Monthly Loan Deposits to the debt service account begin no later than August 15, 2024.*
- *Capitalized Interest is \$4,500*
- *The first semi-annual loan payment is due February 15, 2025.*
- *Loan term is ten (10) years.*
- *Annual loan interest rate is 1.08%.*

Staff recommends Council move to approve Resolution 2023-10 authorizing the Mayor to execute SRF Loan DW350980 Amendment Three (3) which increases the disburseable loan amount by \$87,059.

Mayor Price asked for comments from the Council.

Vice Mayor Gamble asked for the result if approval was denied. Ms. Houghton said the water, wastewater, and utility would have to pay for any cost increase for the design from their operating budget. She noted the interest rate was low at 1.08%.

Council Member Singer said the project was needed. Ms. Houghton said it was typical for SRF to estimate on the conservative low-end side and then bring back amendments when the final cost is realized.

MOTION

Lori Pfister moved to approve [Resolution 2023-10, SRF Lake Hermosa Design Funding], seconded by Sandy Gamble. The motion carried unanimously 4-0.

Tab 8a. Resolution 2023-11 Authorizing Acceptance of Lake County Water Authority (LCWA) Stormwater Grant

[Tab 8a was added to the agenda during Approval of the Agenda]

Ms. Houghton made the following presentation:

The City of Tavares received notice of award from the Lake County Water Authority that the City of Tavares has been awarded a Grant in the amount of \$376,955 for design and construction of a wet detention stormwater pond. The Project is estimated at \$753,910, and the Grant Agreement requires a 50% grant match or \$376,955.

The project will create a wet detention treatment pond to provide pollutant removal from stormwater runoff. The downstream receiving water body is Lake Eustis. Subsequent phases of the project will be the installation of an improved stormwater collection system to eliminate chronic localized flooding.

The Grant requires that grant funds only be applied toward the portion of the project that treats the existing impervious areas, and not future development, nor shall the grant fund the redistribution of flows from exiting retention areas or the repair of stormwater pipes.

Salient details of this grant include the following:

- The Project Title: City of Tavares North Saint Clair Abrams Treatment Ponds Stormwater Improvement Project.*
- The Grant is a direct local grant award by Lake County Water Authority (LCWA), Lake County, Florida*
- The Grant award amount is \$376,955 (reimbursable)*
- The Grant requires a 50% match of total project costs of \$753,910 which is \$376,955.*
- Expenditures by Grantee which are determined, in the sole discretion of the Authority, to be unrelated to the enhancement of water quality in the receiving waterbody (Lake Eustis), will not be funded or reimbursed by the authority.*
- Funding from LCWA shall only be applied toward the portion of the project that treats the existing impervious areas and not future development, nor shall the LCWA fund the redistribution of flows from existing retention areas or the repair of stormwater pipes.*
- The LCWA shall make reimbursements to Grantee within thirty (30) days of timely submitted invoices by Grantee.*
- The Agreement shall begin upon the date it has been executed by both parties, and terminate no later than twenty-four (24) months thereafter.*

The City has received notification from Representative Truenow's Office that a Local Grant Request in the amount of \$200,000 for the N. Saint Clair Abrams Stormwater Project was approved. Once a grant agreement has been received from the State of Florida, staff will bring the agreement to Council for approval and acceptance.

In addition, a grant application in the amount of \$200,000 for the project is currently in process. Upon award of the grant the agreement will be brought to Council for approval and acceptance.

Staff recommends the Council move to approve Resolution 2023-11 authorizing the City Administrator to Execute the Lake County Water Authority Grant for the N. Saint Clair Abrams Stormwater Pond Project.

Mr. Clark said the original request to the Lake County Water Authority was \$754,000, and half of that request was awarded. \$200,000 grant requests were immediately placed with St. John's Water District and the State of Florida through Representative Truenow. The City was awarded \$200,000 through Representative Truenow, and St. John's Water Management District had yet to respond. He said an additional grant is being placed with the Florida Department of Environmental Protection and hoped to receive the remainder for a 100% funded project.

