



AGENDA
TAVARES CITY COUNCIL
September 18, 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 Shane Hargrave, Compass Life 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 21 and September 4, 2024, City Council Meeting Minutes (City Clerk)

Tab 3 Leela Reserve Phase 2A - Final Plat (Community Development)

VIII. RESOLUTIONS

Tab 4 Resolution 2024-18 - Opt Out of Live Local Act Property Tax Exemption (Finance)

IX. ORDINANCES - PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

Tab 5 Annual Citizen Donation Program Report (City Administrator)

Tab 6 America in Bloom Discussion (Public Works)

XI. BUDGET HEARING - FISCAL YEAR 2024-2025 MILLAGE & BUDGET - READING OF FINAL MILLAGE & BUDGET RESOLUTIONS - 5:05 P.M.

Tab 7 Approve Resolution 2024-19 for Final Millage Rate for FY 2025 – Second Reading (City Administrator)

Tab 8 Approve Resolution 2024-20 for Final Budget for FY 2025 – Second Reading (City Administrator)

XII. NEW BUSINESS

XIII. OLD BUSINESS

XIV. AUDIENCE TO BE HEARD

XV. REPORTS

Tab 9 City Administrator Report

Tab 10 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
9/18/2024**

AGENDA TAB NO.: 1

SUBJECT TITLE: Pastor Shane Hargrave, Compass Life Church

OBJECTIVE:

Pastor Shane Hargrave, Compass Life Church, will provide the invocation and lead those present in the Pledge of Allegiance.

SUMMARY:

Pastor Shane Hargrave, Compass Life 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
9/18/2024**

AGENDA TAB NO.: 2

SUBJECT TITLE: Approval of the August 21 and September 4, 2024, City Council Meeting Minutes (City Clerk)

OBJECTIVE:

To consider approval of the August 21 and September 4, 2024, City Council meeting minutes.

SUMMARY:

Attached are the August 21 and September 4, 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 the Council's consideration.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. 08-21-2024 CC Minutes
2. 09-04-2024 CC Minutes

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



**TAVARES CITY COUNCIL
MEETING MINUTES
AUGUST 21, 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
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. Deacon Paul Guacher, St. Mary of the Lakes Catholic Church

Deacon Paul Guacher, St. Mary of the Lakes Catholic 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

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

IV. PROCLAMATIONS/PRESENTATIONS

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

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Ms. Novack read the following Resolution by title only:

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.

VII. CONSENT AGENDA

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

MOTION

Troy Singer moved to approve the Consent Agenda [Approval of the August 7, 2021, City Council Meeting Minutes, Tab 3. Seaport Village Phase 1 – Final Plat, and Tab 4. Avalon Park Phase 2 – Final Plat], seconded by Walter Price. The motion carried unanimously 5-0.

Tab 2. Approval of the August 7, 2021, City Council Meeting Minutes

Approved on the Consent Agenda.

Tab 3. Seaport Village Phase 1 – Final Plat

Approved on the Consent Agenda.

Tab 4. Avalon Park Phase 2 – Final Plat

Approved on the Consent Agenda.

VIII. RESOLUTIONS

Tab 5. Resolution 2024-17 – Second Budget Amendment for FY 2024

Ms. Houghton made the following presentation:

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.

Staff recommended Option 1, for the Council to approve Resolution 2024-17 amending the FY 2023-2024 City of Tavares Annual Operating Budget.

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

MOTION

Sandy Gamble moved to approve Resolution 2024-17, seconded by Walter Price. The motion carried unanimously 5-0.

IX. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

Tab 6. Recreation and Library Services Summer Programs Update

Attorney Holt entered the meeting at 4:14 p.m.

Rebecca Campbell, Library Director, made the following presentation and provided a brief video of the Summer Concert Series to those in the audience:

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*

Pete Sherrard, Recreation Manager, provided a PowerPoint presentation made the following presentation:

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*

Mayor Grenier commended the Library and Recreation department teams and service to the citizens.

Council Member Pfister said her grandchildren attended the Tavares Youth Basketball Camp and enjoyed the program. She said she was pleased with the growth of the recreation program and thanked Mr. Aldrich and Mr. Sherrard.

Vice Mayor Gamble thanked and commended Ms. Campbell and Mr. Sherrard for thinking outside the box.

Mr. Drury said the programs with the YMCA could only have been accomplished with the assistance and partnership between the YMCA, Lake County, and the City of Tavares. He recognized YMCA Director Andy Weighill in the audience and thanked him for attending the meeting.

Mr. Aldrich commended Ms. Campbell and Mr. Sherrard for their efforts.

Tab 7. Accept and Award Recommended Architect Firm for the Golden Triangle Regional Park Design

Mr. Aldrich made the following presentation:

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.

Staff recommended Option 1, for the Council to approve the recommended architect firm and authorize staff to negotiate a contract.

Mayor Grenier asked for comments from the Council.

Vice Mayor Pfister said she was excited to see the presentation.

Mr. Drury said a vision without implementation was a hallucination, and the award began the implementation process. Once awarded, the City would move forward with design, engineering, and open facilities to the public.

Council Member Singer said the presentation provided to the Council in the agenda packet was wonderful, and he looked forward to the project moving forward.

Council Member Price asked Mr. Weighill if he agreed with the selection. Mr. Weighill confirmed.

Vice Mayor Gamble noted his support in moving forward with the project.

MOTION

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

Vice Mayor Gamble noted Lake County was funding the project, including the design by the architectural firm.

Tab 8. Request for Reduction in Code Enforcement Liens at 4521 Marsh Harbor Drive

Ms. Houghton made the following presentation:

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

finest assessed on the property located at 4521 Marsh Harbor Dr., identified by the Lake County Property Appraiser records as Alt Key No. 3836093.

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.

Staff recommended Option 1, for the Council to hear Renata G. Carriero, current property owner of 4521 Marsh Harbo Drive, and Council hold a discussion for reduction of Code Enforcement Lien for Case CET1506-0022

Ms. Houghton said the total accrued fines to date were \$139,475.96, and the amount the Council may consider for reduction was \$139,275.00. She said a \$75.96 administrative fee and a fine of \$125.00 were not forgivable.

Mayor Grenier welcomed Keenan and Renata Carriero to the podium.

Keenan Carriero, the homeowner, thanked the Council for considering their request for a reduction in fines and liens. He said their past property manager contacted them approximately ten years prior, asking if the home's renters could install a fence. Mr. Carriero said they received a blank City of Eustis permit application and advised the property manager that a correct and completed permit application would be needed to move forward with a fence. He said they never heard back from the property manager, who had since passed away and believed a fence had not been installed. He said they discovered the fence two months prior while researching the property and have since taken it down. Mr. Carriero said they never received violation notices from the City.

Mayor Grenier asked Mr. and Mrs. Carriero if they visited Tavares to check on the house.

Ms. Carriero said she resides out of state and owned the property since construction. She had someone local to manage the property. When they found out about the fine and violation, she contacted Mr. Drury. Since then, they have taken action to correct the violation. Mr. Carriero said they would have no way to know if a building permit was not submitted and that a small fence in the back of the property caused the violation.

Mayor Grenier asked the Carriero's if they ever lived in the home and how they came to own the property. Ms. Carriero said that when the Groves at Baytree community was

being built, a friend was investing in the neighborhood and told them how great the City of Tavares was. She said they were looking for an investment for their future.

Council Member Singer asked if the violation was due to a fence built without a permit and rectified by taking the fence down. Ms. Carriero confirmed. Council Member Singer asked if the City followed all protocols and proper notice. Mr. McCormick confirmed and said the property owner listed their address with the Lake County Property Appraiser, Lake County Tax Assessor, and on the deed as 4521 Marsh Harbor Drive, the violation address, rather than their home address out of town. Notices were mailed to the address on record. The property was posted per Florida Statutes Chapter 162 requirements when the certified mailing was not claimed or received. The violation was not corrected within the corrective action deadline, and the Special Magistrate then heard the case. The Special Magistrate provided additional time to cure the violation, which did not happen, and fines continued.

Council Member Singer asked what the City could do to ensure this type of situation did not happen in the future. Mr. McCormick said the property owners are responsible for providing the property appraiser and tax assessor with the correct address. He said some people purchase properties where they live for a brief period and do not have the address changed when they move somewhere else, and then they maintain the home as a rental property. He said it would be impossible to track down people as mortgage companies do not provide contact information, which is why the Florida statutes require cities to obtain information from Property Appraisers and Tax Assessors for addresses.

Mr. Carriero said the tenant had contact information for the property manager and him and did not provide the mail to either. He said it would have been an easy task to remedy the violation. Council Member Singer asked if the Carriero's had the tenant's contact information. Mr. Carriero confirmed. He said the tenant would not have the funds to cover the cost of the fines or liens and confirmed that their contact information had been updated with the property appraiser and tax collector. Council Member Singer noted a concern about setting a precedent for future fine reduction requests.

A discussion was held regarding a violation with the Homeowners Association, which cost the Carrieros \$5,000 for a \$200.00 pressure washing job. He said an attorney contacted them regarding that issue and noted he was frustrated with the tenants who have since moved. He confirmed the renter had their contact information.

Council Member Pfister asked the Carriero's how they received their property tax trim notices. Ms. Carriero said the property taxes were taken care of through the mortgage company.

Ms. Carriero said it was unfortunate they went so long without knowing about the violation and incurring fines. After completing a public records search, he said they discovered the violation and fines. Once they found out, they addressed the situation.

Mayor Grenier questioned why the Carriero's had not seen their investment. Mr. Carriero said they trusted the property management company. Ms. Carriero said when the violations occurred, she had a newborn and a two-year-old. A trip to Florida was impossible; she trusted the people supervising the property.

Mr. Drury noted the property owners would receive their tax bills from the Lake County Property Appraiser in the future now that they have updated their contact information, even though the mortgage company takes care of payment. He said they would provide an opportunity to be aware of the cost of their property taxes.

