



**AGENDA
TAVARES CITY COUNCIL
August 4, 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 Mike Ellis, Umatilla Baptist 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 July 7, 2021 City Council Regular and Budget Workshop Meetings Minutes (City Clerk)

Tab 3 Captain Haynes Heights Subdivision - Preliminary Plat (Community Development)

Tab 4 Elmwood Subdivision - Final Plat (Community Development)

Tab 5 Request Approval of Budget Transfer to Purchase Sand Pro and Miscellaneous Tools to Prepare Sports Fields at Woodlea Sports Complex and Fred Stover Sports Complex (Finance)

VIII. RESOLUTIONS

Tab 6 Resolution 2021-16 - Acceptance of Florida Humanities Grant

(Finance)

IX. ORDINANCES - PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

- | | |
|-------|---|
| Tab 7 | Greenbrier at Baytree Phase 1 - Final Plat (Community Development) |
| Tab 8 | Renewal of Joint Use Facility Agreement Between the City of Tavares and the School Board of Lake County, Florida (Community Services) |
| Tab 9 | Update on US 441 Golf Cart Crossing (Public Works) |

XI. BUDGET WORKSHOP

- | | |
|--------|--|
| Tab 10 | Budget Workshop - Five-Year Capital Improvement Plan (Finance) |
|--------|--|

XII. NEW BUSINESS

XIII. OLD BUSINESS

XIV. AUDIENCE TO BE HEARD

XV. REPORTS

- | | |
|--------|-----------------------------|
| Tab 11 | City Administrator Report |
| Tab 12 | City Council Member Reports |

XVI. ADJOURNMENT

F.S. 286.0105 If a person decides to appeal any decision or recommendation made by Council with respect to any matter considered at this meeting, he will need record of the proceedings, and that for such purposes he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Individuals with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk at least two (2) working days in advance of the meeting date and time at (352) 742-6209.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/4/2021**

AGENDA TAB NO.: 1

SUBJECT TITLE: Pastor Mike Ellis, Umatilla Baptist Church

OBJECTIVE:

Pastor Mike Ellis, Umatilla Baptist Church, will provide the invocation and lead those present in the Pledge of Allegiance.

SUMMARY:

Pastor Mike Ellis, Umatilla Baptist Church, will provide the invocation and lead those present in the Pledge of Allegiance.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/4/2021**

AGENDA TAB NO.: 2

SUBJECT TITLE: Approval of the July 7, 2021 City Council Regular and Budget Workshop Meetings Minutes (City Clerk)

OBJECTIVE:

To consider approval of the July 7, 2021 City Council meeting minutes.

SUMMARY:

Attached are the July 7, 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:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. 07-07-2021 CC Minutes

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



**TAVARES CITY COUNCIL
MEETING MINUTES
JULY 7, 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

**John Drury, City Administrator
Bob Williams, City Attorney
Susie Novack, City Clerk
Mike Fitzgerald, Community Development Director
Bob Tweedie, Economic Development Director
Lori Houghton, Finance Director
Richard Keith, Fire Chief
Stoney Lubins, Police Chief
James Dillon, Public Works Director
Phil Clark, Utilities Director
Crissy Bublitz, Human Resources Director
Mark O'Keefe, Public Communications Director
Scott Aldrich, Community Services Director**

I. CALL TO ORDER

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

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1. Pastor Fred Boone, First Baptist Church of Mount Dora

Pastor Fred Boone, First Baptist Church of Mount Dora, 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. Mr. Drury said the staff had no changes.

MOTION

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

IV. PROCLAMATIONS/PRESENTATIONS

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

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Ms. Novack read the following resolution by title only:

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.

VII. CONSENT AGENDA

Mayor Boggus asked if anyone would like to pull an item from the Consent Agenda for discussion.

MOTION

Lou Buigas moved to approve the Consent Agenda as presented [Tab 2. Approval of the June 16, 2021 City Council Regular Meeting Minutes; Tab 3. Florida League of Cities Certificates of Completion – Institute for Elected Municipal Officials; Tab

4. Release of Easement - Palmer Homes, Inc.], seconded by Walter Price. The motion carried unanimously 5-0.

Tab 2. Approval of the June 16, 2021 City Council Regular Meeting Minutes

Approved on the Consent Agenda.

Tab 3. Florida League of Cities Certificates of Completion – Institute for Elected Municipal Officials

Approved on the Consent Agenda.

Tab 4. Release of Easement – Palmer Homes, Inc.

Approved on the Consent Agenda.

VIII. RESOLUTIONS

Tab 5. Resolution 2021-14 – Request Authorization to Execute State Revolving Loan Fund Agreement DW350980 for the Lake Hermosa Booster Pump Station Design Activities

Ms. Houghton made the following presentation:

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.

