



AGENDA
TAVARES CITY COUNCIL
December 6, 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 Pastor James Gardner, Umatilla Baptist Church

III. ELECTION RESULTS

Tab 2 November 7, 2023, Tavares Municipal Election Results (City Clerk)

IV. SWEARING IN OF NEW COUNCIL MEMBERS

V. CONVENING OF NEW COUNCIL

VI. ELECTION OF MAYOR

Tab 3 Election of Mayor (City Administrator)

VII. ELECTION OF VICE MAYOR

Tab 4 Election of Vice Mayor (Mayor)

VIII. SUNSHINE LAW/ETHICS UPDATE

Tab 5 Sunshine Law and Ethics Update (City Attorney)

IX. APPROVAL OF AGENDA

X. PROCLAMATIONS/PRESENTATIONS

Tab 6 K9 Unit Introductions- K9 Bruce and K9 Diesel (Police)

Tab 7 Tavares Public Library - Happy and Healthy Holiday Series

(Community Services)

Tab 8 Railroad Trail Presentation (Public Works)

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

XII. READING OF ALL ORDINANCES/RESOLUTIONS INTO RECORD

XIII. CONSENT AGENDA

Tab 9 Approval of the November 1, 2023, City Council Meeting Minutes
(City Clerk)

XIV. RESOLUTIONS

Tab 10 Resolution 2023-23 - Acceptance of State of Florida Direct
Appropriation/Department of Environmental Protection LPA Grant
(Finance)

Tab 11 Resolution 2023-24 - Cybersecurity Framework (Support Services)

XV. ORDINANCES - PUBLIC HEARING

First Reading

Second Reading

XVI. GENERAL GOVERNMENT

Tab 12 Mayor's Youth Council Update (Mayor)

Tab 13 Tavares History Museum Update (Community Services)

Tab 14 Alfred Street Historic Railroad Depot, Gatsby's Underground Lease
(Economic Development)

Tab 15 Horizon Team and Board Representation (City Administrator)

XVII. NEW BUSINESS

XVIII. OLD BUSINESS

XIX. AUDIENCE TO BE HEARD

XX. REPORTS

Tab 16 City Administrator Report

Tab 17 City Council Member Reports

XXI. 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
12/6/2023**

AGENDA TAB NO.: 1

SUBJECT TITLE: Pastor James Gardner, Umatilla Baptist Church

OBJECTIVE:

Pastor James Gardner, Umatilla Baptist Church, will provide the invocation and lead those present in the Pledge of Allegiance.

SUMMARY:

Pastor James Gardner, Umatilla Baptist Church, 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
12/6/2023**

AGENDA TAB NO.: 2

SUBJECT TITLE: November 7, 2023, Tavares Municipal Election Results (City Clerk)

OBJECTIVE:

The City Clerk will read the certified election results into the record.

SUMMARY:

The City of Tavares Canvassing Board completed their certification for the November 7, 2023, Tavares City Council Municipal Election on Thursday, November 9, 2023. (see attached)

Effective August 15, 2023, at 12:00 noon, the following candidates qualified for the office of the Tavares City Council, Seats 2 and 4, as follows:

Seat 2

- Sandy Gamble
- Doug Keown

Seat 4

- Troy Singer

The certified election results reflect that Sandy Gamble received 785 votes, and Doug Keown received 699 votes for Tavares City Council Seat 2. Troy Singer was elected without opposition to Tavares City Council Seat 4.

The certified election results will be read into the record by the City Clerk.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Legally sufficient.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Official Canvassing Board Results

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
12/6/2023**

AGENDA TAB NO.: 3

SUBJECT TITLE: Election of Mayor (City Administrator)

OBJECTIVE:

To elect the position of Mayor of the City Council.

