



**AGENDA
TAVARES CITY COUNCIL
July 7, 2021
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 Fred Boone, First Baptist Church of Mount Dora

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 June 16, 2021 City Council Regular Meeting Minutes (City Clerk)

Tab 3 Florida League of Cities Certificates of Completion - Institute for Elected Municipal Officials (Mayor)

Tab 4 Release of Easement - Palmer Homes, Inc. (City Attorney)

VIII. RESOLUTIONS

Tab 5 Resolution 2021-14 - Request Authorization Execute State Revolving Loan Fund Agreement DW350980 for the Lake Hermosa Booster Pump Station Design Activities (Finance Department)

IX. ORDINANCES - PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

- Tab 6 Update on New Youth Basketball Camp at Tavares High School
(Community Services)
- Tab 7 Renewal of Automatic Aid Agreement between the Cities of
Leesburg and Tavares for Fire Protection and other Emergency
Services. (Fire)
- Tab 8 Renewal of Automatic Aid Agreement between the Cities of Eustis
and Tavares for Fire Protection and other Emergency Services.
(Fire)
- Tab 9 Renewal of Automatic Aid Agreement between the Cities of Mount
Dora and Tavares for Fire Protection and other Emergency
Services. (Fire)
- Tab 10 City Attorney Retirement (City Attorney)

XI. BUDGET WORKSHOP

- Tab 11 Budget Workshop - General Fund Presentation (City Administrator)

XII. NEW BUSINESS

XIII. OLD BUSINESS

XIV. AUDIENCE TO BE HEARD

XV. REPORTS

- Tab 12 City Administrator Report
- Tab 13 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
7/7/2021**

AGENDA TAB NO.: 1

SUBJECT TITLE: Pastor Fred Boone, First Baptist Church of Mount Dora

OBJECTIVE:

Pastor Fred Boone, First Baptist Church of Mount Dora, will provide the invocation and lead those present in the Pledge of Allegiance.

SUMMARY:

Pastor Fred Boone, First Baptist Church of Mount Dora, 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
7/7/2021**

AGENDA TAB NO.: 2

SUBJECT TITLE: Approval of the June 16, 2021 City Council Regular Meeting Minutes (City Clerk)

OBJECTIVE:

To consider approval of the June 16, 2021 City Council meeting minutes.

SUMMARY:

Attached are the June 15, 2021 City Council meeting minutes as submitted by the City Clerk.

OPTIONS:

1. Move to approve the City Council meeting minutes as submitted under the Consent Agenda.
2. Move to approve the City Council meeting minutes with corrections.

STAFF RECOMMENDATION:

For Council approval.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. 06-16-2021 CC Minutes

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



**TAVARES CITY COUNCIL
MEETING MINUTES
JUNE 16, 2021 – 4:00 PM
TAVARES CITY HALL COUNCIL CHAMBERS
201 EAST MAIN STREET, TAVARES**

COUNCIL MEMBERS PRESENT

**Amanda Boggus, Mayor
Lou Buigas, Vice Mayor
Lori Pfister, Council Member
Walter Price, Council Member
Troy Singer, Council Member**

STAFF PRESENT

**Lori Houghton, Finance Director
Bob Williams, City Attorney
Susie Novack, City Clerk
Mike Fitzgerald, Community Development Director
Richard Keith, Fire Chief
Stoney Lubins, Police Chief
James Dillon, Public Works Director
Phil Clark, Utilities Director
Mark O'Keefe, Public Communications Director**

I. CALL TO ORDER

Mayor Boggus called the meeting to Order at 4:00 p.m.

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1. Richard Keith, Chief, Tavares Fire Department

Richard Keith, Chief, Tavares Fire Department, provided the invocation and led those present in the Pledge of Allegiance.

III. APPROVAL OF AGENDA

Mayor Boggus asked if there were any changes to the Agenda. Ms. Houghton said staff had no changes.

MOTION

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

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2. Tavares Chamber of Commerce Update

Erika Buigas, Tavares Chamber of Commerce Director of Operations, said there were 126 visitors and telephone calls in May 2021. She provided an update on upcoming meetings including the weekly Leads Group for area industries, Monthly Chamber Business Luncheon, and a Coldwell Banker Vanguard joint ribbon cutting with the Mount Dora and Eustis Chamber.

Ms. Buigas said the Florida Chamber has virtual courses for candidates and noted the Tavares Chamber candidate forum would be held in person with event information forthcoming.

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

Attorney Holt swore in those who wished to provide testimony on quasi-judicial matters; Tabs 4-8.

Attorney Hold asked the Council if they had any ex-parte communications to disclose. There were none.

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Ms. Novack read the following Ordinances by title only:

ORDINANCE 2021-04

AN ORDINANCE OF THE CITY OF TAVARES REZONING APPROXIMATELY 09.53 ACRES OF PROPERTY GENERALLY LOCATED EAST OF STATE ROAD 19, SOUTH OF LANE PARK CUTOFF FROM PLANNED DEVELOPMENT (PD) TO RESIDENTIAL MULTI-FAMILY (RMF-2); SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 2021-05

AN ORDINANCE AMENDING THE BOUNDARIES OF THE CITY OF TAVARES BY ANNEXING APPROXIMATELY 0.10 ACRES OF PROPERTY LOCATED AT 12934 LAKE DORA CIRCLE; REZONING THE PROPERTY FROM COUNTY MIXED HOME RESIDENTIAL (RM) TO CITY RESIDENTIAL MANUFACTURED HOME SUBDIVISION (RMH-S); SUBJECT TO THE RULES, REGULATIONS, AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 2021-06

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE TAVARES COMPREHENSIVE PLAN FUTURE LAND USE MAP 2040, PROVIDING FOR A CHANGE OF FUTURE LAND USE DESIGNATION ON APPROXIMATELY 0.10 ACRES OF PROPERTY FROM COUNTY URBAN LOW TO CITY MOBILE HOME (MH) FOR PROPERTY LOCATED AT 12934 LAKE DORA CIRCLE; PROVIDING FOR SEVERABILITY AND CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 2021-07

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, REZONING APPROXIMATELY 16.84 ACRES OF PROPERTY GENERALLY LOCATED EAST OF STATE ROAD 19, APPROXIMATELY 600 FEET NORTH OF LANE PARK CUTOFF FROM HIGHWAY COMMERCIAL (C-2) TO INDUSTRIAL (I); SUBJECT TO THE RULES, REGULATIONS, AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 2021-08

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE TAVARES COMPREHENSIVE PLAN FUTURE LAND USE MAP 2040, PROVIDING FOR A CHANGE OF FUTURE LAND USE DESIGNATION ON APPROXIMATELY 16.84 ACRES OF LAND GENERALLY LOCATED EAST OF STATE ROAD 19, APPROXIMATELY 600 FEET NORTH OF LANE PARK CUTOFF, FROM COMMERCIAL (COM) TO INDUSTRIAL (IND); PROVIDING FOR SEVERABILITY AND CONFLICTS; PROVIDING FOR TRANSMITTAL; AND PROVIDING FOR AN EFFECTIVE DATE.

VII. CONSENT AGENDA

Mayor Boggus asked if anyone wished to pull an item from the consent agenda for discussion.

MOTION

Lou Buigas moved to approve the Consent Agenda as presented, seconded by Lori Pfister. The motion carried unanimously 5-0.

Tab 3. Approval of the June 2, 2021 City Council Regular Meeting Minutes

Approved on the Consent Agenda.

VIII. RESOLUTIONS

IX. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

Tab 4. Ordinance 2021-04 – Rezoning of Approximately 9.53 Acres Located East of SR19, South of Lane Park Cutoff – Palazzo Holdings, LLC

Mr. Fitzgerald made the following presentation:

The subject property consists of approximately 09.53 acres of vacant property located east of SR-19, south of Lane Park Cutoff. The property is currently zoned as a Planned Development (PD), and the applicant is proposing that the property be rezoned to Residential Multi-Family (RMF-2).