Council Member Price asked how often notices were sent out. Mr. McCormick said notices would stop when a property came into compliance, and an Order of Compliance was issued and sent by certified mail after the Code Enforcement Special Magistrate Hearing. He said Florida statutes do not require notification then, and there is no way to know where the people live. He stated a lien would be placed on the property after one year. Once a lien was in place, the fines would have to go before the Council for forgiveness.

Mr. Carriero said the fence was nice and had been removed.

MOTION

Sandy Gamble moved to reduce the fine by 60%.

Council Member Singer asked for the dollar amount of the adjusted fine as so moved. Mr. Drury said the new fine amount would be \$55,710.

The motion was seconded by Troy Singer.

Council Member Singer said this was a difficult situation for the Council. He noted extenuating circumstances and said the City did everything it was supposed to do. He supported reducing the fine and did not feel the City was in a position to wipe the fine out.

Mayor Grenier said he suggested the Carriero's come to Tavares and visit their property. Ms. Carriero said she appreciated coming to Tavares and seeing the beauty and amenities the City offers.

Council Member Pfister said it was an unfortunate mistake. She said the penalty should be 10% of the fines plus City costs.

Mr. Drury said the cost at 10% of the fines would be \$13,927 plus City costs of \$75.96 and \$125.00. Council Member Pfister said there was no intention to do anything wrong by the Carriero's

Sandy Gamble rescinded the motion, and Troy Singer rescinded his second to the motion.

MOTION

Lori Pfister moved to adjust the amount to 10% of fines plus cost, seconded by Walter Price.

Council Member Singer asked if the motion was correctly withdrawn. Attorney Holt confirmed.

Mr. Drury said, for the record, the dollar figure is \$14,128.46, which is the 10% plus \$75.96 and \$125.00 administrative costs.

Council Member Price said that was reasonable considering all the extenuating circumstances.

Council Member Singer commended the Carriero's for contacting the City Administrator. He asked them to come and visit Tavares.

The motion carried unanimously 5-0.

Mayor Grenier closed the meeting for a five-minute recess at 5:05 p.m.

Mayor Grenier reconvened the meeting at 5:10 p.m.

XI. BUDGET WORKSHOP

Tab 9. Budget Workshop – Five-Year Capital Improvement Plan

Mr. Drury made the following presentation:

The General Fund budget was presented to Council at the July 17th budget workshop. The Enterprise and Special Revenue Fund budgets were presented to Council at the August 7th 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 17th 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.

Ms. Houghton provided a PowerPoint presentation on the Five-Year Capital Improvement Plan.

Mr. Drury said staff was available for questions on capital items.

Tab 10. Budget Workshop – Continued Deliberations and Updates to FY 2025 Proposed Budget

Mr. Drury made the following Presentation:

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 4th, 2024, first Public Hearing and September 18th, 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.

Council Member Pfister said she initially supported rebuilding the Tavares Nature Park pier/docks and then realized the wetland nature of the park would create an ongoing struggle to maintain. She discussed the beauty of the docks from a water view while recently boating and said the park was one of the few places reminiscent of old Florida. She said she would like to leave the park in its current and natural condition and habitat and remove the \$75,000 for boat dock removal from the budget.

Vice Mayor Gamble noted a concern regarding liability in leaving the boat docks.

Mr. Drury said staff could accommodate the request and remove the dilapidated raised boardwalk. He said he did not believe there would be an issue removing the pier/dock in the next year or two.

Council Member Singer asked for clarification on what would be closed. Mr. Drury said the fishing pier/dock had been closed to the public for the past seven years. The raised boardwalk to the fishing pier would be closed within the week. The park would remain open, path maintenance would continue, and visitors could enjoy the park during the dry periods. He said the park was an ecosystem that supported the area's flora and fauna. Mr. Drury noted Tavares had four large wetland areas, including Squibb Park. Council Member Pfister said Squibb Park had more parking area than Tavares Nature Park. She said if there were more funds in the budget, she would want to do more. Mayor Grenier asked how the fishing pier would be closed. Mr. Dillon said boards would be placed to block access with aluminum signs stating the fishing pier/dock was closed.

Council Member Singer asked if the land lease would accommodate Council Member Pfister's request. Mr. Dillon confirmed.

Council Member Price inquired about the \$75,000 in funds. Council Member Pfister said the Council was not done working on the budget, and the \$75,000 would not be earmarked for the dock demolition.

Vice Mayor Gamble said it was his understanding the Police Department had a vehicle for a new Police Officer to utilize. Chief Coursey said four Police vehicles were included in the budget. Chief Coursey noted the Police Department would be good with the four Police vehicles and two positions as proposed in the budget. Ms. Houghton said Police Impact Fees would fund one vehicle.

Council Member Singer said he was glad to see the picnic tables at Aesop's park added to the budget. He said he would like to include cemetery benches added from the cut list for \$8,700.00. He said the cemetery receives a lot of visitors.

Mayor Grenier concurred with Council Member Singer.

Council Member Pfister asked if pavement or pavers would be installed in the parking lot by the seaplane base and marina. Mr. Drury said parking had been designed, engineered, and permitted, and the project was ready. Mr. Tweedie said the project was designed with paved parking in some areas.

A discussion was held on the parking areas to be paved, and Mr. Drury said traffic flow at Joanna would improve in addition to the parking spaces. Council Member Pfister asked if pavers could be used. Mr. Tweedie said the design and concept combined a paved lane with pavers on the parking spots. He said staff could include only pavers as a bid alternate and see what the pricing comes back, and if it was within budget or close, it would be brought back to the Council for consideration. He confirmed the Council would be able to see a rendering.

Council Member Price asked if a study had been conducted to confirm parking was needed. Mr. Drury said a study had not been completed for downtown parking and the master plan included adding parking garages and parking. He discussed the ongoing need to keep up with parking in cities, as it takes years to create parking areas. Council Member Price asked if anything else could be placed in the space. Mr. Drury said the land was narrow. Mr. Tweedie stated most of the land was owned by the City, and the hotel owned a portion. The City had already negotiated an easement with the hotel property owner.

Mayor Grenier said it was an eyesore and would be a benefit to complete that portion downtown.

Council Member Price asked what the millage rate would be if the extra projects requested by the Council were included. Ms. Houghton and Mr. Drury said 7.05 mills.

Council Member Price asked how many dollars it would take to get back to the previous year's millage rate. Ms. Houghton said that, based on the original budget, the Council would have to cut \$401,000 and would not include the items on the Council's list. Mr.

Drury said that number must be double-checked and returned to the Council at the next meeting.

Council Member Price said he wants to see if there is any possible scenario to get back to the previous year's millage rate and still incorporate the additional items the Council requested. Mr. Drury said it would be put together and reflect where it falls short of the request. Council Member Price said he understood the rollback rate could not be achieved and would like to see some scenario to return to the previous year's rate.

Vice Mayor Gamble said he wanted to ensure the Council did not touch the 8% increase for the employees. Mr. Drury said that would not be done.

Mayor Grenier asked for comments from the audience.

Vance Jochim, 12619 Milwaukee Avenue, Lake County, thanked Council Member Pfister for saving \$75,000. He provided a list of proposals to the Council for added funding for the Tavares Library and Nature Park. Mr. Jochim provided his collection recommendations for the Tavares Library. He provided a list of issues for the Tavares Nature Park, including the fishing pier, boardwalk, and park map.

XII. NEW BUSINESS

XIII. OLD BUSINESS

Council Member Price asked for an update on highway Civic organization signs. A discussion was held on road ownership, eligibility, participating organizations, and existing signage. Mr. Drury said staff would conduct research and bring back a cost estimate and recommended locations to the Council. Mr. Drury said a sign location on US441 would be challenging as it was a state road.

XIV. AUDIENCE TO BE HEARD

XV. REPORTS

Tab 11. City Administrator Report

Mr. Drury noted the Library Board would not be meeting in September; the next meeting was scheduled for October 9, 2024, at the Ingraham Center.

Chief Coursey noted the first Citizen Police Academy (CPA) would hold an introduction meeting on September 3, 2024, with sixteen (16) participants. Chief Coursey said a graduation banquet would be held on November 12.

Vice Mayor Gamble requested an update on the Seaplane Base Trail Reroute Project. Mr. Tweedie said the project was 75-80% complete.

Tab 12. City Council Member Reports

Council Member Pfister said she was pleased with the direction of the Tavares Library and recreation programs, noting the programs had grown tremendously.

Council Member Price commended the Tavares Library and Recreation department. He said he was happy to see an increase in public participation.

Council Member Price said he was honored to attend the recent Time Capsule Ceremony at the new Public Works facility.

Council Member Singer said attending the Time Capsule Ceremony at the new Public Works facility was a privilege, and his children and grandchildren could enjoy its opening in fifty years.

Vice Mayor Gamble said he attended the Florida League of Cities Annual Conference and enjoyed the opportunity to represent the City. He discussed a new State law regarding radar and cameras in school zones and asked those present to practice caution when driving through school zones.

Vice Mayor Gamble said he was excited about the Tavares Library and Recreation department programs.

Mayor Grenier said he attended the Time Capsule Ceremony at the new Public Works facility. He noted the time capsule was placed in the location of the original Woodlea House.

Mayor Grenier said Rick Cronin would provide a presentation on Lake County Ghost Towns and Phantom Trains on August 2024 at the Tavares History Research Center. He invited those present to attend.

XVI. ADJOURNMENT

There was no further business and Mayor Grenier adjourned the meeting at 6:00 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk



**TAVARES CITY COUNCIL
MEETING MINUTES
SEPTEMBER 4, 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
Susie Novack, City Clerk
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**

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 Dewey Smith, First Baptist Church of Mount Dora

Pastor Dewey Smith, First Baptist Church of Mount Dora, 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.

