



**AGENDA**  
**TAVARES CITY COUNCIL**  
**August 21, 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](mailto:snovack@tavares.org))

**I. CALL TO ORDER**

**II. INVOCATION/PLEDGE OF ALLEGIANCE**

Tab 1            Deacon Paul Guacher, St. Mary of the Lakes Catholic Church

**III. APPROVAL OF AGENDA**

**IV. PROCLAMATIONS/PRESENTATIONS**

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

**VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO RECORD**

**VII. CONSENT AGENDA**

Tab 2            Approval of the August 7, 2024, City Council Meeting Minutes (City Clerk)

Tab 3            Seaport Village Phase 1 - Final Plat (Community Development)

Tab 4            Avalon Park Phase 2 - Final Plat (Community Development)

**VIII. RESOLUTIONS**

Tab 5            Resolution #2024-17 Second Budget Amendment for FY 2024 (Finance)

**IX. ORDINANCES - PUBLIC HEARING**

**First Reading**

**Second Reading**

**X. GENERAL GOVERNMENT**

- Tab 6            **Recreation and Library Services Summer Programs Update  
(Community Services)**
- Tab 7            **Accept and Award Recommended Architect Firm for the Golden  
Triangle Regional Park Design (Community Services)**
- Tab 8            **Request for Reduction of Code Enforcement Liens at 4521 Marsh  
Harbor Dr. (Finance)**

**XI. BUDGET WORKSHOP**

- Tab 9            **Budget Workshop – Five-Year Capital Improvement Plan (City  
Administrator)**
- Tab 10           **Budget Workshop – Continued Deliberations and Updates to FY  
2025 Proposed Budget (City Administrator)**

**XII. NEW BUSINESS**

**XIII. OLD BUSINESS**

**XIV. AUDIENCE TO BE HEARD**

**XV. REPORTS**

- Tab 11           **City Administrator Report**
- Tab 12           **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  
8/21/2024**

**AGENDA TAB NO.: 1**

**SUBJECT TITLE: Deacon Paul Guacher, St. Mary of the Lakes Catholic Church**

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**OBJECTIVE:**

Deacon Paul Guacher, St. Mary of the Lakes Catholic Church, will provide the invocation and lead those present in the Pledge of Allegiance.

**SUMMARY:**

Deacon Paul Guacher, St. Mary of the Lakes Catholic 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  
8/21/2024**

**AGENDA TAB NO.: 2**

**SUBJECT TITLE: Approval of the August 7, 2024, City Council Meeting Minutes (City Clerk)**

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**OBJECTIVE:**

To consider approval of the August 7, 2024, City Council meeting minutes.

**SUMMARY:**

Attached are the August 7, 2024, City Council meeting minutes as submitted by the City Clerk.

**OPTIONS:**

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

**STAFF RECOMMENDATION:**

For Council's consideration.

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

N/A

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

1. 08-07-2024 CC Minutes

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



**TAVARES CITY COUNCIL  
MEETING MINUTES  
AUGUST 7, 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 - *absent***

**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.

**II. INVOCATION/PLEDGE OF ALLEGIANCE**

**Tab 1. Pastor Ian Lamont, GraceWay Church**

Pastor Ian Lamont, GraceWay Church, provided the invocation and led those present in the Pledge of Allegiance.

Mayor Grenier wished Council Member Singer a speedy recovery. He expressed his thoughts and prayers to the Lake County Deputies for the loss and injury to their officers during an incident over the past weekend.

### **III. APPROVAL OF AGENDA**

Mayor Grenier asked if there were any changes to the Agenda. Mr. Drury said he would like to make the following changes:

- Add item 2a, Proclamation from Lake County Board of County Commissioners Chairman Kirby Smith for the City's emergency assistance during Hurricane Debby.
- Table Tab 9 [Accept and Award Recommended Architect Firm for the Golden Triangle Regional Park Design] to the next meeting.

### **MOTION**

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

### **IV. PROCLAMATIONS/PRESENTATIONS**

#### **Tab 2. Elks Donation Presentation to the Tavares Police Department**

Mr. Drury made the following presentation:

*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.*

Council Member Pfister said she had been a member of the Eustis Elks Lodge for many years and was proud of how much the organization would give to the community.

Glen Waterman, a Trustee, asked Chief Coursey to accept a donation from the Elks Lodge No. 1578. He noted his appreciation for the Tavares Police Department's involvement in the community and said the donation was part of \$3,500.00 donated for school resources in Lake County.

Vice Mayor Gamble discussed various back-to-school drives in Lake County and thanked Chief Coursey for her efforts.

#### **Tab 2a. Proclamation from Lake County**

Mayor Grenier said he was proud of the City's assistance during Hurricane Debby and invited Lake County Board of County Commissioner Chairman Kirby Smith to the podium.

Commissioner Smith said he was a member of Elks Lodge No. 1578. He said he was proud to be a member of the organization as it does a fantastic job helping across the community and encouraged those present to become a member.

Commissioner Smith said Hurricane Debby affected power in the downtown area, including the Lake County Emergency Operations Center and 911 Dispatch. He said Tavares immediately came to call and opened its Emergency Operations Center for Lake County. He thanked the City for its unwavering commitment to the Citizens of Lake County. Commissioner Smith read a proclamation, in its entirety, expressing Lake County's gratitude and appreciation to the City of Tavares for its emergency management assistance during Hurricane Debby. He said everyone came together during a trying time and thanked the City Council.