The proposed zoning of Residential Multi-Family (RMF-2) is compatible with the surrounding zoning, which is a mixture of residential, commercial, and Public Facilities zoning. The applicant at this time envisions the construction of seventy (70) townhomes with shared parking. The proposed use and number of dwelling units is consistent with the existing Medium Density land use and the Comprehensive Plan. The proposed use is similar to what was approved by City Council under the existing Planned Development. The applicant desires to remove the age restriction that was required per Planned Development Ord. 07-42. The subject property is approximately 0.25 miles from Tavares Middle School and is walkable for students as there is an existing sidewalk on the south side of Lane Park Cutoff. The property owner is required to obtain school capacity reservation prior to development approval.

The environmental assessment submitted by Ray and Associates indicates no adverse conditions or environmental concerns with the property. Prior to any development the property owner must comply with all Florida Fish and Wildlife Conservation Commission provisions as they pertain to threatened species.

The preliminary traffic analysis submitted by Traffic & Mobility Consultants does not indicate an adverse impact to the level of service for surrounding roadways.

Any development of the property will be in accordance with the City's Land Development Regulations. Prior to the issuance of any Building Permits for this property compliance with all applicable regulations will be required.

The underlying Future Land Use designation of Medium Density (MED) does not change and is compatible with the requested Residential Multi-Family (RMF-2) zoning district.

At their May 20th meeting the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2021-04.

Staff recommends Option 1, that City Council moves to approve Ordinance 2021-04 rezoning approximately 09.53 acres of property located east of SR-19, south of Lane Park Cutoff from Planned Development (PD) to Residential Multi-Family (RMF-2).

Vance Jochim, 12619 Milwaukee Avenue, Lake County, said he considers 70 units on 10 acres as high density. He said the traffic study indicated there were no issues and questioned its processes and methodology. He recommended the Council hold a workshop on traffic studies.

David Serdar, 66 Wintergreen Drive, Fruitland Park, said he is not in support of a workshop.

Rick Hartenstein, Planning Project Manager, Wicks Engineering Service, said he represents the applicant, is available for questions, and supports the staff presentation.

Mayor Boggus asked for questions from the Council.

Vice Mayor Buigas asked if water and sewer are available in the area. Mr. Clark confirmed. Vice Mayor Buigas asked for the price point of the townhomes and if it would be attainable housing. Mr. Fitzgerald said he does not know the market rate for the townhomes, and it would be a few years before construction began. Mr. Hartenstein said he had not reviewed the price.

Council Member Pfister asked if the townhomes would be rentals. Mr. Hartenstein said no. Council Member Pfister noted a concern for traffic in the area.

Council Member Singer asked for the change from the current zoning. Mr. Fitzgerald said age restrictions would be removed, allowing families under RMF-2 zoning. Council Member asked if the site is currently zoned for 70 units per acre. Mr. Fitzgerald

confirmed and said the 12 units per acre density would not change and noted Council approved 70 condo-style units in 2007.

Council Member Singer inquired about traffic issues. Mr. Fitzgerald said the traffic study was accepted, reflecting a de minimis impact on the surrounding roadway network. He said the project's impact would be less than 5% of the adopted roadway capacities. The City's engineer reviews traffic studies and no objections were received for the project. Vice Mayor Buigas inquired about road access for the project. Mr. Fitzgerald said the only access is on Lane Park Cutoff.

Council Member Price said traffic along Lane Park Cutoff Road increased during events at the Big House. He noted children frequently walk in the area with cars parked along the road.

Mayor Boggus noted an increase in traffic due to school hours and said children walk home from school on the sidewalk. She said the project might help to obtain sidewalks on both sides of the road. Vice Mayor Buigas asked if the project could incorporate sidewalks. Mr. Fitzgerald said the project would typically be required to build a sidewalk on the south side of Lane Park Cutoff Road between the boundary lines of the subject property and the existing sidewalk.

Council Member Singer asked if the project was properly advertised and noticed to area residents. Mr. Fitzgerald confirmed. Council Member Singer asked if any opposition was received. Mr. Fitzgerald said no. He said he received one phone comment from a neighboring property owner who supported the project. Mayor Boggus said allowing families next to a middle school would be more fitting.

MOTION

Lou Buigas moved to rezone the property [Option 1], seconded by Troy Singer. The motion carried unanimously 5-0.

Tab 5. Ordinance 2021-05 – Annexation and Rezoning of Approximately .10 Acres of Property Located at 12934 Lake Dora Circle – Pope Property

Mr. Fitzgerald made the following presentation:

The subject property is located at 12934 Lake Dora Circle and is approximately 0.10 acres in size. The land is presently zoned as County Mixed Home Residential (RM), and the applicant is proposing that the property be annexed and rezoned to Residential Manufactured Home Subdivision (RMH-S). The property is contiguous to the City boundary.

This property is in close proximity to a mixture of mobile home and single family uses. The proposed zoning of Residential Manufactured Home Subdivision (RMH-S) is compatible with surrounding property.

The annexation of this property has been reviewed per the City's Annexation Policy. It has been determined by City staff that the property may be properly serviced by the City without undue hardship or significant negative fiscal impact to the City. The City of Tavares has municipal water and waste water utility service available to the subject parcel.

The City is concurrently processing a future land use map amendment to re-designate the property from Lake County Urban Low Density to City of Tavares Mobile Home (MH) on the Future Land Use Map 2040.

At their May 20th meeting the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2021-05.

Staff recommends Option 1, that City Council moves to approve Ordinance 2021-05 annexation and rezoning to Residential Manufactured Home Subdivision (RMH-S), of approximately 0.10 acres of property located at 12934 Lake Dora Circle, Tavares, FL.

Mayor Boggus asked for comments from the audience.

Vance Jochim, 12619 Milwaukee Avenue, Lake County, said he lives near the subject property. He said several homes in the area are hard constructed and receive water and sewer. He wondered why a mobile home was located between two hard-constructed homes.

Todd Pope, Property Owner, said he also owns adjacent property and has plans to join the two sites and expand the existing site building home. He said they would be going from a house with a 1960 trailer on the site to one home. Mr. Pope said he is available for questions.

Mayor Boggus asked for comments from the Council.

Council Member Pfister asked if there were any water, sewer, pressure, stormwater, or flooding issues in the area. Mr. Clark said there were no issues near the Pope property and noted water and sewer services are provided with water capacity available for 3500 homes in the area.

Vice Mayor Buigas inquired about impact fees. Mr. Fitzgerald said impact fees were paid when the home was constructed and noted impact fees are not collected for residential additions.

Council Member Price said mobile homes located on the chain of lakes that are aging and replaced with site-built homes benefit neighborhoods and property values.

Council Member Singer thanked Mr. Pope for improving the property. Mr. Pope said he is excited about the project.

MOTION

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

Tab 6. Ordinance 2021-06 - Small Scale FLUM Amendment of Approximately .10 Acres of Property Located at 12934 Lake Dora Circle – Pope Property

Mr. Fitzgerald made the following presentation:

The subject property is located at 12934 Lake Dora Circle, and is approximately 0.10 acres in size. The land presently has a land use designation of County Urban Low Density, and the property owner is requesting an amendment to the Tavares Comprehensive Plan Future Land Use Map 2040 to change the designation of said property from Lake County Urban Low to City of Tavares Mobile Home (MH).

Ordinance 2021-06 proposes a small-scale amendment to the Future Land Use Map 2040 of the Comprehensive Plan from County Urban Low to City Mobile Home (MH).

The subject property is adjacent to a mixture of mobile home and single-family residential uses. An application to annex and rezone this property to a Residential Manufactured Home Subdivision (RMH-S) designation is concurrently under consideration.

The city is required to place a future land use designation on annexed property. The subject property is currently designated County Urban Low. A City Mobile Home (MH) designation is most compatible with surrounding property and the existing County Future Land Use.

Lands surrounding this property are residential in nature.

The property currently contains a mobile home.

The subject property is located in the City's Utility Service Boundary Area. The City of Tavares has municipal water and waste water utility service available to the subject parcel. The City's Concurrency Management System will ensure that Levels of Service (LOS) will not be degraded beyond the adopted levels of service for all regulated public facilities. Adverse impacts on Levels of Service are not implicated.