Vice Mayor Gamble asked Mayor Grenier if he wished to move the Audience To Be Heard section up on the agenda and before the Budget Hearing. Mayor Grenier confirmed.

MOTION

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

IV. PROCLAMATIONS/PRESENTATIONS

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

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Ms. Novack noted two resolutions that would be read in their entirety during the Budget Hearing: Resolutions 2024-19 and 2024-20.

VII. CONSENT AGENDA

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

MOTION

Sandy Gamble moved to approve the Consent Agenda [Tab 2. Caroline Street Property, Release of Mineral Rights], seconded by Troy Singer. The motion carried unanimously 5-0.

Tab 2. Caroline Street Property, Release of Mineral Rights

Approved on the Consent Agenda.

VIII. RESOLUTIONS

IX. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

Tab 3. Tavares Christmas Celebration & Parade Discussion

Mr. Aldrich made the following presentation:

The Tavares Christmas Celebration Parade, held each year on the first Saturday in December, has grown tremendously over the past few years, post the COVID pandemic. Since our event in late 2020, we have seen a 60% increase in the number of parade units/vehicles registered in the parade, causing the length of the parade to go from 1 hour or 1 ½ hour, to upwards of a 2 ½ hour parade as we had this past December.

- *2020 parade had 157 vehicles – little over an hour long*
- *2021 parade had 213 vehicles – just under 2 hours long*
- *2022 parade had 234 vehicles – little over 2 hours long*
- *2023 parade had 251 vehicles – about 2 ½ hours long*

** NOTE: a vehicle includes any motorized unit such as a car, truck, golf cart, ATV, UTV/ATV Side-by-Side, etc.*

Such a long parade causes several challenges for everyone involved. The police and fire departments charged with keeping the parade route safe and secure are stretched thin for an extended period. Spectators watching the parade, especially with little children, grow very impatient and attempt to leave or walk through the moving parade traffic to exit or participate in the other activities. Outside entertainment that was brought in for the evening activities are shortened, and businesses in the downtown are left with empty establishments while the public watches an extended parade.

A meeting was held on August 14, 2024, with several downtown businesses and representatives from the City to discuss ideas and plans to enhance the quality and manageability of the Tavares Christmas Parade. Several adjustments are recommended as follows:

- *Limit the number of overall total motorized vehicles to 175*
- *Limit non-profit groups, clubs and citizen organizations to a maximum of 15 motorized vehicles per entry*
- *Limit commercial organizations and business entries to a maximum of 2 motorized vehicles per entry*
- *Start the parade at 5:00pm as opposed to 5:30pm to allow for more evening activities and business patronage after the parade*

Additionally, to help curb delays and confusion along the parade route, all parade donations of canned goods and toys will be collected at the parade staging area instead of in the middle of the route at the judges' stand.

These adjustments will ensure a more streamlined event, reducing congestion and improving the experience for both participants and spectators. By capping entries, we can enhance safety, minimize delays, and provide better visibility for all floats and performances. This also allows for more efficient logistical planning and resource allocation. Furthermore, a shorter parade will foster a more intimate and engaging atmosphere, aligning with the festive spirit of the season. Overall, this change will contribute to a more enjoyable and memorable event for the entire community.

Staff recommends OPTION 1: Council discuss and adjust the Christmas parade with the following recommendations:

- Limit the number of overall total motorized vehicles to 175*
- Limit non-profit groups, clubs and citizen organizations to a maximum of 15 motorized vehicles per entry*
- Limit commercial organizations and business entries to a maximum of 2 motorized vehicles per entry*
- Start the parade at 5:00pm*

Mayor Grenier asked for comments from the Council.

Council Member Price asked if the parade route would go down Ruby Street and back up Main Street. Mr. Aldrich confirmed.

Council Member Price asked how staff determined the number of motorized vehicles for civic organizations and businesses. Mr. Aldrich said it was mainly a community parade rather than business-oriented, and staff determined to allow more space for civic organizations. Council Member Price noted his support for Option 1.

Council Member Singer said it was great working with and taking the business community's direction. He recognized the business owners in the audience.

A discussion was held regarding the time of the parade and lighted floats. Council Member Singer asked staff to advise participants that they may wish to be placed at the back of the parade if they include lighting on their floats. Debby Blais, Community Services Coordinator, said she would strategically place participants with lighting, such as the Tri-City Twirlers, toward the back of the parade.

Council Member Pfister noted her support for shortening the parade as it works best for the staff and the business community. She said she was glad to see a reduction in cars and noted her preference for floats.

Mr. Aldrich said the start time of the 5:00 p.m. parade would be the same as the July 4th parade, providing consistency and less confusion for the planning and the public.

Mayor Grenier asked for the Light Up Tavares event and parade date. Mr. Aldrich said the event was held on the first Saturday in December. Vice Mayor Gamble said the first Saturday was December 7, 2024.

Vice Mayor Gamble asked if golf carts would be limited for a community. A discussion was held, and there was a consensus from the Council to allow 25 golf carts or 10 vehicles.

MOTION

Lori Pfister moved to approve [Option 1] with a change to 25 golf carts or 10 vehicles for civic organizations and confirmed a 5:00 p.m. parade start time, seconded by Sandy Gamble. The motion carried unanimously 5-0.

Tab 4. Accept and Award Recommended Property and Casualty Insurance Firm

Ms. Bublitz made the following presentation:

At the April 17, 2024 City Council meeting, Council approved the agreement with Siver Insurance Consultants to develop an RFP to solicit insurance coverage, evaluate submitted proposals, and prepare a written summary of their recommendation to the ranking committee. Three firms responded with proposals. A ranking committee made up of the Economic Development Director, Finance Director, Human Resources Director, and Support Services Director reviewed the recommendation from Siver Insurance Consultants at a committee meeting on August 23, 2024. The committee agreed with the recommendation from Siver Insurance Consultants and unanimously ranked the three firms as follows:

- 1. Public Risk Management (PRM)*
- 2. Preferred Governmental Insurance Trust (PGIT)*
- 3. Florida Municipal Insurance Trust (FMIT)*

Staff recommends Option 1: Approve the recommended #1 ranked property and casualty firm Public Risk Management (PRM) and authorize staff to negotiate a contract.

Ms. Bublitz noted there would be \$365,740 in savings to the general fund budget.

Vice Mayor Gamble thanked Ms. Bublitz and the consultant.

MOTION

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

Lori Pfister commended Ms. Bublitz and the consultant on their efforts.

Tab 5. Collective Bargaining Agreement Between Tavares Firefighter Professional Firefighters Local 3245 and the City of Tavares

Chief Keith made the following presentation:

Representatives of management and the union met on several occasions for collective bargaining sessions. City Council member Walter Price, City Administrator John Drury, Fire Chief Richard Keith, Finance Director Lori Houghton, and H.R. Director Crissy Bublitz served as the negotiating team representing the City of Tavares.

Local 3245 President Carsten Kieffer served as Chief Negotiator for the union, and other Union members attended various negotiation meetings.

Local 3245 President Kieffer has obtained authorization from the members of the Union Local to sign the proposed contract on behalf of the Union.

The salient points of this proposed contract are:

- Under Article 27-A, Good Friday is added to the list of recognized holidays for bargaining unit members, consistent with other city employees.*
- Under Article 33, bargaining unit members agree to the same cost of living adjustment proposed for other city employees.*
- Under Article 33, bargaining unit members agree to health insurance plan price adjustments consistent with the plan adjustments proposed for other city employees.*

The agreement would become effective October 1, 2024.

Staff recommends Option 1: Move to approve the proposed Collective Bargaining Agreement as presented between the Tavares Professional Firefighters Local 3245 and the City of Tavares, authorizing City Administrator John Drury to execute the contract on behalf of the City.

Mayor Grenier asked for comments from the Council.

Council Member Pfister thanked and commended Council Member Price, the Management Team, and the Tavares Professional Firefighters Local 3245 for their hard

work. She said she appreciated the firefighters staying in line with the other City employees.

Council Member Price said working with the Tavares Professional Firefighters Local 3245 members and the Management Team was a pleasure. He said he did not believe anything the Union asked for was unreasonable in the contract.

MOTION

Walter Price moved to accept the Collective Bargaining Agreement, seconded by Sandy Gamble.

Mayor Grenier noted he had previously served on the management team and that negotiations had always gone well. He commended all who participated in the negotiations.

The motion carried unanimously 5-0.

Tab 6. School Resource Officer Agreement with Lake County School Board

Chief Coursey made the following presentation:

The Lake County School Board (LCSB) provides funding for a police officer to be at Tavares Elementary for security and safety during the school year. This will be the seventh year in which the LCSB and City have entered into this agreement. During the times when there is no school, SRO will be available for duties within the department.

Staff recommends Option 1, for the Council to approve the agreement between the City of Tavares and LCSB to provide a Police Officer at Tavares Elementary School.

Mayor Grenier asked for comments from the Council.

Vice Mayor Gamble said the City paid for a large portion of the program when it was initiated several years ago. Because of the additional funding the School Board has received through the years, they incur most of the cost, not including the months the Officer was off duty at the school. He noted the School Board funding is dispersed between participating cities throughout Lake County.

Council Member Pfister said the City was willing to participate in the program before the Lake County School Board began the program to ensure Tavares schools were safe.

MOTION

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

Council Member Singer said Tavares was one of the first cities to implement the program.

Council Member Price said it was an important program.

Vice Mayor Gamble said Tavares was the first City to have a Police Officer in a High School in Lake County. The Officer was hired in a similar program as the fire department grants for staffing. He said he appreciated everything the City had done for the safety of the students.

Tab 7. Leadership Lake Donation of ADA Lift for Tavares Marina

Mr. Tweedie made the following presentation:

Each year the graduating class of Leadership Lake selects and raises funds for a community project which provides for a needed improvement or beneficial public service enhancement for the benefit of all in Lake County in furtherance of the organizations mission and purpose. This year's graduating class has identified a need to provide enhanced, safe access to boating on our lakes for persons with a mobility disability. They have offered the City of Tavares a donation of \$7,000 for the acquisition and installation of an ADA access lift at the City's Waterfront Marina (see attached letter of support from Leadership Lake).