Commissioner Smith presented the Proclamation to Mayor Grenier and Mr. O'Keefe.

Vice Mayor Gamble thanked Mr. O'Keefe and his staff for their efforts and preparedness.

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

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

**VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD**

Ms. Novack read the following ordinances by title only:

**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.**

**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.

### 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.

#### VII. CONSENT AGENDA

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

#### MOTION

Lori Pfister moved to approve the Consent Agenda [Tab 3. Approval of the June 19 and July 17, 2024, City Council Meeting Minutes], seconded by Walter Price. The motion carried unanimously 4-0.

#### Tab 3. Approval of the June 19 and July 17, 2024, City Council Meeting Minutes

*Approved on the Consent Agenda.*

#### 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

Ms. Bublitz made the following presentation:

*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.*

*Staff recommended approval of Option 1, for the Council to approve Resolution 2024-15.*

Council Member Price asked why the City wished to withdraw from the Public Risk Management of Florida Insurance Pool (PRM). Ms. Bublitz said the City was not withdrawing, and the letter and resolution reflected an 'intent' per contract requirements should PRM ultimately not be selected at the end of the RFP process. Mr. Drury said seeing what the market offers every five to ten years was prudent.

## **MOTION**

**Walter Price moved to approve Resolution 2024-15, seconded by Lori Pfister. The motion carried unanimously 4-0.**

### **Tab 5. Resolution 2024-16 – Updated LCWA Grant Agreement for Aesop's Park Stormwater Improvements and Request for Additional Funding**

Ms. Houghton made the following presentation:

*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.*

*Staff recommended approval of Option 1, for the Council to 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.*

Vice Mayor Gamble asked for the balance of Infrastructure Sales Tax reserves. Ms. Houghton said \$1.8 million dollars. She said the funds could be used for capital items.

## **MOTION**

Sandy Gamble moved to approve Resolution 2024-16, seconded by Walter Price. The motion carried unanimously 4-0.

## **IX. ORDINANCES – PUBLIC HEARING**

### **First Reading**

### **Second Reading**

### **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**

Mr. Fabre provided PowerPoint slides and made 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 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.*

*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 (Option 1) - Amending the City of Tavares "Taking Flight" 2040 - Comprehensive Plan Future Land Use Element, by amending the density for the Commercial Downtown (CD) category.*

Mr. Fabre said once the Council adopted the Ordinance, it would return to the state for a final review.

Council Member Pfister inquired about green space. Mr. Fabre said open space and height requirements would not be changed. He said the only change was to density. He said the density requirements would be limited to two to three stories.

Mr. Drury said density would be added to increase height in the downtown area to help investors build residential components. He said it took a lot of work for investors to make the numbers work with two-story buildings and lower density. Mr. Tweedie said some parcels were 1.5 acres, and if an investor could not increase height, there would not be an adequate return on their investment. He said the changes would apply to a few properties in the downtown CRA area, and the City would like to see those in-fill parcels developed. Mr. Drury said staff was working on the Land Development Regulations (LDRs) to increase lot size. He said green space was important throughout the community.

Council Member Pfister said most of the people she represented would rather pay higher taxes than have additional rooftops in the City. She noted a concern for increased traffic in the downtown.

Mayor Grenier said he loved the Tavares Square concept and hoped the changes would positively impact the west end of Main Street at SR 19. At the same time, he noted a concern that Tavares would turn into a high-rise apartment downtown.

Council Member Pfister said she was agreeable with four to six-story buildings if there was green space downtown.

Council Member Price asked for confirmation that an increased density meant going up with more units. Mr. Drury said yes. Council Member Price said a balance would have to be made for onsite parking. Mr. Drury confirmed.

Vice Mayor Gamble said the Tavares Square presentation reflected green space and on-site parking for residents that would not infringe on City parking. He asked if the old proposed Lake Region property with 15-story buildings would be allowed with this change. Mr. Tweedie said the building height was capped at 80+- feet. He discussed past visioning sessions and said the amendment fits the citizens' vision for the downtown area, which included six-story buildings. Mr. Tweedie said green space was a separate issue.

Mr. Drury said the City's Councils had done a lot of work to maintain green space in the downtown area by acquiring the packing house, waterfront, and railroad beds. The Council and voters opted to purchase the properties, which were left open for recreation and tripled green space in the downtown. Mr. Drury said behind the green space were commercial businesses asking for more density and residents to patronize their shops and restaurants. One investor was creating a mixed-use at Tavares Square and needed density to make his investment work. Mr. Drury noted green space was created at Aesop's Park downtown. He said the amendment would only be applied downtown, and the outside urban areas would remain with larger lot sizes and estate zoning. The downtown would be compact with high densities, and areas outside downtown would maintain green space.

Council Member Pfister said if more units were added, she wanted to ensure they were going up and not impacting the footprint. Mr. Drury and Mr. Tweedie said the amendment allows that in the small downtown lots.

Vice Mayor Gamble said the amendment would provide the owner of the corner lot on Main Street additional opportunities to develop his property. Any requests for zoning and green space requirements would go before the Planning and Zoning Board, and the ordinance would allow for more height to get a return on investment.

## **MOTION**

**Lori Pfister moved to approve Ordinance 2024-07, seconded by Sandy Gamble.**

Council Member Price said it also comes down to a project's feasibility. Otherwise, some projects would not come to fruition.

**The motion carried unanimously 4-0.**

## **X. GENERAL GOVERNMENT**

### **Tab 7. Board Appointment – Library Board**

Mayor Grenier made the following presentation:

*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.*

*Staff recommended approval of 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.*

Mayor Grenier said he would like to appoint Clayton Yuen to the Tavares Library Board for the term June 2024 to June 2026.