Mayor Boggus asked for comments from the audience.

Vance Jochim, 12619 Milwaukee Avenue, Lake County, said developers should provide their infrastructure rather than the city incurring the debt. He said the fiscal impact of the project is not included in the agenda report.

Mayor Boggus asked for comments from the Council.

Mr. Drury noted all subdivision developers pay for and install their infrastructure, including water and sewer. All Cities invest in public infrastructure by creating trunk lines to developed areas for water, sewer, and roads. The developer then taps into the trunk lines once they have their development infrastructure installed. Mr. Drury advised that the project's fiscal impact is located on the first page of the agenda summary.

Council Member Singer commended current and previous Councils for investing in the City's future. He noted the project had been discussed and approved and said a loan rate of 1.08% could not be beaten.

MOTION

Troy Singer moved to approve, seconded by Lou Buigas.

Vice Mayor Buigas noted Atwater is the largest tax-paying development in the City. She said making utilities available generates profit in tax value.

The motion carried unanimously 5-0.

IX. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

Tab 6. Update on New Youth Basketball Camp at Tavares High School

Mr. Aldrich noted the City has an interlocal agreement with the Lake County School Board for joint use of facilities. He said this project is an excellent example of the partnership formed with the local high school.

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

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.

Mr. Sherrard said 11 of the participants were Tavares residents, with the remaining from surrounding cities. He worked with Women's Basketball Coach Stanton and Men's Basketball Coach Bryant who conducted all coaching on-site. Mr. Sherrard noted 13 student-athletes helped man stations, instructed, coached, and refereed. He said there are discussions for future programs and leagues, including during holidays.

Mr. Drury commended Mr. Sherrard.

David Serdar, 66 Wintergreen Drive, Fruitland Park, noted his support.

Vice Mayor Buigas said she enjoys receiving updates on recreation programs.

Tab 7. Renewal of Automatic Aid Agreement between the Cities of Leesburg and Tavares for Fire Protection and other Emergency Services.

Chief Keith made the following presentation:

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).

Mayor Boggus asked for comments from the audience.

Vance Jochim, 12619 Milwaukee Avenue, Lake County, said he does not support removing the renewal period for sunshine and visibility purposes. He said there is no cost information included in the agenda report.

Mayor Boggus asked for comments from the Council.

Vice Mayor Buigas referred to a May 2021 activity report provided to the Council. She said it appears Leesburg is the highest user and asked if it reflected a typical month. Chief Keith said usage could change as the statistics would depend on calls received.

MOTION

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

Tab 8. Renewal of Automatic Aid Agreement between the Cities of Eustis and Tavares for Fire Protection and other Emergency Services

Chief Keith said the agreement between the City of Eustis and Tavares is the same agreement as provided in Tab 7.

Vance Jochim, 12619 Milwaukee Avenue, Lake County, said had no additions to his previous comments [Tab 7].

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

MOTION

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

Tab 9. Renewal of Automatic Aid Agreement between the Cities of Mount Dora and Tavares for Fire Protection and other Emergency Services

Chief Keith said the agreement between the City of Mount Dora and Tavares is the same agreement as provided in Tab 7.

Vance Jochim, 12619 Milwaukee Avenue, Lake County, said had no additions to his previous comments [Tab 7].

David Serdar, 66 Wintergreen Drive, Fruitland Park, noted his support.

Mayor Boggus asked for comments from the Council.

Council Member Price asked if the three agreements save costs if other cities have equipment in their inventory that Tavares does not, which would save on those items' purchasing cost. Chief Keith confirmed and said the agreements also ensure a correct number of firefighters respond to a scene as required by the National Fire Protection Association (NFPA). Council Member Price asked if Tavares provides or receives the most assistance. Chief Keith said that due to the central location of Tavares, the city generally receives more assistance which could change due to need-driven calls.

Council Member Singer noted the agreements provide a faster response to emergency calls.

MOTION

Troy Singer moved to approve, seconded by Lou Buigas. The motion carried unanimously 5-0.

Tab 10. City Attorney Retirement

After personally speaking with each Council member and providing a letter of retirement, Attorney Williams said he would like to formalize his retirement after serving 37 years as the City Attorney. He said he would continue to serve as City Attorney until October 1, 2021, which is the beginning of a new fiscal year, and would allow Council time to go through a hiring process.