The project will require acquisition of the equipment and accessories, engineering, dock modification/prep and professional installation by a qualified marine contractor. Staff met with representatives of the class and identified a suitable lift and location at the marina dock and have received the following cost estimates:

• ADA lift chair acquisition	\$4,400
• Engineering	\$1,400
• Dock Prep & Installation	\$2,000
Total	\$7,800

Sufficient funds are available in the Seaplane Base & Marina operating budget to cover the potential shortfall of \$800 between the \$7,000 donation and estimated total cost, should they be required.

Staff recommends the Council approve Option 1, to accept the donation from Leadership Lake Class of 2024 and authorize staff to move forward with the project.

Lieutenant Jon Hall, Leadership Lake Class of 2024, said funds were raised at Leesburg Bikefest. He noted one attendee of the Class had a father who was mobility impaired, was an avid fisherman, and had difficulty getting in and out of boats. He noted the unanimous decision of the Class to donate the funds for an ADA lift at the Tavares Marina.

Mr. Tweedie noted it would be the first ADA Lift at a marina in Lake County.

Mayor Grenier asked for comments from the Council.

Council Member Singer said Leadership Lake County was a wonderful organization and noted he had been an alumnus since the early 90s. He applauded the graduating Class for thinking outside of the box. He said this partnership would impact the community and allow more people to enjoy the lakes.

Mr. Tweedie presented a PowerPoint slide of the proposed ADA lift location.

Mayor Grenier asked if a company would install the lift. Mr. Tweedie confirmed and said it was a great addition to the marina, as the lakes were a natural and economic resource for Tavares and Lake County.

Council Member Pfister thanked the Leadership Lake Class of 2024. She said Tavares likes to be the City of Firsts.

MOTION

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

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

XIII. AUDIENCE TO BE HEARD

There were no comments from the audience.

Mayor Grenier recessed the Regular Meeting at 4:41.

Mayor Grenier called the Public Hearing to order at 5:05 p.m.

XI BUDGET HEARING – FISCAL YEAR 2024-2025 TENTATIVE MILLAGE & BUDGET – READING OF TENTATIVE MILLAGE AND BUDGET RESOLUTIONS 5:05 P.M.

Tab 8. Approve Resolution 2024-19 for Tentative Millage Rate for FY 2025 – First Reading

Ms. Novack read Resolution 2024-19 in its entirety as follows:

RESOLUTION 2024 - 19

A RESOLUTION ADOPTING A FINAL MILLAGE RATE OF 7.0500 FOR THE CITY OF TAVARES, FLORIDA, FOR AD VALOREM TAXES FOR FISCAL YEAR 2024-2025; SETTING FORTH THE PERCENT BY WHICH THE MILLAGE RATE IS GREATER THAN THE "ROLLED-BACK" RATE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA:

WHEREAS, the City of Tavares of Lake County, Florida on September 4, 2024, adopted the 2024-2025 Fiscal Year Tentative Millage Rate following a public hearing as required by Florida Statute 200.065.

WHEREAS, the City of Tavares of Lake County, Florida, following due public notice as required by law, held a second public hearing on September 18, 2024, as required by Florida Statute 200.065 on the 2024-2025 Millage Rate; and

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within Lake County has been certified by the County Property Appraiser to the City of Tavares as \$1,731,865,984.

NOW THEREFORE, BE IT RESOLVED by the City of Tavares of Lake County, Florida, that:

- 1. The City of Tavares Fiscal Year 2024-2025 operating millage rate to be levied is hereby set at 7.0500 mills, which millage rate is greater than the rolled back rate of 6.0359 mills by 16.80%.**
- 2. The voted debt service millage rate is set at .1601 mills for Fiscal Year 2024-2025.**
- 3. This Resolution will take effect immediately upon its adoption.**

Mr. Drury made the following presentation:

The City Administrator and staff have developed a budget for Fiscal Year 2025 for Council's consideration totaling \$67,170,996 that is fully balanced. The proposed budget for FY 2025 includes, among many other items, the following:

- 1. Similar Level of Service.*
- 2. General Fund millage rate increase (from 6.5950 mills to 7.0500 mills), which is 16.80% above the rollbacked rate.*

3. *Debt Service millage rate decrease (from .1817 to .1601).*
4. *Estimated reserve balances that meet GFOA recommendations.*
5. *Fire Assessment level funded (no rate increase).*
6. *Employee raises of 8.0%.*
7. *Two new Police Officers, a new Police Records Assistant, three new Firefighters, a new Fire Inspector, an Engineering Inspector, a Streets Maintenance Worker, a Staff Assistant (for Economic Development), a Library Assistant, a Parks Specialist, and a Facility Specialist.*
8. *Street paving - \$400,000.*
9. *West End Parking Phase 1, 2, and 3 - \$990,040.*
10. *Expanded programs are cut.*

Previously, the City Council discussed the proposed Fiscal Year 2025 Budget at the following public meetings:

- *7/17/2024 – City Council Budget Workshop – (General Fund Budget)*
- *7/17/2024 – City Council Budget Workshop – (Set Maximum Tentative Millage rate)*
- *8/07/2024 – City Council Budget Workshop – (General, Utility, and Special Revenue Fund Budgets)*
- *8/21/2024 – City Council Budget Workshop – (Capital Improvement Plan Presentation)*
- *8/21/2024 – City Council Budget Workshop – (Discussion on FY 2025 Proposed Budget)*

A Tentative Budget (all funds) has been prepared for the City Council. During the last Budget Workshop City Council added the following items to the proposed budget:

1. *West End Parking Phase 1, 2, and 3 - \$990,040.*
2. *Two Picnic Tables at Aesop's Park - \$7,933.*
3. *Four benches at the Cemetery - \$8,700.*
4. *Police Officer - \$108,133.*

Exhibit A lists all the changes made to the Proposed Budget since it was presented at the July 17th City Council meeting. The changes made have resulted in \$109,485 in additional revenue in the General Fund that remains available for appropriation, and \$18,776 remaining in the TIF Fund for appropriation. If the additional revenues are not appropriated, they will go back into reserves.

The Final Public Hearing to adopt the FY 2025 Millage Rate and the FY 2025 Budget will be held at 5:05 p.m. on September 18, 2024, at which time the final millage rates will be adopted.

Mr. Drury said the presented budget had no additional loans or debt. He recommended the Council take public input and then either adopt the proposed millage rate or make changes to the budget and millage rate.

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

Mayor Grenier asked for comments from the Council.

Council Member Price said he previously asked staff to bring back a scenario incorporating the additional items the Council requested for the budget from the cut list while lowering the millage rate. He said the staff returned with the option to take the \$109,485 surplus and \$365,740 insurance savings and apply to reducing the millage rate to 6.77 mills. He said it was more than the previous year and better than 7.0500. He recommended that the Council use \$475,225 to lower the millage rate for the citizens.

Vice Mayor Gamble said \$75,000 for the dock removal was removed from the budget. He recommended using a portion of the \$109,000 surplus and putting the dock removal back in the budget. Vice Mayor Gamble noted a safety concern.

Council Member Price said he would prefer to keep the millage rate and budget as he stated and said it was an opportunity to try to keep spending levels down for the Tavares citizens.

Council Member Pfister said the dock had been in place for years and said she concurred with Council Member Price.

Council Member Singer said he concurred with Council Member Price. He said the City was fortunate to have lowered the millage for the previous five years and wanted to keep the millage rate as low as possible. Council Member Singer said inflation was record-breaking, and the Council wished to take care of employees. He noted that the Council had discussed using the dock funds to lower the millage rate at the previous meeting.

Mayor Grenier noted a concern that a Council member might wish to make additional changes at the following meeting and did not want to lower the millage where needed changes could not be placed in the budget. He said the Council may find an item that was overlooked and recommended a millage rate of 6.95 mills, as initially recommended at the beginning of the budget process.

Council Member Price said the budget would take care of staff, include the additional requests of the Council, and take care of the citizens at a millage rate of 6.77 mills.

Council Member Pfister asked if the City would meet or exceed the GFOA recommended Reserve balance. Mr. Drury said it would exceed.

Mr. Drury said the proposal would accommodate what the Council was looking for, and at the September 18 meeting, the Council could handle any missed items at that time.

Ms. Houghton noted any calculation for the millage would require a vote with four decimal points to be recorded. Council Member Price said his suggested millage rate would be 6.7756 mills.

MOTION

Sandy Gamble moved to approve a tentative millage rate of 6.95 mills as initially presented to the Council. The motion died for a lack of a second.

MOTION

Walter Price moved to approve a tentative millage rate of 6.7756 mills using \$109,485 surplus and \$365,740 insurance savings, seconded by Troy Singer.

The motion carried 4-1 as follows:

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

Tab 9. Approve Resolution 2024-20 for Tentative Budget for FY 2025 – First Reading

Ms. Novack read Resolution 2024-20 in its entirety as follows:

RESOLUTION 2024-20

A RESOLUTION ADOPTING THE FINAL BUDGET FOR THE CITY OF TAVARES, FLORIDA, FOR THE FISCAL YEAR 2024 - 2025.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA:

WHEREAS, a public hearing on the tentative 2024-2025 budget was held at the Tavares City Hall Council Chambers in the City of Tavares, Florida, Lake County, Florida on Wednesday, September 4, 2024 at 5:05 p.m., as required by Florida Statutes 200.065; and

WHEREAS, the general public was given an opportunity to express its views pertaining to the tentative budget, and

WHEREAS, the City Council approved the tentative budget for 2024-2025, and

WHEREAS, a second public hearing on the proposed 2024-2025 budget was held in the Council Chambers at the Tavares City Hall, 201 East Main Street in the City of Tavares, Florida, on Wednesday, September 18, 2024, at 5:05 p.m.,

NOW, THEREFORE, BE IT RESOLVED that the Budget for 2024-2025 fiscal year for the City of Tavares, Florida is hereby adopted by the Tavares City Council in the amount of \$67,170,996 at public hearing this 18th day of September 2024.