### **MOTION**

**Lori Pfister moved to approve Clayton Yuen's appointment to the Tavares Library Board for the term June 2024 to June 2026, seconded by Walter Price.**

Vice Mayor Gamble inquired about residency requirements. Mr. Aldrich said there was a provision for two members to reside outside the City limits.

**The motion carried unanimously 4-0.**

### **Tab 8. Extension to the Interlocal Agreement with Lake County for the Provision of Library Services**

Mr. Aldrich made the following presentation:

*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.*

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

Mayor Grenier asked for comments from the Council.

Vice Mayor Gamble asked if the City received funding from Lake County. Mr. Aldrich said Lake County makes annual appropriations to the City based on library performance and circulation numbers. Appropriations were included in the annual budgets.

### **MOTION**

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

### **Tab 9. Accept and Award Recommended Architect Firm for the Golden Triangle Regional Park Design**

*Item tabled during Approval of the Agenda.*

### **Tab 10. Request for Code Enforcement Fine & Lien Forgiveness for 107 Ruby Street**

Mr. Drury said the item before the Council was a reconsideration request for fine and lien forgiveness for 107 Ruby Street. He recommended that the property owner be allowed to discuss his request.

Mr. Shahid said he purchased two properties at the location that were eyesores and remodeled and cleaned the homes, adding curb appeal. He noted the properties were turned into Air B&B and served over 100 families who have enjoyed the downtown over the past year. He said he recently discovered a lien on 107 East Ruby Street and asked for consideration of his efforts and the value he brought to the downtown.

Ms. Houghton said the amount available for reduction and forgiveness was \$42,750, leaving a \$125 fine and \$82.04 for administrative costs that could not be reduced or removed.

Attorney Holt said a Special Magistrate can reduce a fine. However, when a fine is converted to a lien, requests must come before the Council for consideration.

Mr. Drury said before the Council was a consideration to reduce a portion or all of the \$42,750 fine a prior owner incurred. He noted the new investor purchased the property, cleaned the property, repaired the property, and removed the eyesore in the downtown. He said the property was an economic feeder for the City's businesses.

Mayor Grenier asked for comments from the Council.

Council Member Pfister asked how the liens were not paid at closing and noted it would be unusual for the Council to forgive a lien. Mr. Shahid said the title did not pick up on the liens, and he found out about the liens when he met the former homeowner.

A discussion was held regarding the title company's responsibility for incurring the costs by failing to disclose the liens.

Mayor Grenier asked what other investments, now and in the future, Mr. Shahid had in Tavares. Mr. Shahid said he had a small interest in the Nautilus Coffee shop and would be acquiring the Key West resort. Mayor Grenier said he wanted to keep Mr. Shahid as a downtown investor.

Council Member Price said he appraised properties with liens and easements for forty years, and title companies were always held responsible for not providing information.

Council Member Pfister said the property remained an eyesore for years after the City invested in the downtown. She noted Mr. Shahid was making strong investments in the City.

### **MOTION**

**Lori Pfister moved to approve the Code Enforcement Fine and Lien Forgiveness Request, seconded by Sandy Gamble.**

Council Member Price asked Mr. Shahid when he found out about the liens. Mr. Shahid said five to six months prior and confirmed he had owned the property for the past two years.

Council Member Price asked if Mr. Shahid would file suit with the title company if the liens were forgiven. Mr. Shahid said no, noting that he needed time to focus on the Key West Resort project and that he did not wish to incur costs for attorney fees.

**The motion carried unanimously 4-0.**

Mr. Shahid thanked the Council.

### **Tab 11. Facility Management and Operational Agreement Between City of Tavares & Lake Technical College**

Mr. Dillon made the following presentation:

*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.*

*Staff recommended Option #1. For the Council to 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.*

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

### **MOTION**

**Lori Pfister moved to approve Option 1, seconded by Walter Price.**

Vice Mayor Gamble said he would like to ensure the public understands the location is a City facility where Lake Technical College coexists. Vice Mayor Gamble said it was a great investment, and Mr. Dillon said it was a great partnership.

**The motion carried unanimously 4-0.**

### **Tab 12. Slim Haywood Infrastructure Improvements**

Mr. Dillon made the following presentation:

*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.*

*Staff recommended Option 1: For the Council 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 request will offset the Contribution in Aid of Construction and ensure the successful completion of the infrastructure improvements.*

Council Member Pfister inquired about the need for a streetlight study. Mr. Dillon said the utility provider helped facilitate a streetlight project throughout the City, and providing a streetlight study at no cost to the City helped reallocate the funds for the project.

Mr. Drury noted that new lights were installed at the Freedom Flag roundabout. Mr. Dillon said the City received many great comments on the lighting improvements.

A discussion was held regarding the extension of Captain Haynes Road and lighting. Mr. Dillon said one phase was handled by developers and noted that a second phase from Lane Park Ridge at the end of Slim Haywood to SR 19 would have sidewalks and lighting.

## **MOTION**

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

## **XI. BUDGET WORKSHOP**

### **Tab 13. Present Enterprise and Special Revenue Fund Budgets, and Discuss the General Fund Budget**

Mr. Drury made the following presentation:

*Previously, at the July 17<sup>th</sup> 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 17<sup>th</sup> 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.*

**Mayor Grenier closed the meeting for a 5-minute recess at 5:22 p.m.**

**Mayor Grenier reconvened the meeting at 5:27 p.m.**

Ms. Houghton provided a PowerPoint presentation on the Enterprise and Special Funds.