Attorney Williams said hiring a City Attorney is different than hiring a consultant. He said the City Attorney has a personal services contract with no severance, and a vote of three can terminate the agreement. He said that is how most City Attorneys are contracted and recommended the same type of contract. He said the Council is not constricted when hiring a City Attorney, like hiring an engineer or architect where they would have to go through a competitive process. Council can hire someone they want immediately or go through a review or hiring process. Attorney Williams said it is essential to hire a Tavares or Lake County local lawyer who can be immediately

available to staff and Council and has a finger on the pulse of the City and area. He noted additional fees would include travel expenses and higher billing rates if an attorney is located in the Orlando area. Attorney Williams said he works with the City Administrator and staff daily, and the position has become specialized and includes board certifications. He said Tavares needs someone who understands and has experience in municipal law.

Attorney Williams said he strongly recommends Attorney Lindsay Holt, who received her law degree from Stetson Law School, to fill the position of City Attorney. He had worked with Attorney Holt for five to six years before she opened her practice, and she has stepped in to serve the City for the past two years in his absence. He noted Attorney Holt purchased his office building in Tavares, where he is now a tenant, and he can continue to mentor her. Attorney Williams said it had been a great 37 years that went by fast.

Mr. Drury said he has worked with many city and airport attorneys over thirty years, and Attorney Williams is by far the best attorney he has ever worked with and will be greatly missed.

Council Member Pfister said she would miss Attorney Williams and enjoyed sitting next to him at the dais for the past fifteen years. Council Member Pfister said she is comfortable continuing with Lindsay Holt, who comes highly recommended by Attorney Williams, will maintain the small-town feel, is a part of Tavares, and has done a good job.

Vice Mayor Buigas said Attorney Williams would be missed and noted his wealth of knowledge and information of Tavares. She said Ms. Holt would be a wonderful candidate and has enjoyed working with her in Attorney Williams's absence. She said it would be fair to competitively open the position with stipulation for a Lake County attorney well versed in municipal law.

Council Member Singer said Attorney Williams would be missed, and the City needs an attorney with community ties. He said Attorney Holt has done a wonderful job and noted his support for a competitive review with Attorney Holt included in the process. He discussed the possibility of utilizing a point value rating for candidates.

Council Member Price thanked Attorney Williams for his years of dedicated service to the City of Tavares. He said Attorney Holt has been working with the City for many years and would be an obvious choice for the position. He said he would like Attorney Holt to be the next City Attorney.

Mayor Boggus noted she is in the legal field and does not know if anyone could beat Attorney Holt if the position were open to all. She said there are limited attorneys in the local area with municipal law experience who are not already working for a municipal government which would create a conflict to work for Tavares effectively. She noted a concern for candidates who may overstate their experience in municipal law. Mayor

Boggus said she is prepared to select Lindsay Holt, who has worked for the City, and Attorney Williams, for many years.

MOTION

Lori Pfister moved for the City Administrator to bring back a contract selecting Lindsay Holt as the City Attorney at the next Board meeting, seconded by Walter Price.

Vice Mayor Buigas said Ms. Holt would be qualified for the position, and her only concern is regarding transparency. She noted her support to go through a competitive process and conduct research.

Mayor Boggus said making this motion does not solidify Attorney Holt's appointment as the City Attorney. A motion would give the City Administrator approval to bring back a contract. Mr. Drury confirmed. He said he would bring back a contract, and if approved, Attorney Holt will be the next City Attorney.

Mayor Boggus asked for comments from the audience.

Vance Jochim, 12619 Milwaukee Avenue, Lake County, noted his support to go through a public process for transparency.

David Serdar, 66 Wintergreen Drive, Fruitland Park, commended Attorney Williams for his 37 years of service. He noted his support to select a local attorney.

Attorney Williams said he has known Attorney Holt her entire career and has a unique ability to look at her values and understand what he believes the City needs. He noted Council, with a vote of three, can change attorneys at any time as the position is a personal service contract.

Belynda Rinck, 216 Fern Avenue, Tavares, noted her support for going through a public process.

The motion carried 3-2 as follows:

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

XI. BUDGET WORKSHOP

Tab 11. Budget Workshop – General Fund Presentation

Mr. Drury made the following presentation:

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.

Mr. Drury asked Ms. Houghton to provide highlights of the General Fund Budget for each department. He said once her presentation is complete, the floor would open for questions and comments. He said answers to questions might be brought back to Council in the following meeting to provide an opportunity for staff to conduct research and ensure the Council receives accurate information.

Ms. Houghton provided a PowerPoint presentation of the FY 2022 General Fund Budget.

Ms. Houghton thanked the Departments, Finance Department staff and special mention to Brett Jones, Budget Analyst.

Mr. Drury provided a review of the budget book for navigation purposes down to the dollar for included items. He described the difference between percentage-based budgeting and zero-based budgeting. Mr. Drury said Tavares conducts a zero-based line item budget which lists every line item requested. Mr. Drury said the budget has over 300 pages and 22,000 numbers included.