SUMMARY:

Section 3.04 of the City Charter states that “The council shall elect from its members, a Mayor and Vice Mayor” and “the City Administrator shall conduct the election of the Mayor”. The Council has traditionally followed Roberts Rules of Order when conducting meetings and elections and therefore, the City Administrator will follow Roberts Rules of Order when conducting this election as follows:

- 1) The City Administrator will open up the floor for nominations of Mayor.
- 2) Council members will be invited to nominate any council member, including themselves. No second is required for a nomination.
- 3) Any person who has been nominated may decline such a nomination.
- 4) Once nominations have been completed, the City Administrator will close nominations.
- 5) The City Administrator will then offer an opportunity for Council Member who wishes to speak to make comment at this time.
- 6) The City Administrator will then offer an opportunity for any audience member who wishes to speak to make comment at this time.
- 7) The City Administrator will request a hand vote (raising of the right arm) for each nominee based on the order in which they were received at the time of nomination until three or more votes are made for a nominee.

OPTIONS:

1. Have the City Administrator entertain nominations for Mayor, conduct the election process as outlined above and call for the vote in the order in which they are made.
2. Make a motion for another method of nomination.

STAFF RECOMMENDATION:

Option 1 - Have the City Administrator entertain nominations for Mayor, conduct the election process outlined above, and then call for the vote in the order in which they are made.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

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
12/6/2023**

AGENDA TAB NO.: 4

SUBJECT TITLE: Election of Vice Mayor (Mayor)

OBJECTIVE:

To elect the position of Vice Mayor of City Council.

SUMMARY:

Section 3.04 of the City Charter states that “The council shall elect from its members, a Mayor and Vice Mayor”. The Mayor shall conduct the election of the Vice-Mayor. The Council has traditionally followed Roberts Rules of Order when conducting meetings and elections and, therefore, the Mayor will follow Roberts Rules of Order when conducting this election as follows:

- 1) The Mayor will open up the floor for nominations of Vice-Mayor.
- 2) Council members will be invited to nominate any council member, including themselves. No second is required for a nomination.
- 3) Any person who has been nominated may decline such a nomination.
- 4) Once nominations have been completed, the Mayor will close nominations.
- 5) The Mayor will then offer an opportunity for a Council Member who wishes to speak to make a comment at this time.
- 6) The Mayor will then offer an opportunity for any audience member who wishes to speak to make a comment at this time.
- 7) The Mayor will request a hand vote (raising of the right arm) for each nominee based on the order in which they were received at the time of nomination until three or more votes are made for a nominee.

OPTIONS:

1. Have the Mayor entertain nominations for Vice Mayor, run the election as described above and call for the vote in the order in which they are made.
2. Make a motion for another method of nomination.

STAFF RECOMMENDATION:

Option 1 - Have the Mayor entertain nominations for Vice Mayor, run the election as described above and call for the vote in the order in which they are made.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

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
12/6/2023**

AGENDA TAB NO.: 5

SUBJECT TITLE: Sunshine Law and Ethics Update (City Attorney)

OBJECTIVE:

To have the City Attorney present an annual update on the Florida Sunshine and ethics laws.

SUMMARY:

The City Attorney will provide an overview of Sunshine and ethics laws.

OPTIONS:

N/A

STAFF RECOMMENDATION:

For the City Attorney to provide an overview to the Council on Florida's Sunshine and Ethics Law for elected officials.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

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
12/6/2023**

AGENDA TAB NO.: 6

SUBJECT TITLE: K9 Unit Introductions- K9 Bruce and K9 Diesel (Police)

OBJECTIVE:

K9 Officers will introduce their newest K9 partners to the council. A brief overview of the K9's capabilities will be explained.

SUMMARY:

K9's abilities include tracking and narcotics detection. K9 Officers Barclay and Carter attended a 4 week, state certified training alongside K9 Bruce and K9 Diesel. K9's Bruce and Diesel both passed the FDLE certification and are now officially officers of the Tavares Police Department.

OPTIONS:

- 1) Introduce the K9 Partners
- 2) Do not introduce the K9 Partners

STAFF RECOMMENDATION:

Introduce the K9 Partners

FISCAL IMPACT:

No cost to introduce the K9 Partners

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
12/6/2023**

AGENDA TAB NO.: 7

SUBJECT TITLE: Tavares Public Library - Happy and Healthy Holiday Series (Community Services)

OBJECTIVE:

Present to City Council the Library's new Happy and Healthy Holiday Series.