Mr. Drury said there would be three additional budget meetings, and the next meeting on August 21, 2024, would be the final component of the budget deliverables: the Capital Improvement Program. He asked the Council if they would like to discuss the General Fund and Enterprise and Special Revenue Funds.

#### Parking Discussion

Vice Mayor Gamble inquired about a parking area behind the hotel. Mr. Drury said there would be changes in activity with a new owner at the hotel, as well as more marketing and promotions. The City Council was considering future parking issues and funded design and engineering for additional parking locations behind the hotel to support the activity in the area, including the hotel, volleyball courts, marina, and restaurants. Parking had been designed, engineered, permitted, and was ready to go. Funding was needed for \$700,000. Mr. Drury said an opportunity was presented to move forward with Phase I and II of the project in the General Fund. He said parking was always an issue for cities, and it is best to be in front of it as it takes years to address.

Vice Mayor Gamble noted his support in moving forward with Phase III and funding the entire project as prices were increasing and the equipment would already be staged. Mr. Drury said there was an economy scale package to complete the entire project.

Council Member Pfister asked how Phase III would be funded. Vice Mayor Gamble said an additional .38 months of General Fund Reserves could be utilized to complete a non-recurring expenditure. Mr. Drury said instead of having 3.38 months reserves, if you go to 3 months reserves, the .38 would cover the entire project and not affect the millage rate. Mr. Tweedie said the additional cost for phase 3 would be a little over \$300,000. Mr. Drury said the cost estimator provided solid cost estimates.

A discussion was held regarding the location of the phases and potential parking areas, including angled parking. Mr. Drury said a design was provided to the Council, and he could forward another copy if needed.

Vice Mayor Gamble noted Phase I included 25 parking spaces, Phase II was located at the retention pond, and Phase III had an additional 75 parking spaces. Council Member Pfister asked if the costs included lighting. Mr. Tweedie said the price was for asphalt, brick pavers, and stormwater. He said lighting was not included in the design.

Vice Mayor Gamble asked if there was any savings between asphalt and brick pavers. Mr. Tweedie said any savings would be de minimus, and the more significant portion of the project was asphalt. He said a bid alternate could be obtained for asphalt versus bricks. Council Member Pfister said she did not wish to cut corners for aesthetics. Vice Mayor Gamble said stamped concrete may offer the same effect as brick pavers at a lower cost.

Council Member Price asked about the future parking garage at the Public Works facility on the east end of downtown. He asked how much parking would be needed. Mr. Drury said every City experiences inadequate parking. Council Member Price said he would like to take the .38 from Reserves to lower the millage rate. Mr. Drury said it would be a one-time revenue source to complete an ongoing recurring millage rate and would caution the Board to avoid creating a structural deficit the following year. He said one-time revenues should be spent on one-time expenses. He said the parking project was a one-time expense on one capital item, with a one-time revenue of reserves. Recurring revenues would be needed to lower the millage rate.

#### Tavares Nature Park Discussion

Council Member Pfister inquired about Tavares Nature Park Rebuild Demolition and Removal at \$75,300. Mr. Drury said there were two projects: a pier that needed to be rebuilt at \$900,000 and old, disconnected fishing docks that needed to be removed at \$75,300. Both items were cut from the budget.

Vice Mayor Gamble said funds needed to be placed in the budget to remove what is there and have a shoreline. Council Member Pfister said the pier and dock needed to be addressed. Vice Mayor Gamble suggested floating docks in the future rather than permanent docks. Mr. Drury said floating docks were expensive. Mr. Dillon noted that the staff recently applied for a CDBG grant, which was denied. He said staff would continue to pursue grant funding.

#### Aesop's Dog Park

Council Member Pfister said Aesop's Dog Park needs new picnic tables. She inquired about the pricing of picnic tables. Mr. Dillon said the price was based on the standard picnic tables used in Wooton Wonderland and Wooton Park. He said they were lifetime park benches. Council Member Pfister said the dog park was built for families to enjoy

and needed to be maintained. She discussed the history of the dog park and said she was able to secure a CDBG grant. Mr. Dillon said the dog park was heavily visited. He said he would provide the cost of the picnic tables to the Council.

#### Staffing/Sidewalks/Cross Walk

Vice Mayor Gamble said he hoped to receive the grant funding for three firefighters. Vice Mayor Gamble noted his support for purchasing a fire department truck that could be utilized rather than using a fire engine for specific calls. He said there would be available staffing with the additional firefighters to cover truck staffing and the fire engines.

Vice Mayor Gamble said he wanted to ensure law enforcement staffing was adequate. He said one police officer position was cut and noted the position could be put back into the budget at \$108,000. Vice Mayor Gamble said \$226,000 was budgeted for over time. He asked if overtime and General funds could be used to fund the cut position.

Vice Mayor Gamble noted his support for sidewalk replacement.

Vice Mayor Gamble said he was advised a library assistant was needed.

Vice Mayor Gamble said the YMCA renovation and Woodlea Sports Complex may need additional staffing. He noted a concern about expanding too much for the City's recreation department and said privatizing some services may be more cost-effective.

Council Member Price said he would like to look at areas where savings could be made to lower the millage rate.

Council Member Pfister said the roads and sidewalks in Tavares were nice compared to other cities. She said the City had done a good job and did not support spending funds for sidewalks. Mr. Drury said each year funds are added to grind and repair sidewalks and repave and resurface roads. He said the budget included monies for some repair and paving.