This resolution will take effect immediately upon its adoption.

Mr. Drury made the following presentation:

The City Administrator and staff have developed a budget for Fiscal Year 2025 for Council's consideration totaling \$67,170,996 that is fully balanced. The proposed budget for FY 2025 includes, among many other items, the following:

- 1. Similar Level of Service.*
- 2. General Fund millage rate increase (from 6.5950 mills to 7.0500 mills), which is 16.80% above the rollbacked rate.*
- 3. Debt Service millage rate decrease (from .1817 to .1601).*
- 4. Estimated reserve balances that meet GFOA recommendations.*
- 5. Fire Assessment level funded (no rate increase).*
- 6. Employee raises of 8.0%.*
- 7. Two new Police Officers, a new Police Records Assistant, three new Firefighters, a new Fire Inspector, an Engineering Inspector, a Streets Maintenance Worker, a Staff Assistant (for Economic Development), a Library Assistant, a Parks Specialist, and a Facility Specialist.*
- 8. Street paving - \$400,000.*
- 9. West End Parking Phase 1, 2, and 3 - \$990,040.*
- 10. Expanded programs are cut.*

Previously, the City Council discussed the proposed Fiscal Year 2025 Budget at the following public meetings:

- 7/17/2024 – City Council Budget Workshop – (General Fund Budget)*
- 7/17/2024 – City Council Budget Workshop – (Set Maximum Tentative Millage rate)*
- 8/07/2024 – City Council Budget Workshop – (General, Utility, and Special Revenue Fund Budgets)*
- 8/21/2024 – City Council Budget Workshop – (Capital Improvement Plan Presentation)*
- 8/21/2024 – City Council Budget Workshop – (Discussion on FY 2025 Proposed Budget)*

A Tentative Budget (all funds) has been prepared for the City Council. During the

last Budget Workshop City Council added the following items to the proposed budget:

- 1. West End Parking Phase 1, 2, and 3 - \$990,040.*
- 2. Two Picnic Tables at Aesop's Park - \$7,933.*
- 3. Four benches at the Cemetery - \$8,700.*
- 4. Police Officer - \$108,133.*

Exhibit A lists all the changes made to the Proposed Budget since it was presented at the July 17th City Council meeting. The changes made have resulted in \$109,485 in additional revenue in the General Fund that remain available for appropriation, and \$18,776 remaining in the TIF Fund for appropriation. If the additional revenues are not appropriated, they will go back into reserves.

The Final Public Hearing to adopt the FY 2025 Millage Rate and the FY 2025 Budget will be held at 5:05 p.m. on September 18, 2024, at which time the final millage rates will be adopted.

Mayor Grenier asked for comments from the audience.

Belynda Rinck, 216 Fern Avenue, Tavares, said she supported reducing the millage rate. She said the grass was beautiful at the west end of the proposed parking area, noting that the Lake County Parking Garage was within two blocks. Ms. Rinck asked the Council to consider keeping the grass for parking rather than paving.

Mayor Grenier asked for comments from the Council.

Council Member Singer asked if the budget figures would remain the same with the lowered millage rate. Mr. Drury confirmed and said the Council was making a budget-neutral decision. Council Member Singer said the Council was committed to reducing the millage rate as much as possible.

MOTION

Troy Singer moved to approve the budget as presented, seconded by Walter Price. The motion carried unanimously 5-0.

XI. NEW BUSINESS

XII. OLD BUSINESS

XIV. REPORTS

Tab 7. City Administrator Report

Mr. Drury noted one more Public Hearing would be held on September 18, 2024, at 5:05 p.m.

Mayor Grenier asked for an update on the Seaplane Base Trail Reroute Project. Mr. Tweedie said the project was 85% complete and ahead of schedule.

Chief Keith said a Patriots Day 'Never Forget' event would be held on September 11, 2024. He said Captain Willis would emcee the event and invited those in attendance.

Chief Keith noted the Council received an invitation to a groundbreaking event at the Institute for Public Safety.

Chief Keith thanked the Council for approving the Collective Bargaining Agreement.

Tab 8. City Council Member Reports

Council Member Price thanked Ms. Bublitz for her efforts in reducing the cost of insurance, which provided an opportunity to reduce the millage rate.

XV. ADJOURNMENT

There was no further business, and Mayor Grenier adjourned the meeting at 5:36 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
9/18/2024**

AGENDA TAB NO.: 3

SUBJECT TITLE: Leela Reserve Phase 2A - Final Plat (Community Development)

OBJECTIVE:

To approve the Final Plat for Leela Reserve Phase 2A Subdivision located south of Slim Haywood Avenue and north of Camp Road.

SUMMARY:

The Leela Reserve Phase 2A Subdivision is a proposed multi-family residential subdivision located south of Slim Haywood Avenue and north of Camp Road. The subdivision is approximately 20.15 acres in size and consists of 110 lots for multi-family duplexes as permitted under the existing RMF-3 zoning. On February 16, 2022, City Council reviewed and approved the Preliminary Subdivision/Plat for Leela Reserve Phase 2A. 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. Accordingly, this Final Plat document meets the requirements of the City of Tavares Land Development Regulations and Comprehensive Plan.

OPTIONS:

1. The City Council approves the Final Plat for Leela Reserve Phase 2A.
2. City Council denies the Final Plat for Leela Reserve Phase 2A.

STAFF RECOMMENDATION:

Staff recommends that City Council moves to approve the Final Plat for Leela Reserve Phase 2A Subdivision located south of Slim Haywood Avenue and north of Camp 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 - Leela Reserve Ph-2A
2. HOA Articles of Incorporation
3. HOA Declaration of Covenants and Restrictions
4. Joinder and Consent
5. Performance Bond
6. Paid Tax Bills
7. Title Opinion Updated

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
9/18/2024**

AGENDA TAB NO.: 4

**SUBJECT TITLE: Resolution 2024-18 - Opt Out of Live Local Act Property Tax Exemption
(Finance)**

OBJECTIVE:

To consider approval of Resolution 2024-18 for the City of Tavares to “Opt-Out” of the Live Local Property Tax Exemption Program.

SUMMARY:

In 2023, the Florida Legislature passed CS/SB 102 which amended Section 196.1978 of the Florida Statutes for purposes of addressing the affordable housing needs of residents across the State of Florida. The legislation created a 75 percent property tax exemption for multi-family developments if rental units were reserved for persons or families whose annual household income AMI is greater than 80 percent but not more than 120 percent of the median annual adjusted gross income for households within the respective metropolitan statistical area (MSA. This exemption is known as the “Live Local Act Property Tax Exemption Program”. *(A copy of the Florida Senate 2023 Summary for CS/SB 102 by the Committee on Community Affairs is attached to provide additional background for the 2023 Amendment.)*

In 2024, the Florida Legislature passed SB 328/HB7073 to again amend Florida Statutes Section 196.1978, the “Live Local Act”. The amendment (HB7073) was created to allow taxing authorities to opt-out of the exemption beginning with the 2025 tax roll if the Shimberg Center for Housing Studies Annual Report (Shimberg Annual Report) identifies that the number of affordable and available units in the respective MSA is greater than the number of renter households who meet the income criteria for the 80 to 120 AMI category. *(A copy of the FL Senate Committee Summary for SB328+HB7073 is attached for additional background – see page 3 for HB 7073-New “Opt-Out” from the 80-120% AMI)*

Lake County and Lake County Municipalities are located within the Orlando-Kissimmee, FL MSA and the 2023 Shimberg Annual Report (see page 32) confirms the number of affordable and available units is greater than the number of rental households in the identified category which provides eligibility for the City of Tavares to “Opt-Out of the Live Local Property Tax Exemption Program. *(A copy of the Shimberg report is attached.)*

On July 9, 2024, the Lake County Board of County Commission adopted a Resolution to “Opt-Out” of the Live Local Property Tax Exemption Program.

In order to “Opt-Out” of the exemption, the City of Tavares must adopt Resolution 2024-18 by a two-thirds majority vote. The “Opt-Out” provision will be valid for the 2025 tax year and must be renewed by resolution each year thereafter, when the Shimberg Annual Report confirms that the number of affordable and available units is greater than the number of renter households in the identified category.

Resolution 2024-18 has been prepared by the City Attorney for the City Council’s consideration

to adopt the “Opt-Out” of the Live Local Property Tax Exemption Program. Staff has confirmed that the 2023 Shimberg Annual Report confirms the number of affordable and available units is greater than the number of renter households in the identified category which provides eligibility for the exemption.

OPTIONS:

1. Move to Adopt Resolution 2024-18 for the City of Tavares to “Opt-Out” of the Live Local Property Tax Exemption Program for Tax Year 2025.
2. Move to Not Adopt Resolution 2024-18.

STAFF RECOMMENDATION:

1. Move to Adopt Resolution 2024-18 for the City of Tavares to “Opt-Out” of the Live Local Property Tax Exemption Program for Tax Year 2025.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Resolution 2024-18 (Live Local Property Tax Exemption)
2. Shimberg Annual Report 2023
3. FL Senate 2023 Summary for CS-SB 102 Live Local
4. FL Senate 2024 Summary for Live Local Amendments_SB328+HB7073
5. FL Statutes Chapter 196.1978
6. Res 2024-18_Advertisement Preveiw for 9-13-2024
7. Res 2024-18 Advertisement Preview for 09-16-2024

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
9/18/2024**

AGENDA TAB NO.: 5

SUBJECT TITLE: Annual Citizen Donation Program Report (City Administrator)

OBJECTIVE:

For the City Administrator to read into the record those individuals who made donations to the Citizen Donation Program during fiscal year 2023-2024.