This amendment request is considered to be in compliance with the

Comprehensive Plan Goals, Objectives and Policies with the following findings:

- 1. A Mobile Home (MH) Future Land Use designation would serve as the most appropriate land use for the subject property in accordance with Future Land Use policy 1-1.1.*
- 2. Impacts of the proposed development of the subject property shall be monitored through the City's Concurrency Management System. (Comp Plan, Chapter 8)*

At their May 20th meeting the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2021-06.

Staff recommends Option 1, that City Council moves to approve Ordinance 2021-06 Future Land Use Map amendment from County Urban Low to City Mobile Home (MH) for 0.10 acres of property located at 12934 Lake Dora Circle, Tavares, FL.

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

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

MOTION

Lou Buigas moved to approve Option 1, seconded by Walter Price. The motion carried unanimously 5-0.

Tab 7. Ordinance 2021-07 – Rezoning of Approximately 16.84 Acres Located East of SR19 and 600 Feet North of Lane Park Cutoff – Hammock Citrus Corporation

Mr. Fitzgerald made the following presentation:

The subject property consists of approximately 16.84 acres of vacant property located east of SR-19 and approximately 600 feet north of Lane Park Cutoff. The property is currently zoned as Highway Commercial (C-2), and the applicant is proposing that the property be rezoned to Industrial (I).

The proposed zoning of Industrial (I) is compatible with the surrounding zoning, which is a mixture of industrial, commercial, and Public Facilities zoning. The applicant at this time envisions the construction of multiple buildings to be utilized as industrial flex space accommodating future industrial uses as well as an area reserved for boat and recreational vehicle storage. The proposed industrial uses will not abut State Road 19 or County Road 561. Approximately six (6) acres of property abutting State Road 19 are not included in the rezoning application and shall remain Highway Commercial (C-2) zoning.

The environmental assessment submitted by LPG Urban & Regional Planners, Inc. indicates no adverse conditions or environmental concerns with the property. Prior to any development the property owner must comply with all Florida Fish and Wildlife Conservation Commission provisions as they pertain to threatened species.

The preliminary traffic analysis submitted by Traffic & Mobility Consultants does not indicate an adverse impact to the level of service for surrounding roadways.

Any development of the property will be in accordance with the City's Land Development Regulations. Prior to the issuance of any Building Permits for this property compliance with all applicable regulations will be required.

The City is concurrently processing a future land use map amendment to re-designate the property from Commercial (COM) to Industrial (IND) on the Future Land Use Map 2040.

At their May 20th meeting the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2021-07.

Staff recommends Option 1, that City Council moves to approve Ordinance 2021-07 rezoning approximately 16.84 acres of property located east of SR-19 and approximately 600 feet north of Lane Park Cutoff from Highway Commercial (C-2) to Industrial (I).

Mayor Boggus asked for comments from the audience.

Michael Rankin, LPG Urban Land Planning Group, said he is available for questions.

Mayor Boggus asked for comments from the Council.

Vice Mayor Buigas asked if the property is one parcel with one alternate key number. Mr. Fitzgerald said the initial application reflected one parcel. After reviewing the request, staff required a lot split. A lot split has been completed, and the records are updated with the Lake County Property Appraiser. There are now two parcels. One section will remain C2 Highway Commercial with a parcel number, and the subject property will be Industrial with a parcel number.

Council Member Price said industrial space is desired and noted his support.

Mayor Boggus noted the adjacent property in the county is zoned Industrial.

MOTION

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

X. TRANSMITTAL HEARING

Tab 8. Ordinance 2021-08 – LSFLUM of Approximately 16.84 Acres Located East of SR19 and 600 Feet North of Lane Park Cutoff

Mr. Fitzgerald made the following presentation:

Ordinance 2021-08 proposes a large-scale amendment to the Future Land Use Map 2040 of the Comprehensive Plan.

The subject property (Parcel Alternate Key Number 3925309) is 16.84 acres in size, located east of State Road 19, approximately 600 feet north of Lane Park Cutoff. This ordinance would amend the current Future Land Use Designation from Commercial (COM) to Industrial (IND).

The city is required to place a future land use designation on annexed property. The subject property is currently designated City Commercial (COM). A City Industrial (IND) designation is compatible with the surrounding property.

Lands surrounding this property are industrial and commercial in nature.

The property is currently vacant. Prior to any development, an approved site plan will be required. All applicable surveying, environmental assessments, and permitting must be in place before the site plan is approved. Any proposed development project will be required to connect to city water and wastewater utilities.

The subject property is located in the City's Utility Service Area. The City of Tavares has municipal water and sewer services available to the subject parcel and any new development on this property must connect to city utilities. The City's Concurrency Management System will ensure that Levels of Service (LOS) will not be degraded beyond the adopted levels of service for all regulated public facilities. Adverse impacts on Levels of Service are not implicated.

This amendment request is considered to be in compliance with the Comprehensive Plan Goals, Objectives and Policies with the following findings:

- 1. An Industrial Future Land Use designation would serve as the most appropriate land use for the subject property in accordance with Future Land Use policy 1-1.1.*
- 2. Impacts of the proposed development of the subject property shall be*

monitored through the City's Concurrency Management System. (Comp Plan, Chapter 8)

At their May 20th meeting the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2021-08.

Staff recommends Option 1, that City Council moves to approve for transmittal to the State Ordinance 2021-08 Future Land Use Map amendment from Commercial (COM) to Industrial (IND) for 16.84 acres of property located east of State Road 19, approximately 600 feet north of Lane Park Cutoff.

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

Michael Ranking thanked staff and the Council.

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

MOTION

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

XI. GENERAL GOVERNMENT

Tab 9. Board Appointments

Mayor Boggus made the following presentation:

There are three expiring seats on the Tavares Library Board. The City received three requests for reappointments (attached) from current Library Board members Linda Clutts, Duane Dement, and Martha Wilkins for the term June 2021-2023 (2-year terms). No new applications were received.

The City advertised the open positions in the Daily Commercial, City website, and on City social media accounts.

Mayor Boggus reappointed Linda Clutts, Duane Dement, and Martha Wilkins to the Tavares Library Board.

MOTION

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

Mayor Boggus congratulated the Library Board members on their reappointment.

Tab 10. Council Member Appointment to the 2021 Election Canvassing Board

Mayor Boggus made the following presentation:

The 2021 City Council election will be held on Tuesday, November 2, 2021. By Code of Ordinances, 2-167, Administration, the election Board of Canvassers shall consist of the City Clerk, City Attorney, and one (1) Council Member who is not a candidate for election during the particular election, to be appointed by the mayor. The Council Members who would qualify to serve on the 2021 Board of Canvassers are Mayor Boggus, Council Member Pfister, and Council Member Price. An alternate member may also be selected.

Canvassing Board meeting dates will be forthcoming. All Canvassing Board meetings are open to the public in accordance with Sunshine Law and will be noticed per state statutes.

Council Member Price said he has been a member of a Canvassing Boards in the past and would be happy to serve.

MOTION

Lori Pfister moved to appoint Walter Price to the 2021 Election Canvassing Board, seconded by Lou Buigas. The motion carried unanimously 5-0.

Tab 11. FEMA Lift Station Generator Grant Update

Mr. Clark made the following presentation:

The City continues to add generators to its many lift stations throughout Tavares to ensure uninterrupted wastewater service during times of power outage. Staff is pleased to report we secured a grant to address two of the lift stations in the amount of \$48,657 for this ongoing effort. The City applied for this hurricane Irma FEMA grant in 2019 after identifying two lift stations that met the grant criteria. The cost for the two generators is \$64,876. The FEMA grant covered 75% of the cost, with the remaining balance of \$16,219 coming from Utility Sewer funds that are budgeted annually for generator operation, repairs, and maintenance.

The City currently has 85 sewer "lift" pumping stations responsible for transferring and pumping sewage to the Treatment Plant. These two generator purchases bring the City inventory to 15 stand-alone generator locations and 8 mobile generator units.

Mr. Clark said the project had been completed, and the grant has been closed out. He commended and thanked Brett Jones, Budget Analyst, and Shannon Parrish, Assistant Wastewater Supervisor, who assisted with the project.

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

Mayor Boggus asked for comments from the Council.

Council Member Singer thanked Mr. Clark and staff and said the generators were needed. Mr. Clark noted the generator had to meet specific criteria to qualify for the grant. The City had two areas that met all of the grant criteria.