SUMMARY:

From meditation and karaoke to cooking and organizing, the Tavares Public Library team has curated a slate of programs designed to keep library patrons at their happiest and healthiest during the holiday season.

This presentation will highlight some of the popular programs and events happening at the library over the next month.

OPTIONS:

1. To hear the presentation
2. Do not hear the presentation

STAFF RECOMMENDATION:

Option 1: For Council to hear the presentation.

FISCAL IMPACT:

N/A

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.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
12/6/2023**

AGENDA TAB NO.: 8

SUBJECT TITLE: Railroad Trail Presentation (Public Works)

OBJECTIVE:

Council to hear Eric Liscom's proposal where he acquires the railroad and permits a trail in the ROW of the railroad between Mount Dora and Tavares.

SUMMARY:

On November 16th, 2023, Mr. Eric Liscom, with Liscom Rail Corporation, contacted the City about his funding strategy regarding a trail from Downtown Tavares to Mount Dora in the existing railroad bed. Mr. Liscom requested to present his proposal to the City Council, where he believes he can acquire the railroad and permit a trail between Mount Dora and Tavares in the ROW of the railroad.

OPTIONS:

1. Council will hear Eric Liscom's presentation.
2. Council respectfully declines to hear Eric Liscom's presentation.

STAFF RECOMMENDATION:

Option -1. Council will hear Eric Liscom's presentation.

FISCAL IMPACT:

To be presented by Liscom.

LEGAL SUFFICIENCY:

YES

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
12/6/2023**

AGENDA TAB NO.: 9

SUBJECT TITLE: Approval of the November 1, 2023, City Council Meeting Minutes (City Clerk)

OBJECTIVE:

To consider approval of the November 1, 2023, City Council meeting minutes.

SUMMARY:

Attached are the November 1, 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 Council's approval.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. 11-01-2023 CC Minutes

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



**TAVARES CITY COUNCIL
MEETING MINUTES
NOVEMBER 1, 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
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 Tom Cavanaugh, First Baptist Church of Tavares

Pastor Tom Cavanaugh, First Baptist Church of Tavares, 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 said staff had no changes.

MOTION

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

IV. PROCLAMATIONS/PRESENTATIONS

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

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Ms. Novack read the following Resolution by title only:

RESOLUTION 2023-22

A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, AMENDING THE 2023 FISCAL YEAR ADOPTED BUDGET FOR THE CITY OF TAVARES, REPRESENTING THE THIRD AND FINAL AMENDMENT TO THE ADOPTED BUDGET, AND PROVIDING FOR A REPEALER, SEVERABILITY AND AN EFFECTIVE DATE.

VII. CONSENT AGENDA

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

MOTION

Lori Pfister moved to approve the Consent Agenda [Tab 2. Approval of the October 18, 2023, City Council Meeting Minutes], seconded by Bob Grenier. The motion carried unanimously 5-0.

Tab 2. Approval of the October 18, 2023, City Council Meeting Minutes

Approved on the Consent Agenda.

VIII. RESOLUTIONS

Tab 3. Resolution 2023-22 – Final Budget Amendment for Fiscal Year 2023

Ms. Houghton made the following presentation:

Resolution 2023-22 represents increases and/or decreases to the Adopted Budget for Fiscal Year 2023. Appropriation increases represent capital projects, ARPA expenditures, grant expenditures, and prior year/project encumbrance rollovers. In addition, the Resolution also reflects transfers between individual accounts within adopted budgets for all departments.

This resolution represents the THIRD AND FINAL AMENDMENT to the Adopted Budget for Fiscal Year 2022-2023. 100% funded by Duke Energy with no match required. Moreover, the City can expect an estimated \$6,612.12 per annum reduction in operating costs for phase one improvements.

Staff recommends approval of Option 1, for the Council to approve Resolution 2023-22, amending the Fiscal Year 2022-2023 City of Tavares Annual Operating Budget.

Mayor Price asked for comments from the Council. There were none.