Vice Mayor Gamble said the City would make up the difference if the other requests were not awarded. Mr. Clark confirmed. Vice Mayor Gamble said he appreciated Representative Truenow's efforts, including all City projects he assisted. He commended Council Member Pfister, who works with the City's county and state representatives to assist in obtaining grant funding. Vice Mayor Gamble noted his support for approval.

MOTION

Lori Pfister moved to approve, seconded by Sandy Gamble. The motion carried unanimously 4-0.

IX. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

Tab 9. Award of Bid 2023-0002, RFP for Supervisory Control and Data Acquisition, SCADA

Ms. Houghton made the following presentation:

On April 16, 2023, the City of Tavares issued a Request for Proposal (RFP) for Supervisory Control and Data Acquisition (SCADA) Bid No. 2023-0002. The bid was advertised in the Orlando Sentinel on Sunday, April 16, 2023. Proof of bid advertisement is attached.

On June 1, 2023 the City of Tavares accepted proposals from suitably qualified Supervisory Control and Data Acquisition (SCADA) software manufacturers or their certified sales representatives (both now referred to as Software Vendor or

Respondent) to be used in the selection of the SCADA software solution for the Tavares Water Treatment Plant (WTP).

The software package selected will be used as the design basis in a progressive design build project (SCADA Modernization Project) that will replace the SCADA and Programmable Logic Controller (PLC) hardware and software at the Water Treatment Plant. It is expected that the selected Software Vendor will become a subcontractor to the successful design build team. The software vendor will play a prominent role in the setup, testing, and commissioning of the SCADA software. The bid includes maintenance for the first year of the contract.

Bids were received and opened on June 1, 2023 with two firms responding. The two responding firms and their respective bids are shown below:

*Barney's Pumps, Inc.
2965 Barney's Pumps Place
P.O. Box 3529
Lakeland, FL 33802-3529
\$ 233,677.17*

*Engineer Service Corporation
P.O. Box 23511
Jacksonville, FL 32241
\$226,780.98*

The Selection Committee has reviewed the submitted bids and recommends Barney's Pumps, Inc. for scoring highest on the selection criteria.

The following are attached for Council's review:

- *Bid 2023-0002 Advertisement*
- *Bid Opening Minutes*
- *Bid Selection Committee Minutes*

Staff recommends that Council moves to approve option 1, and award the bid to Barney's Pumps, Inc.

Mr. Clark thanked Assistant Wastewater Supervisor Shannon Parrish, Project Manager Brian Dykes, Wastewater Maintenance Worker I/CCTV Technician Josh Madden, and Support Services Director Mark O'Keefe, who served on the Selection Committee with him.

Mayor Price asked for comments from the Council.

Vice Mayor Gamble inquired about the budget. Ms. Houghton noted a typo in the staff report regarding the fiscal impact and provided the following correction:

The budget is as follows:

401-3504-535-64-23 \$120,000

401-3504-535-64-25 \$ 68,000

401-3504-535-46-85 \$ 45,677

Mayor Price asked for comments from the Council.

Vice Mayor Gamble asked if the Staff supported the recommended vendor. Mr. Clark said Barney's Pump, Inc. was engaged and visited the site. He said the City used the company for other projects in the past and were stellar in their customer service. Mr. Clark noted the company was located nearby, and the bid compared to 'like' municipalities where the other respondents did not. Mr. Clark said he received good references from his colleagues in Florida.

MOTION

Sandy Gamble moved to approve the acceptance of the Barney's Pump, Inc. bid [Option 1], seconded by Troy Singer. The motion carried unanimously 4-0.

Tab 10. Request for Code Enforcement Fine & Lien Forgiveness for 909 Maplewood Street

Item was removed from the agenda during Approval of the Agenda.

Tab 11. Fourth of July Celebration Parade Discussion

Mr. Aldrich made the following presentation:

The City of Tavares Community Services Department organizes two large street parades each year in the downtown, a patriotic one at the Fourth of July Celebration and another lighted, holiday parade at the Christmas Celebration.

In an effort to combat the hot Florida summer heat, staff brought before the Council an option to move the Fourth of July street parade onto the waterfront along the Pontoon Promenade at Wootton Park at the regular City Council meeting held on February 16, 2022. During that meeting, the Council voted to keep the parade along Main Street.