Mayor Boggus thanked Mr. Clark for the update.

XII. NEW BUSINESS

XIII. OLD BUSINESS

Vice Mayor Buigas said she asked the staff for possible alternate funding sources for the cemetery restroom project. She asked Council to consider taking the funds out of another identified funding source and asked Ms. Houghton to provide information on available funds. Vice Mayor Buigas discussed phased cemetery improvement plans. She noted her support to move forward with the restrooms if funds are available from another source other than Reserves or taxpayer dollars and asked if the item could be re-agendized or voted on during the meeting.

Ms. Houghton said Vice Mayor Buigas contacted her to look for other possible funding. She said the Seaplane Base and Marina project had not been closed, nor has a final reconciliation been completed. The staff has identified approximately \$50,000 left from the project. Ms. Houghton said the \$15,163 shortfall for cemetery restrooms could come out of those funds. Ms. Houghton said the Council could identify and appropriate the funds for the cemetery restrooms.

Vice Mayor Buigas asked if the identified available funds were insurance money or restricted in any way. Ms. Houghton said it is from insurance funds and has no restrictions.

Council Member Pfister asked if the money can go from the Seaplane Base to cemetery restrooms. Ms. Houghton confirmed. Council Member Pfister noted her support for cemetery restrooms as long as funds were not taken out of Reserves and the Seaplane Base and Marina project was closed, ensuring the funds are available.

A discussion was held regarding the expiration of the cemetery restroom bid and how to move forward with Vice Mayor Buigas' request. Attorney Holt said Council could move to re-agendize to the next meeting, or upon appropriate motion, the Council could consider a new motion. She said the bids may still be open for the July 7 meeting.

Council Member Price noted he is not in support of moving forward with cemetery restrooms.

Council Member Singer noted his support for cemetery restrooms and concern for the expiration of the bid.

MOTION

Lou Buigas moved to fund the cemetery restrooms from the funds identified by Ms. Houghton and not more than identified [\$15,132 from Seaplane Base and Marina insurance funds], seconded by Troy Singer. The motion carried 3-2 as follows:

Amanda Boggus	Yes
Lou Buigas	Yes
Lori Pfister	No
Walter Price	No
Troy Singer	Yes

XIV. AUDIENCE TO BE HEARD

Michael Watkins, 805 Summerall Avenue, Tavares, thanked Council for revisiting the restrooms, finding funding, and voting in support. He said he conducted 50 funerals at the Tavares Cemetery over the past 26 years. He thanked the Police and Fire Departments for all they do to assist the citizens.

Belinda Rink, 216 Fern Avenue, Tavares, said the docks are fabulous. She said she used the SeeClickFix app twice and her issues were immediately addressed. She said SeeClickFix is a phenomenal program. Ms. Rink thanked the Council for all they do for the city.

Vance Jochim 12619 Milwaukee Avenue, Lake County, noted his concern for the cost of the cemetery restrooms and said a tiny home could be purchased for \$26,000, or a mobile home for \$40,000 to \$60,000. He discussed his concern for inflation.

David Serdar, 66 Wintergreen Drive, Fruitland Park, noted his support for cemetery restrooms and a Keep Lake Beautiful program.

XV. REPORTS

Tab 12. City Administrator Report

Mr. Clark noted contractors are replacing the flora and bee mats in Tavares Ecological Park.

Mr. Fitzgerald said construction began on a new Taco bell and Popeye's at the corner of SR19 and Slim Haywood Avenue.

Tab 13. City Council Member Reports

Council Member Price asked if a new car wash would be coming to Tavares. Mr. Fitzgerald said staff had one meeting with the interested party, and he has not heard back with further inquiry.

Council Member Price said he completed the Florida League of Cities Institute for Elected Municipal Officials. He said he enjoyed the course, and it was nice to meet Council members and Mayors throughout the state.

Council Member Singer wished those present a Happy Independence Day and said he was looking forward to the parade.

Vice Mayor Buigas congratulated Council Member Pfister on her new grandson. She noted summer camp started and said it was great to see the children participating in projects and field trips.

Vice Mayor Buigas provided the following positive quote: "The right way is not always the popular and easy way.

Standing for right when it is unpopular is a true test of moral character." ~Margaret Chase Smith

Mayor Boggus noted the 4th of July Parade begins at 5:00 p.m. She provided information on the event line-up.

XVI. ADJOURNMENT

There was no further business and Mayor Boggus adjourned the meeting at 5:02 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
7/7/2021**

AGENDA TAB NO.: 3

SUBJECT TITLE: Florida League of Cities Certificates of Completion - Institute for Elected Municipal Officials (Mayor)

OBJECTIVE:

To recognize Council Member Buigas and Council Member Price for completion of the Florida League of Cities Institute for Elected Municipal Officials leadership training course.

SUMMARY:

Vice Mayor Buigas and Council Member Price recently attended the Florida League of Cities Institute for Elected Municipal Officials (IEMO). The primary objective of the IEMO is to provide elected municipal officials with an intensive academic program that will assist them in effectively meeting the requirements of their elected role. The program offers a comprehensive overview of Florida municipal government, presented by a faculty of top professionals in the field. Training topics include some of the following:

- Structure and Function of Cities in Florida
- Effective Council Member Techniques
- Taxes & Revenues for Municipal Governments
- Budgeting and Accounting for Florida's Cities
- Intergovernmental Relations in Florida
- Florida Ethics Law
- Florida's Open Government Laws

The Florida League of Cities requested the certificates of completion to be agendized and formally recorded in the meeting minutes. The City wishes to recognize and congratulate Vice Mayor Buigas and Council Member Price on completing this important leadership training opportunity.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. FLC University Certificate - Lou Buigas
2. FLC University Certificate - Walter Price
3. FLC Letters of Request to City Clerk

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
7/7/2021**

AGENDA TAB NO.: 4

SUBJECT TITLE: Release of Easement - Palmer Homes, Inc. (City Attorney)

OBJECTIVE:

For the Council to grant and convey a Release of Easement request made by Shantiniketan Village, Inc.

SUMMARY:

In 2007, Palmer Homes deeded a 3 acres undeveloped parcel (AK# 3864658) to the City of Tavares for a possible “pocket park” or bike path trailhead. This property transfer was made when Palmer Homes owned what is now the Shantiniketan parcel on Camp Road. When Palmer Homes originally purchased the overall property they were granted an easement over a small portion of land to benefit the 3 acres by connecting it to their larger parcel north and west of Camp Road. That easement inured to the benefit of the City when the City acquired the “pocket park” property.

The Shantiniketan property, south of Slim Haywood and north of Camp Road, is now under contract to sell to a third party. The title search disclosed the subject easement in favor of the City, and it is clouding their title. Shantiniketan has asked the City to release the subject easement. (attached) The City Attorney and Community Development Director have no objections and support the request.

There are no utilities in the easement and it is not necessary for ingress/egress to the City's “pocket park” property.

OPTIONS:

1. City Council moves to approve the Release of Easement.
2. City Council moves to deny the Release of Easement.

STAFF RECOMMENDATION:

Option 1, City Council moves to approve the Release of Easement.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. City Easement
2. Release of Easement_Palmer Homes

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
7/7/2021**

AGENDA TAB NO.: 5

SUBJECT TITLE: Resolution 2021-14 - Request Authorization Execute State Revolving Loan Fund Agreement DW350980 for the Lake Hermosa Booster Pump Station Design Activities (Finance Department)

OBJECTIVE:

Request Authorization Execute State Revolving Loan Fund Agreement DW350980 for Lake Hermosa Booster Pump Station Project Design Activities

SUMMARY:

The Lake Hermosa/Avalon Booster Pump Project service area is located in the northern portion of the City of Tavares and includes current and future service connections for Advent Health (Waterman) Hospital, the existing Etowah development, the Atwater Multi-family developments, the Pinecrest Charter School, and the Avalon Park Village. The Avalon Park Village is a planned 155 acre development that will include approximately 1,100 residential units, and a mixed use community on the shores of Lake Hermosa.

Water pressure has been and continues to be a concern in this employment and residential area. As a stop gap measure the City Council agreed to put in place a temporary booster pump to "get by" as the Water Department completed a more longer term plan and funding program for a permanent solution.