Council Member Pfister noted a safety concern at a crosswalk off Dora Avenue at Lake Point Senior Apartments. Mr. Drury said a crosswalk was recently installed, and staff would look to see if another was needed. A discussion was held regarding upgrades and lighting to David Walker Road.

## **XII. NEW BUSINESS**

## **XIII. OLD BUSINESS**

Council Member Pfister commended Mr. Aldrich on the summer basketball program.

#### **XIV. AUDIENCE TO BE HEARD**

#### **XV. REPORTS**

##### **Tab 7. City Administrator Report**

Mr. Drury said another budget would be presented to the Council during the next meeting on August 21, 2024, and the budget process would be wrapped up and finalized with two Public Hearings in September.

Mayor Grenier inquired about Chief Coursey's recent professional appointment. Chief Coursey said she was appointed to the Florida Chief's Association as District 14 Director and would work on legislation and attend roundtables with Police Chiefs throughout the State.

Mr. Dillon said the Wooton Wonderland Storyboard and Chris Daniels Memorial Sign were installed. He said a grand opening for the new Public Works facility would be held in early September.

Chief Keith noted that the new ladder truck was received and thanked those who attended the push-in ceremony at the fire station. He said the truck would provide a safe platform for the firefighters to work and serve the City, residents, and visitors for twenty-plus years.

Ms. Houghton thanked the Council for their support.

##### **Tab 8. City Council Member Reports**

Council Member Pfister inquired about the Splash Park. Mr. Drury said cost estimates for a new chlorination system were being obtained.

Council Member Price said he was honored to attend the fire truck push-in ceremony and enjoyed its historical significance.

Council Member Gamble said he attended a recent ceremony for fallen and injured Lake County Sheriff Deputies. He commended Chief Coursey and the Tavares Police Department for assisting the Sheriff's Office.

Council Member Gamble commended Mr. O'Keefe and his staff for assisting Lake County Emergency Management during Hurricane Debby. He noted the City streets were not flooded due to the efforts of the current and past Councils by providing funding for stormwater projects.

Mayor Grenier said that on August 7, 1782, General George Washington, the Commander in Chief of the Continental Army, created the Badge for Military Merit, known as the Purple Heart. He suggested remembering Purple Heart recipients when

creating additional parking downtown. He thanked those who have served, including police, fire, and veterans.

Those present congratulated Chief Coursey on her appointment.

**XVI. ADJOURNMENT**

There was no further business, and Mayor Grenier adjourned the meeting at 6:47 p.m.

Respectfully,

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Susie Novack, MMC, FCRM  
City Clerk

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
8/21/2024**

**AGENDA TAB NO.: 3**

**SUBJECT TITLE: Seaport Village Phase 1 - Final Plat (Community Development)**

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**OBJECTIVE:**

To approve the Final Plat for Seaport Village Phase 1 Subdivision located west of State Road 19, north of Slim Haywood Avenue and west of Captain Haynes Road.

**SUMMARY:**

The Seaport Village Phase 1 Subdivision is a proposed residential subdivision located west of State Road 19, north of Slim Haywood Avenue and west of Captain Haynes Road. The subdivision is approximately 15.23 acres in size and consists of 56 lots for single family dwellings as permitted under the existing Mixed Use (MU) zoning. Accordingly, Lake County Schools has concurrency capacity reservation for this project. City staff has reviewed the Final Plat and determined that adopted levels of service for all regulated public facilities will be provided. This Final Plat document meets the requirements of the City of Tavares Land Development Regulations and Comprehensive Plan. On October 20, 2021, the preliminary plat for Seaport Village was approved by City Council.

**OPTIONS:**

1. The City Council approves the Final Plat for Seaport Village Phase 1.
2. City Council denies the Final Plat for Seaport Village Phase 1.

**STAFF RECOMMENDATION:**

Staff recommends that City Council moves to approve the Final Plat for Seaport Village Phase 1 Subdivision Located west of State Road 19, north of Slim Haywood Avenue and west of Captain Haynes Road.

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

This Final Plat document has been reviewed by the City Attorney and approved for legal sufficiency.

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

1. Final Plat - Seaport Village Phase 1
2. HOA Articles of Incorporation
3. HOA Declaration of Covenants and Restrictions
4. Joinder & Consent
5. Maintenance Bond
6. Taxes Paid
7. Title Opinion

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
8/21/2024**

**AGENDA TAB NO.: 4**

**SUBJECT TITLE: Avalon Park Phase 2 - Final Plat (Community Development)**

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**OBJECTIVE:**

To approve the Final Plat for Avalon Park Tavares Phase 2 Subdivision Located North of Huffstetler Drive, West of Mt. Homer Road and South of Clay Boulevard.

**SUMMARY:**

Avalon Park Tavares Phase 2 is a proposed residential subdivision located north of Huffstetler Drive, west of Mt. Homer Road and south of Clay Boulevard. The subject property is approximately 87.89 acres in size, and the proposed Final Plat subdivides the land into 314 lots for the construction of (236) single family dwellings and (78) townhome units as permitted under the existing Planned Development (PD) zoning. Accordingly, Lake County Schools has concurrency capacity reservation for this project. City staff has reviewed the Final Plat and determined that adopted levels of service for all regulated public facilities will be provided. This Final Plat document meets the requirements of the City of Tavares Land Development Regulations and Comprehensive Plan. On April 5, 2023, the preliminary plat for Avalon Park Phase 2 was approved by the City Council.