Mayor Boggus asked for comments from the audience.

Vance Jochim, 12619 Milwaukee Avenue, Lake County, commended staff and said the detail provided by Tavares is transparent and makes it easier for anyone to find items. He said there are cities that do not offer much detail in their budgets. He inquired about a roll-back rate.

Mayor Boggus asked for comments from the Council.

Council Member Singer thanked Ms. Houghton and staff. He said Council provided direction, and a budget was delivered that maintains the same level of service and provides the citizens with high quality of life, reduces millage, increases reserves, rewards employees, and increases road resurfacing. A discussion was held on the previous year's adopted and adjusted budgets depicted in the PowerPoint slide presentation. Ms. Houghton said the FY21 revised budget to the proposed budget reflected a 1.68% increase.

Vice Mayor Buigas said she spent time at the Property Appraisers Office several months ago to review the City tax base. She said she was surprised to find 25% of the properties in Tavares do not pay property taxes due to the city being the County seat. She said other cities do not have that high number, and it is commendable that Tavares works with fewer dollars to provide services. Vice Mayor Buigas inquired about an additional \$500,000 from the docks coming in under budget. Ms. Houghton said \$550,000 was included in the budget as proposed savings from the Seaplane Base project insurance proceeds. Vice Mayor Buigas asked if the final amount would be set before Council decides on the final millage and budget. Mr. Drury confirmed and said one-time insurance proceeds funded the Seaplane Base and Marina. He confirmed they are unrestricted funds currently allocated for streets (\$250,000) and the Seaplane Base trail reroute (\$300,000).

Council Member Singer said Council is scheduled to set the maximum tentative millage rate on July 28, 2021. He noted setting the rates usually takes five minutes and asked if the July 28, 2021 meeting could be moved to the scheduled July 21, 2021 City Council meeting. Mr. Drury said that would meet state criteria, and staff could move the meeting at Council's wish.

MOTION

Lori Pfister moved to set the Maximum Tentative Millage Rate during the July 21, 2021 regular scheduled meeting, seconded by Troy Singer. The motion carried unanimously 5-0.

XII. NEW BUSINESS

XIII. OLD BUSINESS

XIV. AUDIENCE TO BE HEARD

Mayor Boggus said she received a Request to Speak form from Caroline Peeples who is no longer in the audience.

David Serdar, 66 Wintergreen Drive, Fruitland Park, said he was honored to be in 4th of July parade. He said he enjoyed the fireworks and music.

Belynda Rinck, 216 Fern Avenue, Tavares, said her daughter suggested having the Wooton Park playground designers obtain ideas by watching how the summer camp children interact during playtime.

XV. REPORTS

Tab 12. City Administrator Report

Mr. Drury thanked Mr. Aldrich and Debby Blais, Administrative Coordinator, for organizing the 4th of July Celebration and parade. He commended them on a great job and said Chief Keith did a wonderful job emceeing the event.

Mr. Aldrich said the 4th of July and Christmas events are City events where each department plays an important role in the event's success. He noted there are no entry fees to enter the parade, and instead, the community is asked to donate food for the homeless or Christmas toys for children.

Ms. Houghton thanked the Department Directors for their work on the budget.

Tab 13. City Council Member Report

Council Member Pfister

- Commended Mr. Aldrich and Ms. Blais for their efforts on the July 4th Celebration.
- Commended Ms. Houghton and the Department Directors for their work on the Budget.
- Said she looks forward to reviewing the budget.

Council Member Price

- Thanked the Recreation Department for their efforts on the July 4th Celebration. He said it was a great event and was pleased by the number of attendees.
- Thanked Mr. O’Keefe and Chief Lubins for manning the Emergency Operations Center (EOC) during hurricane Elsa.
- Said he looks forward to reviewing the budget.

Council Member Singer

- Said he enjoyed the 4th of July Celebration and received great comments from citizens. He said thanked those who assisted in putting on the event.

Vice Mayor Buigas

- Commended those who worked on the July 4th Celebration event and said it is wonderful to serve with Team Tavares.
- Provided the following quote: “Last year you said next year. Last month you said next month. Yesterday you said tomorrow. Words are just words until you take action so let’s start today.” ~Roger Lee

XVI. ADJOURNMENT

There was no further business and Mayor Boggus adjourned the meeting at 6:20 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/4/2021**

AGENDA TAB NO.: 3

SUBJECT TITLE: Captain Haynes Heights Subdivision - Preliminary Plat (Community Development)

OBJECTIVE:

To approve the Preliminary Plat for the Captain Haynes Heights Subdivision located south of Dead River Road, west of Captain Haynes Road.