The Long term plan was developed, completed and approved by the City Council on October 21, 2020 by Resolution 2020-23. The plan calls for a permanent booster pump station to serve the entire area, ground storage tanks, and a transmission line to boost pressures to the required and desired service levels within the Avalon/Lake Hermosa Region under all flow conditions.

On March 3, 2021, the City Council approved Resolution 2021-03 authorizing application to the Florida Department of Environmental Protection (FDEP) State Revolving Loan Program (SRF) for design activities for a permanent booster pump solution.

On June 4, 2021, the Florida Department of Environment Services (FDEP) contacted the Finance and Water Departments that the City's State Revolving Loan (SRF) application had been approved. The loan document provided by FDEP to the City of Tavares is attached. Salient Points of the Loan agreement include the following:

Design activities – disbursable amount is \$240,000

- Capitalized interest (non-disbursable) amount is \$500
- Estimated loan service fee is \$4,800
- Semi-annual loan payments are estimated at \$12,972
- The first semi-annual loan payment is due November 15, 2021
- Loan term is Ten (10) years

- Annual loan interest rate is 1.08%

Staff recommends approval for this loan so that design activities for the Lake Hermosa/Avalon Booster Pump Project may begin to address water pressure for the Project Area.

OPTIONS:

1. Move to Approve Resolution 2021-14, authorizing the Mayor to execute State Revolving Loan Fund DW35080 for the Lake Hermosa/Avalon Booster Pump Project Design Activities.
2. Move to Not Approve Resolution 2021-14.

STAFF RECOMMENDATION:

1. Move to Approve Resolution 2021-14, authorizing the Mayor to execute State Revolving Loan Fund DW35080 for the Lake Hermosa/Avalon Booster Pump Project Design Activities.

FISCAL IMPACT:

Annual Debt Service for this project, \$25,944, has been included in the 2019 Rate Study for the Water/Wastewater Utility.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Resolution 2021-14 SRF WW 350980 Lake Hermosa-Avalon_Booster Pump Design Loan 07072021_2
2. SRF 350980 Loan Agreement rec'd 06042021

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

RESOLUTION 2021-14

A RESOLUTION OF CITY OF TAVARES, FLORIDA, RELATING TO THE STATE REVOLVING FUND LOAN PROGRAM; AUTHORIZING SRF LOAN AGREEMENT DW350980 FOR LAKE HERMOSA/AVALON PERMANENT BOOSTER STATION DESIGN ACTIVITIES; SETS THE LOAN AMOUNT; PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.

WHEREAS, the City Council of the City of Tavares adopted Resolution 2021-03 on March 3, 2021, authorizing a loan application to the Department of Environmental Protection (FDEP), for the Lake Hermosa/Avalon Permanent Water System Booster Pump Design Activities, and

WHEREAS, the Florida Department of Environmental Protection (FDEP) has provided a State Revolving Fund Loan Fund Agreement, Number DW350980, for the Lake Hermosa/Avalon Permanent Water System Booster Pump Design Activities, and

WHEREAS; the City of Tavares, Florida, intends to begin design activities for the Lake Hermosa/Avalon Permanent Pump Station Project by executing State Revolving Loan Fund (SRF) Agreement Number DW350980 for project design activities with the Florida Department of Environment Protection (FDEP),

WHEREAS: Loan DW350980 represents loan funding for the Lake Hermosa/Avalon Water Pump Station Design Project and loan terms include the following:

- Design activities – disbursable amount is \$240,000
- Capitalized interest (non-disbursable) amount is \$500
- Estimated loan service fee is \$4,800
- Semi-annual loan payments are estimated at \$12,972
- The first semi-annual loan payment is due November 15, 2021
- Loan term is Ten (10) years
- Annual loan interest rate is 1.08%

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

SECTION I. The Mayor is hereby authorized to execute loan documents with the Florida Department of Environmental Protection for State Revolving Fund Loan Agreement DW350980 which will become a binding obligation in accordance with its terms when signed by both parties. The Mayor is authorized to represent the City in carrying out the City's responsibilities under the loan agreement. The Mayor is

authorized to delegate responsibility to appropriate City staff to carry out technical, financial, and administrative activities associated with the loan agreement.

SECTION II. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

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

PASSED and ADOPTED this 1st Day of July, 2021.

Amanda Boggus, Mayor

ATTEST

Susie Novack, City Clerk

APPROVED AS TO FORM AND LEGALITY

Robert Q. Williams, City Attorney

**AGENDA SUMMARY
TAVARES CITY COUNCIL
7/7/2021**

AGENDA TAB NO.: 6

SUBJECT TITLE: Update on New Youth Basketball Camp at Tavares High School (Community Services)

OBJECTIVE:

To give council an update on the recent youth basketball camp held at the Tavares High School

SUMMARY:

The City of Tavares Recreation Department recently hosted the inaugural youth basketball camp at the Tavares High School from June 14 - 18. The camp had a total of 23 kids in grades 3rd-8th and was led by the head coaches of the Tavares High School Men's and Women's Basketball Teams. Along with their assistant coaches and some select players, the head coaches worked with the campers on skill development, teamwork, and sportsmanship to promote a fun and positive environment.

OPTIONS:

1. Hear update
2. Do not hear update

STAFF RECOMMENDATION:

Staff recommends that council hears the update.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Meets legal sufficiency

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
7/7/2021**

AGENDA TAB NO.: 7

SUBJECT TITLE: Renewal of Automatic Aid Agreement between the Cities of Leesburg and Tavares for Fire Protection and other Emergency Services. (Fire)

OBJECTIVE:

Seeking City Council authorization to renew an existing Interlocal Agreement between the Cities of Leesburg and Tavares for fire protection and other emergency services, authorizing the Mayor to execute the agreement renewal by affixing signature..

SUMMARY:

The City of Tavares has had an automatic aid agreement with the City of Leesburg for fire protection, since August 22, 2016. This was a five (5) - year agreement, and requires direct action from both entities to enact a renewal. This request to renew the agreement is based on the end of the five (5) year timeline of the existing agreement.

This automatic aid agreement that exists between Tavares and Leesburg is virtually identical to the agreements we have with Eustis and Mount Dora. There is no exchange of funds in either direction, associated with this agreement.

The existing automatic aid agreement between the City of Tavares and the City of Leesburg has been working as designed, and continues to benefit both communities.

This version of the automatic aid agreement is amended to remove the 5-year renewal requirement. Effective with this version, now presented to City Council for consideration, the agreement will remain effective indefinitely, until purposefully cancelled by either party (as provided for in Section 12).

OPTIONS:

Option 1: City Council may move approval of the renewal of the existing interlocal automatic aid agreement between the City of Tavares and the City of Leesburg for fire protection, and other emergency services, authorizing the Mayor to execute the agreement by affixing signature.

Option 2: City Council may move to take no action, thus cancelling the existing interlocal automatic aid agreement between the City of Tavares and the City of Leesburg, and direct Staff with an alternate course of action.

STAFF RECOMMENDATION:

Staff recommends that City Council move approval of the renewal of the existing interlocal automatic aid agreement between the City of Tavares and the City of Leesburg for fire protection, and other emergency services, authorizing the Mayor to execute the agreement by affixing signature.

FISCAL IMPACT:

The fiscal impact involves only the costs associated with responding City of Tavares Fire Department resources into the City of Leesburg for emergency situations. These costs, however, are off-set by City of Leesburg Fire Department personnel and equipment responding likewise to Tavares.

LEGAL SUFFICIENCY:

Yes

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. AUTOMATIC AID AGREEMENT LEESBURG AND TAVARES JUNE 2021. No expiration

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
7/7/2021**

AGENDA TAB NO.: 8

SUBJECT TITLE: Renewal of Automatic Aid Agreement between the Cities of Eustis and Tavares for Fire Protection and other Emergency Services. (Fire)

OBJECTIVE:

Seeking City Council authorization to renew an existing Interlocal Agreement between the Cities of Eustis and Tavares for Fire Protection and other emergency services, authorizing the Mayor to execute the agreement renewal by affixing signature.