Most recently, at the previous council meeting, Councilmember Pfister requested the Council approve placing on the agenda a discussion on the 4th of July parade again. Council concurred.

Staff recommends Option 1, for the Council to discuss the Fourth of July parade options and provide staff with direction.

A discussion was held and the Council stated the following preferences and suggestions:

Council Member Pfister

- Would like to table the item until Council Member Grenier was in attendance and could participate in the discussion.
- Noted her preference for a family-friendly 4th of July festival with an evening boat parade and drone show.

Vice Mayor Gamble

- Amenable to a drone show and would want additional information on a boat parade including safety aspects.
- Noted parade safety concerns on Ruby Street.
- Possible boat parade held on a different evening.

Council Member Singer

- Noted his preference for fireworks and a street parade.
- Said he enjoys the drone show at the Planes Tunes and BBQ event.
- Suggested moving the parade to the morning hours.
- Would like to explore the option of holding a street parade on Ruby Street only.

Mayor Price

- Would like a street parade on Main Street and Ruby Street at a later hour, such as 7:00 p.m. when temperatures were cooler.
- Enjoyed the drone show and would prefer to expand the event rather than eliminate fireworks.

Council Member Pfister asked staff to come back with information on a boat parade with comments from the Police Chief regarding staffing. Mr. Drury said staff could bring back information on a boat parade, holding a parade on Main Street, and holding a parade on Ruby Street. He said a separate discussion could be held on fireworks and drone shows.

MOTION

Lori Pfister moved to table discussion for 30 to 60 days, seconded by Sandy Gamble. The motion carried unanimously 4-0.

Tab 12. Participation in the County Referendum Informational Development Meeting for Public Lands, Regional Parks, and Trails

Mr. Drury made the following presentation:

The Lake County Conservation Areas and Public Lands program was previously developed to create, maintain and preserve environmental and recreational public lands in Lake County. Voters approved a tax in mid 2000 for this program.

The criteria for this program included:

- Significant area of documented high recharge rates*
- Water bodies or wetlands capable of protecting natural floodplain functions and preventing or reducing flood damage.*
- Aquifers, springs and/or significant geological features are present.*
- Potential for water resource enhancement*
- Protects, maintains or enhances populations of listed species*
- Protects one or more biological communities*
- Maintains or enhances natural systems corridors*
- Connects two or more otherwise unconnected conservation lands*
- Potential for resource based public use opportunities, including, but not limited to, Greenways, Blueways and trails*
- Connects two or more otherwise unconnected Greenways, Blueways, parks, public facilities or trails*
- Multiple use potential for resource based and user-oriented recreational facilities and programs*
- Contributes to green space, scenic vistas or acts as development buffers*
- Contains significant historical, archeological and/or cultural sites*

The 17 projects below were supported by this program:

- 1. Pasture Reserve Address: 5144 Lake Erie Road, Groveland
Size: 810 acre.*
- 2. Pine Meadows Conservation Address: 2280 Pine Meadows Golf Course Rd., Eustis
Size: 769.5 acres*
- 3. Ellis Acres Address: 25302 County Road 42, Paisley
Acres: 417 acres*
- 4. Neighborhood Lakes Reserve
Size: 210 acres (total acquisition: 1584 acres)
General Location: South of State Road 46 and south and east of the Mt. Plymouth community.
Address: End of Fenimore Street, Sorrento*
- 5. PEAR Park Wildlife Conservation Area (WCA) Address: 4800 University Ave, Leesburg
Acres: 268*
- 6. Ferndale Preserve Address: 19220 County Road 455, Ferndale
Acres: 196*
- 7. Lake May Reserve Address: 36300 County Road 44A, Eustis*

Acres: 136

8. Mt. Plymouth Lakes Size: 125.21 acres

General Location: Mount Plymouth community

9. Lake Edwards Section Mt. Plymouth Lakes

Size: 19.52 acres

10. Green Mountain Scenic Overlook & Trailhead

Six: 9 Acres

11. Northeast Lake County Scrub Preserve, 63 acres

12. South Pine Lakes Reserves, 128 acres

13. Dead River Road Regional Stormwater Pond 9 acres

14. Helen Run Preserve 20 acres

15. Lake Hiawatha Preserve Inland groves 218 acres

16. South Lake Trail Phase IIIA ROW Acquisition

17. Lady Lake Preserve. 16 Acres

The current tax expires in 2026 and Lake County along with various stakeholders are planning to provide voters with an opportunity to re-issue the tax for another 20 years by referendum on the November 2024 ballot to continue programs like the above 17, Regional Park Development and Trails.