SUMMARY:

The Captain Haynes Heights Subdivision is a proposed residential subdivision located south of Dead River Road, west of Captain Haynes Road. The subdivision is 25.60 acres in size and consists of 71 lots for single family dwellings as permitted under the existing Residential Multi-Family (RMF-2) zoning approved by City Council on April 15, 2015. It is important to note that City Council previously reviewed and approved a 67 lot version of the preliminary plat for Captain Haynes Heights on March 20, 2019. Subsequent to that approval the property was sold, and the new owner of the property reconfigured the subdivision layout and added 4 additional lots, which requires City Council review of this newly proposed preliminary plat.

The revised 71 lot Preliminary Plat for the Captain Haynes Heights Subdivision has been submitted by the developer for City Council consideration. This document has been reviewed by City staff and meets the requirements of the City of Tavares Land Development Regulations and the City of Tavares Comprehensive Plan. 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.

This Preliminary Plat is for evaluation purposes, and approval does not constitute subdivision of land. If approved, the developer may proceed with completing the engineering for all necessary infrastructure systems for staff review and must prepare a Final Plat of the property for City Council consideration.

OPTIONS:

1. City Council moves to approve the Captain Haynes Heights Preliminary Plat.
2. City Council moves to deny the Preliminary Plat.

STAFF RECOMMENDATION:

Staff recommends that City Council moves to approve the Captain Haynes Heights Preliminary Plat.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

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

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Preliminary Plat
2. Traffic Study
3. Traffic Impact of Additional Lots
4. Environmental Report
5. School Capacity Reservation

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/4/2021**

AGENDA TAB NO.: 4

SUBJECT TITLE: Elmwood Subdivision - Final Plat (Community Development)

OBJECTIVE:

To approve the Final Plat for Elmwood Subdivision Located North of Old US Hwy 441, West of David Walker Drive.

SUMMARY:

Elmwood Subdivision is a proposed residential subdivision located north of Old US Hwy 441, west of David Walker Drive. The subject property is 33.07 acres in size, and the proposed Final Plat subdivides the land into 115 lots for the construction of single family dwellings as permitted under the existing Residential Single Family (RSF-2) zoning approved by City Council on August 21, 2019. The Preliminary Plat for this subdivision was approved by City Council on October 16, 2019. City staff has reviewed the Final Plat and determined that adopted levels of service for all regulated public facilities will be provided. This Final Plat document meets the requirements of the City of Tavares Land Development Regulations and Comprehensive Plan.

OPTIONS:

1. City Council approves the Final Plat for Elmwood Subdivision Located North of Old US Hwy 441, West of David Walker Drive.
2. City Council denies the Final Plat.

STAFF RECOMMENDATION:

Staff recommends that City Council moves to approve the Final Plat for Elmwood Subdivision Located North of Old US Hwy 441, West of David Walker Drive.

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
2. HOA Articles of Incorporation
3. HOA Declaration of Covenants and Restrictions
4. Title Opinion
5. Taxes Paid
6. Joinder and Consent Letter - Axiom

7. Joinder and Consent Letter - DR Horton
8. Sumter Electric - Partial Release of Easement
9. Performance Bond
10. School Capacity Reservation

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/4/2021**

AGENDA TAB NO.: 5

SUBJECT TITLE: Request Approval of Budget Transfer to Purchase Sand Pro and Miscellaneous Tools to Prepare Sports Fields at Woodlea Sports Complex and Fred Stover Sports Complex (Finance)

OBJECTIVE:

To request approval to transfer budget from the cancelled 2020 Boo! Festival event in the amount of \$12,000 to purchase a Sand Pro and miscellaneous tools to prepare sports fields at Woodlea Sports Complex and Fred Stover Sports Complex.

SUMMARY:

The Community Services department is responsible for upkeep, maintenance, and programming of the City of Tavares sports fields. A Sand Pro tractor is required in order to maintain the sports fields (nine baseball/softball fields, and one football field). The City currently operates with a 1995 Sand Pro that is past its intended life cycle, and close to reaching an inoperable status. With the Babe Ruth season coming very soon the department would like to replace the current Sand Pro now with a newer refurbished model in order to avoid any service interruptions.

The Community Services department would like to transfer budget from the cancelled 2020 Boo! Festival event in order to fund the purchase of the refurbished Sand Pro and additional miscellaneous tools as necessary to prepare the sports fields. The 2020 Boo! Festival was budgeted for \$15,000; however, due to the Covid19 pandemic the event was cancelled. The Department would like to transfer \$10,000 to purchase the Sand Pro, and \$2,000 to purchase miscellaneous tools as necessary to maintain the sports fields.