SUMMARY:

On December 7, 2022, the City Council approved a Citizen Donation Program for donors who wish to make smaller donations in honor of loved ones. For \$250, a Donor can donate to a Department Program and receive a brick inlaid in the City with the honored person's name or a nameplate on a Wall of Appreciation. Certificates of appreciation are also provided to the donors. Please see the attached Citizen Donation Program form.

Part of the program is having each donor's name read into the record at a City Council meeting by the City Administrator once a year. The following donations were made in the fiscal year 2023-2024.

- Meta McCarthy - \$250.00 Donation to the Tavares Library Book Drive in memory of Margaret Peers.
- George W. Cooke - \$1000.00 Donation to the Tavares Library Book Drive
- My First Coffee House - \$250.00 Donation to the Tavares Library Book Drive
- Meta McCarthy - \$100.00 Donation to the Tavares Library Book Drive
- Marli Lopez - \$250.00 Donation to the Tavares Library Book Drive in memory of Robert Arnold Grenier
- Sally Hart-Wong - \$250.00 Donation to the Police Officers Fund in memory of Edwin Book.

OPTIONS:

1. For the Council to direct the City Administrator to read the annual Citizen Donation Program donor names into the record.
2. Do not read the annual Citizen Donation donor names into the record.

STAFF RECOMMENDATION:

Option 1, for the Council to direct the City Administrator to read the annual Citizen Donation Program donor names into the record.

FISCAL IMPACT:

Each name represents a \$250.00 donation to a department's program.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Citizen Donation Form

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



Citizen Donation Program

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of Honored Recipient(s): _____

For \$250, a Donor can donate to a City Program listed below and receive recognition as indicated. Please select which donation program you would like to participate in:

- _____ Waterfront Beautification Donation Program
- _____ Police Officers Fund in Memory of Tavares Police Officers Paula Crow and Mike Poole
- _____ Mayor's Youth Council Scholarship Program
- _____ Tavares Youth Recreation Scholarship Program
- _____ Tavares Library Book Drive
- _____ Emergency Management Communication Equipment Program
- _____ First Responder Memorial Fountain
- _____ City Employee Appreciation Program
- _____ Charlie Carter/Wayne Brown Memorial Scholarship Program

Donations include an 8-inch brick or nameplate located in the downtown or city facility and a certificate. All donations are tax-deductible. Please make the check payable to the City of Tavares, and remit it along with the form to the City Clerk's Office, Tavares City Hall, 201 E. Main Street, Tavares, Florida, 32778.

If you would like to be notified when the brick has been installed and the location check this box here and provide the following additional information: _____ (Y/N)

Email: _____ Phone Number: _____

Signature: _____ Date: _____

Note: The engraving and installation process takes approximately 90 days to be complete

For \$250, a Donor can donate to a City Program listed below and receive recognition as indicated:

Department: Economic Development

Name of Program: Waterfront Beautification Donation Program

Program Description: A continuous waterfront beautification maintenance program.

Donation Amount: \$250

Recognition: An 8-inch brick inlaid into the path near the seaplane base with the first and last name of the person being honored or couple or family being recognized, plus a paper certificate to keep and name read into the record at a City Council meeting.

Department: Police

Name of Program: Police Officers In Memory Fund of Tavares Police Officers Paula Crow and Mike Poole.

Program Description: Reimburse a portion of a new recruit's Police Academy costs after being hired as a Tavares Police Officer and successful completion of their probationary period.

Donation Amount: \$250

Recognition: 4-inch nameplate (First and Last Name) placed on the wall of appreciation at the Police Station plus a paper certificate to take home plus name read into the record at a City Council meeting.

Department: City Clerk

Name of Program: Mayor's Youth Council Scholarship Program

Program Description: Scholarship to each of the five (5) Tavares High School students who participated in the City Youth Council program. A scholarship would be for an educational institution of the student's choice, representing 1/5 of the fund balance for this program up to a maximum of \$500 for each student.

Donation Amount: \$250

Recognition: An 8-inch brick inlaid into the plaza surrounding City Hall with the first and last name of the person being honored or couple or family being recognized, plus a paper certificate to keep and name read into the record at a City Council meeting.

Department: Recreation

Name of Program: Tavares Youth Recreation Scholarship Program

Program Description: Provide funding towards youth recreational program fees and cost for those children who cannot afford the participation fees and costs.

Donation Amount: \$250

Recognition: A 4-inch nameplate (First and Last Name, Couple, or family name) placed on the wall of appreciation at the Woodlea fields plus a paper certificate to take home and name read into the record at a City Council meeting.

Department: Library

Name of Program: Tavares Library Book Drive

Program Description: Provide funding towards the purchase of new books

Donation Amount: \$250

Recognition: A 4-inch nameplate (First and Last Name, couple or family name) placed on the wall of appreciation in the library plus a certificate to take home and name read into the record at a City Council meeting.

Department: Emergency Management

Name of Program: Emergency Management Communication Equipment Program

Program Description: Provide funding for Emergency Management Equipment.

Donation Amount: \$250

Recognition: A 4-inch nameplate (First and Last Name, couple or family name) placed on the wall of appreciation at the Tavares EOC plus a certificate of appreciation to take home and name read into the record at a City Council meeting.

Department: Public Safety

Name of Program: First Responder Memorial Fountain

Program Description: Provide funding towards a First Responder Memorial Fountain honoring Police, Fire, EMS, and 911 Dispatchers located adjacent to the Tavares Public Safety complex.

Donation Amount: \$250

Recognition: A 4-inch nameplate (First and Last Name, couple or family name) placed on the wall of appreciation at the First Responder Fountain location plus a certificate to keep and name read into the record at a City Council meeting. .

Department: Human Resource

Name of Program: City Employee Appreciation Program

Program Description: Provide funding towards the City Employee Appreciation Program

Donation Amount: \$250

Recognition: An 8-inch brick inlaid into the plaza that surrounds City Hall with the first and last name of the person being honored or couple or family being recognized, plus their name being read at the annual Employee Picnic and a paper certificate to keep and name read into the record at a City Council meeting.

Department: Utilities

Name of Program: Utility in Memory Fund of Wayne Brown and Charlie Carter.

Program Description: Scholarship of \$500 to a Tavares High School student pursuing an environmental degree.

Donation Amount: \$250.00

Recognition: 4-inch nameplate (First and Last Name) placed on a wall of appreciation at the Utility Administration Building. This will include a paper certificate to take home and the name read to be read at a City Council meeting.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
9/18/2024**

AGENDA TAB NO.: 6

SUBJECT TITLE: America in Bloom Discussion (Public Works)

OBJECTIVE:

To identify which City Council members will be attending the annual America In Bloom National Awards Program.

SUMMARY:

America in Bloom is a national awards program for cities, towns, colleges, and business districts that strives to empower communities to beautify and improve the overall quality of life through their programs, grant opportunities, resources, libraries, and more. The program focuses on seven areas of impact within the municipal, business, and residential sectors. Tavares enrolled in the program in 2017 and has been recognized numerous times as a participant, including: • Coolest Place for Kids 2017 • Overall Impression 2017 • Environmental Efforts 2018 • Overall Impression 2019 • Best Innovative Project or Program 2019 • Champion Community 2019 • Last year, Tavares was recognized as the Champion Community in the Population Category of 20,000-25,000, which is the most coveted and top honor. Additionally, we were awarded the "Coolest Downtown" and recognized for Overall Impression. The America In Bloom evaluation team visited Tavares this past spring and any awards or recognition from that visit will be announced at the annual National Symposium. The National Symposium offers educational sessions, informative tours, and an opportunity to meet other community leaders and share ideas for improvement and success through connection and collaboration. Logan, Ohio, will host the 2024 symposium with accommodations in Columbus, Ohio, from September 26th to September 28th. Registration for the full conference, airfare, and lodging is \$1605.19 per attendee.

It has been past practice to send staff and Council members to this event. An opportunity is provided to identify which City Council members will attend this year.

OPTIONS:

Option 1: Identify which Council members will attend.

Option 2: Do not attend.

STAFF RECOMMENDATION:

Option 1: Identify which Council members will attend.

FISCAL IMPACT:

\$3,000 is budgeted for Council members to attend this year.

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
9/18/2024**

AGENDA TAB NO.: 7

SUBJECT TITLE: Approve Resolution 2024-19 for Final Millage Rate for FY 2025 – Second Reading (City Administrator)

OBJECTIVE:

To receive public input and consider the approval of Resolution 2024-19 to adopt the Final Millage Rate for Fiscal Year 2025.

SUMMARY:

The City Administrator and staff have developed a budget for Fiscal Year 2025 for Council's consideration totaling \$66,530,603 that is fully balanced. The proposed budget for FY 2025 includes, among many other items, the following:

1. Similar Level of Service.
2. General Fund millage rate increase (from 6.5950 mills to 6.7756 mills), which is 12.55% above the rollback rate.
3. Debt Service millage rate decrease (from .1817 to .1601).
4. Estimated reserve balances that meet GFOA recommendations.
5. Fire Assessment level funded (no rate increase).
6. Employee raises of 8.0%.
7. Two new Police Officers, a new Police Records Assistant, three new Firefighters, a new Fire Inspector, an Engineering Inspector, a Streets Maintenance Worker, a Staff Assistant (for Economic Development), a Library Assistant, a Parks Specialist, and a Facility Specialist.
8. Street paving - \$400,000.
9. West End Parking Phase 1, 2, and 3 - \$990,040.
10. Expanded programs are cut.