Lake County Commissioner Parks is exploring the development of a group of stakeholders to develop information for voters on this referendum and asked the Tavares City Administrator to participate. The City Administrator seeks Council approval to participate in meetings to develop the information.

Staff recommended Option 1, for the Council to approve the City Administrators participation

MOTION

Lori Pfister moved to approve the City Administrators' participation [in the County Referendum Informational Development Meeting for Public Lands, Regional Parks, and Trails], seconded by Sandy Gamble. The motion carried unanimously 4-0.

Tab 13. Award of Bid 2023-11, ITB for New Public Works Facility Equipment

Ms. Houghton made the following presentation:

On June 12th, 2023, the City of Tavares advertised Bid 2023-011 for the Tavares Public Works Operation Center Equipment. Three responses were received and are listed below.

1. Onsite Marketing, Shertz Texas

\$1,160,699.90

2. First Choice Automotive, Hillsborough, NJ \$ 960,526.60
3. Automotive Development Group, Tampa FL \$ 859,777.77

The Engineer for the New Public Works Center Project, GatorSkitch Architects and Planners, have reviewed the bids and have determined the lowest bidder, Automotive Development Group, to be responsive and qualified, and thus has recommended selecting the low bid from Automotive Development Group. See attached letter from GatorSkitch, Project Engineer.

In addition, as the equipment will be funded with CDBG-CV grant funds, the bid was submitted to Lake County CBDG by the Public Works Director for review, and has advised that the Lake County CDBG office has approved the bid.

Staff recommended Option 1, for the Council to approve the recommended low bidder, Automotive Development Group, and authorize staff to negotiate a contract with Automotive Development Group, Tampa FL for the purchase and installation of equipment at the New Public Works Facility.

Mr. Dillon said the grant was 100% funded with no required match.

Mayor Price asked Mr. Dillon if he supported the low bidder. Mr. Dillon confirmed and said Automotive Development Group worked with many municipalities in Florida and had great reviews.

MOTION

Sandy Gamble moved to approve [Option 1], seconded by Troy Singer. The motion carried unanimously 4-0.

XI. BUDGET WORKSHOP AND SETTING OF MAXIMUM TENTATIVE MILLAGE RATE

Tab 14. Presentation of FY 2021 General Fund Operating Budget and City Council Discussion

Mr. Drury made the following presentation:

The City budget development process consist of the following three (3) steps:

Step One (1): Deliver the budget to the City Council

Step two (2): Deliberate the budget (August and September)

Step three (3) Adopt the budget (Last meeting in September)

The City operates and oversees several enterprises including:

1. General Government: Police, Fire, Emergency Management, Recreational Parks, Multiple Nature Parks, Two Sport Complexes, City-Wide Beautification America-In-Bloom Program, Public Library, Street Paving & Sidewalk Program, Street Lighting, Traffic Intersection Signalizations, Golf Cart street friendly Program, Street Addressing and City Gateway & Directional Signage Program, Street Corridor Landscaping Program, City Vehicle Fleet Maintenance Program, Public Works, Governmental Administration, Finance, Reporting, Contract Management, Budgeting & Procurement, Information Technology, Building Permitting, Building Inspections, Code Enforcement, City Planning Services, Public Records Retention, Public Meeting Minutes Notation and Recording, Human Resources Management, Employee benefits and Recruitment Program, Public Communications, City Council Meetings, City Meeting Live Streaming Productions, Website and Social Media Program, Historical Museum, Economic Development, Marina, Seaplane Base, Local Community Grant Program, Public Infrastructure Insurance and Risk Management, Workers Compensation, Auto and General Property Liability Program, Federal, State & County Grant Management Programs, Two (2) Sister City Programs, Debt Service Program, Pavilion on The Lake Special Events and Wedding Facility, Two Community Civic Centers, Senior Service Programming, adult and Youth Recreation Programs, Youth Summer Camp Program, Splash Park, Play Grounds and exercise stations, Volleyball courts, boat ramps, Community Parades, Fireworks and Special Events, Planning and Zoning etc.
2. Utilities: Sewer Plant, Water Plant, Reclaimed Water Plant, water distribution system, sewer collection system, a reclaimed water distribution system and a utility bill collections department, and a fully certified NELAC Laboratory water quality and public health.
3. Stormwater: A stormwater retention, detention, collection, maintenance system, right of way mowing and tree trimming maintenance department.
4. Garbage & Recycling collection system: A residential garbage collection program, recycling program, and commercial garbage collection program.
5. Capital Program: A five (5) year capital program utilizing grants and other sources of funds to replace and build public infrastructure.

At this first budget workshop the Finance Department will present the General Fund Proposed Budget (#1 above), and the remaining enterprises #2 - #5 will be presented at the next budget workshop.

he City Council developed broad budget priorities for the City Administrator to use as guiding principles in developing next year's FY 24 proposed budget which included lowering the tax rate, taking care of employees, increasing reserves, and maintaining a similar level of service for all of the above referenced City

Governmental services rendered.

The City Administrator and Finance Budget Department have worked with Department Director's to develop budgets to achieve the Council's broad budget goals. To achieve these goals, in addition to developing a comprehensive budget, a comprehensive "FY 2024 Cut List" list was prepared too (See attached City Administrator FY24 proposed cut list Exhibit B). As in previous years, the cut list is organized into several categories:

- 1. "Reduction" means the item is still in the proposed FY 24 budget and the City Administrator has reduced the amount that was requested by the Department Director.*
- 2. "Cut" means the City Administrator has removed the entire item from the budget.*
- 3. "Similar" means the item was provided for in the prior year.*
- 4. "Enhanced" means the item is a higher level of service than provided for in the prior year.*
- 5. "Personal Services" means a new position*
- 6. "Operating Expenses" means general operating and maintenance expenses*
- 7. "Capital Equipment" means operating and maintenance equipment over \$5,000 in value and more than a three-year life-span.*
- 8. "Capital Projects": Over \$5,000 in value and generally requires designing, engineering, bidding, construction or fabrication and project oversight during the procurement, construction and installation process.*
- 9. "Debt Service" The annual cost of the repayment toward a loan for a capital item.*

It is recommended that the Council review the Cut List closely. Items on the Cut List were identified by the City's professional Department Directors as needed items to increase efficiency and productivity, but were cut by the City Administrator in order to balance the budget and meet the City Council's goal of reducing the millage rate, and maintaining a similar level of service.

Proposed Budget Highlights:

- 1. A Similar Level of Service is achieved and presented as directed by Council. (Note: New and enhanced levels of service were not included – See Exhibit B cut "Enhanced" items)*
- 2. The FY 24 budget is increased by 15% over the current year's FY 23 Adopted Budget to maintain a similar level of service while keeping up with increases in cost including, health insurance (estimated at 4% increase), property insurance (estimated at 25% increase), and workers compensation (estimated at 10% increase).*

3. *The General Fund millage property tax rate is decreased.*
4. *The Debt Service millage property tax rate is decreased.*
5. *Government Finance Officers Association (GFOA) recommendation for General Fund reserves exceeded.*
6. *The Fire Assessment is level funded (no rate increase).*
7. *Employee raises are established at 6.0%.*
8. *The 4%*
Increased healthcare costs are shared by employee and employer.
9. *City-wide street paving is established at \$250,000.*
10. *The Christmas lighting program is level funded.*
11. *Expanded programs are cut except for: IT network security improvements; in house custodial services (\$183,733); Golden Triangle Regional Park maintenance and capital equipment (\$428,683); Woodlea Sports Complex ballfield improvements (\$100,000); Woodlea Sports Complex additional parking, access roads, and fields (\$525,000); and St. Clair Abrams House purchase (\$150,000), and St. Clair Abram house renovations (\$100,000).*