SUMMARY:

The City of Tavares has had an automatic aid agreement with the City of Eustis for fire protection, since October, 2016. This was a five (5) - year agreement, and requires direct action from both entities to enact a renewal. This request to renew the agreement is based on the end of the five (5) year timeline of the existing agreement.

This automatic aid agreement that exists between Tavares and Eustis is virtually identical to the agreements we have with Leesburg and Mount Dora. There is no exchange of funds in either direction, associated with this agreement.

The existing automatic aid agreement between the City of Tavares and the City of Eustis has been working as designed, and continues to benefit both communities.

This version of the automatic aid agreement is amended to remove the 5-year renewal requirement. Effective with this version, now presented to City Council for consideration, the agreement will remain effective indefinitely, until purposefully cancelled by either party (as provided for in Section 12).

OPTIONS:

Option 1: City Council may move approval of the renewal of the existing interlocal automatic aid agreement between the City of Tavares and the City of Eustis for fire protection, and other emergency services, authorizing the Mayor to execute the agreement by affixing signature.

Option 2: City Council may move to take no action, thus cancelling the existing interlocal automatic aid agreement between the City of Tavares and the City of Eustis, and direct Staff with an alternate course of action.

STAFF RECOMMENDATION:

Staff recommends that City Council move approval of the renewal of the existing interlocal automatic aid agreement between the City of Tavares and the City of Eustis for fire protection, and other emergency services, authorizing the Mayor to execute the agreement by affixing signature.

FISCAL IMPACT:

The fiscal impact involves only the costs associated with responding City of Tavares Fire Department resources into the City of Eustis for emergency situations. These costs, however, are off-set by City of Eustis Fire Department personnel and equipment responding likewise to Tavares.

LEGAL SUFFICIENCY:

Yes

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. AUTOMATIC AID AGREEMENT Eustis and Tavares JUNE 2021

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
7/7/2021**

AGENDA TAB NO.: 9

SUBJECT TITLE: Renewal of Automatic Aid Agreement between the Cities of Mount Dora and Tavares for Fire Protection and other Emergency Services. (Fire)

OBJECTIVE:

Seeking City Council authorization to renew an existing Interlocal Agreement between the Cities of Mount Dora and Tavares for Fire Protection and other emergency services, authorizing the Mayor to execute the agreement renewal by affixing signature.

SUMMARY:

The City of Tavares has had an automatic aid agreement with the City of Mount Dora for fire protection, since October, 2016. This was a five (5) - year agreement, and requires direct action from both entities to enact a renewal. This request to renew the agreement is based on the end of the five (5) year timeline of the existing agreement.

This automatic aid agreement that exists between Tavares and Mount Dora is virtually identical to the agreements we have with Leesburg and Eustis. There is no exchange of funds in either direction, associated with this agreement.

The existing automatic aid agreement between the City of Tavares and the City of Mount Dora has been working as designed, and continues to benefit both communities.

This version of the automatic aid agreement is amended to remove the 5-year renewal requirement. Effective with this version, now presented to City Council for consideration, the agreement will remain effective indefinitely, until purposefully cancelled by either party (as provided for in Section 12).

OPTIONS:

Option 1: City Council may move approval of the renewal of the existing interlocal automatic aid agreement between the City of Tavares and the City of Mount Dora for fire protection, and other emergency services, authorizing the Mayor to execute the agreement by affixing signature.

Option 2: City Council may move to take no action, thus cancelling the existing interlocal automatic aid agreement between the City of Tavares and the City of Mount Dora, and direct Staff with an alternate course of action.

STAFF RECOMMENDATION:

Staff recommends that City Council move approval of the renewal of the existing interlocal automatic aid agreement between the City of Tavares and the City of Mount Dora for fire protection, and other emergency services, authorizing the Mayor to execute the agreement by affixing signature.

FISCAL IMPACT:

The fiscal impact involves only the costs associated with responding City of Tavares Fire Department resources into the City of Mount Dora for emergency situations. These costs, however, are off-set by City of Mount Dora Fire Department personnel and equipment responding likewise to Tavares.

LEGAL SUFFICIENCY:

Yes

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. AUTOMATIC AID AGREEMENT MOUNT DORA AND TAVARES JUNE 2021.SGSredline (002)

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
7/7/2021**

AGENDA TAB NO.: 10

SUBJECT TITLE: City Attorney Retirement (City Attorney)

OBJECTIVE:

The City Attorney will announce his retirement effective October 1, 2021.

SUMMARY:

City Attorney Robert Q. Williams is announcing plans to retire October 1, 2021, and will make a recommendation to the City Council to make appropriate plans for the City's future legal counsel. Attorney Williams has served as the City Attorney for over 37 years.

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
7/7/2021**

AGENDA TAB NO.: 11

SUBJECT TITLE: Budget Workshop - General Fund Presentation (City Administrator)

OBJECTIVE:

To deliver, present, and discuss the General Fund Budget for the Fiscal Year 2022 (October 1, 2021, through September 30, 2022).

SUMMARY:

The City Council developed broad budget priorities for the City Administrator to use as guiding principles in developing next year's FY 22 budget which included lowering the tax rate and maintaining a similar level of service.

The City Administrator and Finance Department have worked with Department Director's to develop budgets to achieve the Council's broad budget goals (see attached Council Budget Goals). To achieve these goals, a comprehensive cut list was developed (see attached City Administrator FY22 proposed cut list). As in previous years, the cut list is organized into two (2) categories:

- "Reduced" and "Cut". "Reduced" means the item is still in the proposed FY 22 budget and the City Administrator has reduced the amount that was requested by the Department Director.
- "Cut" means the City Administrator has removed the entire item from the budget. It is recommended Council looks closely at the cut list.

Highlights of the proposed FY 22 budget are:

1. A Similar Level of Service is achieved.
2. The FY 22 budget is increased by only 1.69% over the current year's FY 21 Adjusted Budget to maintain a similar level of service while keeping up with increases in cost including, health insurance (estimated at 10% increase), property insurance (estimated at 10% increase), workers compensation estimated at 5% increase, and general liability insurance (estimated at 10% increase).
3. The General Fund millage property tax rate is decreased.
4. The Debt Service millage property tax rate is decreased.
5. The Reserve appropriations are increased over prior years appropriation.
6. The Fire Assessment is level funded (no rate increase).

7. Employee raises are established at 2.5% with no Cost of Living Adjustments included.
8. Increased healthcare costs are shared by employee and employer.
9. The cost of new positions, except for the “Streets Manager”, is funded proportionately between the General Fund and Enterprise Fund.
10. City-wide street paving is increased from \$0 in prior year General Fund to \$250,000 and from \$130,000 in prior year Sales Tax to \$250,000 for a total of \$500,000 to repave city deteriorating roads in neighborhoods.
11. Although the proposed Budget includes funding for the History Museum, the City will utilize volunteers for staffing needs.
12. The seaplane base safety project of rerouting the Tav-Lee trail around the “hot” aircraft ramp is funded at \$300,000 to reduce an incursion between aircraft and pedestrians, children, and bicyclists minimizing injury potential from an active aircraft taxing to the aircraft departure and arrival ramp.
13. The Christmas lighting program is level funded.
14. Expanded programs are cut.

Proposed decreased property tax millage rate with a balanced budget

This proposed budget is balanced and reflects a property tax millage rate decrease which is lowered from 6.90 mills down to 6.85 mills and a proposed debt service rate decrease that is lowered from .2623 to .2391. At the proposed lower millage rates, homeowners with a house valued at \$150,000 and standard homestead exemption would pay \$708.91 per year or \$59.08 per month in City Ad Valorem Property Taxes for the budget that is before Council for FY 2022.

This first budget workshop is on July 7, 2021 to deliver, present and discuss the General Fund budget. The second budget workshop on July 21, 2021 is to deliver, present, and discuss the enterprise funds (Water, Wastewater, Reclamation, Stormwater, Solid Waste, Seaplane Base/Marina, and the Pavilion on the Lake) and discuss the General Fund Budget that was presented at the last Council meeting.

The maximum tentative millage rate will be set at a third budget workshop on July 28, 2021. A fourth and fifth Council budget workshop is scheduled for August 4, and August 18, 2021 to discuss all budgets followed by two Public Hearings on the budget on September 8, 2021 and September 22, 2021. The Five (5) Year Capital Plan will be delivered, presented, and discussed at the August 4, 2021 budget workshop.