Previously, the City Council discussed the proposed Fiscal Year 2025 Budget at the following public meetings:

- 7/17/2024 – City Council Budget Workshop – (General Fund Budget)
- 7/17/2024 – City Council Budget Workshop – (Set Maximum Tentative Millage rate)
- 8/07/2024 – City Council Budget Workshop – (General, Utility, and Special Revenue Fund Budgets)
- 8/21/2024 – City Council Budget Workshop – (Capital Improvement Plan Presentation)
- 8/21/2024 – City Council Budget Workshop – (Discussion on FY 2025 Proposed Budget)
- 9/04/2024 – City Council Public Hearing – (Discussion of FY 2025 Proposed Budget)

A Tentative Budget (all funds) has been prepared for the City Council. During the 8/21/2024 Budget Workshop City Council added the following items to the proposed budget:

1. West End Parking Phase 1, 2, and 3 - \$990,040.
2. Two Picnic Tables at Aesop's Park - \$7,933.
3. Four benches at the Cemetery - \$8,700.
4. Police Officer - \$108,133.

At the public hearing on 9/4/2024 the City Council reduced the proposed millage rate from 7.0500 mills to 6.7756 mills. Exhibit A lists all the changes made to the Proposed Budget since it was presented at the July 17th City Council meeting.

The Final Public Hearing to adopt the FY 2025 Millage Rate and the FY 2025 Budget will be held at 5:05 p.m. on September 18, 2024, at which time the final millage rates will be adopted.

OPTIONS:

Option 1: Take public input and approve the Final Millage for Fiscal Year 2025 as reflected in Resolution 2024-19.

Option 2: Take public input and approve the Final Millage for Fiscal Year 2025 as reflected in Resolution 2024-19, including any additional changes the Council proposes.

STAFF RECOMMENDATION:

Option 1: Take public input and approve the Final Millage for Fiscal Year 2025 as reflected in Resolution 2024-19.

FISCAL IMPACT:

At this point, all budgets are balanced. Changes will require revisions to the Final Budget.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Exhibit A - FY 2025 Proposed Budget Updated
2. (Resolution) Resolution 2024-19 - Tentative Millage Rate

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

FY 2025 PROPOSED BUDGET ADJUSTMENTS

(EXHIBIT A)

GENERAL FUND

REVENUES	27,555,976
Decrease Ad Valorem revenue due to lower millage rate (6.7756 mills)	(90,774)
Decrease State estimated revenues for new estimates from State	(20,355)
Increase appropriation from reserves for West End Park Phase 1, 2, & 3	876,920
REVENUES AFTER ADJUSTMENTS	28,321,767
EXPENDITURES	27,555,976
Add West End Parking Phase 1, 2, & 3 - added by Council 8/21/24	990,040
Add two picnic tables at Aesop's Park - added by Council 8/21/24	7,933
Add four benches at Cemetery - added by Council 8/21/24	8,700
Add Police Officer - added by Council 8/21/24	108,133
Decrease Workers Compensation and General Liability due to new PRM agreement	(365,740)
Increase transfer to Seaplane Base due to lower millage rate in TIF fund	16,725
EXPENDITURES AFTER ADJUSTMENTS	28,321,767
REVENUE REMAINING TO APPROPRIATE (BUDGET SURPLUS)	0

** A negative value in appropriated reserves represents an increase in the amount of money going towards reserves, and a decrease in the total amount of revenue available.*

TIF FUND

REVENUES	676,898
Increase Ad Valorem revenue due to Property Appraiser's new values (6.7756 mills)	2,051
Increase appropriations for reserves (puts money into reserves)	(18,776)
REVENUES AFTER ADJUSTMENTS	660,173
EXPENDITURES	676,898
Decrease transfer to Seaplane Base due to lower millage rate	(16,725)
EXPENDITURES AFTER ADJUSTMENTS	660,173
REVENUE REMAINING TO APPROPRIATE (BUDGET SURPLUS)	0

FY 2025 PROPOSED BUDGET ADJUSTMENTS

GRANT FUND

REVENUES	244,288
Reduce FEMA Staffing Grant for reduced cost of Workers Compensation and General Liability	(2,823)
REVENUES AFTER ADJUSTMENTS	241,465
EXPENDITURES	244,288
Decrease Workers Compensation and General Liability due to new PRM agreement	(2,823)
EXPENDITURES AFTER ADJUSTMENTS	241,465
REVENUE REMAINING TO APPROPRIATE (BUDGET SURPLUS)	0

INFRASTRUCTURE SALES TAX FUND

REVENUES	2,623,337
Decreased State estimated revenues for new estimates from State	(106,604)
Increase appropriation of reserves from \$27,942 to \$134,546* (Uses Reserves)	106,604
REVENUES AFTER ADJUSTMENTS	2,623,337
EXPENDITURES	2,623,337
N/A	
EXPENDITURES AFTER ADJUSTMENTS	2,623,337
REVENUE REMAINING TO APPROPRIATE (BUDGET SURPLUS)	0

FY 2025 PROPOSED BUDGET ADJUSTMENTS

SEAPLANE BASE AND MARINA FUND

REVENUES	1,074,638
Increase contribution from General Fund	16,725
Decrease contribution from TIF Fund	(16,725)
Increase appropriations for reserves (puts money into reserves)	(27,788)
REVENUES AFTER ADJUSTMENTS	1,046,850
EXPENDITURES	1,074,638
Decrease Workers Compensation and General Liability due to new PRM agreement	(27,788)
EXPENDITURES AFTER ADJUSTMENTS	1,046,850
REVENUE REMAINING TO APPROPRIATE (BUDGET SURPLUS)	0

** Please note that the decrease to Workers Compensation and General Liability due to the new PRM agreement also reduced total expenditures in the following funds: Water and Wastewater, Solid Waste, and Pavilion. Revenues were decreased by the same amount in those funds by increasing appropriations for reserves (putting money back into reserves).*

RESOLUTION 2024 - 19

A RESOLUTION ADOPTING A FINAL MILLAGE RATE OF 6.7756 FOR THE CITY OF TAVARES, FLORIDA, FOR AD VALOREM TAXES FOR FISCAL YEAR 2024-2025; SETTING FORTH THE PERCENT BY WHICH THE MILLAGE RATE IS GREATER THAN THE "ROLLED-BACK" RATE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA:

WHEREAS, the City of Tavares of Lake County, Florida on September 4, 2024, adopted the 2024-2025 Fiscal Year Tentative Millage Rate following a public hearing as required by Florida Statute 200.065.

WHEREAS, the City of Tavares of Lake County, Florida, following due public notice as required by law, held a second public hearing on September 18, 2024, as required by Florida Statute 200.065 on the 2024-2025 Millage Rate; and

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within Lake County has been certified by the County Property Appraiser to the City of Tavares as \$1,731,865,984.

NOW THEREFORE, BE IT RESOLVED by the City of Tavares of Lake County, Florida, that:

1. The City of Tavares Fiscal Year 2024-2025 operating millage rate to be levied is hereby set at 6.7756 mills, which millage rate is greater than the rolled back rate of 6.0359 mills by 12.55%.
2. The voted debt service millage rate is set at .1601 mills for Fiscal Year 2024-2025.
3. This Resolution will take effect immediately upon its adoption.

PASSED AND RESOLVED this 18th day of September 2024 by the City Council of the City of Tavares, Florida. Time Adopted: _____.

Bob Grenier, Mayor
Tavares City Council

ATTEST:

Susie Novack
City Clerk

Approved as to form:
Lindsay Holt,
City Attorney

**AGENDA SUMMARY
TAVARES CITY COUNCIL
9/18/2024**

AGENDA TAB NO.: 8

**SUBJECT TITLE: Approve Resolution 2024-20 for Final Budget for FY 2025 – Second Reading
(City Administrator)**

OBJECTIVE:

To receive public input and consider the approval of Resolution 2024-20 to adopt the Final Budget for Fiscal Year 2025.

SUMMARY:

The City Administrator and staff have developed a budget for Fiscal Year 2025 for Council's consideration totaling \$66,530,603 that is fully balanced. The proposed budget for FY 2025 includes, among many other items, the following:

1. Similar Level of Service.
2. General Fund millage rate increase (from 6.5950 mills to 6.7756 mills), which is 12.55% above the rollback rate.
3. Debt Service millage rate decrease (from .1817 to .1601).
4. Estimated reserve balances that meet GFOA recommendations.
5. Fire Assessment level funded (no rate increase).
6. Employee raises of 8.0%.
7. Two new Police Officers, a new Police Records Assistant, three new Firefighters, a new Fire Inspector, an Engineering Inspector, a Streets Maintenance Worker, a Staff Assistant (for Economic Development), a Library Assistant, a Parks Specialist, and a Facility Specialist.
8. Street paving - \$400,000.
9. West End Parking Phase 1, 2, and 3 - \$990,040.
10. Expanded programs are cut.

Previously, the City Council discussed the proposed Fiscal Year 2025 Budget at the following public meetings:

- 7/17/2024 – City Council Budget Workshop – (General Fund Budget)
- 7/17/2024 – City Council Budget Workshop – (Set Maximum Tentative Millage rate)
- 8/07/2024 – City Council Budget Workshop – (General, Utility, and Special Revenue Fund Budgets)
- 8/21/2024 – City Council Budget Workshop – (Capital Improvement Plan Presentation)
- 8/21/2024 – City Council Budget Workshop – (Discussion on FY 2025 Proposed Budget)
- 9/04/2024 – City Council Public Hearing – (Discussion of FY 2025 Proposed Budget)

A Tentative Budget (all funds) has been prepared for the City Council. During the 8/21/2024 Budget Workshop City Council added the following items to the proposed budget:

1. West End Parking Phase 1, 2, and 3 - \$990,040.
2. Two Picnic Tables at Aesop's Park - \$7,933.
3. Four benches at the Cemetery - \$8,700.
4. Police Officer - \$108,133.

At the public hearing on 9/4/2024 the City Council reduced the proposed millage rate from 7.0500 mills to 6.7756 mills. Exhibit A lists all the changes made to the Proposed Budget since it was presented at the July 17th City Council meeting.

