



AGENDA
TAVARES CITY COUNCIL
January 17, 2024
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 Jason Keefer, Astatula Baptist Church

III. APPROVAL OF AGENDA

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2 Proclamation - 2024 Arbor Day (Mayor)

Tab 3 GFOA Distinguished Budget Award (Mayor)

Tab 4 UCF Incubator Program Presentation (Economic Development)

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO RECORD

VII. CONSENT AGENDA

Tab 5 Approval of the December 6, 2023, City Council Meeting Minutes (City Clerk)

Tab 6 2024 City Council Regular Meeting Dates (City Administrator)

Tab 7 Broad Budget Priorities (City Administrator)

Tab 8 Board Appointment - Police Pension Board (Mayor)

VIII. RESOLUTIONS

Tab 9 Resolution 2024-02 - Final Amendment to Closeout and Finalize
SRF Loan DW350961 - Lake Frances Water Improvements (Finance)

IX. ORDINANCES - PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

Tab 10 Cresswind at Lake Harris Phase 1 - Final Plat (Community
Development)

Tab 11 Mayor's Youth Council Update (Mayor)

Tab 12 Mayor's Youth Council - Scholarship Discussion (Mayor)

Tab 13 Community Grant Awards (City Clerk)

Tab 14 Phase Two - City Wide Street Light Assessment (Public Works)

Tab 15 St. Clair Abrams House Purchase & Sales Agreement (Community
Services)

Tab 16 Request Council's approval for Change Order to the
Water/Wastewater Woodlea Road and Peninsula Improvement
Project. (Finance)

XI. NEW BUSINESS

XII. OLD BUSINESS

XIII. AUDIENCE TO BE HEARD

XIV. REPORTS

Tab 17 City Administrator Report

Tab 18 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
1/17/2024**

AGENDA TAB NO.: 1

SUBJECT TITLE: Pastor Jason Keefer, Astatula Baptist Church

OBJECTIVE:

Pastor Jason Keefer, Astatula Baptist Church, will provide the invocation and lead those present in the Pledge of Allegiance.

SUMMARY:

Pastor Jason Keefer, Astatula 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
1/17/2024**

AGENDA TAB NO.: 2

SUBJECT TITLE: Proclamation - 2024 Arbor Day (Mayor)

OBJECTIVE:

For the Mayor to read the proclamation declaring January 20, 2024, as City of Tavares Arbor Day.

SUMMARY:

Trees are assets to a community when properly planted and maintained. They provide a multitude of benefits, from visual appeal and increased property values to health and wellness. In 2018, the City of Tavares achieved the Tree City USA recognition by meeting the program's requirements as established by the Arbor Day Foundation, U.S. Forest Service, and the National Association of State Foresters. Therefore, we declare January 20, 2024, City of Tavares Arbor Day.

OPTIONS:

1. The Mayor will read the City of Tavares Arbor Day Proclamation.
2. The Mayor will not read the City of Tavares Arbor Day Proclamation.

STAFF RECOMMENDATION:

Option 1 - The Mayor will read the City of Tavares Arbor Day Proclamation.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Arbor Day 2024 Proclamation

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



PROCLAMATION

WHEREAS, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil, cut heating and cooling costs, moderate temperatures, clean the air, produce life-giving oxygen, and provide a habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, beautify our community; and are a source of joy and spiritual renewal.

NOW, THEREFORE, the Tavares City Council does hereby proclaim January 20, 2024, as

CITY OF TAVARES ARBOR DAY

PASSED AND DULY ADOPTED by the Tavares City Council on this 17th day of January, 2024.

Bob Grenier, Mayor

**AGENDA SUMMARY
TAVARES CITY COUNCIL
1/17/2024**

AGENDA TAB NO.: 3

SUBJECT TITLE: GFOA Distinguished Budget Award (Mayor)

OBJECTIVE:

Present Award for the Government Finance Officers Association Distinguished Budget Presentation Award for the Fiscal Year 2023 Adopted Budget.

SUMMARY:

The "Distinguished Budget Presentation Award" has been awarded to the City of Tavares by the Government Finance Officers Association of the United States for the Fiscal Year 2023 Adopted Budget.

The award reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the budget document had to satisfy nationally recognized guidelines for an effective budget presentation.

OPTIONS:

N/A

STAFF RECOMMENDATION:

Request that the Mayor present The Distinguished Budget Presentation Award to the Finance Director and Finance Staff.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. GFOA Budget Award Notification (FY 2023)

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

FOR IMMEDIATE RELEASE

April 11, 2023

For more information, contact:

Technical Services Center
Phone: (312) 977-9700
Fax: (312) 977-4806
E-mail: budgetawards@gfoa.org

(Chicago, Illinois)--Government Finance Officers Association is pleased to announce that **City of Tavares, Florida**, has received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for having achieved the award. This has been presented to **Finance Department**.

There are over 1,700 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources and practical research for more than 22,500 members and the communities they serve.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Tavares
Florida**

For the Fiscal Year Beginning

October 01, 2022

Christopher P. Morrill

Executive Director



**The Government Finance Officers Association
of the United States and Canada**

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

to

**Finance Department
City of Tavares, Florida**



The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards

Executive Director

Christopher P. Morill

Date: **April 11, 2023**

**AGENDA SUMMARY
TAVARES CITY COUNCIL
1/17/2024**

AGENDA TAB NO.: 4

SUBJECT TITLE: UCF Incubator Program Presentation (Economic Development)

OBJECTIVE:

For Council to receive a high-level overview of the services offered to the local business community by the newly established UCF Lake County Business Incubator located in downtown Eustis

SUMMARY:

The University of Central Florida (UCF) has expanded its business incubator program into Lake County with the establishment of a new business incubator which opened in Eustis in October 2023. Recently, the Economic Development Director toured the facility and met with their team. Site Manager, Wendy Taylor requested to present, the Council with a high-level overview of the incubator program and services available to the businesses and entrepreneurs of our community.

OPTIONS:

None, presentation for informational purposes only.

STAFF RECOMMENDATION:

No staff recommendation, informational presentation only.

FISCAL IMPACT:

None

LEGAL SUFFICIENCY:

Not applicable.

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
1/17/2024**

AGENDA TAB NO.: 5

SUBJECT TITLE: Approval of the December 6, 2023, City Council Meeting Minutes (City Clerk)

OBJECTIVE:

To consider approval of the December 6, 2023, City Council meeting minutes.

SUMMARY:

Attached are the December 6, 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 changes.

STAFF RECOMMENDATION:

For the Council's consideration.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. 12-06-2023 CC Minutes

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



**TAVARES CITY COUNCIL
MEETING MINUTES
DECEMBER 6, 2023 – 4:00 PM
TAVARES CITY HALL COUNCIL CHAMBERS
201 EAST MAIN STREET, TAVARES**

COUNCIL MEMBERS PRESENT

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

Mr. Drury 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 James Gardner, Umatilla Baptist Church

Pastor James Gardner, Umatilla Baptist Church, provided the invocation and led those present in the Pledge of Allegiance.

III. ELECTION RESULTS

Tab 2. November 7, 2023, Tavares Municipal Election Results

Ms. Novack made the following presentation:

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.

IV. SWEARING IN OF NEW COUNCIL MEMBERS

Chief Coursey swore in Sandy Gamble to Seat 2 and Troy Singer to Seat 4, Tavares City Council, for the term 2023 through 2025.

V. CONVENING OF NEW COUNCIL MEMBERS

VI. ELECTION OF MAYOR

Tab 3. Election of Mayor

Mr. Drury made the following presentation:

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.*

Mr. Drury opened the floor to nominations for Mayor.

Council Member Pfister nominated Council Member Grenier for Mayor.

Council Member Singer stated the Mayor should be involved and engaged in the City and community and commended Council Member Price on his service as Mayor during the past year.

Council Member Singer nominated Council Member Price for Mayor.

There were no further nominations, and Mr. Drury closed the floor to nominations.

Mr. Drury asked for comments from the Council.

Council Member Pfister said she nominated Council Member Grenier as he previously served on the City Council for many years without having an opportunity to serve as Mayor.

Council Member Grenier thanked Council Member Pfister and noted he had been involved in the City since 2001. He said some projects he was involved in through the years included the Woodlea House and City Visioning.

Council Member Price thanked Council Member Singer and said he enjoyed serving as Mayor.

Council Members Grenier and Price said they would welcome the opportunity to serve as Mayor.

Mr. Drury asked for comments from the audience.

Mike Trainer, 235 Olive Drive, Tavares, noted his support for Council Member Price.

Michal Watkins, 805 Summerral Avenue, Tavares, noted his support for Council Member Price.

Debbie Weinert, 724 Lake Dora Drive, Tavares, noted his support for Council Member Price.

Mr. Drury closed public comment.

Mr. Drury said he would read the nominations in the order received.

Mr. Drury asked for a show of hands in favor of Bob Grenier to serve as Mayor.

Bob Grenier was elected Mayor with a 3-2 show of hands as follows:

Lori Pfister: Yes

Bob Grenier: Yes

Sandy Gamble: Yes

Walter Price: No

Troy Singer: No

Mr. Drury passed the gavel to Mayor Grenier.

Council Member Gamble and Council Member Pfister commended and thanked Council Member Price for his service as Mayor during the past year and said Mayor Grenier would serve the City well.

Mayor Grenier said he was proud of the opportunity and would do his best in the position of Mayor.

VII. ELECTION OF VICE MAYOR

Tab 4. Election of Vice Mayor

Mayor Grenier made the following presentation:

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.*

Mayor Grenier opened the floor to nominations for Vice Mayor.

Council Member Price nominated Council Member Singer for Vice Mayor.

Council Member Pfister nominated Council Member Gamble for Vice Mayor.

Mayor Grenier asked for comments from the Council.

Council Member Price thanked Council Member Singer.

Mayor Grenier asked for comments from the audience.

Mr. Watkins noted his support for Council Member Singer.

Sandy Gamble was elected Vice Mayor with a show of hands 3-2 as follows:

Bob Grenier:	Yes
Sandy Gamble:	Yes
Lori Pfister:	Yes
Walter Price:	No
Troy Singer:	No

VIII. SUNSHINE LAW/ETHICS UPDATE

Tab 5. Sunshine Law and Ethics Update

Attorney Holt reviewed Sunshine and Ethics laws, including code of ethics, prohibitive actions, gift laws, conflicts of interests and disclosures, noticing requirements, and public records, including emails, sunshine meetings, and associated penalties.

IX. APPROVAL OF AGENDA

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

MOTION

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

X. PROCLAMATIONS/PRESENTATIONS

Tab 6. K9 Unit Introductions – K9 Bruce and K9 Diesel

Chief Coursey introduced the new Police K9 team and made the following presentation:

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.

Chief Coursey said K9 Bruce and K9 Diesel made several successful stops in their short tenure.

Council Member Singer stated the dogs had already saved countless lives and were a good investment. He thanked Chief Coursey for implementing the K9 program.

Tab 7. Tavares Public Library – Happy and Healthy Holiday Series

Rebecca Campbell, Library Director, made the following presentation:

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.

Mayor Grenier commended Ms. Campbell and said the City received donations due to her leadership and great staff. He thanked the Library team for their hard work.

Tab 8. Railroad Trail Presentation

Mr. Dillon made the following presentation:

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.

Mr. Eric Liscom, 113 North Drive, Apopka, discussed acquiring the railroad from Tavares to Mount Dora. Mr. Drury asked Mr. Liscom to submit his proposal in writing and said he would share it with the Council and discuss agendaizing the proposal at a future meeting.

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

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

XII. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Ms. Novack read the following Resolutions by title only:

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.

RESOLUTION 2023-24

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TAVARES, LAKE COUNTY, FLORIDA; ADOPTING THE NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY CYBERSECURITY FRAMEWORK, AUTHORIZING THE CITY ADMINISTRATOR OR HIS DESIGNEE TO ADOPT POLICIES AND PROCEDURES AS NECESSARY TO IMPLEMENT THE FRAMEWORK AND COMPLY WITH 282.3185, FLORIDA STATUTES; AUTHORIZING THE CITY ADMINISTRATOR OR HIS DESIGNEE TO AFFIRM COMPLIANCE WITH 282.3185, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

XIII. CONSENT AGENDA

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

MOTION

Troy Singer moved to approve the Consent Agenda [Tab 9. Approval of the November 1, 2023, City Council Meeting Minutes], seconded by Lori Pfister. The motion carried unanimously 5-0.

Tab 9. Approval of the November 1, 2023, City Council Meeting Minutes

Approved on the Consent Agenda.

XIV. RESOLUTIONS

Tab 10. Resolution 2023-23 – Acceptance of State of Florida Direct Appropriation/Department of Environmental Protection LPA Grant

Ms. Houghton made the following presentation:

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.

Staff recommended 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.

Mayor Grenier asked for comments from the Council.

Vice Mayor Gamble asked if funds were in reserves to complete the project. Mr. Clark said the intention was to fund the project with grants fully and noted a remaining grant was pending.

Council Member Price asked if \$200,000 in grant funding was obtained with assistance from Representative Truenow. Ms. Houghton confirmed.

Council Member Singer noted the need for runoff water treatment and stated his support. He thanked Representative Truenow, Mr. Clark, Mr. Jones, and Ms. Houghton for their efforts in receiving and managing the grant funding.

MOTION

Lori Pfister moved to approve Option 1 [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.], seconded by Sandy Gamble. The motion carried unanimously 5-0.

Tab 11. Resolution 2023-24 – Cybersecurity Framework

Mr. O'Keefe made the following presentation:

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.

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

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

MOTION

Lori Pfister moved to approve Option 1 [for the Council to approve Resolution 2023-24, adopting cybersecurity standards following the Local Government Cybersecurity Act.], seconded by Troy Singer

Council Member Singer thanked Mr. O’Keefe.

The motion carried unanimously 5-0.

XV. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

XVI. GENERAL GOVERNMENT

Tab 12. Mayor’s Youth Council – Assignment of Students to Council Members

Mr. Drury noted the City Clerk made several attempts to contact Assistant Principal Campbell, who was the Tavares High School Mayor's Coordinator, and Principal Stein to receive the resumes of the selected students to pair with the Council. The City Clerk had yet to receive a response, and he asked former Mayor Price to contact the school.

Council Member Price said he spoke with Mr. Campbell, who indicated Tavares High School was interested in pursuing the Mayor's Youth Council. Mr. Campbell said a meeting was scheduled the following week to discuss scheduling and volunteers as there were conflicts on Wednesday afternoons.

Council Member Pfister said the program waned due to COVID-19 and noted her support for the Mayor's Youth Council. She said the program builds self-esteem and benefits students in many ways. Council Member Pfister said she would like the Council to consider if they would be interested in offering \$1,000 scholarships to a vocational school or college for those students who complete the program.

Tab 13. Tavares History Museum Update

Debby Blais, Community Services Coordinator, made the following presentation:

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.

Ms. Blais reviewed the walking tour highlights. She thanked Mayor Grenier for his hard work on the project.

Mayor Grenier asked for comments from the Council.

Mayor Grenier noted that the QR codes in the brochure would take one to the city website page, providing additional information on each feature.

Tab 14. Alfred Street Historic Railroad Depot, Gatsby's Underground Lease

Mr. Tweedie made the following presentation:

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.*

Staff recommended Option 1, for Council to approve the lease between the City and LXD, LLC and authorize the Mayor to execute on behalf of the City.

Mr. Tweedie said a fair market value lease was negotiated, and he thanked Mr. Drury, Ms. Holt, and Ms. Houghton for their efforts. He thanked the tenants for the lease and said it was consistent with the Council's direction and the City vision statement.

Mr. Tweedie noted two company principals were available for questions: George Walker and David Perry. He said they have two businesses in the Tavares downtown, including Nautilus Coffee Shop and the Argonaut Lounge. They have also announced two additional businesses on Ruby Street, including a steakhouse and ice cream shop, opening in the first quarter of 2024.

Mr. Perry said he and his wife, Hillary Perry, own Nautilus Coffee Shop and the Argonaut Bar and Lounge. He stated his partner, George Walker, who had an extensive background in the theme park industry, would join him in bringing additional interactive and immersive environments to the City. Mr. Perry provided PowerPoint images of the concept plan for Gatsby's Underground.

Mr. Walker said they were excited about the historical building and designed their concept to embellish its character. He said their goal was to create a fun atmosphere for families with a casual indoor/outdoor opportunity with a food hall and tap house.

Mr. Perry said their businesses would pay homage to the history of Tavares and the Golden Triangle area.

Mayor Grenier asked for comments from the Council.

Vice Mayor Gamble and Council Member Pfister said they were excited about the project.

Council Member Singer said the project was economic development at its finest. He thanked Mr. Tweedie and his team for their hard work and said he could not wait to see the project come to fruition.

Council Member Price said it was a great concept. He asked if there would be an option to purchase and why the first ten-year lease was lower than the second ten years. Mr. Drury said there was no option to purchase, and the first ten years represented tenant improvements that would become the property of the City.

MOTION

Troy Singer moved to accept the agreement as presented, seconded by Lori Pfister.

The Council thanked Mr. Walker and Mr. Perry for their investment in Tavares.

The motion carried unanimously 5-0.

Tab 15. Horizon Team and Board Representation

Mr. Drury made the following presentation:

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.

A discussion was held and the following Horizon Team and Board Representation List was adopted by a consensus of the Council:

2024 Tavares Horizon Teams

and
Community Board Representatives

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. Dillion)
Wooton 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 (B. 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.): (S. Gamble/Alternate T. Singer)

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: (S. Gamble)

School Concurrency Technical Advisory Committee: (A. Fabre)

Mayor Grenier thanked the Council for their efforts on their respective Horizon Teams.

Council Member Singer said the Lake County League of Cities Legislative Action Day in Tallahassee was scheduled for January 29-31. He said he would not be available to attend.

Mr. Drury asked if any Council members wished to attend. A brief discussion was held, and Mayor Grenier said he would attend on behalf of the City.

XVII. NEW BUSINESS

Vice Mayor Gamble said an Eustis commissioner approached him regarding joining Eustis and Umatilla on a PD&E study for a trail from Tavares to Umatilla. He said the commissioner asked if Tavares continued to be interested in the study.

Mr. Drury noted the project had a Horizon Team, and Lake County was taking the lead. The City was waiting for the County to develop their trail options. Vice Mayor Gamble asked if it was part of the Rails to Trails program. Mr. Drury said no.

Vice Mayor Gamble said he was approached regarding old oak trees removed from the Wawa lot. He said the individual would like the City to consider looking at an ordinance to save trees of that nature at 100-plus years old. Vice Mayor Gamble said when a mall

was being built in Ocala, it cost \$100,000 for developers to relocate a tree. He said the Council could look at the tree ordinances to salvage older trees or relocate them at a developer's cost.

Mayor Grenier noted his support. He said he would like to review all ordinances that deal with trees on developed property. Mayor Grenier noted that if a Horizon Team needed to be developed, that may be an option. He said he likes the idea of incorporating historic trees in the design of a property.

XVIII. OLD BUSINESS

Council Member Pfister said it was time to begin planning a parking garage at the east end of Main Street.

Mayor Grenier said that he would like to remove the old facility once the Public Works Facility ribbon cutting was held.

Vice Mayor Gamble wished the parking garage could be closer to the park and pavilion. Council Member Pfister said the old Public Works Facility was an excellent location and plan. She said it was a short distance from the Pavilion and Park and felt it was time for the Council to do what was needed to promote and assist economic development. Council Member Pfister said there was so much investment in the city that parking would be needed.

XIX. AUDIENCE TO BE HEARD

Debbie Weinert, 724 Lake Dora Drive, Tavares, thanked those who supported a recent Scare Crow contest. She said funds from the contest pay for books for the Dolly Parton Imagination Library program. Ms. Weinert said 150 Tavares children were members of the program and were receiving books. She noted an upcoming fundraiser at OMG Coffee in Leesburg was hosting a fundraiser on the program's behalf.

Michael Watkins commended Mr. Drury, the Community Services staff, the Police Department, the Fire Department, and the City staff that assisted in the recent Christmas Parade and Light Up event. He said it was a great event, everyone had a good time, and the event helped downtown businesses.

Mike Trainer, 235 Olive Drive, Tavares, discussed national gun issues.

Ralph Smith, Lake Tire and Auto, 812 W Burleigh Blvd., Tavares, commended the City for attracting Wawa. Mr. Smith noted his opposition to game room facilities and discussed civil issues at a local game room.

XX. REPORTS

16. City Administrator Report

Mr. Drury said he echoed the Christmas Parade and event comments. He thanked the parade judges and departments that assisted with the parade, including Community Service, Police, Fire, Public Works, and Finance. Mr. Drury thanked Chief Keith for serving as the parade marshal and announcer. Mr. Drury said the Christmas Light Up event was excellent, and he looked forward to next year.

Chief Coursey thanked those who attended a recent Police Department's 'Pizza in the Park' event. She said the Police Department won 3rd place as a medium charitable organization at the Mount Dora Community Trust Giving Week. The Mount Dora Community Trust matched all Police Departments' funding at 50 cents on the dollar, which would help local families in Tavares.

Chief Keith said he was grateful the Council had taken active appreciation of the City's Historic Fire Station and to keep the building as well as vital and in existence. He said the building was a fire station from the mid-1970s until the new Public Safety Facility was erected.

Mayor Grenier asked Chief Keith to elaborate on a zero deficiency report. Chief Keith said each year, the State of Florida Department of Health Emergency Medical Services office conducts audits of EMS systems. He stated the Tavares Fire Department operated under the Lake EMS system and was, therefore, a part of the audit. Tavares Fire Department's Engine 28 was audited as a non-transport unit and received no deficiencies. He said the entire Lake County EMS system received no deficiencies. He said he was proud Engine 28 contributed to that great outcome.

Ms. Bublitz noted the City's Holly Jolly event for employees would be held the following day.

Mr. Aldrich thanked Mr. Drury, the Council, the Departments, and the City Staff for their support during the Christmas parade and event. He recognized Community Services Coordinator Debby Blais and Deputy Director of Recreation Pete Sherrard. He thanked the Lake County Explorers, the Town of Howey in the Hills, and the City of Mount Dora, who assisted with security.

17. City Council Member Reports

Council Member Pfister

- Said Council members are on Horizon Teams for multi-year projects. She noted extensive work on each project and wished to remain on those Horizon Teams.
- Noted she participated in the Christmas parade. She said the parade was wonderful and one of the best she had attended.
- She commended staff on the Christmas parade and lights downtown.

Council Member Price

- Congratulated Vice Mayor Gamble and Council Member Singer on their re-election.
- Congratulated Mayor Grenier and Vice Mayor Gamble.
- Said he attended the 'Pizza in the Park' Police event. He said it was a great event.
- Said the Christmas Parade was a tremendous success, and he received many compliments.

Council Member Singer

- Congratulated Mayor Grenier and Vice Mayor Gamble. He congratulated Vice Mayor Gamble on his re-election and noted it was the first year he had served with the same Council members as the previous year.
- Said the Cemetery Arch looked amazing and commended Mr. Dillon.
- Said the Improvements at Summerall Park looked terrific.
- Thanked the Tavares High School Choir for their performance before the meeting.
- Said the Christmas decorations in City Hall looked beautiful.

Vice Mayor Gamble

- Said he was unable to attend the Christmas Parade as he had a prior commitment and noted he heard great comments on the event.
- Said the Fire Station was once located at the current Public Works Facility and housed a volunteer Fire Department.
- Noted the Tavares High School Choral Group would be performing at his church on Sunday.
- Attended a School Concurrency meeting earlier in the day and was informed school impact fees would increase by 12.5% per year for the next four years. He said the Council may want to review the City's impact fees.
- I attended a Lake Sumter MPO meeting earlier in the day and advised the SR19 corridor from SR561 to the bridge needed enhancements. He said the corridor was on their list as a high priority.
- Said he looked forward to the upcoming Holly Jolly employee event.

Mayor Grenier

- Congratulated Council Member Singer and Vice Mayor Gamble on their re-elections.
- Said he loved the new Cemetery arch and signage.
- Said the Summerall Park improvements looked great.
- Said he loved the City, was grateful to serve as Mayor, and looked forward to serving the Citizens.

Each Council Member and Department Director wished those present a Merry Christmas and Happy Holidays.

XXI. ADJOURNMENT

There was no further business and Mayor Grenier adjourned the meeting at 6:04 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
1/17/2024**

AGENDA TAB NO.: 6

SUBJECT TITLE: 2024 City Council Regular Meeting Dates (City Administrator)

OBJECTIVE:

To provide the scheduled 2024 City Council regular meeting dates.

SUMMARY:

The following is a list of the 2024 City Council regular meeting dates:

January 17, 2024
February 7, 2024
February 21, 2024
March 6, 2024
March 20, 2024
April 3, 2024
April 17, 2024
May 1, 2024
May 15, 2024
June 5, 2024
June 19, 2024
July 3, 2024
July 17, 2024
August 7, 2024
August 21, 2024
September 4, 2024
September 18, 2024
October 2, 2024
October 16, 2024
November 20, 2024
December 4, 2024

OPTIONS:

1. Approve the scheduled meeting dates as presented.
2. Approve the scheduled meeting dates with changes.

STAFF RECOMMENDATION:

Option 1, approve the scheduled meeting dates as presented.

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
1/17/2024**

AGENDA TAB NO.: 7

SUBJECT TITLE: Broad Budget Priorities (City Administrator)

OBJECTIVE:

For the Council to develop its FY 2025 Broad Budget Priorities and provide them at the February 7th City Council meeting.

SUMMARY:

It is recommended Council members develop their three (3) to five (5) broad budget priorities over the ensuing weeks for the upcoming FY 2025 Annual Budget development and deliver those budget priorities individually to the City Administrator by the end of the month - January 31, 2024 so he can assemble them for the Council's consideration at the next meeting on February 7th, 2024.

OPTIONS:

None - no action required.

STAFF RECOMMENDATION:

Each Council member develops its FY 25 broad budget priorities and deliver them to the City Administrator.

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
1/17/2024**

AGENDA TAB NO.: 8

SUBJECT TITLE: Board Appointment - Police Pension Board (Mayor)

OBJECTIVE:

For the Mayor and Council to ratify the mutually appointed 5th Trustee member to the Police Pension Board.

SUMMARY:

The Police Pension Board consists of 5 members; 2 Police appointed members, 2 Council appointed members, and 1 mutually appointed 5th Trustee member. During the December 15 Police Pension Board quarterly meeting, current member Dana Scola was reappointed to serve another term as the 5th Trustee expiring November 2025.

Ratification of these appointments is a ministerial act by the City Council.

OPTIONS:

1. Ratify the reappointment of Dana Scola to the Police Pension Board as the mutually appointed 5th Trustee.
2. Do not ratify at this time.

STAFF RECOMMENDATION:

Option 1, for the Council to ratify the reappointment of Dana Scola to the Police Pension Board as the mutually appointed 5th Trustee.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Tavares Police, 5th Trustee

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
1/17/2024**

AGENDA TAB NO.: 9

SUBJECT TITLE: Resolution 2024-02 - Final Amendment to Closeout and Finalize SRF Loan DW350961 - Lake Frances Water Improvements (Finance)

OBJECTIVE:

Request Council to approve Resolution 2024-02 and authorize the Mayor to execute Loan Amendment Number Three (3) for State Revolving Fund (SRF) Loan No. DW350961 from the Florida Department of Environmental Protection (FDEP) finalizing the project and the Loan.

SUMMARY:

Previously, the City Council Adopted Resolution 2018-28 on December 19, 2018 authorizing the application, acceptance, and execution of loan agreement for State Revolving Loan Project DW350961 for Lake Frances Water Piping Improvement/Replacement Project.

On August 5, 2020, the City Council adopted Resolution 2020-18 approving Amendment One (1) to the Loan which increased the disbursable amount at \$864,532.

On June 15, 2022, the City Council adopted Resolution 2022-11 approving Amendment Two (2) which extended the project completion date, and extended the repayment date for the loan.

This amendment, Amendment Three (3), finalizes the project, and finalizes the loan as indicated below:

- The Total amount awarded is reduced by \$159,598. The revised awarded amount is \$704,934.
- The Loan Service Fee is \$14,099, which represents two percent of the Loan amount excluding Capitalized Interest.
- The total amount of the Loan is \$728,277.69 includes \$704,934.00 disbursed, \$9,244.69 capitalized interest, and \$14,099 in service fees.
- The Semi-annual Loan payment is revised to \$20,065.30, to be received by FDEP on February 15, 2024, and semiannually thereafter on August 15 and February 15 of each year until all amounts due have been fully paid.

OPTIONS:

1. **Move to approve Resolution No. 2024-02 which authorizes** the Mayor to execute SRF Loan DW350961 Amendment Three (3) finalizing the loan for the project.

2. Do not approve

STAFF RECOMMENDATION:

Option 1. Move to approve Resolution No. 2024-02 which authorizes the Mayor to execute SRF Loan DW350961 Amendment Three (3) finalizing the loan for the project.

FISCAL IMPACT:

Semi-Annual Loan payments will decrease from \$24,770 to \$20,065.30

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Resolution_2024-02_SRF_DW350961Lake_Frances_Water_Piping_Improvement-
Replacement_Amend3_FINALv2
2. Tavares DW350961 A3 - final
3. Amortization Schedule Report DW350961

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
1/17/2024**

AGENDA TAB NO.: 10

SUBJECT TITLE: Cresswind at Lake Harris Phase 1 - Final Plat (Community Development)

OBJECTIVE:

To approve the Final Plat for Cresswind at Lake Harris Phase 1 Subdivision located west of the intersection of Woodlea Road and Lane Park Road, subject to city staff ensuring that any technical issues are resolved, and that certain easements/R-O-Ws are extinguished/vacated prior to the recording of the Final Plat.

SUMMARY:

Cresswind at Lake Harris - Phase 1 is a proposed residential subdivision located west of the intersection of Woodlea Road and Lane Park Road. The subject property is approximately 75.18 acres in size and the proposed Final Plat subdivides the land into 148 lots for the construction of single-family dwellings as permitted under the existing (Kolter Homes) Cresswind PD (Ordinance 2022-05) zoning and corresponding Approved Construction Plans for Phase 1.

Please note during the title and platting review process, a historic r-o-w easement dedicated to Sumter County was revealed. The "Infant Town of Florida" plat, filed on March 31, 1885, provides for an easement to be granted to Sumter County along the streets identified on the plat. On January 9, 2024, Sumter County has agreed to grant an Assignment of the R-O-W easements to the City of Tavares. This unforeseen circumstance has caused a delay in the applicant's model homes construction schedule which requires a recorded plat prior to model home(s) construction.

Please note:

- Construction of the Model Homes will be consistent with the existing PD Ordinance.
- No C.O.s will be issued until the subject Plat is recorded.
- The subject Plat shall be pursuant to Chapter 177 Florida Statutes.
- All required supporting documentation will be provided prior to recording of the Final Plat.

OPTIONS:

1. City Council approves the Final Plat, subject to city staff ensuring that any technical issues are resolved, and that certain easements/R-O-Ws are extinguished/vacated prior to the recording of the Final Plat.
2. City Council denies the Final Plat

STAFF RECOMMENDATION:

Staff recommends that City Council moves to approve the Final Plat for the Cresswind at Lake Harris Phase 1 Subdivision located west of the intersection of Woodlea Road and Lane Park Road, subject to city staff ensuring that any technical issues are resolved, and that certain easements/R-O-Ws are

extinguished/vacated prior to the recording of the Final Plat.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

This Final Plat document has been reviewed by the City Attorney and approved for legal sufficiency. Additionally, the City Attorney has concurred that the City Council can Approve the Final Plat with specified conditions.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Cresswind Phase 1 Final Plat
2. Proof of Taxes Paid

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
1/17/2024**

AGENDA TAB NO.: 11

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

OBJECTIVE:

To receive an update on the Mayor's Youth Council from the Mayor.

SUMMARY:

The Mayor will provide an update on the Mayor's Youth Council

OPTIONS:

1. Receive an update on the Mayor's Youth Council.
2. Do not receive an update on the Mayor's Youth Council.

STAFF RECOMMENDATION:

Option 1, receive an update on the Mayor's Youth Council.

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
1/17/2024**

AGENDA TAB NO.: 12

SUBJECT TITLE: Mayor's Youth Council - Scholarship Discussion (Mayor)

OBJECTIVE:

For the Council to discuss a scholarship program for the Mayor's Youth Council participants.

SUMMARY:

During the December 6, 2023, City Council meeting, during New Business, Council Member Pfister asked to agendize a discussion on developing a Mayor's Youth Council \$1,000 scholarship program for each student who participates and successfully completes the program. The scholarship would be applied to higher learning beyond Highschool such as a Vocational Program, Community College or University.

OPTIONS:

1. For the Council to discuss a Mayor's Youth Council scholarship program and authorize its implementation.
2. Do not discuss a Mayor's Youth Council scholarship program at this time.

STAFF RECOMMENDATION:

Option 1, for the Council to discuss a Mayor's Youth Council scholarship program and authorize its implementation. .

FISCAL IMPACT:

A \$1,000 scholarship for up to five (5) Tavares High School students for a total of \$5,000 would be budgeted this fiscal year out of reserves.

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
1/17/2024**

AGENDA TAB NO.: 13

SUBJECT TITLE: Community Grant Awards (City Clerk)

OBJECTIVE:

To award three \$500 Community Grants to the Friends of the Tavares Library, Lake County Museum of Art, and Triangle Community Alliance, Inc.

SUMMARY:

The Council budgeted \$2,000 in the current Fiscal Year 2024 for community grants. The City advertised at the beginning of the fiscal year an invitation to submit community grant applications for area not-for-profit organizations with a 501c3 designation for up to \$500.00 in funding for community and social service projects.

The City received three grant applications (attached) as follows:

- Friends of the Tavares Library - \$500 Request (*community outreach items such as upgraded and expanded website, e-payment option, mailings et al.*)
- Lake County Museum of Art - \$500 Request (*art exhibits, workshops, classes et al.*)
- Triangle Community Alliance, Inc. - \$500 Request (*additional enrollment and books for Tavares children*)

A ranking committee consisting of the City Clerk, Finance Director, and Community Services Director met on January 11, 2024, and reviewed the applications to determine if they met the criteria for the Community Grant Program. It was determined that each request met the criteria. The ranking committee recommends the Council invite each grant recipient to provide an update on their grant award and program at the end of the fiscal year.

Advertisements were placed in the Daily Commercial and on the City Website.

OPTIONS:

1. Award the Community Grants as requested to Friends of the Tavares Library, Lake County Museum of Art, and Triangle Community Alliance, Inc.,.
2. Award a portion of the Community Grants.
3. Do not award Community Grants at this time.

STAFF RECOMMENDATION:

Option 1, for the Council to award Community Grants as requested to the Friends of the Tavares Library, Lake County Museum of Art, and Triangle Community Alliance, Inc.

FISCAL IMPACT:

There is currently a \$2,000 balance in the Community Grant account. If the three grants are awarded, there would be a balance of \$500 that would be considered by the Council on a first come first serve basis.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Grant Application - Friends of the Tavares Library Inc.
2. Grant Application - Lake County Museum of Art
3. Grant Application - Triangle Community Alliance Inc

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
1/17/2024**

AGENDA TAB NO.: 14

SUBJECT TITLE: Phase Two - City Wide Street Light Assessment (Public Works)

OBJECTIVE:

Approval of Duke Energy's agreement to install (12) Light Emitting Diode (LED) Dark Sky compliant fixtures at the West Main Street and Sinclair roundabout as depicted in their proposal and site photometry plan.

SUMMARY:

The City and Duke Energy have completed the second phase of the City Wide Street Light assessment, which involved evaluating the (4) existing street lights at the West Main Street and Sinclair roundabout for improvement. As per the enclosed proposal and site photometry plan, a total of (12) street lights are warranted for the subject area. The four existing street lights will be converted to Dark Sky LED lights, and (8) new Dark Sky LED lights will be added as depicted in the site plan. The current rate for the (4) existing street lights equates to \$1,717.92 per annum. The new proposed rate for (12) street lights equates to \$4,824 per annum. The proposed will not have a fiscal impact as the City recently reduced the rate by \$6,612.12 per annum in phase one street lighting improvements.

OPTIONS:

1. Move to approve and authorize the City Administrator to execute Duke Energy's agreement to install (12) Light Emitting Diode (LED) Dark Sky compliant fixtures at the West Main Street and Sinclair roundabout as depicted in their proposal and site photometry plan.
2. Do not approve the agreement.

STAFF RECOMMENDATION:

Option - 1 Staff recommends Council approve and authorize the City Administrator to execute Duke Energy's agreement to install (12) Light Emitting Diode (LED) Dark Sky compliant fixtures at the West Main Street and Sinclair roundabout as depicted in their proposal and site photometry plan.

FISCAL IMPACT:

City Wide Street Light Study Budget (155-4102-541.64-25) - \$88,456.00
Phase (2) Contribution in Aid of Construction (CIAC) Cost - \$19,877.76

City Wide Street Light Study Budget Balance: \$68,578.24

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Duke Energy - Phase 2 City Wide Street Light Study

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
1/17/2024**

AGENDA TAB NO.: 15

SUBJECT TITLE: St. Clair Abrams House Purchase & Sales Agreement (Community Services)

OBJECTIVE:

For the Council to accept and approve the Purchase & Sales Agreement for the purchase of the St. Clair Abrams property.

SUMMARY:

As the founder of Tavares and Lake County, Florida, Alexander St. Clair Abrams built the house located at 305 N. New Hampshire Avenue in 1881 as a Queen Anne style cottage. The home has stood for over 140 years in Tavares and serves as a historic symbol of our founding father's craftsmanship. It stands in the heart of downtown, directly across from the Tavares Library and Historical Research Center, and anchored between the newly renovated Foxtail Coffee house originally built in 1900 and the Through The Years Vintage Market house built in 1925. The original St. Clair Abrams home offers a unique and promising opportunity for our neighboring library to serve a valuable public purpose. If purchased, the home will be operated by the library as an annex facility for programs, meetings, special functions, and other arts/culture initiatives.

At the August 16, 2023 City Council meeting, Council approved a budget for \$250,000 to include the purchase and first part of renovations of the St. Clair Abrams home. If approved for the purchase, the St. Clair Abrams home will be renovated and adapted for a productive purpose, like other City properties that preserve history and provide for a modern use such as The Pavilion On The Lake, the Train Station and the Seaplane Base Terminal Building's "Propshop".

City staff worked with The Spivey Group to complete a property appraisal on the St. Clair Abrams house (see attached). The appraisal came back at a value price of \$242,800. Staff has negotiated with the current homeowners and agreed on a "less than appraised value" price of \$200,000. The current budgeted allotment of \$250,000 will cover this purchase price, along with Phase I of renovations. Phase II of renovations will be included in the normal FY '25 budgeting process.

After the purchase is complete, Phase 1 renovations will include: An assessment of all renovations to be completed for both phase 1 and phase 2 and an estimated cost for both phases to be brought back to City Council for approval before going forward with the renovations.

OPTIONS:

1. Authorize execution of the purchase & sales agreement related to the purchase of the St. Clair Abrams house.
2. Do not authorize the execution of the agreement and direct staff in a different direction.

STAFF RECOMMENDATION:

Option 1. Authorize execution of the purchase & sales agreement related to the purchase of the St. Clair Abrams house.

FISCAL IMPACT:

- Current budget of \$250,000
- Purchase price of \$200,000

LEGAL SUFFICIENCY:

Meets legal sufficiency

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. St Clair Abrams House - P&S Agreement
2. Appraisal -- St. Clair Abrams property
3. St. Clair House Offer Letter

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
1/17/2024**

AGENDA TAB NO.: 16

SUBJECT TITLE: Request Council's approval for Change Order to the Water/Wastewater Woodlea Road and Peninsula Improvement Project. (Finance)

OBJECTIVE:

Request City Council approval for Change Order to the Woodlea Road and Peninsula Water/Wastewater Improvement Project.

SUMMARY:

In order to provide utility services to the area known as the Peninsula, which includes 16 developed homes and undeveloped vacant land within and abutting the Peninsula area, expansion of water and sewer capital lines on Woodlea Road were needed. The improvements will provide service availability to existing homes in the area, economic development opportunities for the area as well, and provide water and sewer availability for the Gorgeous Groves Development.

On April 7, 2021, the City Council approved debt financing for the project. Debt Service costs for the project will be offset by future Connection Fee payments from connections to the new capital lines.

On November 2, 2022, the City Council awarded Bid 2022-0015 for the project to Prime Construction Group for the, and set the budget for the project. Prime Construction was awarded at \$3,947,497 plus costs for performance bond.

Funding - Approved by City Council 11-2-2022	
Debt Proceeds	3,550,000.00
Water/Wastewater Reserves	500,000.00
	4,050,000.00

Staff has approved Change Order No. 1 amount of \$10,982.21. However, additional work for the project, Change Order No 2. in the amount of \$172,395.00 will exceed the project budget by \$110,941.21 as shown below.

A Change Order in the amount of \$172,395 (4% of the project) cost) is needed for additional directional Drill for the Water Force Main, 7 additional 8" PVC 45, 22.5, 11.25 degree bends, per each for the Water Force Main, 155 linear feet of additional directional Drill for the Reclaim Force Main, and 21 additional 16-inch 45, 22.5, 11.25 degree bends per each also for the Reclaim Force Main.

It should be noted that during construction, field conditions were found to be problematic in the designed route for laying down the lines due to more than expected substandard soil conditions of clay and sandy material. Removal of these unsuitable materials and replacement with more suitable material would have delayed the project significantly and cost \$250,000. To keep the project on track, contain costs and remedy this unforeseen issue, engineers worked quickly with the contractor and

Utilities Director to design and price out a solution by circumventing the unstable area and laying the pipe in a much more stable area. This resulted in no project delays but a higher cost due to the additional piping and connections.

Original Contract	3,977,564.00
C.O. #1 (Oct 2023)	10,982.21
C.O. #2 (Jan 2024)	172,395.00
Total Project Cost	4,160,941.21
Amount over funding budget	(110,941.21)

As the Change Order has been recommended by the Project Engineers, Woodard & Curran, and the Utility Director, staff recommends approval utilizing additional reserve appropriations from the Water/Wastewater Utility.

OPTIONS:

1. **Move to authorize reserve appropriations in the amount of \$111,000 to fund Change Order 2 in the amount of \$110,941.21.**
2. Do not Approve.

STAFF RECOMMENDATION:

1. **Move to authorize reserve appropriations in the amount of \$111,000 to fund Change Order 2 in the amount of \$110,941.21.**

FISCAL IMPACT:

Appropriate \$111,000 from Water/Wastewater Reserves.
W/WW Reserves are estimated at \$9,726,354.00 which is above the GFOA Recommendation.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. PrimeConstruction_WoodleaRd_Peninsula W-WW Project_CO#2_\$172395

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
1/17/2024**

AGENDA TAB NO.: 17

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	February 7, 2024, 4:00 p.m., Tavares City Council Chambers February 21, 2024, 4:00 p.m., Tavares City Council Chambers
Planning and Zoning Board Meeting	January 18, 2024, 3:00 p.m., Tavares City Council Chambers
Library Board Meeting	February 14, 2024, 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	January 19, 2024, 12:00 noon, Mount Dora Golf Course, 1100 South Highland Street, Mount Dora
Lake Sumter MPO Governing Board Meeting	February 28, 2024, 2:00 p.m., Suite 175, 1300 Citizens Boulevard, Leesburg
Tavares Chamber of Commerce Business Meeting	January 24, 2024, 11:30 a.m., Tavares Pavilion on the Lake

CITY EVENTS:

The current 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_EventCalendar_2024_1.9.2024

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
1/17/2024**

AGENDA TAB NO.: 18

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.