Proposed decreased property tax millage rate with a balanced budget

This proposed budget is balanced and reflects a property tax millage rate decrease which is lowered from 6.6950 mills down to 6.5950 mills (a 1.5% decrease) and a proposed debt service rate decrease that is lowered from .2074 mills down to .1817 mills (a 12.39% decrease). At the proposed lower millage rates, homeowners with a house valued at \$150,000 and standard homestead exemption would pay \$677.67 per year or \$56.47 per month in City Ad Valorem Property Taxes for the budget that is before Council for FY 2024.

This first budget workshop is on July 19, 2023 to deliver, present and discuss the General Fund budget. The second budget workshop on August 2, 2023 is to deliver, present, and discuss the enterprise funds (Water, Wastewater, Reclamation, Stormwater, Solid Waste, Seaplane Base/Marina, Pavilion on the Lake) and discuss this General Fund Budget. A high-level overview of Special Revenue Fund budgets will also be presented.

The maximum tentative millage rate will be set at the first budget workshop on July 19, 2023 after the budget presentation is delivered. A third Council budget workshop is scheduled for August 16, 2023 to discuss all budgets and the Five (5) Year Capital Improvement Plan, followed by two Public Hearings on the budget on September 6, 2023 and September 20, 2023.

Current estimates are expected to change over the next couple of weeks for State Shared revenues, general liability insurance, and workers' compensation insurance. As new estimates become available staff will update the budget, and provide a listing of updated estimates and the effect to the proposed budget to the City

Council.

It is recommended the Finance Director present details of the General Fund budget to the Council, department by department.

Mr. Drury said he was proud of the budget, and it met many Council's goals. He said the budget was lean and kept the millage rate trending down for the fifth consecutive year.

Ms. Houghton provided a PowerPoint presentation on the General Fund Budget.

Mr. Drury thanked Ms. Houghton, the Finance Department, and Department Directors for their efforts on the budget.

Mr. Drury said a funding request from Lake Cares Food Pantry (Lake Cares) was received. Council Member Pfister suggested providing Lake Cares with information on the Community Grant Program. Mr. Drury concurred and said he would provide information on the program.

Vance Jochim, 12619 Milwaukee Avenue, Lake County, discussed FRS costs, employee contributions, and benefits. He commended Ms. Houghton on her budget presentation and suggested how information should be displayed in the budget.

Mayor Price asked for comments from the Council.

Council Member Singer thanked Ms. Houghton, the Finance Department team, and Department Directors for their efforts. He said he is proud to lower the millage rate for the 5th year and achieve recommended Reserves. Council Member Singer was glad to see the employees were cared for and noted concern regarding the St. Clair Abrams house purchase price and annual expenses and would prefer to see the costs used for items such as street repaving or increase the budget for the 4th of July celebration.

Vice Mayor Gamble said he was glad to see the Safer Grant utilized for the Fire Department and the Reserve level was exceeded. He thanked Ms. Houghton and the Finance Department team. He said the Finance Department provides an exceptional budget presentation.

Council Member Pfister commended the Finance Department and Department Directors.

Mayor Prices commended the Finance Department and Department Directors. He said he was pleased the budget included no new debt and was less than the previous year. He noted \$21 million dollars was cut from the budget.

Vice Mayor Gamble recognized and commended Mr. Drury on the budget.

Tab 15. City Council Sets Tentative Maximum Millage Rate for FY 2024 (Tax Roll 2023)

Mr. Drury made the following presentation:

The General Fund budget was presented earlier at this City Council meeting. The maximum tentative millage rate to support the delivered budget will be set at this meeting.

Once the City Council sets the Maximum Tentative Millage Rate it may be decreased as the budget process continues; however, it may not be increased.