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

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

OPTIONS:

1. Receive the General Fund Budget
2. Do not receive the General Fund Budget

STAFF RECOMMENDATION:

It is recommended the Finance Director present the General Fund budget (expenses and revenues) department by department during which and/or after which the Council can ask pertinent questions or make pertinent comments related to the budget or the current budget cuts or reductions

FISCAL IMPACT:

Property Tax rates are reduced and the budget is balanced as presented.

LEGAL SUFFICIENCY:

yes

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. FY 2022 Cut List Final
2. FY 22 Council Budget Goals

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

January 20, 2021 City Council Meeting Minutes

Tab 9. Establish FY 2022 Broad Budget Priorities

Mr. Drury made the following presentation:

It has been the practice of the Council to set the broad budget priorities for the City Administrator to use as guiding principles in developing a budget that is commensurate with the Council's overall budgetary goals.

By way of background, the City operates six (6) governmental operations as follows:

1. **General Government** (revenues derived by property taxes, other taxes, and fees)
2. **Utilities** - Water, Waste Water (Sewer), Reclaimed Water, Stormwater (Revenues derived by fees – no property taxes)
3. **Solid Waste (Garbage Collection)** (revenues derived from fees – no property taxes)
4. **Seaplane and Marina Enterprise** (revenues derived from fuel sales, prop shop sales, rental income from Seaplane operator and others, the General Fund (taxes) and CRA TIF Fund (Incremental property tax revenues within the CRA District).
5. **Pavilion on the Lake**. (revenues derived from rental income and General Fund taxes)
6. **Capital Projects**. (revenues are derived from grants, impact fees, special tax revenues like "Infrastructure Sales Tax" and property taxes).

(Note: in addition to the above are debt service costs associated with prior capital projects)

Historical Perspective

The ebbs and flows of the economic conditions of the United States and Florida are well beyond the control of Tavares as was/is the Pandemic. These economic conditions along with the Pandemic have affected all cities in Lake County creating some challenges to overcome. Each city has taken a different approach to working in these economic realities. Tavares took a calculated growth risk approach of investing in itself by creating America's Seaplane City, developing a Seaplane base and virtual runway in Lake Dora, creating a marina with docking and fuel service and now rebuilding that hurricane destroyed investment with insurance proceeds. Tavares also created a downtown entertainment district, recreational Seaplane Themed Splash Park for children scheduled to be renovated, professionalized its Public Safety operation of Police and Fire service by constructing a new "state of the art" Public Safety Complex as a gateway

feature, added many unique events to the downtown, punctuating its 4th of July (cancelled this past year due to Covid-19) and Christmas parades as Lake County's "go to" parades and events, developed The Pavilion on the Lake (Lake County's premier events venue – A Central Florida Destination) to host conferences and weddings, expanded its sewer, water and reclaimed systems throughout the city, secured \$18 million in Rail Road grants to upgrade the Rail Line spine that goes through Tavares and Lake County and established an Economic Development Department to recruit companies to Tavares and develop an "open for business" friendly environment for investors.

Economic Development cannot occur without strategically placed water and sewer infrastructure to service that economic investment. The city took an aggressive posture on the expansion of its wastewater and water plant to encourage private investment into the City of Tavares. That investment in itself along with its "Civic Entrepreneurial" approach to governance, resulted in attracting tens of millions of new private dollars invested into the City of Tavares as well as the creation of many new high-wage jobs. That private investment includes: Sea Rey Seaplane Manufacturing Company, Wipaire Seaplane Pontoon manufacturing company, Jones Brothers Seaplane Air Charter, Flight Training and Scenic Tour operations, Osprey Assisted Living and Alzheimer's Care Lodge, Tavares first Publix Shopping Center, the Big House Indoor Regional Sporting Facility, Tavares first Professional Workforce luxury apartment complex next to the hospital, and now a second waterfront luxury apartment complex programed on Alfred Street, the Hospital's new Heart Care Center, an expanded Hospital ER facility and modern assisted living facility, an influx of medical related companies to Tavares Medical Park (outpatient surgical centers, multiple medical clinics specializing in a range of medical specialties and a VA Clinic), An upscale day Spa, many new residential sub-divisions and retirement communities that not only drive and support short term construction trade work but long term maintenance, landscaping and home servicing jobs, many new restaurants and bars, three new down town hotels, the complete sell out of the professional park on SR 19 (just south of the Ace Hardware Store) and the 448 Lake Ridge Industrial/Commerce Park's continued expansion of new buildings and business. Most recently a brewery is scheduled to open up in downtown Tavares too.

In summary, the economic conditions in Tavares are very good in terms of business expansion, Business retention, Business start-ups, jobs, prosperity and increased tax base to support the public services the community enjoys.

The fruits of the City Council's, staff's and citizen's labor have not come without challenges. While the City was investing in itself, it did it amongst the back drop of some very challenging national and state economic realities including a national pandemic. This, however led to very favorable pricing structures when securing the contractors to build the public infrastructure. The city also upgraded its Fire Safety program from Basic Life Support with no paramedics to Advanced Life support with paramedics who have saved so many lives with their paramedic skills. The Police Department was upgraded from working out of hallways and

closets in the corner of City Hall to its own Police Station in the new Public Safety complex paving the path to become fully accredited for the first time in the city's history! All this new public infrastructure and improved professionalism attracted people and private investment. It also increased cost to the City to staff, manage and maintain. In addition to this increased cost to maintain this new public infrastructure and professionalism, the city also added many new services (Enhanced 911 service provided by the Sheriff's Office, a seaplane base and virtual runway, marina, pavilion, train station, many special events, reclaimed water, street beautification/irrigation and landscaping, street re-paving program, alleyway brick overlay program, Wooton Park improvements, the new Ecological Park, new boat ramps and restrooms and additional recreational ball fields and the list goes on). This has expanded the level of service offered to the community as well as the cost to the community.

Future Budgetary Formation

- 1. Utilities: Water, Sewer, Reclaim and Storm Water: The City has conducted a rate study that calls for reasonable growth and increases on the expense and revenue side of the budget. Rate increases are capped at Consumer Price Index (CPI) for water, sewer and reclaimed water.*
- 2. Garbage Collection: Council previously addressed moderate growth on the expense side and revenue side of the budget. Rate increases are capped at Consumer Price Index (CPI).*
- 3. Seaplane base and Marina Enterprise: Hurricane Irma destroyed the seaplane base and marina. Insurance proceeds are paying 98% of the cost to rebuild this. The project has commenced with completion estimated this summer. Once completed, the seaplane base and marina will be back in full operation.*
- 4. Pavilion On The Lake: The facility is exceeding expectations with weddings and "events". It has become one of Lake County's signature venues. There are two primary goals: 1) Continue to have a positive effect on the local economy by filling up hotels, patronizing restaurants, and supporting wedding/conference support businesses (photography, florist, catering companies, hair/make up, wedding planners, limo service, new Paddleboat operations and seaplane business) And 2) Self-sufficiency operationally. The annual economic impact on the local community per year is in excess of \$2.5 million.*
- 5. Capital Improvement Projects: The City Council previously developed and maintains a five-year Capital Improvement program. This plan will be updated based on what has occurred and what this Council desires for future capital items.*
- 6. Debt Service Costs: A debt service schedule was provided in the current year's budget and it will be updated for the next budget cycle. The Debt*

Service Management Report shows that Tavares is in good standing on all of its debt.

- 7. General Fund: At this early point in time, it is not possible to predict with precision the actual revenue or expenses that will occur for next Fiscal Year 2022 (Beginning October 1, 2021 through September 30, 2022) because the city does not know:*

- 1. How many new properties have been added to the tax rolls nor how much property values will increase? (The Property Appraiser issues that report in May).*
- 2. What the State shared revenues will be? (State sets that in June)*
- 3. What the increased operational cost will be? (fuel, electricity, Healthcare, payroll etc. – Staff bases this on economic indicators)*

However, “possible” scenarios for the purpose of starting the discussion on the Council’s broad budget priorities based on staff following trends and conducting research could result in the following possible budget scenarios:

Revenues:

- 1. Property Tax revenue collections increasing due to an increase in property values and new construction.*
- 2. All other revenues increasing over current year due to positive economic conditions.*

Expenses:

- 1. Personnel expenses increasing*
- 2. Operational expense increasing*
- 3. Employee Healthcare cost increasing*

Tax Rate: Tavares has maintained a steady and incremental reduction in the property tax rate over the past several years as it balances the increased cost of delivering services and providing new services with setting a reasonable property tax rate to support these increased costs and new services.