**OPTIONS:**

1. The City Council approves the Final Plat for Avalon Park Tavares Phase 2.
2. City Council denies the Final Plat for Avalon Park Tavares Phase 2.

**STAFF RECOMMENDATION:**

Staff recommends that City Council moves to approve the Final Plat for Avalon Park Tavares Phase 2 Subdivision Located North of Huffstetler Drive, West of Mt. Homer Road and South of Clay Boulevard.

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

This Final Plat document has been reviewed by the City Attorney and approved for legal sufficiency.

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

1. Final Plat - Avalon Park Tavares Phase 2
2. HOA Articles of Incorporation
3. HOA Declaration of Covenants and Restrictions
4. Joinder and Consent
5. Performance Bond
6. Taxes Paid
7. Title Opinion

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
8/21/2024**

**AGENDA TAB NO.: 5**

**SUBJECT TITLE: Resolution #2024-17 Second Budget Amendment for FY 2024 (Finance)**

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**OBJECTIVE:**

To approve Resolution 2024-17, amending the Fiscal Year 2023-2024 City of Tavares Annual Operating Budget.

**SUMMARY:**

The attached resolution represents increases and/or decreases to the Adopted Budget for Fiscal Year 2024. Appropriation increases represent capital projects, ARPA expenditures, and prior year/project encumbrance rollovers. In addition, the Resolution also reflects transfers between individual accounts within adopted budgets for all departments.

This resolution represents the SECOND AMENDMENT to the Adopted Budget for Fiscal Year 2023-2024.

**OPTIONS:**

Option 1: Approve Resolution 2024-17 amending the FY 2023-2024 City of Tavares Annual Operating Budget.

Option 2: Do not approve Resolution 2024-17.

**STAFF RECOMMENDATION:**

**Move to approve Resolution 2024-17**, amending the Fiscal Year 2023-2024 City of Tavares Annual Operating Budget.

**FISCAL IMPACT:**

Estimated final budget amounts are included with the budget detail for this amendment.

**LEGAL SUFFICIENCY:**

The resolution has met legal sufficiency.

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

1. Resolution 2024-17
2. Exhibit A

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

**RESOLUTION 2024-17**

**A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, AMENDING THE 2024 FISCAL YEAR ADOPTED BUDGET FOR THE CITY OF TAVARES, REPRESENTING THE SECOND AMENDMENT TO THE ADOPTED BUDGET, AND PROVIDING FOR A REPEALER, SEVERABILITY AND AN EFFECTIVE DATE.**

**NOW, THEREFORE BE IT RESOLVED BY THE MAYOR, AND CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA:**

<b>Fund Name</b>	<b>Fund Number</b>	<b>Estimated Revenues <sup>1</sup></b>	<b>Reserve Appropriations <sup>3</sup></b>	<b>Unappropriated Revenues <sup>2</sup></b>	<b>Estimated Appropriations/ Expenditures</b>
General Fund	001	25,054,822	\$ 1,402,515	\$ -	\$ 26,457,337
Water/Wastewater Utility	401	12,382,196	2,222,166	-	\$ 14,604,362
Water/Wastewater Impacts	441	657,000	332,001	-	\$ 989,001
W/WW RR&I Fund	443	300,000	544,693	-	\$ 844,693
SRF Construction Fund	444	-	916,748	-	\$ 916,748
W/WW SRF Loan	445	2,413,344	-	-	\$ 2,413,344
Sunset View Fund	447	112,398	16,100	-	\$ 128,498
Solid Waste	402	4,200,000	639,964	-	\$ 4,839,964
Stormwater	403	2,277,018	122,457	-	\$ 2,399,475
Seaplane Base Fund	405	1,037,136	25,953	-	\$ 1,063,089
Pavilion Fund <sup>5</sup>	406	858,057	2,445	-	\$ 860,502
Police Education	102	1,436	2,421	-	\$ 3,857
Community Redevelopment	105	585,915	16,540	-	\$ 602,455
Police Impacts	110	66,011	-	(24,974)	\$ 41,037
Fire Impacts	111	123,452	-	(91,975)	\$ 31,477
Forfeiture Fund	112	-	-	-	\$ -
Park Impacts	114	134,857	258,904	-	\$ 393,761
Building Permits	115	238,151	-	(238,151)	\$ -
Citizen Donation Fund	119	1,350	-	-	\$ 1,350
Fire Assessment Fund	122	1,940,407	-	-	\$ 1,940,407
Grant Fund	151	1,125,554	6,173,515	-	\$ 7,299,069
Infrastructure Sales Tax	152	2,516,137	307,230	-	\$ 2,823,367
ARPA	155	3,723,354	-	-	\$ 3,723,354
Grants - FL DEO Specific	156	2,555,043	-	-	\$ 2,555,043
Debt Service Fund	201	1,188,903	-	(67)	\$ 1,188,836
Capital Project Fund	302	-	4,880	-	\$ 4,880
Capital Project Fund	303	-	70,539	-	\$ 70,539
Capital Project Fund (Public Works Facility)	304	-	2,633,986	-	\$ 2,633,986
Municipal Police Pension <sup>4</sup>	601	2,248,061	-	(501,210)	\$ 1,746,851
Firefighter's Pension <sup>4</sup>	602	3,807,778	-	(881,346)	\$ 2,926,432
General Employee Pension <sup>4</sup>	603	75,090	-	(24,546)	\$ 50,544
Mildred Hunter Trust <sup>4</sup>	605	20	-	(20)	\$ -
Wooton Park Playground <sup>4</sup>	606	10	-	(10)	\$ -
		<b>\$69,623,500</b>	<b>\$ 15,693,057</b>	<b>\$ (1,762,299)</b>	<b>\$ 83,554,258</b>