MOTION

Lori Pfister moved to approve [Resolution 2023-22], seconded by Troy Singer. The motion carried unanimously 5-0.

IX. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

Tab 4. Mayor's Youth Council Update

Ms. Novack noted Mr. Cambell, Assistant Principal, spearheaded the Mayor's Youth Council program. Five students were selected, and resumes would be forwarded to the Council once received.

Tab 5. Update on Potable Water Growth and the City's Consumptive Use Permit

Mr. Clark said the City received a 20-year Consumptive Use Permit (CUP) in 2012. He reviewed usage trends and said the City had begun modifying the CUP to

accommodate the increase in usage and growth. He said modifying the CUP would take one to two years, and the City was also looking at alternative water sources and grants.

Tab 6. Phase One – City Wide Street Light Assessment

Mr. Dillon made the following presentation:

The City and Duke Energy have completed the first phase of the City Wide Street Light assessment, which involved evaluating the remaining antiquated High-Pressure Sodium (HPS) street light infrastructure for improvement. The areas that were assessed include Lake Frances Estates and roadway lighting. As per the enclosed proposal, 192 Street Lights are set to be converted to Dark Sky LED lights without any monetary contribution towards the aid of construction costs. This conversion is at no cost to the city. Additionally, upon approval, the City can expect an estimated reduction of \$6,612.12 per annum in operating costs for phase one improvements.

Staff recommends Council approve and authorize the City Administrator to execute Duke's agreement to convert 192 HPS street lights to LED, Dark Sky compliant fixtures as depicted in their proposal.

Mayor Price asked for comments from the Council.

Vice Mayor Gamble asked where the \$6,612.12 in savings would be allocated. Ms. Houghton said the funds would go into Reserves each year for the Council to appropriate.

MOTION

Sandy Gamble moved to approve Option 1, seconded by Lori Pfister.

Council Member Singer thanked Mr. Dillon for his efforts and asked for the number of future phases. Mr. Dillon said twenty (20) phases were anticipated with a potential for additional savings.

The motion carried unanimously 5-0.

XI. NEW BUSINESS

XII. OLD BUSINESS

XIII. AUDIENCE TO BE HEARD

XIV. REPORTS

Tab 7. City Administrator Report

Mr. Drury noted there was one City Council Meeting scheduled in November and one City Council meeting scheduled in December: November 1, 2023, and December 6, 2023.

Tab 8. City Council Member Reports

Council Member Pfister said it was an exciting time in the City with many projects coming in the future.

Council Member Grenier thanked the staff for their efforts and hard work.

Council Member Singer thanked Mr. Aldrich and the Community Services Team for their hard work making Boo Fest a fantastic event. He said the event had an incredible community draw and received many positive comments.

Council Member Singer noted November 11 was Veterans Day. He thanked the Veterans and their families and stated the Lake County Board of County Commissioners would have a Veterans wall on display on Friday, November 10, 2023.

Vice Mayor Gamble noted the City of Eustis was holding a Veterans Day Parade. He reminded those present to vote in the upcoming November 7, 2023 election.

Mayor Price said Boo Fest was a success, and he gave 3,000 pieces of candy.

Mayor Price urged those present to vote at their assigned precincts in the upcoming November 7, 2023 election.

Mayor Price recognized Veterans Day on November 11, 2023.

Mayor Price thanked and commended Mr. Drury, Department Directors, and City Staff for their professionalism and assistance throughout the year during his term as Mayor. He said he enjoyed acting as Mayor and would be happy to serve again.

The Council wished those present a Happy Thanksgiving.

XV. ADJOURNMENT

There was no further business and Mayor Price adjourned the meeting at 4:21 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
12/6/2023**

AGENDA TAB NO.: 10

SUBJECT TITLE: Resolution 2023-23 - Acceptance of State of Florida Direct Appropriation/Department of Environmental Protection LPA Grant (Finance)

OBJECTIVE:

Consider approval of Resolution 2023-23 authorizing acceptance of State of Florida Direct Appropriation/Department of Environmental Protection Grant for North St. Clair Abrams Stormwater Treatment Pond.