The Finance Department requests approval to amend the FY 2021 Budget as follows:

• 001-7202-572.48-60	Sponsored Events (Boo! Festival)	- \$12,000
• 001-7202-572.52-11	Durable Goods	+\$2,000
• 001-7202-572.64-10	Equipment Replacement	+\$10,000

If approved this budget transfer will have no impact on the total General Fund budget.

OPTIONS:

1. Move to Approve budget transfer in the amount of \$12,000 to purchase new Sand Pro and miscellaneous tools.
2. Do not Approve

STAFF RECOMMENDATION:

Option 1. Move to Approve budget transfer in the amount of \$12,000 to purchase new Sand Pro and miscellaneous tools.

FISCAL IMPACT:

No impact on total budget (this request is for a budget neutral budget transfer).

LEGAL SUFFICIENCY:

Legally sufficient.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. List of Possible Mower Attachments
2. Additional Sand Pro Information

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

What attachments/tools will we buy with the \$2,000 in Durable Goods? Some combination of the following attachments (attachment descriptions provided by vendor):

Front attachments

- Hydraulic Flex Blade: This hydraulically-controlled, steerable front blade is designed for leveling, packing and smoothing uneven areas in one pass.
- Manual Blade: The manually controlled front blade is used for leveling uneven areas.
- Rahn Lip Groomer: A great attachment to clean up edges of infields and/or outfield warning tracks.

Mid attachments

- Solid Tine Toolbar: This attachment is good for general scarifying infield needs.
- Carbide Tine Toolbar: The carbide-reinforced tines give this attachment longer life, especially if you encounter harsh conditions.
- Weeder Tine Toolbar: Remove weeds from and loosen up compacted infield surfaces.
- Spring Tine Toolbar: This toolbar is best for light to moderate infield scarification.
- Profile Blade: Thicker, stronger material making it easier to break up the tough and compacted infield material
- Sports Field Edger: Easily maintain the grass edge of the outfield near infield skin. For easy cleanup, make a pass with the Lip Groomer after.

Rear attachments

- Steel Drag Mat: For that game-ready finish, use the Drag Mat with the Drag Mat Carrier System to quickly groom and finish.
- Nail Drag: This attachment scarifies to a depth beyond 1.5", loosens and weeds infield surfaces. The Nail Drag pivots to follow the contours of uneven field surfaces. Additionally, nails are easy to replace.
- QAS Flex Groomer: Installed on the Nail Drag, easily scarify and smooth infields in a single pass.
- AutoMat Drag Mat: This steel drag mat automatically raises and lowers via the rear QAS and installs on the Nail Drag. For single-pass grooming that breaks up clumps formed when scarifying a wet infield, use it in tandem with the QAS Flex Groomer.
- Manual Drag Mat: You'll have plenty of grooming flexibility with this steel drag mat that mounts to Nail Drag.
- QAS Finish Grader: Level infield surfaces, collect debris, and/or scarify the infield to a depth beyond 1.5" with this attachment.
- QAS spiker: Improve the airflow in fine turf.
- QAS Debris Blower: Quickly clear debris.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/4/2021**

AGENDA TAB NO.: 6

SUBJECT TITLE: Resolution 2021-16 - Acceptance of Florida Humanities Grant (Finance)

OBJECTIVE:

Consider approval of Resolution 2021-16 authorizing acceptance of Florida Talks Subrecipient Grant from the Florida Humanities.

SUMMARY:

The City of Tavares has been awarded a Florida Talks Grant from the Florida Humanities. The Grant is a pass-through grant funded through the National Endowment for the Humanities

The Florida Talks grant represents a humanities program for non-profit organizations, and provides an as an easy way to host informative and thought-provoking presentations (in-person or virtual) by expert historians, storytellers, researchers, researchers, and authors.

Various details of the grant include the following:

- Agreement Number: CC_FT21_Fall_2141
- Grant Services: City of Tavares Library Programs
- Award Period: August 1, 2021 through December 31, 2021
- Grant Award: \$1,000
- Grant Match: \$1,000 (allowable in-kind personal services, etc.)
- Approved expenses: Speaker fees (3 at \$300 each, promotion fees (\$50), and postage fees (\$50)
- The grant is identified under the Federal Catalog No. CFDA 45.129
- The City of Tavares is a subrecipient for this grant
- The grant is be subject to Federal and State Single Audit Requirements.
- The grant is subject to Uniform administrative requirements of the Office of Management and Budget Circular A-110 further identified as 2 CFR Part 215.