FY 19 - 7.100 millage rate

FY20 - 6.9500 millage rate

FY 21 – 6.9000 millage rate

Currently a Homesteaded house in Tavares valued at \$150,000 paying the current property tax rate of 6.9 mills is paying \$57 per month or \$690 per year for Tavares General Government property tax.

Mr. Drury noted there are over 20 current projects and 50 initiatives that will continue throughout the current year. He asked Council to discuss and provide their broad budget goals for Fiscal Year 2021-2022 including the following areas:

- Maintaining or not maintaining a similar level of service
- Adding or not adding new programs or services
- Employee compensation and benefits
- Capital projects
- Tax rate, fees, Reserves, Debt Service, and grants

He said that once the Council's broad budget goals are identified he would meet with the Leadership Team to develop the budget over the ensuing months. A budget would then come back to Council in July, August, and September for deliberation and adoption for FY2022. He noted the fiscal year begins October 1 and ends September 30.

Vance Jochim, 12619 Milwaukee Avenue, Lake County, said costs should be controlled and wages should be placed on hold due to the effect of COVID-19 throughout the community. He said Tavares wants to be a Cadillac city with the associated costs and a referendum should be placed before the citizens to see if they would prefer to be a Cadillac or Volkswagen city. He said benchmarked metrics should be published comparing Tavares to other cities, and the City should create an economic forecast methodology utilizing specialists in economic forecasting.

David Serdar, 866 Wintergreen Drive, Fruitland Park, said Tavares is a Cadillac city located on the lakefront, is America's Seaplane City, and the County seat. He said Tavares is a beautiful city that people love to visit. Mr. Serdar said you cannot make everyone happy.

Mayor Boggus asked for comments from the Council.

Council Member Pfister

Council Member Pfister said her only priority is getting to below the rollback rate. Mayor Boggus asked if she wanted to move forward with the Senior Center and Library Expansion projects. Council Member Pfister said no, and it is not the time for those projects.

Council Member Price

Council Member Price said he would like to maintain a similar level of service if possible, and he would like to aim to start the budget at the rollback rate and possibly go down from there. He said Tavares has a 10% unemployment rate. Council Member

Price said he believes income taxes and gas prices may increase, and while the millage rate has reduced in the past taxes have increased. He said if the city can start at the rollback rate and work the budget down from there it would be a good way to go.

Council Member Singer

Council Member Singer said the citizens love Tavares and think the City is a great place to live. He said he would like to see the tax rate as low as possible, and if Council wishes to go to the rollback rate or below they must provide ideas on how to achieve that goal. He said he would like to continue the trend of reducing the tax rate, continue to provide the same level of service for the citizens and businesses, and ensure first responders are well funded. Council Member Singer said he would like to look into the possibility of adding street lights as he had received several comments from citizens regarding a need for street lighting.

Council Member Singer said the City has been fortunate to lower the millage rate for the past three years. He would like to make sure Tavares is able to do that again this year including keeping Reserves at a healthy level. Council Member Singer said it is important to take care of the city's infrastructure for the future. He said Council cannot think of just this year, and must also look five to ten years in the future. He noted the road resurfacing budget had to be cut the past year and said residents appreciate their roads being resurfaced. Council Member Singer said he would like to increase the road resurfacing budget.

Council Member Singer said he would like that to continue with economic development. If the City is able to attract more businesses in the community it would lower the tax burden for everyone. He said he would like to make sure the City employees are taken care of as they are what makes the City of Tavares so special, and the city staff has done a tremendous job and should continue to be rewarded. He said he would like to make sure the city continues to seek grants.

Vice Mayor Buigas

Vice Mayor Buigas said it will be a tough year for the community, and the City needs to focus on needs and not wants. She said she would like to continue lowering the millage rate. She said while the rollback rate would be wonderful, the City would have to eliminate the library or another service along that line. Vice Mayor Buigas said she is willing to listen to anyone who would like to explain how the City can get to the rollback rate and does not believe the Council wishes to eliminate the library. Council Member Buigas said a lot of citizens find solace at the library.

Council Member Buigas said she would like the employees taken care of, and noted Tavares runs a very lean city. She said other cities include departments that have many employees such as building departments with less population than Tavares and three times the number of employees. Council Member Buigas said she does not have a problem being the Cadillac of Lake County.

Mayor Boggus

Mayor Boggus said she would like to reduce debt and keep taxes the same. She said she always like to lower taxes and understands that may not be possible. Mayor Boggus said she would like to give staff a raise to acknowledge appreciation and employee dedication. She said a raise may not be as large as normal.

Mayor Boggus said she would like to keep the same level of service as well as increase Reserves and pave as many roads as possible. For this coming year she would like to make sure the ballfields are cleaned up so they look their best and not like they have been neglected during the pandemic. She said Utility Billing receives more phone calls than normal and may want to look to additional staffing. She said the Public Works project is overdue and the City is working with community partners and grants for a better facility.

Mr. Drury thanked the Council for being straightforward and clear on their expectations, broad budget goals, and direction. He said a budget would be developed and brought back to Council in a couple of months.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
7/7/2021**

AGENDA TAB NO.: 12

SUBJECT TITLE: City Administrator Report

OBJECTIVE:

To inform Council on city related matters.

SUMMARY:

The City Administrator will provide a summary at the meeting.

OPTIONS:

UPCOMING MEETINGS:

City Council Meetings and Budget Workshops	July 21, 2021, 4:00 p.m., City Council Chambers - Regular Meeting and Budget Workshop (<i>Enterprise Funds& Special Funds Presentation/Discuss General Fund</i>) July 28, 2021, 4:00 p.m., City Council Chambers - Budget Workshop (<i>Set Tentative Maximum Millage Rate</i>)
Planning and Zoning Board Meeting	July 15, 2021, 3:00 p.m., City Council Chambers
Library Board Meeting	July 21, 2021, 2:30 p.m., Library Conference Room
Code Enforcement Special Magistrate Hearing	July 27, 2021, 5:00 p.m., City Council Chambers

UPCOMING EVENTS:

4th of July Celebration	July 4, 2021 - Ruby Street, Main Street, and Wooton Park • 4:45 pm Street Party on Main Street begins before the parade • 5:00 pm Seaplane flyover Ruby Street & Main Street • 5:00 pm Parade begins going east on Ruby Street to St. Clair Abrams. Parade traffic turns north and continues west on Main Street to the roundabout. • 5:00 pm Kid's activities in
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	Tavares Square commence • 5:00 pm Kid's dance party in Splash Park gazebo begins • 5:45 pm The Kenny Lives (band) begins performance on the main stage in Wooton Park • 6:00 pm Kid's dance party in Tavares Square begins • 6:30 pm Main Street opens to allow traffic to flow normally. The barricades closing off Ruby St & Rockingha will remain until the conclusion of the event. • 7:15 pm Main Act (band) Slippery When Wet (The Ultimate Bon Jovi Tribute Band) begins performance on the main stage in Wooton Park • 9:00 pm Fireworks
Hydro Drag Nationals	July 17-18, 2021, 8:00 a.m. to 4:00 p.m., Wooton Park - https://www.surfandturfpromotions.com/

OUTSIDE AGENCY MEETINGS:

Lake County League of Cities	July 9, 2021, 11:30 a.m., Mount Dora Golf Course
Lake Sumter MPO Executive Board Meeting	August 25, 2021, 2:00 p.m., 1300 Citizens Blvd., Leesburg
Tavares Chamber of Commerce Business Luncheon	July 28, 2021, 11:30 a.m., Tavares Pavilion on the Lake

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
7/7/2021**

AGENDA TAB NO.: 13

SUBJECT TITLE: City Council Member Reports

OBJECTIVE:

To inform Council on city related matters.

SUMMARY:

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.