SUMMARY:

At the July 19th, 2023 City Council meeting, the City Council authorized the acceptance of a Lake County Water Authority (LCWA) Stormwater grant to design and construct a new wet detention stormwater treatment pond on North St. Clair Abrams Avenue. The total cost of the project is \$753,910. The LCWA has awarded the City of Tavares half of the total cost of the project (\$376,955) in grant funding and stipulated a 50% match is required for the rest of the funding (\$376,955).

The City has been notified by the Florida Department of Environmental Protection that the City of Tavares has also been awarded a direct appropriation grant from the State of Florida that will be administered by the Florida Department of Environmental Protection (FDEP) to design and construct a new wet detention stormwater treatment pond on North St. Clair Abrams Avenue in the amount of \$200,000. The direct appropriation grant may be used as part of the City's required 50% match for the LCWA grant.

Details of the direct appropriation grant from the State of Florida include the following:

- Agreement Number: LPA0695.
- Pass-through Entity: N/A.
- Awarding Entity: Florida Department of Environmental Protection.
- Recipient: City of Tavares.
- Grant Award: \$200,000.
- No grant match required.
- Award Period: Date of Execution – 10/31/2025.

In addition, an additional Water Quality Grant application with FDEP is in process for an additional \$200,000 in grant funding. Upon award of the grant, the grant agreement will be brought to the Council for approval and acceptance.

OPTIONS:

Option 1: Move to approve resolution 2023-23 authorizing the City Administrator to accept and execute the FDEP grant agreement for the Tavares – N. St. Clair Abrams Treatment Pond project.

Option 2: Do not approve resolution 2023-23.

STAFF RECOMMENDATION:

Option 1: Move to approve resolution 2023-23 authorizing the City Administrator to accept and execute the FDEP grant agreement for the Tavares – N. St. Clair Abrams Avenue Treatment Pond project.

FISCAL IMPACT:

\$200,000 will be budgeted in the Fiscal Year 2024 Budget for this grant (LPA0695) upon approval. This will bring the total grant funding for the project to \$576,955 (out of \$753,910 to complete the project). If the additional grant from FDEP is awarded, the total amount of grant funding for this project will be \$776,955 (out of \$753,910). Additional grant funding will be added to the Fiscal Year 2024 Budget upon approval by the City Council.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Resolution 2023-23 (Acceptance of LPA Grant)

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

RESOLUTION 2023-23

A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, AUTHORIZING THE ACCEPTANCE OF A FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION GRANT FROM THE STATE OF FLORIDA TO DESIGN AND CONSTRUCT A NEW WET DETENTION STORMWATER TREATMENT POND ON NORTH ST. CLAIR ABRAMS.

WHEREAS, the Florida Department of Environmental Protection, as an awarding entity for a direct appropriation grant from the State of Florida, has awarded the City of Tavares a grant in the amount of \$200,000.

WHEREAS, the grant provides funding to design and construct a wet detention stormwater treatment pond on North St. Clair Abrams Road.

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

SECTION I. The City Administrator is hereby authorized to execute an award Agreement with the Florida Department of Environmental Protection for award of a direct appropriation grant from the State of Florida. Elements of the award include:

- Agreement Number: LPA0695.
- Pass-through Entity: N/A.
- Awarding Entity: Florida Department of Environmental Protection.
- Recipient: City of Tavares.
- Grant Award: \$200,000.
- No grant match required.
- Award Period: Date of Execution – 10/31/2025.

SECTION II. 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 III. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 6th day of December, 2023, by the City Council of the City of Tavares, Florida.

City of Tavares Mayor
Tavares City Council

ATTEST:

Susie Novack
City Clerk

Approved as to form:
Lindsey Holt
City Attorney

**AGENDA SUMMARY
TAVARES CITY COUNCIL
12/6/2023**

AGENDA TAB NO.: 11

SUBJECT TITLE: Resolution 2023-24 - Cybersecurity Framework (Support Services)

OBJECTIVE:

For the Council to approve Resolution 2023-24, adopting cybersecurity standards in accordance with the Local Government Cybersecurity Act.