OPTIONS:

1. **MOVE TO APPROVE** RESOLUTION NO. 2021-16 authorizing the City Administrator to Execute Florida Humanities Florida Talks Grant Agreement CC_FT21_FALL_2141

2. **DO NOT APPROVE.**

STAFF RECOMMENDATION:

1. **MOVE TO APPROVE RESOLUTION NO. 2021-16** authorizing the City Administrator to Execute Florida Humanities Florida Talks Grant Agreement CC_FT21_FALL_2141

FISCAL IMPACT:

Florida Humanities Florida Talks Grant Funding: \$1,000

City Funding Portion: \$1,000 (allowable in-kind personal service costs, etc.)

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Resolution 2021-16_FloridaHumanities_FloridaTalks Grant_08042021_rev
2. 2021_06 Florida Talks -- 2021-07-28 08_54am (002)_lh

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

RESOLUTION NO. 2021-16

A RESOLUTION OF CITY OF TAVARES, FLORIDA; AUTHORIZING THE ACCEPTANCE OF A GRANT FROM THE FLORIDA HUMANITIES; AND THE GRANT REPRESENTS A SUBRECIPIENT HUMANITIES GRANT FOR LOCAL LIBRARIES FOR THE PROMOTION OF THE HUMANITIES; AND PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.

WHEREAS, the Florida Humanities has awarded the City of Tavares a “Florida Talks” Grant.

WHEREAS, the grant awarded by the Florida Humanities, Florida Talks, represents a humanities program for non-profit organizations, and provides an easy way to host informative and thought-provoking presentations (in-person or virtual) by expert historians, storytellers, researchers, researchers, and authors.

WHEREAS, the Florida Humanities “Florida Talks” Grant Program provides a directory of available speakers to local libraries for the program.

WHEREAS, the Florida Humanities “Florida Talks” Grant is awarded to the City of Tavares as a pass-through subrecipient federal grant, and the Federal Grant catalog funding is identified as CFDA 45.129.known as the Promotion of the Humanities Federal/State Partnership.

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

SECTION I. The City Administrator is hereby authorized to execute an award Agreement with the Florida Humanities for award of a Florida Talks Grant. Elements of the award include:

- Agreement Number: CC_FT21_Fall_2141
- Grant Services: City of Tavares Library Programs
- Award Period: August 1, 2021 through December 31, 2021
- Grant Award: \$1,000
- The grant requires a \$1,000 cost share match.
- Approved expenses: Speaker fees (3 at \$300 each, promotion fees (\$50), and postage fees (\$50)
- The grant is identified under the Federal Catalog No. CFDA 45.129
- The City of Tavares is a subrecipient for this grant
- The grant is be subject to Federal and State Single Audit Requirements.
- The grant is subject to Uniform administrative requirements of the Office of Management

and Budget Circular A-110 further identified as 2 CFR Part 215.

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 4th Day of August, 2021

Amanda Boggus, Mayor

ATTEST

Susie Novack, City Clerk

APPROVED AS TO FORM AND LEGALITY

Robert Q. Williams, City Attorney



Florida Talks CONTRACT AGREEMENT

between Florida Humanities and Tavares Public Library (Affiliate)

This Agreement sets forth the terms and conditions upon which Florida Humanities has provided funding to the Affiliate for the purposes specified in the approved **2021 Florida Talks application**.

Agreement Number: CC_FT21_FALL_2141

The Agreement number must be included on all communication (including emails and invoices) with Florida Humanities.

Affiliate: Tavares Public Library

Agreement Period: August 1, 2021- December 31, 2021

Agreement Amount: \$1000

Minimum Cost Share: \$1000

Approved Expenses: Speaker fees (3 at \$300 each), promotion fees (\$50) , and postage fees (\$50)

Affiliate agrees to administer the approved project in compliance with the **General Provisions, Reporting Requirements** and **Certifications** which follow.

GENERAL PROVISIONS

Payee: All funds will be made payable to the Affiliate identified above. Any changes to payee must be approved by Florida Humanities upon submittal of a Change Request form. Affiliate and assigned Project Director are responsible for the fiscal and programmatic management of all project activities.

Release of Contract Funds: The funds to be provided may be spent only in accordance with the provisions of the Florida Talks application and budget as approved by Florida Humanities. Upon submittal to Florida Humanities of an electronically signed Contract Agreement and Payment Request Form, the awarded funds will be disbursed in one full payment. Any funds provided in advance and not expended according to the approved budget must be returned to Florida Humanities. Affiliate must also maintain an active DUNS number and SAM.gov account in order to receive any funds.

Changes: The application submitted by the Affiliate is part of this contract and Affiliate will carry out the project as set forth in the approved application, during the contract period specified and within the budget shown for the items covered by the Florida Humanities contract. Any significant changes to the scope or objectives of the project, the duration of the project, project director, or project budget must be approved by Florida Humanities. Unapproved changes may result in loss of some or all funds covered by this Agreement. Affiliate must submit a Change Request Form to Florida Humanities for any expected contract changes.