<sup>1</sup> *Estimated Revenues = anticipated revenue collections.*

<sup>2</sup> *Negative Reserve Appropriations assumes unappropriated revenues.*

<sup>3</sup> *Positive Reserve Appropriations assumes appropriating (spending) an amount of reserves.*

<sup>4</sup> *Special Revenue Fund.*

**Section 1.** Whereas the adopted budget for the City of Tavares for Fiscal Year 2024 should be increased from \$61,779,146 to \$83,554,258 in both revenues and expenditures where the increase represents increases or decreases in estimated revenues and expenditures due to prior year project/encumbrance rollovers previously approved by the City Council.

**Section 2.** Whereas this resolution represents the Second amendment to the Adopted Budget for Fiscal Year 2024. (Exhibit A)

**Section 3.** Whereas any resolution or portion of a resolution in conflict with this resolution or any portion of this resolution is hereby repealed.

**Section 4.** Whereas if any section, sentence, clause, phrase or word of this resolution is held invalid by a court of competent jurisdiction, the remainder of the resolution shall not be affected and remain in full force and effect.

**Section 5.** Be it be resolved that this resolution shall be effective upon its adoption.

**PASSED and ADOPTED this 21<sup>st</sup> day of August 2024,** by the City Council of the City of Tavares, Florida.

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Bob Grenier, Mayor  
Tavares City Council

ATTEST:

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Susie Novack  
City Clerk

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Approved as to form:  
Lindsey Holt  
City Attorney

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
8/21/2024**

**AGENDA TAB NO.: 6**

**SUBJECT TITLE: Recreation and Library Services Summer Programs Update (Community Services)**

---

**OBJECTIVE:**

To give council an update on the recent summer programs in Tavares.

**SUMMARY:**

The Tavares Public Library hosted a variety of youth and adult programs this summer for the community. Highlighted programs/events included:

- Summer Reading Olympics: Read for the Gold!
- Big Shows
- Intimate Learning Experiences
- Summer Concert Series

The City of Tavares Recreation Department added to the summer fun with the following highlighted programs:

- Tavares Youth Soccer
- Tavares Youth Basketball Camp
- Tavares Babe Ruth All-Stars
- Tavares Youth Flag Football
- Senior Programs
- Partnership Programs with the YMCA

**OPTIONS:**

1. Hear the update
2. Do not hear the update

**STAFF RECOMMENDATION:**

Staff recommends that council hears the update

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

Meets legal sufficiency

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
8/21/2024**

**AGENDA TAB NO.: 7**

**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 Hiwassee 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  
8/21/2024**

**AGENDA TAB NO.: 8**

**SUBJECT TITLE: Request for Reduction of Code Enforcement Liens at 4521 Marsh Harbor Dr. (Finance)**

**OBJECTIVE:**

To consider a request received from current owner, Renata G. Carriero to reduce Code Enforcement Fines/Liens for 4521 Marsh Harbor Dr.

**SUMMARY:**

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

Ordinance 2011-12 established the provision for the creation, establishment and levy of a lien against properties which have unpaid utility charges by the owner.

Currently, there is one outstanding, unresolved, Code Enforcement Case with fines assessed on the property located at 4521 Marsh Harbor Dr., identified by the Lake County Property Appraiser records as Alt Key No. 3836093. The Code Enforcement Case with fine/lien amounts is shown below:

CODE ENFORCEMENT CASE NUMBER	Date Case Originally Entered	CODE ENFORCEMENT LIEN AMOUNT - As of Recording in Lake County Official Records	Administrative Fees Fine (MAY NOT BE REDUCED)	TOTAL AMOUNT OF RECORDED CODE ENFORCEMENT LIEN	NOTES
CET1506-0022	6/26/2015	\$26,475.96	\$75.96	\$26,551.92	Fine amount recorded for the case on Apr 13, 2017
				<u>\$112,924.04</u>	Fines accrued after recording
				<u>\$139,475.96</u>	<b>TOTAL ACCRUED FINES TO DATE</b>
				(\$75.96)	Admin Fee Amount is not forgivable
				(\$125.00)	Fine may not be reduced below \$125.00
<b>TOTAL AMOUNT THAT COUNCIL MAY CONSIDER FOR REDUCTION</b>				<u>\$139,275.00</u>	

**Section 8-12 Supplemental Regulations.** (A) Approval of Plans. Plans showing the location of any proposed fence or wall and the type of construction shall be submitted to the Community Development Department and upon approval by the Department, a permit shall be issued. A privacy fence was constructed without the required plan review and permit.

Case CET1506-0022 listed above went before the City of Tavares Code Enforcement Special Magistrate on September 22, 2015.

The Special Magistrate found the property owner guilty and issued a corrective action deadline of October 2, 2015. A lien was recorded on April 13, 2017; the fines continued to accrue until May 21, 2023.

A Code Enforcement Lien was recorded on April 13, 2017, in the amount of \$26,475.96 with fines

accruing at \$50 per day until May 21, 2023. Outstanding fines remain unpaid.

**OPTIONS:**

1. **City Council hears Renata G. Carriero, current property owner of 4521 Marsh Harbor Drive, and Council holds discussion for reduction of Code Enforcement Lien for Case CET1506-0022.**
2. **City Council does not hold discussions on fine reduction or forgiveness.**

**STAFF RECOMMENDATION:**

1. **Council hears Renata G. Carriero, current property owner of 4521 Marsh Harbor Drive, and Council holds discussion for reduction of Code Enforcement Lien for Case CET1506-0022.**

**FISCAL IMPACT:**

Code Enforcement Fine/Liens for discussion - \$139,275.00 (\$139,475.96 less \$75.96 and less 125.00).

(Administrative Fees of \$75.96 may not be reduced, and fines may not be reduced lower than \$125.00)

**LEGAL SUFFICIENCY:**

Legally Sufficient

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

1. Request for Reduction in Code Enforcement Fines
2. Code Enforcement Case No. CET 1506-0022 Recorded Lien 04-13-2017
3. Code Enforcement Case No. CET 1506-0022 Special Magistrate Findings of Fact-Recorded
4. LakeCountyPropAppr PropRecordCard\_4521 Marsh Harbor Dr
5. 4896326 (1)\_Quit Claim Deed
6. Email Thread for 4521 Marsh Harbor Dr\_Code Enf Fine Reduction Request

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
8/21/2024**

**AGENDA TAB NO.: 9**

**SUBJECT TITLE: Budget Workshop – Five-Year Capital Improvement Plan (City Administrator)**

---

**OBJECTIVE:**

To present the City of Tavares FY 2025 Proposed Five-Year Capital Improvement Plan (CIP), and to provide Council with an opportunity to discuss the Fiscal Year 2025 Proposed Budget (October 1, 2024, through September 2025).

**SUMMARY:**

The General Fund budget was presented to Council at the July 17<sup>th</sup> budget workshop. The Enterprise and Special Revenue Fund budgets were presented to Council at the August 7<sup>th</sup> budget workshop. The City Council set the maximum tentative millage rate of 7.2500 mills, and the maximum tentative voted debt millage rate of 0.1601 mills at the July 17<sup>th</sup> budget workshop. At this meeting the Five-Year Capital Improvement Plan will be presented, after which the Council will have an opportunity to discuss it, and the FY 2025 Proposed Budget.

**OPTIONS:**

1. Request the Finance Director to present the Five-Year Capital Improvement Plan.
2. Do not request the Finance Director to present the Five-Year Capital Improvement Plan.

**STAFF RECOMMENDATION:**

It is recommended that the Finance Director present the Five-Year Capital Improvement Plan.

**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  
8/21/2024**

**AGENDA TAB NO.: 10**

**SUBJECT TITLE: Budget Workshop – Continued Deliberations and Updates to FY 2025  
Proposed Budget (City Administrator)**

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**OBJECTIVE:**

To provide updates to the draft budget, deliberate and finalize the draft City Budgets for the upcoming two September Public Hearings on the Proposed Fiscal Year 2025 (October 1, 2024, through September 2025) City budget.

**SUMMARY:**

The current proposed draft budget is fully balanced, increases reserves, increases staffing for public safety, provides a similar level of service and takes care of employees. At the previous Budget Workshop, the Council continued budget deliberations. Attached is a summary of items discussed at the last budget workshop.

An opportunity is provided for the Council to again continue budget deliberations and then finalize a draft budget for the September 4<sup>th</sup>, 2024, first Public Hearing and September 18<sup>th</sup>, 2024, second and final Public Hearing.

After the Council deliberates and finalizes the budgets, the budgets will be brought back to Council along with supporting resolutions at the two upcoming Public Hearings in September for further public input and Council consideration.

**OPTIONS:**

**Option 1:** Discuss and finalize the budgets.

**Option 2:** Do not discuss nor finalize the budgets.

**STAFF RECOMMENDATION:**

**Option 1:** Discuss and finalize the budgets.

**FISCAL IMPACT:**

Establishes the Fiscal Year 2025 Budget for further consideration at the two September public hearings.

**LEGAL SUFFICIENCY:**

Legally Sufficient.

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

1. Summary of Items Discussed At Last Budget Workshop

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

**Below are the items that were discussed at the August 7<sup>th</sup> Budget Workshop**

- Tavares Nature Park Demolish Dilapidated Fishing Pier - \$75,300.
- Replacement Picnic Tables at Aesop's Park - \$7,933.
- Police Officer - \$108,135.
- Police Vehicle - \$53,000<sup>1</sup>.
- West End Parking Phase 1, 2, and 3 - \$990,040.
- Lower the tentative maximum millage rate by .2 mills (from 7.25 mills to 7.05 mills).

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<sup>1</sup> A new police vehicle could be paid for by utilizing Police Impact Fees at no cost to the General Fund if the vehicle is for a new Police Officer position.

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
8/21/2024**

**AGENDA TAB NO.: 11**

**SUBJECT TITLE: City Administrator Report**

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**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 Hearings	September 4, 2024, 4:00 p.m., Tavares City Council Chambers (Budget Hearing at 5:05 p.m.)  September 18, 2024, 4:00 p.m., Tavares City Council Chambers (Budget Hearing at 5:05 p.m.)
Planning and Zoning Board Meeting	September 19, 2024, 3:00 p.m., Tavares City Council Chambers
Library Board Meeting	September 11, 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	September 13, 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\_2024 Event Calendar\_Rvsd 8.12.2024

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
8/21/2024**

**AGENDA TAB NO.: 12**

**SUBJECT TITLE: City Council Member Reports**

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**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.*