SUMMARY:

Florida Statute 282.3185, also referred to as the Local Government Cybersecurity Act, was enacted in 2022 and states under section (4)(a): Each local government shall adopt cybersecurity standards that safeguard its data, information technology, and information technology resources to ensure availability, confidentiality, and integrity. Cybersecurity standards must be consistent with generally accepted best practices for cybersecurity, including the National Institute of Standards and Technology Cybersecurity Framework. (4)(c) Each municipality with a population of 25,000 or more must adopt the cybersecurity standards required by this subsection by January 1, 2024.

The appropriate framework for the City is the well-established standard known as the National Institute of Technology and Standards (NIST) Cybersecurity Framework (CSF). This Framework was created with a goal of creating a common language, a set of standards, and an easily executable series of goals for improving cybersecurity and mitigating or reducing cybersecurity risk. The NIST CSF is a general guide to assist organizations in creating or enhancing their cybersecurity program.

The primary benefit of adopting and conforming to the NIST CSF is that it creates a long-term and iterative approach to cybersecurity through policies. The NIST Framework will place the City in a more adaptive and responsive cybersecurity posture with the evolving threat landscape and transform us into a state of continuous compliance where threats will be more easily detected and prevented—enhanced controls and processes implemented under the Framework.

OPTIONS:

1. Approve Resolution 2023-24, adopting cybersecurity standards in accordance with the Local Government Cybersecurity Act.
2. Do not approve Resolution 2023-24.

STAFF RECOMMENDATION:

Option 1, for the Council to approve Resolution 2023-24, adopting cybersecurity standards in accordance with the Local Government Cybersecurity Act.

FISCAL IMPACT:

LEGAL SUFFICIENCY:

Legally sufficient.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Resolution 2023-24 - Cybersecurity Support Services
2. NIST Cybersecurity Framework Publication

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
12/6/2023**

AGENDA TAB NO.: 12

SUBJECT TITLE: Mayor's Youth Council Update (Mayor)

OBJECTIVE:

For the Council to receive an update and discuss the 2023-2024 Mayor's Youth Council program.

SUMMARY:

The City Clerk made several attempts to contact Assistant Principal Campbell who is the Tavares High School Mayor's Youth Council Coordinator, and Principal Stein to receive the resumes of the selected students to pair with the Council. The City Clerk has received no response to date.

OPTIONS:

1. Receive an update and discuss the 2023-2024 Mayor's Youth Council program.
2. Do not discuss the 2023-2024 Mayor's Youth Council program.

STAFF RECOMMENDATION:

Option 1, receive an update and discuss the 2023-2024 Mayor's Youth Council program.

FISCAL IMPACT:

None.

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.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
12/6/2023**

AGENDA TAB NO.: 13

SUBJECT TITLE: Tavares History Museum Update (Community Services)

OBJECTIVE:

Update the City Council on the Tavares History Museum Historic Walking Tour and History Viewfinder Promotional Piece.

SUMMARY:

The Tavares History Museum and the Tavares History Research Center have teamed up to create a comprehensive Historic Walking Tour of Downtown Tavares as well as a commemorative Viewfinder depicting various historical scenes from the past.

This update will provide the unveiling of the new walking tour and Viewfinder.

OPTIONS:

1. To hear update
2. To not hear the update

STAFF RECOMMENDATION:

Option 1: For Council to hear the update.

FISCAL IMPACT:

N/A

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.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
12/6/2023**

AGENDA TAB NO.: 14

SUBJECT TITLE: Alfred Street Historic Railroad Depot, Gatsby's Underground Lease (Economic Development)

OBJECTIVE:

To approve the attached lease agreement between the City of Tavares and LDX LLC for the renovation and operation of the City-owned building and property located at 424 East Alfred Street known as the Alfred Street Historic Train Depot, previously occupied by the Tavares Fire Department.

SUMMARY:

Previously, the council directed staff to seek potential lessee(s) from the commercial market for the highest and best use of the former City of Tavares Fire Station located at 424 East Alfred Street, with an emphasis on uses complimentary to the vibrancy and expansion of the downtown entertainment district. The direction and intent was to seek an appropriate business interested in negotiating a long-term lease with the City at a fair market lease rate with consideration for tenant investment in building and property improvements.

An RFP was solicited in early 2020 with no submittals received by the submittal deadline and staff continued to market the property. A proposal by a craft brewery was submitted, received and accepted by the Council in December 2020, however, the proposer was ultimately unable to move forward with their project after a key investor withdrew from the project.

Subsequently in 2022, the Economic Development Director was contacted by the proprietor of two local businesses and their business partners and engaged in discussions regarding a concept of a themed food hall and craft brew tap house for occupancy and operation. This concept plan would require the proposers to invest in considerable interior remodeling and exterior space improvement projects and time to plan and coordinate. Therefore, a period of inspection, due diligence, and preliminary design/engineering were required before negotiating and entering into a lease agreement with the City for the improvement and use of this property.

The Economic Development Director worked with the proposers and the City Attorney to develop a Memorandum of Understanding (MOU) to provide a framework, structure, and timeframe for this due diligence and lease negotiation process, which would allow the proposer and City an opportunity to consider and develop a lease for future council consideration. That MOU was approved by the Council in December 2022.

The due diligence and lease negotiation process has been completed, and the attached lease has been crafted for Council consideration. Salient points of this lease include the following:

- The initial lease term shall be ten years with one option for the tenant to extend an additional ten years.
- The tenant will provide in excess of \$400,000 in permanent improvements to the building and

adjacent property at their own expense for all engineering, design, construction, and materials.

- City will provide an allowance of up to \$300,000 in funding HVAC related improvements as necessary for building air quality. (Previously budgeted by City Council for this purpose)
- Tenant shall pay \$10,000 per year in rent to the City for the initial ten (10) year term.
- Tenant shall pay an annual rent of \$50,000 per year for the second ten (10) year term.

OPTIONS:

1. For Council to Approve the attached lease between the City and LDX LLC and authorize the Mayor to execute on behalf of the City.
2. For Council not to approve the attached lease with LDX LLC.

STAFF RECOMMENDATION:

Staff recommends option 1

FISCAL IMPACT:

The City will be responsible for payment of up to \$300,000 in budgeted, allocated ARPA funds for HVAC improvements to be completed by the tenant. The City will receive \$10,000 per year in rental revenue for the initial ten-year lease term (\$100,000 total) and \$50,000 per year in annual rental revenue for the second ten-year lease term (\$500,000 total).

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Gatsby'sUndergroundLeaseFinal

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
12/6/2023**

AGENDA TAB NO.: 15

SUBJECT TITLE: Horizon Team and Board Representation (City Administrator)

OBJECTIVE:

To discuss city representation on Staff Horizon Teams and Community Boards.

SUMMARY:

The City Administrator has identified staff teams who work on projects that are multi-year projects off into the future/horizon - "Staff Horizon Teams" (see attachment). The staff researches a subject matter and brings their research to the City Administrator. The Administrator may bring to the Council, from time to time, that research for the Council's benefit and further discussion and/or action. The City Administrator invites one Council member to join the "Staff Horizon Team" and attend research meetings on occasion for those "Horizon Teams" in which the Council member has a particular interest. Attached is a listing of those staff teams, and the Council is provided an opportunity to discuss/change representation on those staff teams as well as Council representation on other organizational Boards.

OPTIONS:

1. Discuss representation on both the Staff Horizon Teams and Organizational Boards.
2. Receive the information and discuss at the next meeting.

STAFF RECOMMENDATION:

Discuss representation on both the Staff Horizon Teams and Organizational Boards.

FISCAL IMPACT:

Some meetings may have incidental costs associated with them or require trips to Deland, Orlando or Tallahassee. Costs greater than incidental are budgeted in the City budget.

LEGAL SUFFICIENCY:

Legally sufficient.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Tavares Horizon Teams 2023

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

**Tavares Horizon Teams
and
Community Board Representatives
2023
(Established 12-07-2022)**

Horizon Teams (Council Member Liaison/Lead Staffer)

Economic Development (Lori Pfister/B. Tweedie)
Sister City Program (L. Pfister/J. Drury)
Public Works Complex (Bob Grenier/J. Dillon)
West Main Street Gateway (S. Gamble/A. Fabre)
N/S City Gateways – St Clair and Sinclair (W. Price/J. Dillon)
Mount Dora Trail (T. Singer/J. Dillon)
Eustis Trail (John Drury/J. Dillon)
Wootton Wonderland Rebuild (T. Singer/J. Dillon)
S.R. 19/561 and 448 Corridors (W. Price/A. Fabre)
Old 441 Corridor (T. Singer/A. Fabre)
Central Lake Regional Park East Campus Partnership (L. Pfister/J. Drury/S. Aldrich)
Central Lake Regional Park West Campus Partnership (S. Gamble/ J. Drury/S. Aldrich)
Preservation of History (Bob Grenier/J. Drury/S. Aldrich/D. Blaise)
Fred Stover Fields Transition (S. Gamble/S. Aldrich)
Waterfront Park-Naming Horizon Team (L. Pfister/J. Drury) - Completed
Fairgrounds (L Pfister/J Drury/B Tweedie/P Clark/J Dillon)

Board Representatives

B.E.T.T.E.R. Tavares Race Relations Group: (T. Singer, Alternate S. Gamble/J. Drury/S. Coursey)

Florida League of Cities Legislative Committees:

Environment & Energy Council (P. Clark)
Transportation & Intergovernmental (A. Fabre)
Finance & Taxation (L. Houghton)

Lake Community Action Agency – Donna L. Klinger

Lake County Library Advisory Board (3rd Thursday at 5 p.m.): (Norma Emerson (exp 02-28-2026)/Debbie Weinert - Alternate (exp 02-26-2026) – Appointed 04-06-2022)

Lake County Arts and Cultural Alliance: (City Representative - Iliana Buigas/Alternate Erika Buigas appointed 03-15-2023)

Lake County League of Cities (2nd Friday at 11:30 a.m.): (T. Singer/Alternate S. Gamble)

Lake County League of Cities Solid Waste Advisory Committee: (L. Houghton)

Lake County Water Alliance Technical Committee: (P. Clark)

Lake Sumter Metropolitan Planning Organization Governing Board Member: (S. Gamble/Alternate W. Price)

Lake Sumter Metropolitan Planning Organization Technical Advisory Committee: (A. Fabre)

Lake Sumter Metropolitan Planning Organization Community Advisory Committee: (T.J. Fish)

YMCA Golden Triangle Advisory Board: (John Drury & P. Clark & S. Coursey)

Tavares Chamber of Commerce: (T. Singer/B. Tweedie)

School Concurrency Committee Annual Meeting: (Sandy Gamble)

School Concurrency Technical Advisory Committee: (A. Fabre)

**AGENDA SUMMARY
TAVARES CITY COUNCIL
12/6/2023**

AGENDA TAB NO.: 16

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	January 17, 2024, 4:00 p.m., Tavares City Council Chambers <i>(Note: One meeting in January)</i>
Planning and Zoning Board Meeting	January 18, 2024, 3:00 p.m., Tavares City Council Chambers
Library Board Meeting	December 13, 2023, 4:00 p.m., Tavares Library Expansion
Code Enforcement Special Magistrate Hearing	January 23, 2024, 4:00 p.m., Tavares City Council Chambers

OUTSIDE AGENCY MEETINGS:

Lake County League of Cities Meeting	December 8, 2023, 12:00 noon, Clermont City Center, 620 W. Montrose Street, Clermont
Lake Sumter MPO Governing Board Meeting	December 6, 2023, 2:00 p.m., Suite 175, 1300 Citizens Boulevard, Leesburg
Tavares Chamber of Commerce Business Meeting	December 13, 2023, 11:30 a.m., Tavares Pavilion on the Lake

CITY EVENTS:

The current 2023 and 2024 City Event calendars are 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_11.16.2023
2. Tavares_EventCalendar_2024_11.15.2023

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
12/6/2023**

AGENDA TAB NO.: 17

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.