The Final Public Hearing to adopt the FY 2025 Millage Rate and the FY 2025 Budget will be held at 5:05 p.m. on September 18, 2024, at which time the final millage rates will be adopted.

OPTIONS:

Option 1: Take public input and approve the Final Budget for Fiscal Year 2025 as reflected in Resolution 2024-20.

Option 2: Take public input and approve the Final Budget for Fiscal Year 2025 as reflected in Resolution 2024-20, including any additional changes the Council proposes.

STAFF RECOMMENDATION:

Option 1: Take public input and approve the Final Budget for Fiscal Year 2025 as reflected in Resolution 2024-20.

FISCAL IMPACT:

At this point, all budgets are balanced. Changes will require revisions to the Final Budget.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Exhibit A - FY 2025 Proposed Budget Updates
2. (Resolution) Resolution 2024-20 - Tentative Budget (Fixed 9-16-24)

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

FY 2025 PROPOSED BUDGET ADJUSTMENTS

(EXHIBIT A)

GENERAL FUND

REVENUES	27,555,976
Decrease Ad Valorem revenue due to lower millage rate (6.7756 mills)	(90,774)
Decrease State estimated revenues for new estimates from State	(20,355)
Increase appropriation from reserves for West End Park Phase 1, 2, & 3	876,920
REVENUES AFTER ADJUSTMENTS	28,321,767
EXPENDITURES	27,555,976
Add West End Parking Phase 1, 2, & 3 - added by Council 8/21/24	990,040
Add two picnic tables at Aesop's Park - added by Council 8/21/24	7,933
Add four benches at Cemetery - added by Council 8/21/24	8,700
Add Police Officer - added by Council 8/21/24	108,133
Decrease Workers Compensation and General Liability due to new PRM agreement	(365,740)
Increase transfer to Seaplane Base due to lower millage rate in TIF fund	16,725
EXPENDITURES AFTER ADJUSTMENTS	28,321,767
REVENUE REMAINING TO APPROPRIATE (BUDGET SURPLUS)	0

** A negative value in appropriated reserves represents an increase in the amount of money going towards reserves, and a decrease in the total amount of revenue available.*

TIF FUND

REVENUES	676,898
Increase Ad Valorem revenue due to Property Appraiser's new values (6.7756 mills)	2,051
Increase appropriations for reserves (puts money into reserves)	(18,776)
REVENUES AFTER ADJUSTMENTS	660,173
EXPENDITURES	676,898
Decrease transfer to Seaplane Base due to lower millage rate	(16,725)
EXPENDITURES AFTER ADJUSTMENTS	660,173
REVENUE REMAINING TO APPROPRIATE (BUDGET SURPLUS)	0

FY 2025 PROPOSED BUDGET ADJUSTMENTS

GRANT FUND

REVENUES	244,288
Reduce FEMA Staffing Grant for reduced cost of Workers Compensation and General Liability	(2,823)
REVENUES AFTER ADJUSTMENTS	241,465
EXPENDITURES	244,288
Decrease Workers Compensation and General Liability due to new PRM agreement	(2,823)
EXPENDITURES AFTER ADJUSTMENTS	241,465
REVENUE REMAINING TO APPROPRIATE (BUDGET SURPLUS)	0

INFRASTRUCTURE SALES TAX FUND

REVENUES	2,623,337
Decreased State estimated revenues for new estimates from State	(106,604)
Increase appropriation of reserves from \$27,942 to \$134,546* (Uses Reserves)	106,604
REVENUES AFTER ADJUSTMENTS	2,623,337
EXPENDITURES	2,623,337
N/A	
EXPENDITURES AFTER ADJUSTMENTS	2,623,337
REVENUE REMAINING TO APPROPRIATE (BUDGET SURPLUS)	0

FY 2025 PROPOSED BUDGET ADJUSTMENTS

SEAPLANE BASE AND MARINA FUND

REVENUES	1,074,638
Increase contribution from General Fund	16,725
Decrease contribution from TIF Fund	(16,725)
Increase appropriations for reserves (puts money into reserves)	(27,788)
REVENUES AFTER ADJUSTMENTS	1,046,850
EXPENDITURES	1,074,638
Decrease Workers Compensation and General Liability due to new PRM agreement	(27,788)
EXPENDITURES AFTER ADJUSTMENTS	1,046,850
REVENUE REMAINING TO APPROPRIATE (BUDGET SURPLUS)	0

** Please note that the decrease to Workers Compensation and General Liability due to the new PRM agreement also reduced total expenditures in the following funds: Water and Wastewater, Solid Waste, and Pavilion. Revenues were decreased by the same amount in those funds by increasing appropriations for reserves (putting money back into reserves).*

RESOLUTION 2024-20

A RESOLUTION ADOPTING THE FINAL BUDGET FOR THE CITY OF TAVARES, FLORIDA, FOR THE FISCAL YEAR 2024 - 2025.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TAVARES,
FLORIDA:

WHEREAS, a public hearing on the tentative 2024-2025 budget was held at the Tavares City Hall Council Chambers in the City of Tavares, Florida, Lake County, Florida on Wednesday, September 4, 2024 at 5:05 p.m., as required by Florida Statutes 200.065; and

WHEREAS, the general public was given an opportunity to express its views pertaining to the tentative budget, and

WHEREAS, the City Council approved the tentative budget for 2024-2025,
and

WHEREAS, a second public hearing on the proposed 2024-2025 budget was held in the Council Chambers at the Tavares City Hall, 201 East Main Street in the City of Tavares, Florida, on Wednesday, September 18, 2024, at 5:05 p.m.,

NOW, THEREFORE, BE IT RESOLVED that the Budget for 2024-2025 fiscal year for the City of Tavares, Florida is hereby adopted by the Tavares City Council in the amount of \$66,530,603 at public hearing this 18th day of September 2024.

Fund Name	Fund Number	Estimated Revenues ¹	Reserve Appropriations ³	Unappropriated Revenues ²	Estimated Appropriations/ Expenditures
General Fund	001	27,179,847	\$ 1,141,920	\$ -	\$ 28,321,767
Water/Wastewater Utility	401	13,544,365	-	(180,982)	\$ 13,363,383
Water/Wastewater Impacts	441	1,299,721	-	(364,721)	\$ 935,000
W/WW RR&I Fund	443	300,000	592,000	-	\$ 892,000
SRF Construction Fund	444	-	-	-	\$ -
W/WW SRF Loan	445	2,404,478	-	-	\$ 2,404,478
Sunset View Fund	447	101,644	25,000	-	\$ 126,644
Solid Waste/Sanitation	402	4,495,173	529,258	-	\$ 5,024,431
Stormwater	403	2,299,588	-	(27,023)	\$ 2,272,565
Seaplane Base Fund	405	1,074,638	-	(27,788)	\$ 1,046,850
Pavilion Fund	406	872,078	-	(23,034)	\$ 849,044
Police Education	102	-	-	-	\$ -
Community Redevelopment	105	765,536	-	(105,363)	\$ 660,173
Police Impacts	110	71,120	75,867	-	\$ 146,987
Fire Impacts	111	133,004	5,973	-	\$ 138,977
Forfeiture Fund	112	-	-	-	\$ -
Park Impacts	114	145,685	-	(145,685)	\$ -
Building Permits	115	122,446	-	(122,446)	\$ -
Citizen Donation Fund	119	-	-	-	\$ -
Fire Assessment Fund	122	2,031,288	-	-	\$ 2,031,288
Infrastructure Sales Tax ⁵	150	-	-	-	\$ -
Grant Fund	151	241,465	-	-	\$ 241,465
Infrastructure Sales Tax ⁵	152	2,488,791	134,546	-	\$ 2,623,337
ARPA	155	-	-	-	\$ -
Debt Service Fund	201	1,186,137	-	(50)	\$ 1,186,087
Capital Project Fund	301	-	-	-	\$ -
Capital Project Fund ⁶	302	-	-	-	\$ -
Municipal Police Pension ⁴	601	2,816,220	-	(1,108,290)	\$ 1,707,930
Firefighter's Pension ⁴	602	3,179,557	-	(628,190)	\$ 2,551,367
General Employee Pension	603	81,576	-	(74,746)	\$ 6,830
Mildred Hunter Trust	605	405	-	(405)	\$ -
Wooton Park Playground Trust	606	565	-	(565)	\$ -
		\$ 66,835,327	\$ 2,504,564	\$ (2,809,288)	\$ 66,530,603

¹ Estimated Revenues = anticipated revenue collections.

\$ 66,530,603

² Negative Reserve Appropriations assumes unappropriated revenues.

³ Positive Reserve Appropriations assumes appropriating (spending) an amount of reserves.

⁴ Special Revenue Fund.

⁵ Fund 150 Infrastructure Surtax Revenue collections sunset in December 2017, and begin again in January 2018 (Fund 152).

This resolution will take effect immediately upon its adoption.

PASSED AND RESOLVED this 18th day of September 2024, by the City Council of the City of Tavares, Florida. Time Adopted: _____ P.M.

Bob Grenier, Mayor
Tavares City Council

ATTEST:

Susie Novack
City Clerk

Approved as to form:
Lindsay Holt.
City Attorney

**AGENDA SUMMARY
TAVARES CITY COUNCIL
9/18/2024**

AGENDA TAB NO.: 9

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	October 2, 2024, 4:00 p.m., Tavares City Council Chambers
	October 16, 2024, 4:00 p.m., Tavares City Council Chambers
Planning and Zoning Board Meeting	October 17, 2024, 3:00 p.m., Tavares City Council Chambers
Library Board Meeting	October 9, 2024, 4:00 p.m., Ingraham Center
Code Enforcement Special Magistrate Hearing	October 22, 2024, 4:00 p.m., Tavares City Council Chambers

OUTSIDE AGENCY MEETINGS:

Lake County League of Cities Meeting	October 11, 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	September 25, 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 9.9.24

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
9/18/2024**

AGENDA TAB NO.: 10

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.