- The proposed General Fund millage rate of 6.5950 mills represents a decrease from prior year of 0.10 mills (6.6950 - 6.5950), a 1.49% decrease over prior year, and 6.58% above the estimated rollback rate of 6.1876 mills.*
- The proposed Voted Debt Service millage rate of .1817 mills represents a decrease from prior year of .0257 mills (.2074 - .1817), a 12.39% decrease over prior year.*
- Total decrease is .1257 mills which is a 1.82% total decrease over the prior year adopted millage rates.*

Staff recommends Option 1, for the Council to move to set the Maximum Tentative Millage Rate at 6.5950 mills, and the Maximum Tentative Voted Debt Millage Rate at 0.1817 mills.

Ms. Houghton said staff would present the Special Utility and Special Funds on August 2, 2023, the Capital Improvement Plan on August 16, 2023, the first public hearing to set the Millage Rate on September 6, 2023, and the final budget hearing to set the Final Millage Rate on September 2023. The September budget hearings would be held at 5:05 p.m. Ms. Houghton stated a TRIM Notice would be sent with the tentative maximum millage rate once set.

Mayor Price asked for comments from the Council.

Vance Jochim, 12619 Milwaukee Avenue, Lake County, discussed the Tavares Nature Park and flooding. Mr. Drury said the Tavares Nature Park was supposed to flood when it rains as an ecosystem purchased as a wetland and natural preserve. Mr. Jochim recommended going to a rollback rate.

Council Member Singer noted his support for the recommended millage rate.

Vice Mayor Gamble asked what would happen to the level of service should the City go to a rollback rate. Mr. Drury said the City provides services, and implementing a rollback rate would cut positions. Mr. Drury said a balanced budget was provided that lowered the millage rate and increased Reserves, and he would not recommend a rollback rate.

Mayor Price said setting the maximum millage rate was before the Council, and the rate could go down and not up. Mr. Drury confirmed.

MOTION

Troy Singer moved to set the Maximum Tentative Millage Rate at 6.5950 mills, seconded by Sandy Gamble. The motion carried unanimously 4-0.

MOTION

Troy Singer moved to approve the Maximum Tentative Voted Debt Millage Rate at 0.1817 mills, seconded by Sandy Gamble. The motion carried unanimously 4-0.

XII. NEW BUSINESS

XIII. OLD BUSINESS

XIV. AUDIENCE TO BE HEARD

Gary Santoro, Royal Harbor, commended staff on the budget and said it directly reflected Mr. Drury's leadership. He said as a taxpayer; he was happy with the job done and services provided to the citizens.

XV. REPORTS

Tab 16. City Administrator Report

Mr. Drury said the increased rain had strained homes, events, right-of-way's, trees, and stormwater. He thanked the staff for keeping up with weather-related issues throughout the City.

Chief Coursey thanked those who visited the Police Department dunk tank during the 4th of July celebration. She said over \$3,000 was raised for charity, and a room full of perishables would be donated to Lake Cares Food Pantry.

Mr. Aldrich thanked the City Council, Mr. Drury, and each City department for their support during the 4th of July celebration.

Ms. Houghton thanked the City Council, Mr. Drury, and each City department for their support on the budget.

Tab 17. City Council Member Reports

Council Member Pfister commended Mr. Aldrich and the Recreation Staff on the summer camp program.

Council Member Singer commended Mr. Aldrich and his team on the 4th of July Celebration event. He thanked Mr. Fabre for meeting with him and providing a tour of the Community Development Department.

Vice Mayor Gamble commended Administrative Coordinator Debby Blais on her efforts during the 4th of July Celebration and parade.

Vice Mayor Gamble noted the Tavares Nature Park was inspected by the grant agency and deemed in good order. He said navigating during the rainy season may be challenging due to the type of land, and he would not support raising taxes for a dock.

Vice Mayor Gamble inquired about the status of the Fred Stover Field contract. Mr. Aldrich said the contract was under review. Vice Mayor Gamble said he would like the agreement to stipulate the name would remain Stover Field.

Mayor Price thanked Mr. Drury, Ms. Houghton and the Finance Department team, and the Department Directors for their work on the budget. He said it was the most transparent budget down to the penny.

Mayor Price said he enjoyed the 4th of July Celebration event.

XVI. ADJOURNMENT

There was no further business and Mayor Price adjourned the meeting at 6:17 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk