



AGENDA
TAVARES CITY COUNCIL
August 7, 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 Ian Lamont, GraceWay Church

III. APPROVAL OF AGENDA

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2 Elks Donation Presentation to the Tavares Police Department
(Council Member Pfister)

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO RECORD

VII. CONSENT AGENDA

Tab 3 Approval of the June 19 and July 17, 2024, City Council Meeting
Minutes (City Clerk)

VIII. RESOLUTIONS

Tab 4 Resolution 2024-15 - Authorizing Issuance or a "Letter of Intent to
Withdraw" From the Public Risk Management of Florida Insurance
Pool (Human Resources)

Tab 5 Resolution 2024-16 - Updated LCWA Grant Agreement for Aesop's
Park Stormwater Improvements and Request for Additional
Funding (Finance)

IX. ORDINANCES - PUBLIC HEARING

First Reading

Second Reading

- | | |
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| Tab 6 | Ordinance 2024-07 – Amending the City of Tavares “Taking Flight” 2040 - Comprehensive Plan Future Land Use Element, Amending the Density for the Commercial Downtown (CD) Category (Community Development) |
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X. GENERAL GOVERNMENT

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| Tab 7 | Board Appointment - Library Board (Mayor) |
| Tab 8 | Extension to the Interlocal Agreement with Lake County for the Provision of Library Services (Community Services) |
| Tab 9 | Accept and Award Recommended Architect Firm for the Golden Triangle Regional Park Design (Community Services) |
| Tab 10 | Request for Code Enforcement Fine & Lien Forgiveness for 107 Ruby Street (Finance) |
| Tab 11 | Facility Management and Operational Agreement Between City of Tavares & Lake Technical College (Public Works) |
| Tab 12 | Slim Haywood Infrastructure Improvements (Public Works) |

XI. BUDGET WORKSHOP

- | | |
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| Tab 13 | Present Enterprise and Special Revenue Fund Budgets, and Discuss the General Fund Budget (City Administrator) |
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XII. NEW BUSINESS

XIII. OLD BUSINESS

XIV. AUDIENCE TO BE HEARD

XV. REPORTS

- | | |
|--------|-----------------------------|
| Tab 14 | City Administrator Report |
| Tab 15 | City Council Member Reports |

XVI. 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
8/7/2024**

AGENDA TAB NO.: 1

SUBJECT TITLE: Pastor Ian Lamont, GraceWay Church

OBJECTIVE:

Pastor Ian Lamont, GraceWay Church, will provide the invocation and lead those present in the Pledge of Allegiance.

SUMMARY:

Pastor Ian Lamont, GraceWay 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
8/7/2024**

AGENDA TAB NO.: 2

SUBJECT TITLE: Elks Donation Presentation to the Tavares Police Department (Council Member Pfister)

OBJECTIVE:

To receive a \$500.00 donation from the Eustis Elks Lodge No. 1578 to the Tavares Police Charities 'Back to School' drive.

SUMMARY:

Glen Waterman, Eustis Elks Lodge No. 1578, will present a \$500.00 donation to the Tavares Police Charities 'Back to School' drive. The 'Back to School' drive provides school supplies, clothes, and other items to children in need.

OPTIONS:

1. For the City Council and Tavares Police Department to receive a donation in the amount of \$500.00 from the Eustis Elks Lodge No. 1578 for the Tavares Police Charities 'Back to School' drive.
2. Do not receive a donation at this time.

STAFF RECOMMENDATION:

Option 1, for the City Council and Tavares Police Department to receive a donation in the amount of \$500.00 from the Eustis Elks Lodge No. 1578 for the Tavares Police Charities 'Back to School' drive.

FISCAL IMPACT:

Receive a \$500.00 donation to the Tavares Police Charities.

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
8/7/2024**

AGENDA TAB NO.: 3

SUBJECT TITLE: Approval of the June 19 and July 17, 2024, City Council Meeting Minutes (City Clerk)

OBJECTIVE:

To consider approval of the June 19 and July 17, 2024, City Council meeting minutes.

SUMMARY:

Attached are the June 19 and July 17, 2024, City Council meeting minutes as submitted by the Deputy City Clerk and 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 Council's consideration.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. 06-19-2024 CC Minutes
2. 07-17-2024 CC Minutes

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



**TAVARES CITY COUNCIL
MEETING MINUTES
June 19, 2024 – 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
Jillian Roberts, Deputy 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 Grenier 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 Jon Carey, First Baptist Church of Umatilla Mayor

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

III. APPROVAL OF AGENDA

Mayor Grenier 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 Sandy Gamble. The motion carried unanimously 5-0.

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2. Proclamation – Juneteenth

Mr. Drury made the following presentation:

During the June 5, 2024, City Council Meeting, Pastor Michael Watkins asked the Council to issue a proclamation recognizing and celebrating June 19 as Juneteenth Day. Juneteenth is a national holiday. It is celebrated on June 19th and commemorates the day in 1865 when the last enslaved African Americans in Galveston, Texas, were informed of their freedom as a result of the Emancipation Proclamation.

Staff recommended Option 1, for Council to consider the request.

Mayor Grenier asked for comments from the Council.

Council Member Pfister provided Council with President Biden's Juneteenth Proclamation.

Michael Watkins, 805 Summerall Ave, Tavares, noted his dedication to Tavares and noted his desire for the Juneteenth Proclamation from the City of Tavares.

Elliot Kohan, Tavares noted he was a new homeowner and has a vested interest in Tavares. He asked City Council to consider the Juneteenth Proclamation.

May Hazelton, 416 N Ingraham Ave, Tavares, said there is no regulatory reason to not approve the proclamation. She noted the significance of Juneteenth and stated it was a Federal Holiday and cities and county were closed.

Council Member Singer noted his support of proclamation.

MOTION

Troy Singer moved to approve the Juneteenth Proclamation, seconded by Sandy Gamble.

Council Member Price thanked the citizens that spoke in support of the Juneteenth Proclamation. He recognized Michael Watkins as leader and community servant and discussed the importance of Proclamations and said he was not in support.

Council Member Pfister noted the importance and significance of Juneteenth. She stated Juneteenth is Federal Holiday and noted she is not in support of passing the proclamation.

Vice Mayor Gamble stated the proclamation was to recognize the holiday along with the Federal Government. He noted his support.

Mayor Grenier noted his support for the events and knowledge of history. He stated that it was a Federal Holiday and stated he was not in support.

The motion was denied 3-2.

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

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

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Ms. Roberts read the following ordinances by title only:

RESOLUTION 2024-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA, TO RECOGNIZE DEPARTMENT OF PUBLIC WORKS EMPLOYEES AS FIRST RESPONDERS AS FEDERALLY MANDATED; AND PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 2024-07

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE CITY OF TAVARES “TAKING FLIGHT” 2024 COMPREHENSIVE PLAN FUTURE LAND USE ELEMENT, AMENDING THE DENSITY FOR THE COMMERCIAL DOWNTOWN (CD) CATEGORY, PROVIDING FOR SEVERABILITY AND CONFLICTS; PROVIDING FOR TRANSMITTAL; PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 2024-06

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE CITY OF TAVARES LAND DEVELOPMENT REGULATIONS CHAPTER 8 ZONING REGULATIONS, TABLE 8-2 PERMITTED AND SPECIAL USES; SUBJECT TO THE RULES, REGULATIONS, AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING SEVERABILITY AND CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 2024-08

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA AMENDING THE CITY CODE OF ORDINANCES CHAPTER 11 MISCELLANEOUS OFFENSES SECTION 11-4 NOISES FROM BLOWER, OUTDOOR BLOWER VACUUM, ECT. AND AMENDING THE LAND DEVELOPMENT REGULATIONS CHAPTER 12 PERFORMANCE STANDARDS SECTION 12-2 PROHIBITION OF A PUBLIC NUISANCE NOISE AND SECTION 12-3 PRESUMPTIVE PUBLIC NUISANCE NOISE; SUBJECT TO THE RULES, REGULATIONS AND OBLIGATION ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING SEVERABILITY AND CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

VII. CONSENT AGENDA

Mayor Grenier asked if anyone wished to pull an item from the Consent Agenda for discussion. There were none.

VIII. RESOLUTIONS

Tab 3. Resolution 2024-09 – Public Works as First Responders Resolution

Mr. Dillon gave the following presentation:

In 2003, former President George W. Bush issued Homeland Security Presidential Directive 5(HSPD-5), Management of Domestic Incidents. This directive, in response to the evolving nature of security threats, emphasizes the critical role of public works in emergency and disaster response. It specifically calls for the inclusion of public works in all planning and response efforts at the federal level. In alignment with the directive, the City Staff of Tavares is actively

seeking the Council's approval to officially designate the Department of Public Works employees as first responders. This designation would reflect their essential role in ensuring the city's preparedness and resilience in the face of various crises.

Staff recommended Option 1, for Council to move to adopt Resolution 2024-09 and recognize the City of Tavares Department of Public Works employees as first responders.

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

MOTION

Troy Singer moved to approve Resolution 2024-09, seconded by Sandy Gamble. The motion carried unanimously 5-0.

IX. ORDINANCES – PUBLIC HEARING

Attorney Holt stated Tab 4: Ordinance 2024-07 is under first reading and will transmit to the State and noted that it was legislative in nature and not quasi-judicial.

First Reading

Tab 4. Ordinance 2024-07(Transmittal) – Amending the City of Tavares “Taking Flight” 2040 – Comprehensive Plan Future Land Use Element, Amending the Density for the Commercial Downtown (CD) Category

Mr. Antonio gave the following presentation:

The future Land Use Commercial Downtown (CD) category is intended to support a wide range of uses with increased densities and intensities to complement the downtown's role as a focus for tourism, professional offices, retail, dining, civic, and cultural activities. This category is also intended to accommodate townhomes and multifamily dwellings. Furthermore, the City encourages compact mixed-use developments with increased density and intensity that promote pedestrian and economic activity per the Land Use Element, Objective 1-3 Downtown Tavares, Policy 1-4.4 of the “Taking Flight” 2024 Comprehensive Plan.

The City of Tavares is experiencing an influx of growth, as many communities in Florida are experiencing. However, there is limited investment interest within the Commercial Downtown (CD) category. Investment in an infill project can present some challenges for investors, including assembly of fragmented property, potential environmental cleanup, limited financing options, demolition cost, higher construction costs for commercial and multi-story buildings, and density requirements.

As a result, other compatible cities have demonstrated higher densities in their downtown core areas (see attached table). The City of Tavares has the opportunity to consider an increased bonus density within the Commercial Downtown category. Ordinance 2024-07 proposes an increase in density for the Commercial Downtown category from the adopted 25 dwelling units per acre to a more progressive 40 dwelling units per acre. Please note, the proposed 40 dwelling units per acre density is considered a density bonus. Any CD category outside the downtown Community Redevelopment Area (CRA) shall have a density of not to exceed 25 dwelling units per acre.

Staff recommends Option 1, that the City Council moves to approve the transmittal to the State for review of Ordinance 2024-07 – Amending the City of Tavares “Taking Flight” 2040 – Comprehensive Plan, Future Land Use Element, by amending the density for the Commercial Downtown (CD) category from not to exceed 25 DU/AC to not to exceed 40 DU/AC.

Vice-Mayor Gamble asked for clarification on the height of the buildings. Mr. Drury stated buildings would be taller than 3 stories high.

Council Member Singer noted his support and preference for higher density in the downtown area and asked why this was not addressed when the Comprehensive Plan was previously approved. Mr. Fabre stated density was being addressed with growth.

Mr. Drury stated there had been an acceleration in growth and development that needed to be addressed.

Mr. Tweedie noted his support as an economic tool with an increase in residential properties that would grow and stimulate the economic growth.

Council Member Price noted his support for increased density.

MOTION

Troy Singer moved to submit the transmittal, seconded by Sandy Gamble.

Mayor Grenier noted Mr. Cagan passed along the name as Tavares Heritage Square.

The motion carried unanimously 5-0.

Second Reading

Tab 5. Ordinance 2024-06 – An Ordinance amending the Land Development Regulations, Table 8-2 Permitted and Special Uses, to allow Backyard Chickens as an accessory use in single-family zoning and to allow for a single-family residence in an existing “lot-of-record” of “RMF-3” zoning district

Mr. Fabre gave the following presentation:

On March 20, 2024, City Council directed staff to update the Land Development Regulations to allow for backyard chickens as an accessory use in residential zoning districts. Per the City Council direction, the proposed ordinance mirrors Lake County's Chicken Code.

Furthermore, an update to allow for a single-family residence (SFR) in an existing "lot-of-record" on "RMF-3" zoning district was also included. As of now, there are existing areas in the city "mainly, but not limited to, east of Summerall Ave and south of Wells Avenue) where there are existing SFRs on "RMF-3" zoning district. As a result, existing SFRs have a status of "non-conforming". This action will allow SFRs to be legally conforming and eligible to be constructed, extended or rebuilt in conformance with the "RMF-2" zoning development standards.

Staff recommends Option 1, that the City Council moves to approve Ordinance 2024-06, an ordinance amending the Land Development Regulations, Table 8-2 Permitted and Special Uses, to allow backyard chickens as an accessory use in single-family zoning and to allow for a single-family residence in an existing "lot-of-record" on "RMF-3" zoning district.

Council Member Price asked if chickens would be allowed in any residential property. Mr. Fabre stated the property must meet setback requirements.

Council Member Singer asked if roosters were permitted. Mr. Fabre stated roosters were not permitted and would be enforced by Code Enforcement.

Council Member Pfister stated chickens belong in the county and asked if Code Enforcement could enforce rules pertaining to chickens and roosters if the Code Enforcement Officer cannot see the chickens and roosters. Mr. Drury stated that the Code Enforcement could not walk on private property looking for violations and the Code Enforcement Officer would need to be on public property and witness the violation.

MOTION

Troy Singer moved to deny Ordinance 2024-06, seconded by Lori Pfister.

Gary Santoro, Royal Harbor, Tavares, Chairman of the Planning and Zoning Board, noted the reason the Planning and Zoning Board recommended approval was because City Council asked staff to bring it to Council and stated the Planning and Zoning Board could not find a viable reason to deny recommending approval.

Mayor Grenier stated he was not in support of this Ordinance.

Discussion was held pertaining to the noise of roosters, Code Enforcement, smell and following the law.

The motion carried 4-1.

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

X. GENERAL GOVERNMENT

Tab 6. Ordinance 2024-08 – Amending the City of Tavares Code of Ordinance Chapter 11 and the Land Development Regulations Chapter 12 to include criteria for noise levels in new residential dwelling units in a Commercial or Industrial zoned district (Live Local Projects) and to adjust the hours of nuisance noise equipment operations.

Mr. Fabre gave the following presentation:

The state of Florida has enacted the Live Local Act, allowing developers the right to build or construct residential subdivisions and multifamily apartments in commercial and industrial zoned districts. The City of Tavares is seeking to ensure the residents right to quiet and peaceful enjoyment and to protect the quality of life, by amending the Land Development Regulations Chapter 12, Section 12-2 Prohibition of a Public Nuisance Noise. This amendment will include criteria for internal noise levels in new residential dwelling units, in a commercial or industrial zoned district.

Additionally, the City is also amending the Code of Ordinances Chapter 11 Section 11-4 Noise from blower, outdoor vacuum, etc. This is to adjust the hours of operation for blowers, outdoor vacuum or similar tool or machines from 7:00 AM to 7:00 PM. This also includes an amendment to the Land Development E Chapter 12 Section 12-3 Presumptive Public Nuisance Noise. This amendment will adjust the City's street cleaning equipment from 5:00 AM to 7:00 AM.

Staff recommends Option 1, that the City Council moves to approve Ordinance 2024-08 – Amending the City of Tavares Code of Ordinances Chapter 11 and the Land Development Regulations Chapter 12.

Council Member Pfister asked if the City could raise the acceptable decibel level for increased buffering. Mr. Fabre noted the decibel level was per National standards.

MOTION

Lori Pfister moved to approve Ordinance 2024-08, seconded by Walter Price.

Mr. Drury noted the Ordinance protects quality of life to sound proof residents from noises between restricted hours.

The motion carried unanimously 5-0.

Tab 7. Board Appointments – Library Board

Mayor Grenier made the following presentation:

There are two expiring seats and two existing vacancies on the Tavares Library Board. The City received the following requests for reappointment for terms expiring June 2026 (2-year terms). No new applications have been received.

Request for Reappointment

- Erika Buigas
- Michael Watkins

The City advertised the open positions in the Daily Commercial and the City website. If the above appointments are made, there will be two vacancies remaining on the Tavares Library Board, and the City will continue to advertise these positions.

Staff recommends Option 1, for the Mayor to make appointments to the Tavares Library Board, and the Council to approve the appointments.

Mayor Grenier said he would like to reappoint Erika Buigas and Michael Watkins to the Library Board for 2-year terms ending in June 2026.

MOTION

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

Tab 8. Citizen's Police Academy

Chief Coursey provided a presentation with the following highlights:

- Start on September 3, 2024.
- The program will be held on Tuesday's for 10 weeks.
- To give overview of what the Tavares Police Department does.
- Brings awareness in the rolls
- 12 Applicants from City of Tavares
- Ride along program
- CSI evidence, investigations, Road Patrol, Marine Unit, K-9, accreditation, professional standards

Mayor Grenier said the program sounds exciting and asked Council for questions. There were none.

XI. NEW BUSINESS

XII. OLD BUSINESS

Tab 9. City Administrator Pay Adjustment

Mayor Grenier gave the following presentation:

At the May 15th meeting, Council asked for a discussion to be had at a future meeting (before the budget is developed) to discuss a pay adjustment for the City Administrator to be placed in the FY 2025 budget.

Staff recommends Option 1, for Council to discuss a pay adjustment for the City Administrator.

Council Member Singer asked what the pay increase for employees would be. Mr. Drury stated 8% was currently proposed in the FY25 budget. Council Member Singer said Mr. Drury had done a great job over the past 17 years without an Assistant City Manager and had not had a pay increase in the previous few years. He said Mr. Drury deserved a pay increase of 8%.

Council Member Price stated he has seen what a great job Mr. Drury does and would prefer to wait until budget discussions and should align with employees pay raise.

Vice-Mayor Gamble said his suggestion was to give a partial raise with a bonus and to review Mr. Drury's contract.

Council Member Pfister stated Mr. Drury was deserving of a raise and did not think the percentage needs to align with employees raise.

Mr. Drury noted that in the last three years that he did not receive a raise would have been 2.6% per year.

Mayor Grenier stated Mr. Drury had been the City Administrator for 17 years and noted what had been accomplished in that time and how much the City has changed. He said he supported a higher raise than 8% plus a bonus.

Mayor Grenier asked for comments from the public.

Gary Santoro, Royal Harbor, Tavares, noted he was in support of an 8% raise for Mr. Drury.

Michael Watkins, 805 Summerall Ave, Tavares, said Mr. Drury always listened and was a great leader for all citizens of Tavares.

Mayor Grenier closed public comment.

Council Member Pfister asked what percent would be recommended for employees. Mr. Drury stated an 8% raise was included in the budget for consideration.

Discussion was held and there was a consensus for a 10% raise to be placed in the budget for consideration.

MOTION

Troy Singer moved to approve a City Administrator 10% raise for FY 2025, seconded by Lori Pfister.

Mayor Grenier asked for clarification.

Council Member Pfister said she is in support for a 10% raise.

Vice-Mayor Gamble state his is not in support of a 10% raise.

The motion carried 4-1.

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

XIII. AUDIENCE TO BE HEARD

XIV. REPORTS

Tab 7. City Administrator Report

Mr. Drury thanked Council and said he looked forward to working with each member over the next budget year.

Mr. Dillon thanked Council for joining America In Blooms farewell celebration and thanked Council for their support.

Tab 8. City Council Member Reports

Council Member Pfister asked Pastor Watkins for an invitation to the Juneteenth Celebration. Pastor Watkins stated it will be from 1pm-4pm on Saturday at Ingraham Park.

Council Member Singer noted he attended the Lake 100 roundtable discussion and positive comments were made pertaining to Tavares Economic Development Department and Community Development Department.

Vice-Mayor Gamble commented about various projects within Tavares.

XV. ADJOURNMENT

There was no further business and Mayor Grenier adjourned the meeting at 5:40 PM.

Respectfully,

Jillian Roberts
Deputy City Clerk



**TAVARES CITY COUNCIL
MEETING MINUTES
JULY 17, 2024 – 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 - *absent*
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 Grenier 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.

Mayor Grenier recognized Boy Scout Troop #43 Leader Carey Baker, and three Scouts in the audience.

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1. Pastor Michael Watkins, Friendship C.M.E. Church

Pastor Michael Watkins, Friendship C.M.E. Church, provided the invocation and led those present in the Pledge of Allegiance.

III. 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 4-0.

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2. November 5, 2024, Election Proclamation

Mayor Grenier read the following Election Proclamation in its entirety:

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

NOTICE OF ELECTION

The 2024 City of Tavares Municipal Election will be held on Tuesday, November 5, 2024, at the Tavares Civic Center (Precinct 360), First United Methodist Church (Precinct 345), Lake County Agriculture Center (Precinct 365), Lake Frances Estates Clubhouse (Precinct 350), Imperial Terrace (Precinct 340), and Royal Harbor Social Hall (Precinct 370), for the purpose of electing three non-partisan Councilmembers to Seat 1, Seat 3, and Seat 5 to serve at large for the term 2024-2026.

Voters must be registered with the Lake County Supervisor of Elections on or prior to October 7, 2024, at 5:00 p.m.

Nominations to Seat 1, Seat 3, and Seat 5 shall be by petition, signed by at least twenty-five (25) qualified electors of the City of Tavares, and must name the individual and the specific Council seat

sought. A candidate may qualify for only one seat. The petition and all other required election documents must be filed with the City of Tavares City Clerk beginning August 1, 2024, at 12:00 noon and ending August 15, 2024, at 12:00 noon. If August 15th should fall on a weekend day or holiday, the deadline will be extended to the next business day at 12:00 noon. Election packets may be obtained from the City Clerk from 8:00 a.m. to 5:00 p.m., Monday through Friday, Tavares City Hall, 201 E. Main Street, Tavares.

MOTION

Troy Singer moved to approve the Election Proclamation, seconded by Lori Pfister.

Vice Mayor Gamble noted that precinct 345's name had changed. Ms. Novack said it was her understanding that the precinct had not notified the Lake County Supervisor of Elections of the name change.

The motion carried unanimously 4-0.

Tab 3. Lake Cares Food Pantry Presentation

Executive Director Kelsey Gonzales, Lake Cares Pantry, provided a brief overview of the services Lake Cares Pantry provides City of Tavares residents and their plans for the organization.

Council Member Singer thanked Ms. Gonzalez for making the presentation and commended the Lake Cares Food Pantry volunteers. He recommended that Ms. Gonzalez apply for a Tavares Community Grant during the next grant cycle, which would begin October 1.

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

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Ms. Novack read the following Resolutions by title only:

RESOLUTION 2024-11

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA, TO VACATE A PORTION OF A 50.00-FOOT WIDE RIGHT-OF-WAY (WOOD AVENUE) LOCATED AT 490 EAST CLIFFORD STREET TAVARES, FLORIDA 32778, LYING EAST OF LOTS 8 THROUGH 12, BLOCK B AND WEST OF LOTS 1 THROUGH 7 BLOCK C OF P.W. HARRINGTON'S ADDITION AS RECORDED IN PLAT BOOK 1, PAGE 1, OF THE PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, SUBJECT TO THE RULES AND REGULATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR AN EFFECTIVE DATE.

RESOLUTION 2024-12

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA, TO VACATE A 16.00-FOOT WIDE ALLEY RIGHT-OF-WAY LOCATED AT 490 EAST CLIFFORD STREET TAVARES, FLORIDA 32778, LYING EAST OF LOTS 1 THROUGH 7, BLOCK C AND WEST OF LOTS 1 THROUGH 7 BLOCK D OF P.W. HARRINGTON'S ADDITION AS RECORDED IN PLAT BOOK 1, PAGE 1, OF THE PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, SUBJECT TO THE RULES AND REGULATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR AN EFFECTIVE DATE.

RESOLUTION 2024-13

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA, DEDICATING CERTAIN CITY OWNED PROPERTY AS PUBLIC RIGHT-OF-WAY KNOWN AS EAST CLIFFORD STREET, LOCATED ON THE SOUTHEAST CORNER OF NORTH DISSTON AVENUE AND EAST CLIFFORD STREET; SUBJECT TO THE RULES AND REGULATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR AN EFFECTIVE DATE.

RESOLUTION 2024-14

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA, TO VACATE A PORTION OF AVALON PARK BOULEVARD RIGHT-OF-WAY LOCATED AT 2493 HUFFSTETLER DRIVE TAVARES, FL 32778, LYING WEST OF TRACT G AND NORTH OF TRACT F IN AVALON PARK TAVARES PHASE 1 SUBDIVISION AS RECORDED IN PLAT BOOK 75, PAGES 48-53, OF THE PUBLIC RECORDS OF LAKE COUNTY, FLORIDA, SUBJECT TO THE RULES AND REGULATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR AN EFFECTIVE DATE.

VII. CONSENT AGENDA

Mayor Grenier asked if anyone wished to pull an item from the Consent Agenda for discussion. There were none.

MOTION

Lori Pfister moved to approve the Consent Agenda, seconded by Troy Singer.

Attorney Holt noted a correction to the minutes. She stated Amanda Boggus attended the meeting in her absence, and the minutes reflected Attorney Holt as present.

Troy Singer rescinded his second to the motion.

AMENDED MOTION

Lori Pfister moved to approve the Consent Agenda [Tab 4. Approval of the June 5, 2024, City Council Meeting Minutes] with Amanda Boggus identified as present in lieu of Lindsay Holt, seconded by Troy Singer. The motion carried unanimously

Tab 4. Approval of the June 5, 2024, City Council Meeting Minutes

Approved on the Consent Agenda with correction.

VIII. RESOLUTIONS

Tab 5. Resolution 2024-11 – Request to Vacate a Portion of the Unimproved Wood Avenue Right-of-Way Located at 490 East Clifford of the P.W. Harrington's Addition as Recorded in Plat Book 1, Page 1 of the Public Records of Lake County, Florida

Mr. Fabre made the following presentation:

This is a request to vacate a platted right-of-way easement located at 490 East Clifford of the P.W. Harrington's Addition as recorded in Plat Book 1, Page 1 of the Public Records of Lake County, Florida. This is a condition stipulated in the City's Fred Stover Sports Complex Purchase and Sale Agreement with the School Board of Lake County. The agreement stipulated that the City would make a good faith effort to vacate certain rights-of-way(s) and to dedicate certain right-of-way(s) in order to clear title on the subject property.

City staff reviewed the vacate request and determined no conflicts in the vacation regarding drainage, utilities, health, safety, or welfare of the Public. As a result, this official vacation will remove the city's public interest in this land.

On June 20, 2024, Planning & Zoning met and voted unanimously (6-0) to recommend approval of Resolution 2024-11 as presented.

Staff recommends that the City Council approves Option 1 and moves to approve

Resolution 2024-11 vacating a portion of the unimproved Wood Avenue Right-of-Way located at 490 East Clifford of the P.W. Harrington's Addition as recorded in Plat Book 1, Page 1 of the Public Records of Lake County, Florida.

Vice Mayor Gamble reminisced about the layout and size of the baseball field when it was initially built.

MOTION

Sandy Gamble moved to approve Resolution 2024-11, seconded by Lori Pfister. The motion carried unanimously 4-0.

Tab 6. Resolution 2024-12 – Request to Vacate an Unnamed Unimproved 16-foot-wide Alleyway Located at 490 East Clifford Street of the P.W. Harrington's Addition as Recorded in Plat Book 1, Page 1 of the Public Records of Lake County, Florida

Mr. Fabre made the following presentation:

This is a request to vacate a platted right-of-way easement located at 490 East Clifford of the P.W. Harrington's Addition as recorded in Plat Book 1, Page 1 of the Public Records of Lake County, Florida. This is a condition stipulated in the City's Fred Stover Sports Complex Purchase and Sale Agreement with the School Board of Lake County. The agreement stipulates that the City would make a good faith effort to vacate certain rights-of-way(s) and to dedicate certain right-of-way(s) in order to clear title on the property.

City staff reviewed the vacate request and determined no conflicts in the vacation regarding drainage, utilities, health, safety, or welfare of the Public. As a result, this official vacation will remove the city's public interest in this land.

On June 20, 2024, Planning & Zoning met and voted unanimously (6-0) to recommend approval of Resolution 2024-11 as presented.

Staff recommends that the City Council approves Option 1 and moves to approve Resolution 2024-12 in order to vacate an unnamed unimproved 16-foot-wide alleyway located at 490 East Clifford Street of the P.W. Harrington's Addition as recorded in Plat Book 1, Page 1 of the Public Records of Lake County, Florida.

MOTION

Lori Pfister moved to approve Resolution 2024-12, seconded by Sandy Gamble. The motion carried unanimously 4-0.

Tab 7. Resolution 2024-13 – Dedication of Certain City Owned Property as Public Right-of-Way Known as East Clifford Street

Mr. Fabre made the following presentation:

This is to dedicate certain city-owned property as public Right-of-Way known as East Clifford Street, located on the southeast corner of North Disston Avenue and East Clifford Street. This is a condition stipulated in the City's Fred Stover Sports Complex Purchase and Sale Agreement with the School Board of Lake County. The agreement stipulates that the city would make a good faith effort to vacate certain rights-of-way(s) and to dedicate certain right-of-way(s) in order to clear title of the subject property.

City staff has determined that the city can maintain and regulate the proposed right-of-way. The proposed right-of-way will ensure the city's standard width of right-of-way is maintained. Moreover, the dedication of said property is consistent with the transportation and mobility goals, objectives, and policies of the City's Comprehensive Plan.

On June 20, 2024, Planning & Zoning met and voted unanimously (6-0) to recommend approval of Resolution 2024-11 as presented.

Staff recommends that the City Council approve Option 1 and moves to approve Resolution 2024-13 dedication of certain city-owned property as public Right-of-Way known as East Clifford Street.

MOTION

Sandy Gamble moved to approve Resolution 2024-13, seconded by Lori Pfister. The motion carried unanimously 4-0.

Tab 8. Resolution 2024-14 – Avalon Park Group, LLC, Request to Vacate Right-of-Way Located at the Northeasterly end of Avalon Park Boulevard of the Avalon Park Tavares Phase 1 Subdivision

Mr. Fabre made the following presentation:

This is a request to vacate a platted right-of-way easement approximately 1,234 square feet in size and located at the northeasterly end of Avalon Park Boulevard of the Avalon Park Tavares Phase 1 Subdivision, as recorded in Plat Book 75, Page 48-53, of the Public Records of Lake County, Florida. The Applicant is petitioning to vacate the subject right-of-way property since it was included in the design of Avalon Park Tavares Phase 2 townhomes. During the title and platting review process for Phase 2, a redesign of the r-o-w easement was incorporated, and the section petitioned for vacate is no longer needed as right-of-way.

City staff reviewed the vacate request and determined no conflicts in the vacation regarding drainage, utilities, health, safety, or welfare of the Public. As a result, this vacation will remove the city's public interest in this land.

On June 20, 2024, Planning & Zoning met and voted unanimously (6-0) to recommend approval of Resolution 2024-11 as presented.

Staff recommends that the City Council approve Option 1 and moves to approve Resolution 2024-14 vacation of a right-of-way located at the end of the northeasterly end of Avalon Park Boulevard of the Avalon Park Tavares Phase 1 Subdivision, as recorded in Plat Book 75, Page 48-53, of the Public Records of Lake County, Florida.

MOTION

Troy Singer moved to approve Resolution 2024-14, seconded by Sandy Gamble. The motion carried unanimously 4-0.

IX. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

Tab 9. Tavares Public Library Patron Guidelines and Standards of Conduct

Mr. Aldrich made the following presentation:

In order to ensure the rights and safety of both the library patrons and staff, specific conduct guidelines and standards are needed to govern the behavior within the Tavares Public Library. These guidelines and standards of conduct will provide specific procedures for staff and serve to maintain an atmosphere conducive to library objectives.

Upon City Council direction, staff will post these adopted guidelines and standards of conduct in the library and on the City's website for the public's view.

Staff recommended the Council approve Option 1: Approve the Patron Guidelines and Standards of Conduct governing the use of the City of Tavares Public Library and authorize staff to update as needed.

Mayor Grenier noted his support and discussed the importance of having guidelines and standards in place for the safety of the library staff and patrons.

Council Member Pfister noted her support and commended Mr. Aldrich for a well-done job.

MOTION

Lori Pfister moved to approve Option 1, seconded by Troy Singer. The motion carried unanimously 4-0.

Tab 10. Tavares Recreation Department Facilities and Sports Parks Visitor Guidelines and Standards of Conduct

Mr. Aldrich made the following presentation:

In order to ensure the rights and safety of both visitors and staff, specific conduct guidelines and standards are needed to govern the behavior at the recreation facilities and sports parks. These guidelines and standards of conduct will provide specific procedures for staff and serve to maintain an atmosphere conducive to the Recreation Department's objectives.

Upon City Council direction, staff will post these adopted guidelines and standards of conduct at the facilities and on the City's website for the public's view.

Staff recommended the Council approve Option 1: Approve the Visitor Guidelines and Standards of Conduct governing the use of the City of Tavares Recreation Facilities and Sports Parks, and authorize staff to update as needed.

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

MOTION

Lori Pfister moved to approve Option 1, seconded by Sandy Gamble. The motion carried unanimously 4-0.

Tab 11. Award Invitation to Bid Number 2024-0003 for Lake Hermosa Booster Pump Project to the Lowest Responsive Bidder

Ms. Houghton made the following presentation:

On February 4, 2024, the City of Tavares advertised an Invitation to Bid for the Lake Hermosa Booster Pump – Invitation to Bid (ITB) No. 2024-0003. Four (4) companies responded with L7 Construction of Longwood, Florida being the lowest bidder at \$10,357,000.00. The City's engineering firm for the project, Arcadis US, Inc., has reviewed the lowest bidder's proposal and has recommended approval. A recommendation letter from Arcadis US, Inc. is

attached.

On October 4, 2023, the City Council authorized State Revolving Loan Fund (SRF) Loan 350981 in the amount of \$ \$7,235,190 to fund the project (\$5,788,151 designated for loan repayment, and \$1,447,038 designated for loan principal forgiveness).

As this project is funded through FDEP State Revolving Loan Funds, Florida Department of Environmental Protection (FDEP) approval of the recommended bid from the lowest responsive bidder was required. The Utility Director received award approval from FDEP on June 18, 2024 (attached) to award the bid to L7 Construction.

A Loan increase from FDEP State Revolving Loan Funds to cover the additional costs will go before the August SRF Meeting in Tallahassee. A loan amendment will be provided to the City after the August SRF Meeting.

Final submission of the scope of service by this company has been reviewed by staff and by the engineer and has met compliance in all areas.

Staff recommends Option 1, the award of Invitation to Bid (ITB) 2024-0003 to L7 Construction in the amount of \$10,357,000 contingent on receiving additional SRF financing for the project (loan funding amendment), and authorize staff to negotiate and execute a contract.

Mayor Grenier asked the Council for comments.

Council Member Pfister asked if the City was required to accept the lowest bidder. Ms. Houghton said the city engineer reviewed the bids and found the lowest bidder to be compliant with bid specifications and FDEP. Mr. Drury said the City recommended taking the lowest qualified bidder.

MOTION

Lori Pfister moved to approve, seconded by Troy Singer.

Vice Mayor Gamble asked if the City would lose SRF funding if a company other than the lowest qualified bidder was selected. Mr. Drury said the City would forward information on identified issues with the lowest qualified bidder to the State. The State would then return with comments for or against any changes for the Council to consider.

Council Member Singer asked when the City would be provided information on the loan amount. Ms. Houghton said the State representative in Tallahassee did not give an exact date and indicated the third week of August 2024. Council Member Singer asked if the loan would be at a 1.1% interest rate. Ms. Houghton said she could not guarantee the interest rate, which could be higher given the current economic environment. Council Member Singer asked if the contractor would hold the bid until the loan was

finalized. Ms. Houghton said the City asked the contractor for written confirmation the contractor could wait.

The motion carried unanimously 4-0.

Vice Mayor Gamble suggested moving the Audience to be Heard section up on the agenda so those in the audience who did not wish to remain for the Budget Hearing could leave.

Mayor Grenier moved the Audience to be Heard section to be heard next on the agenda.

XIV. AUDIENCE TO BE HEARD

Michael Watkins, 805 Summerall Avenue, Tavares, thanked the Fire Department, City Administrator, Police Chief and Officers, and Council Member Gamble for attending a recent Juneteenth celebration.

Carey Baker, Boy Scout Troop Leader #43 and Lake County Property Appraiser, thanked the Council for allowing the Scouts to attend the meeting. He said the three Scouts attended Tavares High School and noted they were working on their Citizenship and Community Merit Badges, which are required to be an Eagle Scout.

Emad Shahid, 107 E. Ruby Street, Tavares, said the Council recently had a Code Enforcement Fine Reduction Request to come before them for consideration. He said he owns a home on Ruby Street with liens and code enforcement fines from a previous owner. At a recent hearing, he received reduced fines from the Code Enforcement Special Magistrate. Mr. Shahid said he thought the Code Enforcement hearing concluded his case and recently discovered a second hearing before the City Council that he missed. He asked the Council if they would place another discussion for a reduction in fines on the next month's agenda.

Mayor Grenier asked for comments from the Council.

There was a consensus from the Council to bring the 107 Ruby Street Code Enforcement fine and lien forgiveness request back for discussion.

Mr. Drury said he would place the discussion on the next agenda.

XI. BUDGET WORKSHOP AND SETTING OF MAXIMUM MILLAGE RATE

Tab 12. Budget Workshop – General Fund Presentation

Mr. Drury made the following presentation:

The City of Tavares operates and oversees several enterprises including:

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

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

The City Council previously developed broad budget priorities for the City Administrator to use as guiding principles in developing next year's FY 25 proposed budget (see attached).

The City Administrator, Finance Director and Budget Department have worked

with each Department Director to develop departmental budgets which have been incorporated into this General Fund budget. To achieve a balanced budget, some proposed items were cut and are reflected in the attached comprehensive “FY 2025 Cut List” and where many of the Council’s goals have been met, not all of them have been met.

As in previous years, the cut list is organized into several categories:

1. **“Reduction”** means the item is still in the proposed FY 25 budget and the City Administrator has reduced the amount that was requested by the Department Director.
2. **“Cut”** means the City Administrator has removed the entire item from the budget.
3. **“Similar”** means the item was provided for in the prior year.
4. **“Enhanced”** means the item is a higher level of service than provided for in the prior year.
5. **“Personal Services”** means a new position
6. **“Operating Expenses”** means general operating and maintenance expenses
7. **“Capital Equipment”** means operating and maintenance equipment over \$5,000 in value and more than a three-year lifespan.
8. **“Capital Projects”**: Over \$5,000 in value and generally requires designing, engineering, bidding, construction or fabrication and project oversight during the procurement, construction and installation process.
9. **“Debt Service”** The annual cost of the repayment toward a loan for a capital item.

It is recommended that the City Council review the Cut List closely. While the items on the cut list were initially identified by the City’s professional Department Directors as necessary for efficiency and productivity, they were ultimately removed by the City Administrator to maintain a balanced budget and align with the Council’s goals. The cut list includes some items that were reflected in the City Council’s goals that were cut to maintain a balanced budget.

Proposed Budget Highlights:

1. A Similar Level of Service is achieved and presented as directed by Council. (Note: New and enhanced levels of service were not included – See Exhibit B cut “Enhanced” items)
2. The FY 25 budget is increased by 6.92% over the current year’s FY 24 Adopted Budget to maintain a similar level of service while keeping up with increases in cost, including health insurance (estimated at 4% increase), property insurance (estimated at 25% increase), and workers’ compensation (estimated at 10% increase) and inflation.
3. The Debt Service millage property tax rate is decreased from .1817 down to .1601.

4. *The General Fund millage property tax rate is increased from 6.5950 to 6.9500 mills. This equates to an increase of \$50 per year or \$4.17 per month on a homesteaded house valued at \$200,000 next year over this year for this proposed budget (Debt Service rate reduction included). The increase equals \$582,927 for the General fund, which is approximately the amount needed to cover the six (6) proposed new additional Police and Fire Department positions.*
5. *The Government Finance Officers Association (GFOA) recommendation of two (2) months General Fund reserves is exceeded by 1.38 months to 3.38 months, totaling \$7,765,913 in General Fund Reserves. The additional 1.38 months equates to \$3,173,251 and has been recommended and put in place to cover higher than normal fluctuating inflation rates and higher than normal predicted storm events.*
6. *The Fire Assessment is level funded (no rate increase).*
7. *Employee raises are established at 8.0%.*
8. *The increased healthcare costs are shared by employees and employer.*
9. *Six new Public Safety positions are proposed for Police (2) and Fire (4).*
10. *Six new General Funded positions are proposed as follows: 2 for Public Works, 1 for Parks, 1 for Recreation, 1 for Library and 1 for Special Events.*
11. *Citywide Street paving is proposed at \$400,000.*

Proposed Property Tax Millage Rate with a Balanced Budget:

This proposed budget is balanced and reflects a slight property tax millage rate increase of 5.5% from 6.5950 to 6.9500.

This was necessary to fund the six (6) new Police and Fire Department positions along with others. It should be noted that the Council has lowered the tax rate consistently for the past five (5) straight years in a row and this short-term one time 5.38% bump-up was necessary to keep pace with Public Safety staffing needs, inflation as well as much needed and put-off positions in Public Works, Parks, Recreation, Library and Special Events departments. The city has grown from 10,000 people to over 21,000 people over the past decade and a half, adding a hospital and many new businesses. The County's Governmental Campus uses many City Services but pays no taxes for those City Services. The time has come to staff up slightly to service the residents, business community, and County Governmental campus with proper policing and firefighting protection. It is hopeful that in the ensuing years the city will be in a position to resume lowering the rate again as it has done so for the past five (5) years. It should also be noted that the Fire Chief continues to apply for Firefighter grants which, if awarded, will lower the amount of dollars needed from the General Fund to cover the proposed firefighter positions.

The debt service tax rate decreased again for the 7th year in a row from .1817 mills down to .1601 mills (a 12% decrease). At the proposed property tax rate, homeowners with a house valued at \$150,000 and standard homestead exemption would pay \$711 per year or \$59 per month in City Ad Valorem Property Taxes for the budget that is before Council for FY 2025.

This first budget workshop on July 17, 2024, is to deliver, present and discuss the General Fund budget. The second budget workshop on August 7th, 2024, is to deliver, present, and discuss the enterprise funds (Water, Wastewater, Reclamation, Stormwater, Solid Waste, Seaplane Base/Marina, Pavilion on the Lake) and discuss this General Fund Budget. A high-level overview of Special Revenue Fund budgets will also be presented.

The maximum tentative millage rate will be set at the first budget workshop on July 17, 2024, after the budget presentation is delivered. A third Council budget workshop is scheduled for August 21, 2024, to discuss all budgets and the Five (5) Year Capital Improvement Plan, followed by two Public Hearings on the budget on September 4, 2024, and September 18, 2024.

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

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

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

Vice Mayor Gamble inquired about the Fire Department Safer Grant. Ms. Houghton said the grant would fund 75% of the cost, and 25% was a match and included in the budget. She noted three public safety positions were included in the General Fund, and three firefighter positions were included in the Safer Grant funds. Mr. Drury said Chief Keith applied for the grant for three firefighters, which, if awarded, would reduce costs by 75%. He said the costs would be provided at the following meeting.

Mr. Drury commended and thanked Ms. Bublitz for her work negotiating a health wellness program for the employees, which reduced the increases from double-digit to single-digit.

Mr. Drury said the budget began when the Council set and voted on priorities in February 2024. The priorities were provided to each Department Director, who worked for three months to create budgets that honored the Council's priorities and needs of the department and employees. He said some requested items could not be attained and were cut for a balanced budget. Mr. Drury asked the Council to review the cut list and said there may be an item or two the Council deems important and may wish to fund.

Mr. Drury said the budget presented to the Council was one of the best the Council had received for the City. He said Tavares was lean, and the employees worked hard to produce much for its citizens. Mr. Drury said staff would update the budget throughout the budget process and provide additional information to the Council.

Mayor Grenier asked for comments from the Council.

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

Tab 13. Budget Workshop – Setting of Maximum Tentative Millage Rate

Mr. Drury made the following presentation:

The General Fund budget was presented earlier at this City Council meeting. The maximum tentative millage rate will be set at this meeting. The Utility and Special Revenue Fund budgets will be presented at the next City Council meeting on August 7, 2024. The Five-Year Capital Plan will be delivered, presented and discussed at the August 21, 2024, budget workshop.

Two Public Hearings on the budget are scheduled for September 4, 2024, and September 18, 2024.

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

- The proposed General Fund millage rate of 6.9500 mills represents an increase from the prior year of 0.355 mills (6.9500 - 6.5950), a 5.38% increase over the prior year, and 15.52% above the estimated rollback rate of 6.0162 mills.*
- The proposed Voted Debt Service millage rate of .1601 mills represents a decrease from the prior year of .0216 mills (.1817 - .1601), a 11.89% decrease over the prior year.*
- The total increase is .3334 mills which is a 4.92% total increase over the prior year adopted millage rates.*
- This increase equates to an increase of \$50 per year or \$4.17 per month on a homesteaded house valued at \$200,000 next year over this year. The increase generates \$582,927 which is approximately the amount needed to cover the six (6) proposed new additional Police and Fire Department positions.*

Staff recommended Option 1: Move to set the Maximum Tentative Millage Rate at 6.9500 mills, and the Maximum Tentative Voted Debt Millage Rate at 0.1601 mills.

Mayor Grenier asked for comments from the Council.

Council Member Pfister said she preferred to set the maximum tentative millage rate higher as items on the cut list needed further discussion and possibly put back into the budget.

Vice Mayor Gamble said he saw items on the cut list that needed further discussion. He noted that tax funding may be reduced due to the November ballot regarding homestead exemptions.

A discussion was held on an increased tentative maximum millage rate.

Council Member Singer was impressed that the addition of public safety personnel and increased inflation costs resulted in only a 5.5% increase. He concurred with Council Member Pfister and said many items on the cut list needed further discussion. He was confident that a set maximum tentative millage rate, as discussed, could be reduced.

MOTION

Lori Pfister moved to set the Maximum Tentative Millage Rate at 7.25 mills, and the Maximum Tentative Voted Debt Millage Rate at 0.1601 mills, seconded by Sandy Gamble.

Council Member Singer asked for the percentage increase from last year's millage rate without debt. Mr. Drury said 10%. Ms. Houghton said the preliminary maximum rate was well within the limit for requiring a majority vote of the governing body.

The motion carried unanimously 4-0.

XII. NEW BUSINESS

XIII. OLD BUSINESS

Council Member Pfister inquired about the study on residential impact fees. Mr. Drury said staff would return to the Council on residential impact fees and Land Development Regulations for lot sizes.

Mayor Grenier inquired about electronic game rooms. Mr. Drury said staff would bring forward an ordinance to eliminate them.

XV. REPORTS

Tab 14. City Administrator Report

Mr. Drury said the Council's agenda packets included a list of upcoming meetings and events. He and Vice Mayor Gamble attended a Florida League of Cities meeting in Mount Dora that highlighted Police Dogs.

Ms. Novack stated that candidate election packets would be available in the City Clerk's office between 8:00 a.m. and 5:00 p.m. and on the City website.

Scott Aldrich thanked Mayor Grenier for attending the summer reading program ceremonies closing at the library on August 15, 2024.

Ms. Houghton thanked the Council and stated how much she enjoys presenting the annual budget to the Council. Mayor Grenier commended Ms. Houghton on her efforts.

Tab 15. City Council Member Reports

Council Member Pfister commended Mr. Drury and the Department Directors for their work on the annual budget. She said all their hard work did not go unnoticed.

Council Member Singer noted he attended the 4th of July celebrations and said the event was wonderful. He commended the departments that assisted in putting on the event, including the Police, Fire, Utility, and Right-of-Way departments.

Vice Mayor Gamble noted he attended the 4th of July celebrations and said the fireworks were great. He asked for an update on the Splash Park. Mr. Clark said the Splash Park was open and staff would bring an upgrade plan in the future.

Vice Mayor Gamble discussed the presentation he attended on Police K9 dogs and said they enhanced situations where mental health and post-traumatic stress syndrome were involved. He said many dogs were civilian dogs. Chief Coursey noted that Lieutenant Schmidbauer's personal dog was recently law enforcement certified. She said the dog could help calm people in stressful situations.

Vice Mayor Gamble noted he completed his annual ethics training.

Vice Mayor Gamble commended Mr. Drury, Ms. Houghton, and Mr. Jones for presenting a well-balanced budget, which was appreciated. He inquired about the amount .38 of the three-month reserves would equate. He noted his support for maintaining a three-month reserve and said hurricane season was pending.

XVI. ADJOURNMENT

There was no further business, and Mayor Grenier adjourned the meeting at 5:59 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/7/2024**

AGENDA TAB NO.: 4

**SUBJECT TITLE: Resolution 2024-15 - Authorizing Issuance or a “Letter of Intent to Withdraw”
From the Public Risk Management of Florida Insurance Pool (Human Resources)**

OBJECTIVE:

To issue the city's "letter of intent to withdraw" from the Public Risk Management of Florida insurance pool while researching other insurance opportunities through the RFP process.

SUMMARY:

Resolution authorizing the issuance of a "letter of intent to withdraw" from Public Risk Management of Florida insurance pool. The City is researching insurance opportunities through the RFP process and has retained the services of Siver Insurance Consultants to assist and guide the City in this process. Sections 4.2 and 4.3 of the Agreement provided that Pool members must serve the Executive Director with written notice of its intent to withdraw at least forty-five (45) days prior to the beginning of the policy year for which the notice to withdraw is applicable. Issuance of said notice will facilitate staff analyses of insurance options for the fiscal year commencing on October 1, 2024.

OPTIONS:

1. Approve Resolution 2024-15.
2. Do not approve Resolution 2024-15.

STAFF RECOMMENDATION:

Staff recommends option 1 to approve Resolution 2024-15.

FISCAL IMPACT:

None

LEGAL SUFFICIENCY:

Yes

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. RESOLUTION of intent to withdraw 2024

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

RESOLUTION 2024-15

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA, AUTHORIZING ISSUANCE OF A “LETTER OF INTENT TO WITHDRAW” FROM THE PUBLIC RISK MANAGEMENT OF FLORIDA INSURANCE POOL; PROVIDING SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Tavares is party to an intergovernmental cooperative agreement (the “Agreement”) which provides for its participation in the Public Risk Management of Florida insurance pool ("Pool"); and

WHEREAS, the City of Tavares is researching insurance opportunities through the RFP process, and

WHEREAS, the City of Tavares has retained the services of Siver Insurance Consultants to assist and guide the City in this endeavor, and

WHEREAS, Sections 4.2 and 4.3 of the Agreement provided that Pool members must serve the Executive Director with written notice of its intent to withdraw at least forty-five (45) days prior to the beginning of the policy year for which the notice to withdraw is applicable; and

WHEREAS, Issuance of said notice will facilitate staff analyses of insurance options for the fiscal year commencing on October 1, 2024.

NOW, THEREFORE, BE IT RESOLVED:

Section 1. By means of this Resolution, the City Council does hereby authorize the City Manager to issue a Letter of Intent to Withdraw from the Pool effective October 1, 2024, subject to final confirmation of such action on or before ten (10) days prior to the beginning of such policy year.

Section 2. This Resolution shall become effective immediately upon adoption.

Section 3. If any section, subsection, phrase or portion of this Resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

PASSED AND DULY ADOPTED by the City Council of the City of Tavares, Florida this 7th day of August, 2024.

Robert Grenier, Mayor
Tavares City Council

Susie Novack
City Clerk

Approved as to form:
Lindsey Holt
City Attorney

**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/7/2024**

AGENDA TAB NO.: 5

SUBJECT TITLE: Resolution 2024-16 - Updated LCWA Grant Agreement for Aesop's Park Stormwater Improvements and Request for Additional Funding (Finance)

OBJECTIVE:

Consider approval of Resolution 2024-16 authorizing acceptance of a new grant amendment from the Lake County Water Authority for Aesop's Park Stormwater Improvements.

SUMMARY:

At the 8/3/2022 City Council meeting, the Council accepted a Lake County Water Authority (LCWA) grant to fund improvements to the stormwater pond system at Aesop's Park. The original grant agreement provided \$162,500 in funding, with a matching amount of \$162,500 from Stormwater reserves, totaling \$325,000.

The project cost has since increased to \$548,970. The LCWA amended the grant to cover the increase, raising the grant funding to \$280,000 and the matching amount to \$268,970. Staff recommends using Infrastructure Sales Tax Reserves to cover the additional \$106,470 needed.

Salient details of the grant include the following:

- Project Title: CRA Basin EE Phase I Stormwater Enhancement (Aesop's Park). The grant is a direct local grant awarded by Lake County Water Authority (LCWA), Lake County, Florida.
- Original award amount: \$162,500.
- Original match amount: \$162,500.
- Amended award amount: \$280,000.
- Amended total match amount: \$268,970.
- Funding from LCWA shall only be applied towards the portion of the project that treats the existing impervious areas and not future development, nor shall the LCWA Grant fund the redistribution of flows from existing retention areas that are proposed to be eliminated or reduced.

OPTIONS:

Option 1: Move to approve Resolution 2024-16 and authorize staff to utilize \$106,470 from Infrastructure Sales Tax reserves to fund the increased cost of the grant match.

Option 2: Move to not approve.

STAFF RECOMMENDATION:

Option 1: Move to approve Resolution 2024-16 and authorize staff to utilize \$106,470 from Infrastructure Sales Tax reserves to fund the increased cost of the grant match.

FISCAL IMPACT:

\$106,470 will be taken from Infrastructure Sales Tax reserves and added to the FY 2024 Budget.

LEGAL SUFFICIENCY:

Legally Sufficient.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Resolution 2024-16
2. LCWA Notification of Award Amendment

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

RESOLUTION 2024-16

A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, AUTHORIZING THE ACCEPTANCE OF LAKE COUNTY WATER AUTHORITY GRANT AMENDMENT FROM LAKE COUNTY, FLORIDA TO AMEND THE EXISTING GRANT AGREEMENT TO DESIGN AND CONSTRUCT STORMWATER IMPROVEMENTS AT AESOP'S POND.

WHEREAS, the Lake County Water Authority (LCWA) had previously awarded the City of Tavares a grant in the amount of \$162,500 with an equal match of \$162,500 to make stormwater improvements at Aesop's Pond; and

WHEREAS, the cost to make those improvements has increased since the grant was originally awarded; and

WHEREAS, the Lake County Water Authority and City of Tavares wish to amend the existing agreement to provide additional funding for the project.

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 amendment with the Lake County Water Authority. Elements of the award include:

- Project Title: CRA Basin EE Phase I Stormwater Enhancement (Aesop's Park).
- Original award amount: \$162,500.
- Original match amount: \$162,500.
- Amended award amount: \$280,000.
- Amended match amount: \$268,970.
- Funding from LCWA shall only be applied toward the portion of the project that treats the existing impervious areas and not future development, nor shall the LCWA Grant fund the redistribution of flows from existing retention areas that are proposed to be eliminated or reduced.

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 20th day of March 2024, by the City Council of the City of Tavares, Florida.

Bob Grenier, Mayor
Tavares City Council

ATTEST:

Susie Novack
City Clerk

Approved as to form:
Lindsey Holt
City Attorney



TO: Bobby Bonilla, Executive Director

FROM: Sean Beaudet, Grants Program Manager

DATE: May 16, 2024

RE: City of Tavares Stormwater Grant Presentation
& Additional funding request by the City of Tavares for the CRA Basin EE Phase I Stormwater Enhancement Project

Presentations – Tab 9

Background

The Lake County Water Authority (LCWA) Board of Trustees (Board) awarded a grant to the City of Tavares for their CRA Basin EE Phase I Stormwater Enhancement Project in June 2022. There were two application periods during FY22, and this project was awarded during the second solicitation. A copy of the minutes (Exhibit A) and original agreement (Exhibit B) are included for reference.

Application(s)

More recently, the City of Tavares staff reached out to share the difficulties they have encountered in bidding of the project and dramatically increased costs. Thus, the City of Tavares is requesting an additional \$223,970 and city staff has shared that, if awarded, the project could still be completed by the current work completion deadline of August 5, 2024; and an agreement extension would not be necessary. The formal request (Exhibit C), new program application (Exhibit D), and cost analysis by staff (Exhibit E) have also been included. Representatives from the City of Tavares is present to provide a presentation regarding their application.

Application Review and Scoring

The Technical Evaluation Team (TET) for the Water Resources Improvement Grant Program also reviewed this request. As a reminder, the maximum score any project can earn is 500 points. The minimum point threshold for a project to receive any funding is 200. The TET is proposing to award \$1,000 for each point scored on any project or the lesser amount requested if a project exceeds the minimum point threshold. This scoring matrix is illustrated in the table below.

Average Score	Eligible	Award Amount
0-200	No	\$0
200-500	Yes	\$1,000 - \$500,000

BOARD OF TRUSTEES

For historical reference, the average award approved by the Board over the three previous fiscal years or cycles of the Stormwater Treatment Grant Program was \$198,651. After review, the TET determined the applicant remained eligible and scored the project accordingly, with the following determination:

Project Title	Average Score	Revised Total Award	Less Previous Award	Additional Award
CRA Basin EE Phase I Stormwater Enhancement (Aesop's Park)	280	\$280,000	(\$162,500)	\$117,500

As shown, the project received an average score of 280. Thus, the project is eligible for an additional \$117,500 on top of their original award of \$162,500 bringing the total award to \$280,000. The City of Tavares would also need to increase their share of cost for the project. The table below shows a cost breakdown of the original award, the requested amount, and the TET recommendation.

Description	Original Agreement	City of Tavares Request	TET Recommendation
Total Project Cost	\$325,000	\$548,970	\$548,970
LCWA Share of Cost	\$162,500	\$386,470	\$280,000
City of Tavares Share of Cost	\$162,500	\$162,500	\$268,970

Recommendation:

The Technical Evaluation Team recommends funds be awarded for this project subject to:

- (1) The additional \$117,500 be drawn from the FY24 Water Resources Improvement Grant Program allocation.
- (2) Applicant agreeing to also increase their share of cost to \$268,970.

Exhibit E

**Water Resources Staff Cost Analysis:
City of Tavares, CRA Basin EE Phase I Stormwater
Enhancement Program, Additional Funding Request**

Original Agreement

Term (Months)		24
Start Date		8/5/2022
Expiration Date		8/5/2024
LCWA Award (50%)	\$	162,500.00
City of Tavares Match (50%)	\$	162,500.00
Total	\$	325,000.00

Revised Project Cost

Site Work	\$	392,777.12
Beemat Floating Wetland	\$	72,000.00
Aeration	\$	6,800.00
Subtotal	\$	471,577.12
Contingency (10%)	\$	47,157.71
Expenses Incurred to Date	\$	30,235.00
Total	\$	548,969.83

City of Tavares Request

LCWA Award (70.40%)	\$	386,469.83
City of Tavares Match (29.60%)	\$	162,500.00
Total	\$	548,969.83

LCWA Additional Funding	\$	223,969.83
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**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/7/2024**

AGENDA TAB NO.: 6

SUBJECT TITLE: Ordinance 2024-07 – Amending the City of Tavares “Taking Flight” 2040 - Comprehensive Plan Future Land Use Element, Amending the Density for the Commercial Downtown (CD) Category (Community Development)

OBJECTIVE:

To consider approval of the Ordinance 2024-07 - Amending the City of Tavares “Taking Flight” 2040 - Comprehensive Plan Future Land Use Element, by amending the density for the Commercial Downtown (CD) category from not to exceed 25 DU/AC to not to exceed 40 DU/AC.

SUMMARY:

The Future Land Use Commercial Downtown (CD) category is intended to support a wide range of uses with increased densities and intensities to complement the downtown’s roles as a focus for tourism, professional offices, retail, dining, civic, and cultural activities. This category is also intended to accommodate townhomes and multifamily dwellings. Furthermore, the City encourages compact mixed-use developments with increased density and intensity that promotes pedestrian and economic activity per the Land Use Element, Objective 1-3 Downtown Tavares, Policy 1-3.4 of the “Taking Flight” 2024 Comprehensive Plan.

The City of Tavares is experiencing an influx of growth, as many communities in Florida are experiencing. However, there is limited investment interest within the Commercial Downtown (CD) category. Investment in an infill project can present some challenges for investors, including assembly of fragmented property, potential environmental cleanup, limited financing options, demolition cost, higher construction costs for commercial and multi-story buildings, and density requirements.

As a result, other compatible cities have demonstrated higher densities in their downtown core areas (see attached table). The City of Tavares has the opportunity to consider an increased bonus density within the Commercial Downtown category. Ordinance 2024-07 proposes an increase in density for the Commercial Downtown category from the adopted 25 dwelling units per acre to a more progressive 40 dwelling units per acre. Please note, the proposed 40 dwelling units per acre density is considered a density bonus. Any CD category outside the downtown Community Redevelopment Area (CRA) shall have a density of not to exceed 25 dwelling units per acre.

On June 19, 2024, at a public hearing, City Council unanimously approved the transmittal of Ordinance 2024-07 to the Florida Department of Commerce and other pertinent state review agencies. Since, the Florida Department of Commerce in a letter dated July 26, 2024 (see attached), has authorized the City to adopt the proposed Comprehensive Plan amendment at a public hearing.

OPTIONS:

1. That the City Council moves to approve Ordinance 2024-07 - Amending the City of Tavares “Taking Flight” 2040 - Comprehensive Plan, Future Land Use Element, by amending the density for the Commercial Downtown (CD) category from not to exceed 25 DU/AC to not to exceed 40 DU/AC.

2. That the City Council moves to deny Ordinance 2024-07.

STAFF RECOMMENDATION:

On June 16, 2024, the Planning & Zoning Board met and voted unanimously (4-0) to recommend approval of the transmittal to the State for review of Ordinance 2024-07 - Amending the City of Tavares "Taking Flight" 2040 - Comprehensive Plan Future Land Use Element, by amending the density for the Commercial Downtown (CD) category as presented.

Staff recommends that the City Council moves to approve Ordinance 2024-07 - Amending the City of Tavares "Taking Flight" 2040 - Comprehensive Plan Future Land Use Element, by amending the density for the Commercial Downtown (CD) category.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

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

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Ordinance 2024-07 - Future Land Use Text & Map Amendment
2. Tavares 2040 FLUM - Amendment Ord 2024-07
3. Proposed Commercial Downtown (CD) FLUM
4. Proposed Commercial Downtown (CD) Aerial MAP
5. Downtown Density Survey Table
6. AD - Ordinance 2024-07
7. FLDeptCommerce Letter Dated 7-26-24
8. FDEP Approval Letter Dated 7-25-24
9. FDOT Approval Letter Dated 7-24-24
10. SJRWMD - Approval Letter Dated 7-10-24

ORDINANCE 2024-07

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE CITY OF TAVARES “TAKING FLIGHT” 2040 COMPREHENSIVE PLAN FUTURE LAND USE ELEMENT, AMENDING THE DENSITY FOR THE COMMERCIAL DOWNTOWN (CD) CATEGORY, PROVIDING FOR SEVERABILITY AND CONFLICTS; PROVIDING FOR TRANSMITTAL; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on November 18, 2020 the City of Tavares adopted a Comprehensive Plan in accordance with Florida Statutes – Chapter 163, and the State of Florida Local Government Comprehensive Planning and Land Development Regulation Act by adoption of Ordinance 2020-10; and,

WHEREAS, the City of Tavares proposes to amend the “Taking Flight” 2040 Comprehensive Plan Future Land Use Element and Future Land Use Map as they relate to the density allowed in the Commercial Downtown (CD) category; and,

WHEREAS, the Commercial Downtown (CD) category is intended to support a wide range of uses with increased densities and intensities to complement the downtown’s roles as a focus for tourism, professional offices, retail, dining, civic, and cultural activities. This category is also intended to accommodate townhomes and multifamily dwellings per the Land Use Element of the “Taking Flight” 2024 Comprehensive Plan; and,

WHEREAS, the City encourages compact mixed-use developments with increased density and intensity that promotes pedestrian and economic activity per Land Use Element, Objective 1-3 Downtown Tavares, Policy 1-3.4 of the “Taking Flight” 2040 Comprehensive Plan; and,

WHEREAS, the City of Tavares Planning and Zoning Board, Local Planning Agency, and City Council held duly noticed public hearings providing opportunity for individuals to hear and be heard regarding the adoption of the proposed amendment; and,

WHEREAS, the City Council has reviewed and considered all relevant evidence and information and testimony presented by witnesses, the public, and City staff; and,

WHEREAS, the City Council finds this amendment in compliance with Chapter 163 and Chapter 187, Florida Statutes, and the City of Tavares Comprehensive Plan; and,

WHEREAS, adoption of this amendment is in the best interest of the health, safety, and general welfare of the citizens of Tavares.

BE IT ORDAINED by the City Council of the City of Tavares, Florida, as follows:

Section 1. Comprehensive Plan Amendment: Text Amendment

The Comprehensive Plan is hereby amended with revisions for the density “Not to exceed 40 DU/AC” on the Commercial Downtown (CD) category on Table 1-1 “Land Use Category Development Standards” (**Exhibit “A”**) and on the Future Land Use Map (**Exhibit “B”**).

Section 2 Severability and Conflicts

The provisions of this ordinance are severable and it is the intention of the City Council of Tavares, Florida, to confer the whole or any part of the powers herein provided. If any court of competent jurisdiction shall hold any of the provisions of this ordinance unconstitutional, the decision of such court shall not impair any remaining provisions of this ordinance.

Section 3 Transmittal

The City Administrator is hereby authorized and directed to transmit the adopted Comprehensive Plan amendments to the Florida Department of Commerce, the East Central Florida Regional Planning Council, the St. Johns River Water Management District, the Department of Environmental Protection, the Florida Department of Transportation, and any other governmental agency in the State of Florida that has filed a written request with the City Council for a copy of the Comprehensive Plan within 10 working days of the adoption of this Ordinance as specified in the State Land Planning Agency’s procedural rules.

Section 4. Effective Date

The effective date of this plan amendment, if the amendment is not timely challenged, shall be 31 days after the state land planning agency notifies the local

government that the plan amendment package is complete. If timely challenged, this amendment shall become effective on the date the state land planning agency or the Administration Commission enters a final order determining this adopted amendment to be in compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before it has become effective. If a final order of noncompliance is issued by the Administration Commission, this amendment may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the state land planning agency.

PASSED AND ORDAINED this _____ day of _____, 2024, by the City Council of the City of Tavares, Florida.

Bob Grenier, Mayor
Tavares City Council

Passed First Reading (Transmittal): June 19, 2024

Passed Second Reading: _____

ATTEST:

Susie Novack, City Clerk

APPROVED AS TO FORM AND LEGALITY:

Lindsay C.T. Holt, City Attorney

EXHIBIT “A”

Table 1-1 – Land Use Category Development Standards

Land Use Category	Residential Density ¹	Nonresidential Intensity ¹
Residential Estate	Not to exceed 1 DU/AC ²	N/A
Suburban	Not to exceed 3.0 DU/AC	N/A
Low Density	Not to exceed 5.6 DU/AC	N/A
Medium Density	Not to exceed 12.0 DU/AC	N/A
High Density	Not to exceed 25.0 DU/AC	N/A
Mobile Home	Not to exceed 8.7 DU/AC	N/A
Mixed Use	Not to exceed 25 DU/AC	Not to exceed 1.0 FAR
Lakeside Mixed Use	See Policy 1-9.3	See Policy 1-9.3
Commercial	N/A	Not to exceed 2.0 FAR
Commercial Downtown	Not to exceed 25 40 DU/AC	Not to exceed 3.0 FAR
Public Facility/Institutional	N/A	Not to exceed 0.5 FAR
Industrial	N/A	Not to exceed 0.5 FAR
Conservation	N/A ³	N/A

¹ Maximum density or intensity is not entitled to any individual property or project. Site and environmental constraints, infrastructure capacity, buffer requirements, and compatibility with land development regulation standards may limit the development potential within these Future Land Use categories. Residential density is calculated as gross density, where the gross acreage includes all lands within the parcel boundaries above the mean high water line of any naturally occurring water body.

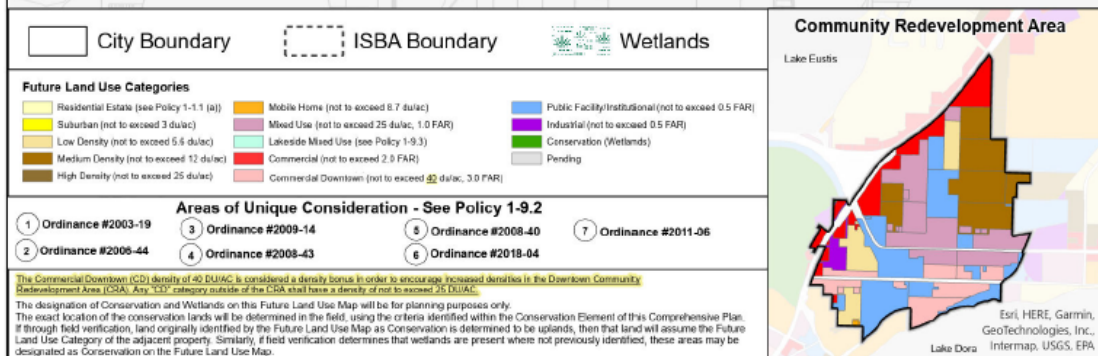
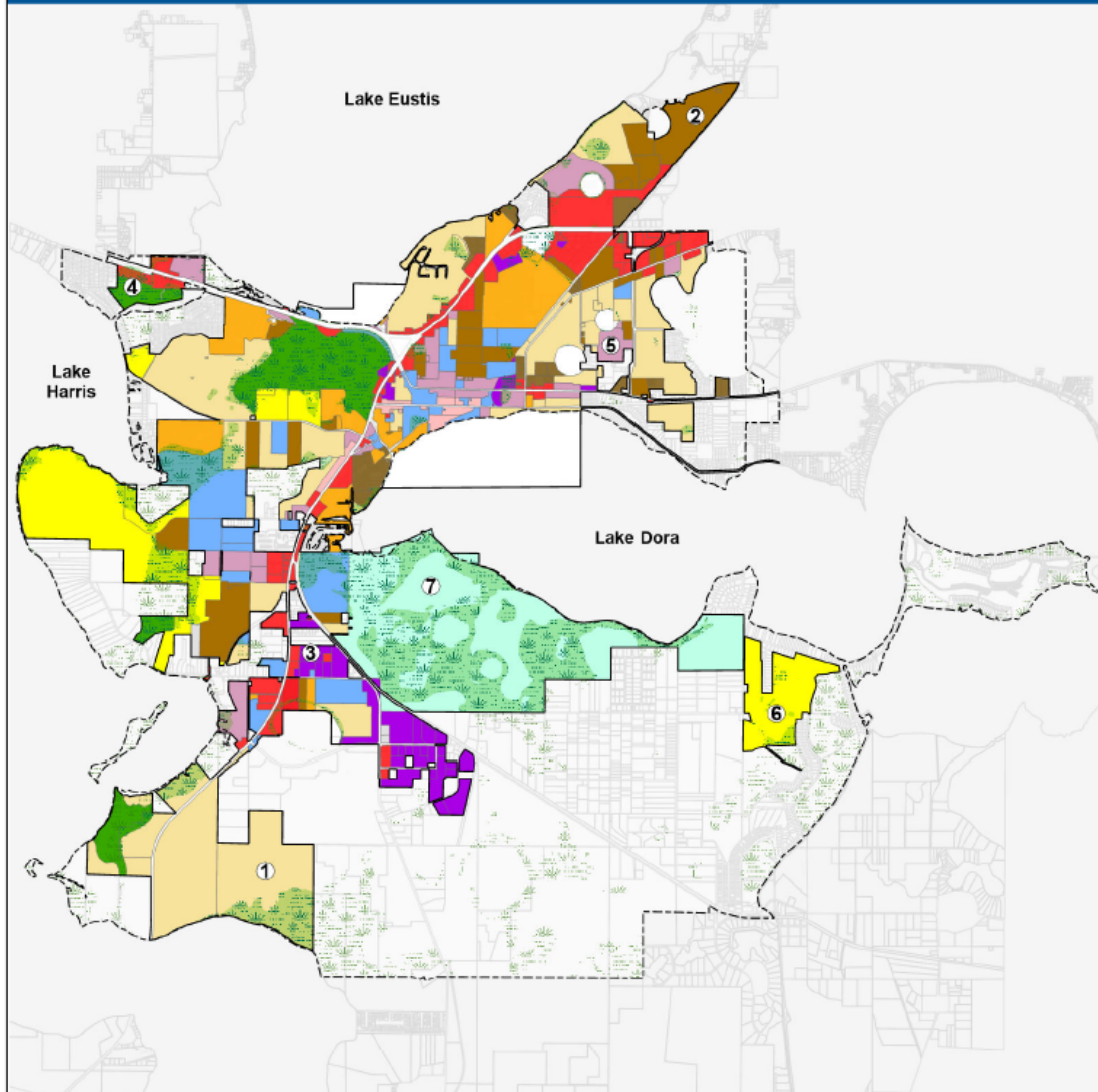
² See description of the Residential Estate category for additional standards.

³ Once defined as a wetland, development may occur consistent with Objective 5-3 and related policies within the Conservation Element. This property may be used for density calculations of 1 dwelling unit per acre providing a conservation easement is granted.

⁴ The Commercial Downtown (CD) density of 40 DU/AC is considered a density bonus in order to encourage increased densities in the Downtown Community Redevelopment Area (CRA). Any "CD" category outside of the CRA shall have a density of not to exceed 25 DU/AC.

EXHIBIT "B"

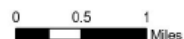
City of Tavares - Future Land Use Map 2040



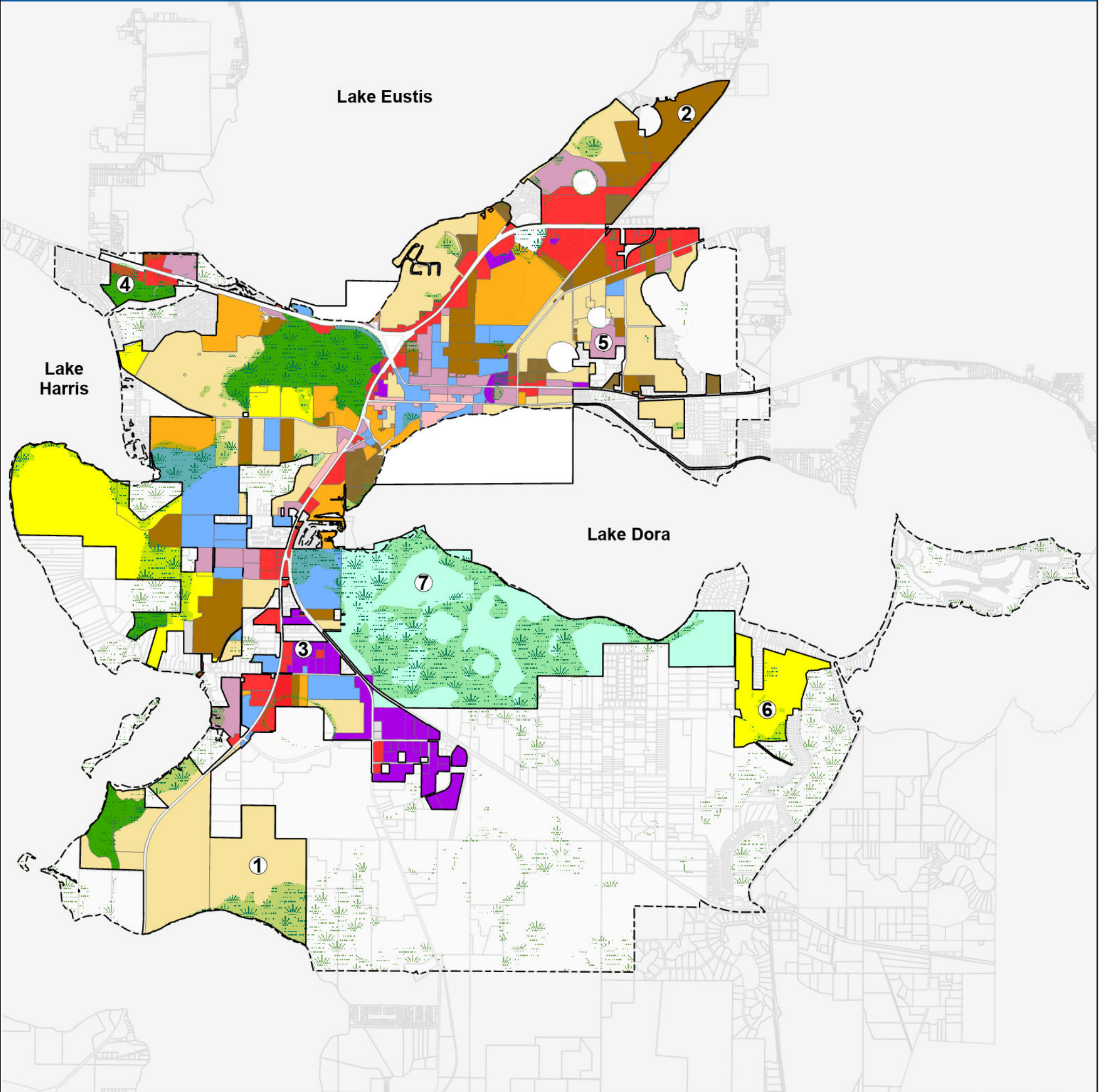
City of Tavares | 2040 Comprehensive Plan Map Series

Note: This map was compiled utilizing available GIS data and does not reflect an actual survey. The City of Tavares does not assume responsibility for errors or omissions contained herein.

Map Amendment: August 7, 2024
Sources: City of Tavares; St. Johns River Water Management District



City of Tavares - Future Land Use Map 2040



City Boundary ISBA Boundary Wetlands

Future Land Use Categories

- | | | |
|---|---|---|
| Residential Estate (see Policy 1-1.1 (a)) | Mobile Home (not to exceed 8.7 du/ac) | Public Facility/Institutional (not to exceed 0.5 FAR) |
| Suburban (not to exceed 3 du/ac) | Mixed Use (not to exceed 25 du/ac, 1.0 FAR) | Industrial (not to exceed 0.5 FAR) |
| Low Density (not to exceed 5.6 du/ac) | Lakeside Mixed Use (see Policy 1-9.3) | Conservation (Wetlands) |
| Medium Density (not to exceed 12 du/ac) | Commercial (not to exceed 2.0 FAR) | Pending |
| High Density (not to exceed 25 du/ac) | Commercial Downtown (not to exceed 40 du/ac, 3.0 FAR) | |

Areas of Unique Consideration - See Policy 1-9.2

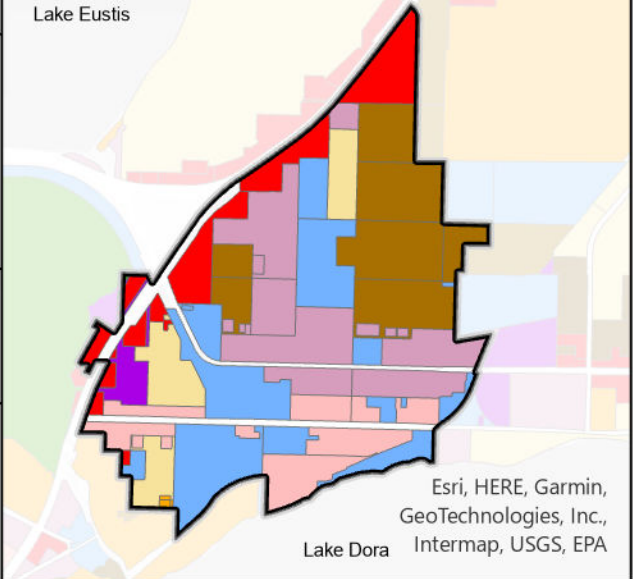
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|--------------------|--------------------|--------------------|--------------------|
| Ordinance #2003-19 | Ordinance #2009-14 | Ordinance #2008-40 | Ordinance #2011-06 |
| Ordinance #2006-44 | Ordinance #2008-43 | Ordinance #2018-04 | |

The Commercial Downtown (CD) density of 40 DU/AC is considered a density bonus in order to encourage increased densities in the Downtown Community Redevelopment Area (CRA). Any "CD" category outside of the CRA shall have a density of not to exceed 25 DU/AC.

The designation of Conservation and Wetlands on this Future Land Use Map will be for planning purposes only. The exact location of the conservation lands will be determined in the field, using the criteria identified within the Conservation Element of this Comprehensive Plan. If through field verification, land originally identified by the Future Land Use Map as Conservation is determined to be uplands, then that land will assume the Future Land Use Category of the adjacent property. Similarly, if field verification determines that wetlands are present where not previously identified, these areas may be designated as Conservation on the Future Land Use Map.

Community Redevelopment Area

Lake Eustis



Esri, HERE, Garmin,
GeoTechnologies, Inc.,
Intermap, USGS, EPA



City of Tavares | 2040 Comprehensive Plan Map Series

Note: This map was compiled utilizing available GIS data and does not reflect an actual survey. The City of Tavares does not assume responsibility for errors or emissions contained herein.

Map Amendment: August 7, 2024
Sources: City of Tavares; St. Johns River Water Management District

0 0.5 1 Miles



July 26, 2024

The Honorable Bob Grenier
Mayor, City of Tavares
201 E. Main Street
P.O. Box 1068
Tavares, Florida 32778

Dear Mayor Grenier:

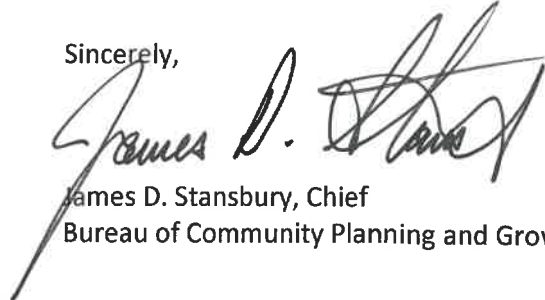
The Florida Department of Commerce (FloridaCommerce) has reviewed the proposed comprehensive plan amendment for the City of Tavares (Amendment No. 24-02ESR) received on June 26, 2024. The review was completed under the expedited state review process. We have no comment on the proposed amendment.

The City should act by choosing to adopt, adopt with changes, or not adopt the proposed amendment. For your assistance, we have enclosed the procedures for adoption and transmittal of the comprehensive plan amendment. In addition, the City is reminded that:

- Section 163.3184(3)(b), F.S., authorizes other reviewing agencies to provide comments directly to the City. **If the City receives reviewing agency comments and they are not resolved, these comments could form the basis for a challenge to the amendment after adoption.**
- **The second public hearing**, which shall be a hearing on whether to adopt one or more comprehensive plan amendments, **must be held within 180 days** of your receipt of agency comments or the amendment shall be **deemed withdrawn** unless extended by agreement with notice to FloridaCommerce and any affected party that provided comment on the amendment pursuant to Section 163.3184(3)(c)1., F.S.
- **The adopted amendment must be transmitted to FloridaCommerce within ten working days after the second public hearing pursuant to 163.3184(3)(c)2., F.S.** Under Section 163.3184(3)(c)2. and 4., F.S., the **amendment effective date** is 31 days after FloridaCommerce notifies the City that the amendment package is complete or, if challenged, until it is found to be in compliance by FloridaCommerce or the Administration Commission.

If you have any questions concerning this review, please contact Jon Coulter, Planning Analyst, by telephone at (850)-717-8421 or by email at jon.coulter@commerce.fl.gov.

Sincerely,



James D. Stansbury, Chief
Bureau of Community Planning and Growth

JDS /jc

Enclosure(s): Procedures for Adoption

cc: J. Antonio Fabre, AICP, Director of Community Development Department
Tara McCue, Executive Director, East Central Florida Regional Planning Council

Tavares 24-02ESR Proposed

Plan_Review <Plan.Review@dep.state.fl.us>

Thu 7/25/2024 4:42 PM

To: Antonio Fabre <afabre@tavares.org>; DCPexter@commerce.fl.gov <DCPexter@commerce.fl.gov>

Cc: Plan_Review <Plan.Review@dep.state.fl.us>

This Message originated outside your organization.

To: J. Antonio Fabre, AICP, Director

Re: Tavares 24-02ESR – Expedited State Review of Proposed Comprehensive Plan Amendment

The Office of Intergovernmental Programs of the Florida Department of Environmental Protection (Department) has reviewed the above-referenced amendment package under the provisions of Chapter 163, Florida Statutes. The Department conducted a detailed review that focused on potential adverse impacts to important state resources and facilities, specifically: air and water pollution; wetlands and other surface waters of the state; federal and state-owned lands and interest in lands, including state parks, greenways and trails, conservation easements; solid waste; and water and wastewater treatment.

Based on our review of the submitted amendment package, the Department has found no provision that, if adopted, would result in adverse impacts to important state resources subject to the Department's jurisdiction.

Please submit all future amendments by email to Plan.Review@FloridaDEP.gov. If your submittal is too large to send via email or if you need other assistance, contact Lindsay Weaver at (850) 717-9037.



*Please Note: Florida has a very broad Public Records Law. Most written communications to or from State and Local Officials regarding State or Local business are public records available to the public and media upon request. Your email communications, including your email address, may therefore be subject to public disclosure. *City of Tavares Confidentiality Notice: This message and any attachments are for the sole use of the intended recipient(s) and may contain confidential and privileged information that is exempt from public disclosure. Any unauthorized review, use, disclosure, or distribution is prohibited. If you have received this message in error, please contact the sender and then destroy all copies of the original message.



Florida Department of Transportation

RON DESANTIS
GOVERNOR

719 S. Woodland Boulevard
DeLand, Florida 32720

JARED W. PERDUE, P.E.
SECRETARY

July 24, 2024

Mr. J. Antonio Fabre, AICP
Director, City of Tavares
Community Development Department
Post Office Box 1068
201 E. Main Street
Tavares, Florida 32778

Subject: City of Tavares Proposed Comprehensive Plan Amendment 24-02ESR
Response Type: **No Comments**

Dear Mr. Fabre,

Pursuant to Section 163.3184(3), Florida Statutes (F.S.), in its role as a reviewing agency as identified in Section 163.3184(1)(c), F.S., the Florida Department of Transportation (FDOT) reviewed the amendment package for the City of Tavares Proposed 24-02ESR as requested in your transmittal letter, dated June 26, 2024.

Proposed Ordinance:

The comprehensive plan amendment proposes revising language regarding density and bonus densities under Policy 1.2.4, Objective 1.7, and Policy 1.9.2. The amendment increases density from 25 dwelling units per acre to 40 dwelling units per acre in the Commercial Downtown.

Result:

FDOT has reviewed the transmitted amendment for the City of Tavares pursuant to Section 163.3184(3), Florida Statutes. The proposed amendment is not anticipated to have significant adverse impacts to transportation resources or facilities of state importance.

We appreciate the opportunity to review the proposed amendment and request that a copy of the adopted amendment, along with the supporting data and analysis, such as the proposed development's specific impacts on the transportation network, be transmitted to the Department.

Thank you for coordinating on the review of this proposed amendment with FDOT. If you have any questions, please do not hesitate to contact me by email at james.rodriquez@dot.state.fl.us or by phone at 386-943-5457.

Sincerely,

James Rodriguez, D5 Growth Management Coordinator

cc: Janie Barron, Lake County
Jana Williams, Florida Commerce
Melissa McKinney, FDOT

Tiffany Hill, FDOT
Jennifer Carver, FDOT

City of Tavares proposed comprehensive plan amendment 24-02ESR

Steve Fitzgibbons <SFitzgibbons@sjrwmd.com>

Wed 7/10/2024 3:34 PM

To: Antonio Fabre <afabre@tavares.org>

Cc: DCPexter@commerce.fl.gov <DCPexter@Commerce.fl.gov>

Dear Mr. Fabre,

St. Johns River Water Management District (District) staff have reviewed City of Tavares proposed comprehensive plan amendment 24-02ESR in accordance with the provisions of Chapter 163, Florida Statutes. Based on review of the submitted materials, District staff have no comments on the proposed amendment.

If you have any questions or need additional information, please contact me.

Please note that all proposed and adopted comprehensive plan amendments can be submitted to the District by email at sfitzgibbons@sjrwmd.com.

Sincerely,
Steve Fitzgibbons

Steven Fitzgibbons, AICP
Intergovernmental Planner
St. Johns River Water Management District
7775 Baymeadows Way, Suite 102
Jacksonville, FL 32256
Office (386) 312-2369
Email: sfitzgib@sjrwmd.com
Website: www.sjrwmd.com
Connect with us: [Newsletter](#), [Facebook](#), [Twitter](#), [Instagram](#), [YouTube](#), [Pinterest](#)



www.sjrwmd.com/ePermit

We value your opinion. Please take a few minutes to share your comments on the service you received from the District by clicking this [link](#)

Notices

- Emails to and from the St. Johns River Water Management District are archived and, unless exempt or confidential by law, are subject to being made available to the public upon request. Users should not have an expectation of confidentiality or privacy.
- Individuals lobbying the District must be registered as lobbyists (§112.3261, Florida Statutes). Details, applicability and the registration form are available at <http://www.sjrwmd.com/lobbyist/> *Please Note: Florida has a very broad Public Records Law. Most written communications to or from State and Local Officials regarding State or Local business are public records available to the public and media upon request. Your email communications, including your email address, may therefore be subject to public disclosure. *City of Tavares Confidentiality Notice: This message and any attachments are for the sole use of the intended recipient(s) and may contain confidential and privileged information that is exempt from public disclosure. Any unauthorized review, use, disclosure, or distribution is prohibited. If you have received this message in error, please contact the sender and then destroy all copies of the original message.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/7/2024**

AGENDA TAB NO.: 7

SUBJECT TITLE: Board Appointment - Library Board (Mayor)

OBJECTIVE:

For the Mayor to make an appointment to the Tavares Library Board, and for Council to approve the appointments.

SUMMARY:

There are two vacant seats on the Tavares Library Board. One vacant seat is for the term June 2024 to June 2026, and the other vacant seat is for the term June 2023 to June 2025. The City has received an application from Clayton Yuen (see attachment).

The City advertised open positions in the Daily Commercial and the City website in June and will continue to advertise any open positions periodically.

OPTIONS:

1. For the Mayor to make the appointment of Clayton Yuen to the Tavares Library Board for the term June 2024 to June 2026, and the Council to approve the appointment.
2. Do not make appointments at this time and continue to advertise.

STAFF RECOMMENDATION:

Option 1, for the Mayor to make the appointment of Clayton Yuen to the Tavares Library Board for the term June 2024 to June 2026, and the Council to approve the appointment.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. 240620_City of Tavares Board and Committee Application(1)

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/7/2024**

AGENDA TAB NO.: 8

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

OBJECTIVE:

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

SUMMARY:

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

The agreement signed in 2019 with the county was a three-year term, expiring on September 30, 2022. The City and County then entered into two subsequent 12-month extensions, on September 13, 2022 and September 12, 2023 to extend the agreement. County officials are requesting to extend the agreement for an additional 12-month period while they continue to review the funding metrics of their annual appropriations. Staff is seeking approval to extend this agreement for another year. A copy of the agreement is included in your agenda packet.

OPTIONS:

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

STAFF RECOMMENDATION:

Option 1: Move to approve and extend the Interlocal Agreement with Lake County, FL for the provision of library services.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. City_of_Tavares_2019-2022_Interlocal_Agreement_FULLY_EXECUTED
2. City of Tavares_2022-2023 Interlocal Extension Agreement FULLY_EXECUTED
3. City of Tavares 2023-2024 Interlocal Extension Agreement FULLY_EXECUTED
4. City of Tavares 2024-2025 Interlocal Extension Agreement

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/7/2024**

AGENDA TAB NO.: 9

SUBJECT TITLE: Accept and Award Recommended Architect Firm for the Golden Triangle Regional Park Design (Community Services)

OBJECTIVE:

To approve the number one ranked architect firm for the design of the Golden Triangle Regional Park and authorize staff to negotiate a contract.

SUMMARY:

On April 16, 2024, the City of Tavares advertised a Request For Qualifications (RFQ 2024-0006) for an architect firm to complete a build-out of the City's Golden Triangle Regional Park with a phased project. Nine firms responded with statements of qualifications on May 23, 2024. A selection committee made up of the following evaluated the nine proposals at a committee meeting on June 11, 2024:

- John Drury, City of Tavares
- Scott Aldrich, City of Tavares
- Bobby Bonilla, Lake County, Florida
- Lindsaia Johansmeyer, Lake County, Florida
- Andy Weighill, YMCA of Central Florida

The committee identified the top five firms based on rankings and invited them to do a presentation and interview process for further evaluation. The following firms made presentations to the selection committee on July 10, 2024:

Borelli + Partners, Inc
720 Vassar St
Orlando, FL 32804

Lose Design
3237 Satellite Blvd, Suite 450
Duluth, GA 30096

OLC (Ohlson Lavoie Corporation)
2295 S Hiawassee Rd, Suite 310
Orlando, FL 32835

Powell Studio Architecture
713 W Montrose St
Clermont, FL 34711

Spiezle Architectural Group, Inc.
1101 N Lake Destiny Rd, Suite 365
Maitland, FL 32751

All firms interviewed were qualified and capable of the job, and it was a difficult decision to select the top firm. Ultimately, the selection committee unanimously ranked the firms as follows:

1. Powell Studio Architecture
2. Borelli + Partners
3. Spiezle Architectural Group
4. OLC
5. Lose Design

Attached are both the RFQ response from the number one selected firm, Powell Studio Architecture, and the recorded minutes from the selection committee's shortlisted interviews and presentations. The other RFQ responses are available upon request.

OPTIONS:

1. Approve the recommended architect firm and authorize staff to negotiate a contract
2. Do not approve

STAFF RECOMMENDATION:

Option 1: Approve the recommended architect firm and authorize staff to negotiate a contract

FISCAL IMPACT:

Funding for all design and construction aspects of this project will be through Lake County.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Powell Studio Architecture - RFQ 2024-0006
2. RFQ 2024-0006 Shortlisted Interview Minutes

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/7/2024**

AGENDA TAB NO.: 10

SUBJECT TITLE: Request for Code Enforcement Fine & Lien Forgiveness for 107 Ruby Street (Finance)

OBJECTIVE:

To reconsider a request received from current owner, Emad Shahid to reduce Code Enforcement Fines/Liens at 107 Ruby Street.

SUMMARY:

Chapter 2, Article 3, Section 2 of the City Code sets forth the Enforcement of Municipal Codes.

Currently, there is one outstanding, unresolved, Code Enforcement Case with fines assessed on the property located at 107 Ruby Street which is identified by the Lake County Property Appraiser records as Alt Key No. 3890032. The Code Enforcement Case with fine/lien amounts is listed below:

CODE ENFORCEMENT CASE NUMBER	Date Case Originally Entered	CODE ENFORCEMENT FINE LIEN AMOUNT	Administrative Fees Fine (MAY NOT BE REDUCED)	TOTAL AMOUNT OF RECORDED CODE ENFORCEMENT LIEN	NOTES
CET1810-0010	10/17/2018	\$28,900.00	\$82.04	\$28,982.04	Fine amount for recorded Case CET 1810-0010; 2020
				\$13,975.00	Fines accrued after recording
				\$42,957.04	TOTAL ACCRUED FINES TO DATE
				(\$82.04)	Admin Fee Amount is not forgivable
				(\$125.00)	Fine may not be reduced below \$125.00
TOTAL AMOUNT THAT COUNCIL MAY CONSIDER FOR FORGIVENESS				\$42,750.00	
Nuisances Prohibited, Storage Prohibited, General Off-Street Parking Criteria, Accumulation of Mosquito Breeding Places, Accumulation, Excessive Growth Prohibited, Certificate of Appropriateness Application Requirements.					

Case CET1810-0010 listed above went before the City of Tavares Code Enforcement Special Magistrate on January 22, 2019. A re-inspection of the property was conducted on the day of the hearing and Sections 12-13, 12-23, 20-5, 12-16 of the LDR as well as Section 12-4 of the Code of Ordinances remained active.

The Special Magistrate found the property owner guilty and issued a corrective action deadline of February 28, 2019.

Fines began accruing at a rate of \$25.00 per day per violation (Sec. 12-13, 12-23, 20-5, 12-16) and \$75.00 per day for Sec.12-4. The fines continued to accrue for Sections 12-13, 20-5, 12-16 and 12-4 until July 9, 2019. The fine for Section 12-23 continued until September 14, 2021.

All violations were finally cured two (2) years and 332 days from the date the case was initiated. Fines totaled \$42,957.04.

Outstanding fines remained unpaid, and a code enforcement lien was recorded on March 27, 2020, for \$28,982.04. A copy of the recorded lien is attached for the Council's review.

It should be noted that Code Enforcement Case, CET1810-0010, originated when the property was owned by the previous owner: Ivey T. Kirkland.

This item came before the City Council at the May 15, 2024 meeting. At that meeting, the Council did not award lien forgiveness. The new property owner, Emad Shahid was unable to attend the previous meeting, and has requested that the City Council reconsider Code Enforcement Lien forgiveness for, Code Enforcement Case CE1810-0010.

OPTIONS:

1. Council hears Emad Shahid, current property owner of 107 Ruby Street, and Council holds discussion for reduction of Code Enforcement Lien for Case CET1810-0010.
2. Council does not hold discussion on fine reduction or forgiveness.

STAFF RECOMMENDATION:

1. Council hears Emad Shahid, current property owner of 107 Ruby Street, and Council holds discussion for reduction of Code Enforcement Lien for Case CET1810-0010.

FISCAL IMPACT:

Code Enforcement Fine/Liens for discussion - \$42,750.00 (\$28,982.04 + \$13,975.00 - \$82.04 - \$125.00 = \$42,750.00).

(\$82.04 for administrative fees may not be reduced, and fines may not be reduced below \$125.00 per City Code)

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Attachment Request for Code Enforcement Fine Reduction 05152024
2. Attachment_Recorded Code Enf Fine Lien_107 Ruby Street_05152024
3. Attachment_Finding of Fact Code Enforcement Case_107 Ruby Street 05152024
4. Attachment_Property Record Card 107 Ruby Street_05152024

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/7/2024**

AGENDA TAB NO.: 11

SUBJECT TITLE: Facility Management and Operational Agreement Between City of Tavares & Lake Technical College (Public Works)

OBJECTIVE:

Seeking Council consideration to approve the Facility Management and Operational Agreement with Lake Technical College, codifying the partnership in developing and maintaining a joint-use Lake Technical Educational Facility co-located with the new City Public Works Operations Facility.

SUMMARY:

On May 4th, 2022, Council approved the interlocal agreement for Lake Technical College to co-locate their student educational, instructional, and certification transportation programs at the City of Tavares' new Public Works Operations Center. Over the past year, Lake Technical College and the City developed a Facility Management and Operational Agreement (FMOA) to ensure stakeholder continuity. Therefore, City Staff is seeking Council approval of the Facility Management and Operational Agreement. The attached FOA agreement has been developed by the City and Lake Technical College Administration and reviewed, edited, and finalized by the two respective City and Lake Technical College attorneys.

OPTIONS:

Option #1. Move to approve the Facility Management and Operational Agreement and authorize the City's Administrator to execute same, as well as give the City Administrator full authority to promulgate reasonable policy changes and amendments as depicted in the agreement.

Option #2. Make changes and then approve the agreement.

STAFF RECOMMENDATION:

Option #1. Move to approve the Facility Management and Operational Agreement and authorize the City's Administrator to execute same, as well as give the City Administrator full authority to promulgate reasonable policy changes and amendments as depicted in the agreement.

FISCAL IMPACT:

- LTC shall be responsible for the LDA utilities cost (water, sewer, electrical, gas, garbage, telephone, cable, information technology, automotive and diesel oil, and water separators, etc.)
- LTC has provided and shall provide, at LTC's sole cost and expense, all equipment, materials, and personal property required to operate and run programs and provide services consistent with its anticipated operations at the LDA.
- LTC shall pay the City a total base fee of one dollar (\$1.00) per year on an annual basis beginning on the Effective Date and continuing during the term of this Agreement, including any subsequent renewal terms under the conditions of this Agreement.

LEGAL SUFFICIENCY:

Legally sufficient as verified by both the City and Lake Technical College attorneys and the City's Risk Management Team.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. 2024-07-29_MOU LTC-City of Tavares_Facilities Mgmt_Operations (Partially Signed)

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/7/2024**

AGENDA TAB NO.: 12

SUBJECT TITLE: Slim Haywood Infrastructure Improvements (Public Works)

OBJECTIVE:

For Council's consideration to approve the transfer of \$68,578.24 from the ARPA streetlight study and \$16,421.76 from the Infrastructure Sales Tax fund to the Slim Haywood Project. This crucial transfer will offset the Contribution in Aid of Construction and ensure the successful completion of the infrastructure improvements.

SUMMARY:

The streetlights and pedestrian sidewalks along Slim Haywood were approved as a Council budget priority for this fiscal year. However, we have encountered cost increases for the Contribution in Aid of Construction (CIAC) for lighting improvements in this area, creating a fiscal deficit.

A budget of \$125,000 was earmarked for the Slim Haywood Design and Construction of Sidewalks and Streetlights. Presently, none of the funds have been utilized due to a budget shortfall. Additionally, City Council allocated \$88,456 from ARPA funds for a streetlight study, which was effectively conducted by the public utility provider at no cost to the City. This leaves a balance of \$68,578.24 for infrastructure improvements. We respectfully seek Council's approval to reallocate the remaining funds to support the streetlight improvements.

Furthermore, the Paving and Micro-resurfacing Adopted Budget included \$342,862 in the Infrastructure Sales Tax fund. Presently, \$239,103.48 has been expended on paving and micro-resurfacing. We kindly request Council's approval to reallocate \$16,421.76 of the remaining funds to sustain this project. With these adjustments, we can ensure total funding for this project and continue to retain a significant amount of \$87,336.76 for paving and micro-resurfacing repairs for the remaining portion of FY 24, thereby highlighting our ongoing commitment to infrastructure improvements.

OPTIONS:

Option #1 Council approves the transfer of \$68,578.24 from the ARPA streetlight study and \$16,421.76 from the Infrastructure Sales Tax fund to the Slim Haywood Project. This crucial transfer request will offset the Contribution in Aid of Construction and ensure the successful completion of the infrastructure improvements.

Option #2 Council declines to reallocate the funds to sustain the fiscal shortfall.

STAFF RECOMMENDATION:

Option 1: Council approves the transfer of \$68,578.24 from the ARPA streetlight study and \$16,421.76 from the Infrastructure Sales Tax fund to the Slim Haywood Project. This crucial transfer request will offset the Contribution in Aid of Construction and ensure the successful completion of the infrastructure

improvements.

FISCAL IMPACT:

Available Funding Summary

- Slim Haywood Design and Construction of Sidewalks and Lights: \$125,000.
- Streetlight Study: \$68,578.24.
- Paving and Micro-resurfacing: \$103,758.52.
- Total Funding Available: \$297,336.76

Estimated Total Project Cost

- Install Streetlights: \$120,000.
- Construct Sidewalk: \$90,000.
- Total Project Cost: \$210,000.

Remaining Paving Budget: \$87,336.76.

Utilizing all the funding sources allows us to fully fund this project, and we still have \$87,336.76 remaining for paving and micro-resurfacing emergencies.

*Please note that this project requires us to commit to paying Duke Energy \$180 a month for 240 months (\$43,200) for the maintenance of the light poles. After 240 months, the city will own the light poles and be responsible for maintenance.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Slim Haywood Sidewalk Plan - 2024-04-08
2. Slim Haywood Streetlight Plan

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/7/2024**

AGENDA TAB NO.: 13

SUBJECT TITLE: Present Enterprise and Special Revenue Fund Budgets, and Discuss the General Fund Budget (City Administrator)

OBJECTIVE:

To deliver, present and discuss the Utility Funds & Special Revenue Fund Budgets for Fiscal Year 2025 (October 1, 2024, through September 30, 2025) and discuss the General Fund budget.

SUMMARY:

Previously, at the July 17th City Council meeting, Council was presented the General Fund budget, and staff will now deliver the Utility Fund and Special Revenue Fund Proposed Budgets for FY 2025 after which an opportunity will be provided to discuss the previously delivered General Fund budget as well as the Utilities and Special Fund budgets.

The Utility Funds include: Water, Wastewater, Stormwater, Solid Waste, and the Seaplane Base/Marina. Special Funds include Community Redevelopment (TIF), Infrastructure Sales Tax, Grants, Debt Service, and the Pavilion Fund.

The maximum tentative millage was discussed and set at the July 17th City Council meeting. The Five-Year Capital Plan will be delivered, presented and discussed at the August 21, 2024, budget workshop, followed by two Public Hearings on the budget on September 4, 2024, and September 18, 2024.

OPTIONS:

1. Allow the Finance Director to present the Enterprise and Special Revenue Funds.
2. Do not allow the Finance Director to present the Enterprise and Special Revenue Funds.

STAFF RECOMMENDATION:

It is recommended that the Finance Director present the Enterprise and Special Funds.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/7/2024**

AGENDA TAB NO.: 14

SUBJECT TITLE: City Administrator Report

OBJECTIVE:

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

SUMMARY:

The City Administrator will provide a summary at the meeting.

UPCOMING MEETINGS:

City Council Meeting and Budget Workshop	August 21, 2024, 4:00 p.m., Tavares City Council Chambers (CIP Presentation)
Planning and Zoning Board Meeting	August 15, 2024, 3:00 p.m., Tavares City Council Chambers
Library Board Meeting	October 9, 2024, 4:00 p.m., Tavares Civic Center
Code Enforcement Special Magistrate Hearing	August 27, 2024, 4:00 p.m., Tavares City Council Chambers

OUTSIDE AGENCY MEETINGS:

Lake County League of Cities Meeting	August 9, 2024, 12:00 noon, Mount Dora Golf Course, 1100 South Highland Street, Mount Dora
Lake Sumter MPO Governing Board Meeting	October 23, 2024, 2:00 p.m., Suite 175, 1300 Citizens Boulevard, Leesburg
Tavares Chamber of Commerce Business Meeting	August 28, 2024, 11:30 a.m., Tavares Civic Center

CITY EVENTS:

The current 2024 City Event calendar is attached.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Tavares_EventCalendar_2024

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/7/2024**

AGENDA TAB NO.: 15

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.