Financial Records / Sponsor Cost Share: Affiliate must provide a final financial report detailing expenditure of all Florida Humanities funds as well as a minimum 1:1 cost share. All receipts and other financial records, including documentation of all in-kind contributions, must be kept by Affiliate for potential audit for a period of at least five years after the Agreement closes. **Cost share.** Florida Humanities requires that all funds be matched (cost share) with at least an equal amount of cash and/or in-kind good and services. Cost share includes any cash expenditures for project implementation that are not covered by Florida Humanities funds as well as any in-kind goods and/or services to be received. Any program income earned as a result of these contracted funds may also be used to meet the cost share requirement. Cost share may include indirect costs (overhead) totaling no more than 15% of the contracted funds.

Limitations on the Use of Funds: Affiliate must comply with all allowable cost principles outlined in Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles and Audit*

Requirements for Federal Awards. In addition, funds may only be obligated during the Agreement period and in accordance with the approved budget.

Fees or Charges: No admission or other fees may be charged to any participant in any activities conducted under this contract unless specifically approved by Florida Humanities.

Collection and Use of Information: Where information is collected from the public in connection with this contract (as by interview, questionnaire, or evaluation), it may not, without prior approval from Florida Humanities and NEH, be represented as being collected for Florida Humanities, NEH or other federal or state agency.

Right to Reproduce: The federal government and Florida Humanities reserve a non-exclusive license to use and reproduce, without payment, any produced materials, including copyrighted material, arising out of contract activities.

Acknowledgement of Support and Disclaimer: Awarded funds are provided by Florida Humanities through funds from the State of Florida, Department of State, Division of Arts and Culture, and the Florida Council on Arts and Culture. All materials publicizing or resulting from funded activities must contain an acknowledgement of Florida Humanities and the Division of Arts and Culture support and carry the appropriate Florida Humanities logo found on the Florida Humanities website. The acknowledgement must also include the following statement: ***“Funding for this program was provided by Florida Humanities and sponsored in part by State of Florida, Department of State, Division of Arts and Culture, and the Florida Council on Arts and Culture.”***

Termination: Florida Humanities reserves the right to terminate this Agreement at any time if, in sole discretion, it determines that the Affiliate has made any misrepresentations, has in any way misappropriated Florida Humanities funds, or has done anything inconsistent with the signed Agreement. If within one year, the project has not started or no funds have been requested, the Agreement may also be terminated.

Reporting Requirements: Affiliate must electronically submit required final reports in their on-line account **within 30 days of the last contract-funded activity or the closing date of the contract period, whichever occurs first.**

CERTIFICATIONS

By signing this Agreement, Affiliate certifies compliance with the following government-wide requirements:

1. Uniform Administrative Requirements: The uniform administrative requirements of the Office of Management and Budget Circular A-110 (2 CFR Part 215) apply to all grant recipients.
2. Non-Profit Status: Affiliate certifies that the sponsoring organization is not an agency of the federal government, a for-profit business, or an individual. Upon request, Affiliate will also provide official documentation (i.e. Articles of Incorporation, IRS determination letters, By-Laws, Constitutions, etc.) which demonstrate that the organization is either an unincorporated association, a non-profit or not-for-profit corporation.
3. Nondiscrimination Statutes: Affiliate certifies that it will comply with the following non-discrimination statutes and their implementing regulations:
 - a. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d et seq.)
 - b. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.)
 - c. The Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.)
 - d. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) * **see additional info below**
 - e. The Americans with Disabilities Act of 1990 (42 U.S.C. 12101-12213)
4. Lobbying Activities: Affiliate certifies that it will comply with the Byrd Anti-Lobbying Amendment as described in (31 U.S.C. 1352) and (18 U.S.C. 1913).
5. Drug-Free Workplace Requirements: Affiliates are required to maintain a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988.
6. Debarment and Suspension: Affiliates are prohibited from doing business with any organization or person

- if they have been debarred or suspended by any federal department or agency (2CFR Parts 180 and 3369).
7. Labor Standards: Affiliates are subject to the labor standards set forth in 29 CFR Part 505 and the Davis-Beacon Act as amended (40 U.S.C. 276a through 276a-5).

* **Accessibility:** As part of this Agreement, Affiliate agrees to comply with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Resources available to ensure compliance with these regulations can be found at:

<http://dos.myflorida.com/cultural/info-and-opportunities/resources-by-topic/accessibility/>

Affiliates are encouraged to use the provided symbols to promote and publicize accessibility of your facilities, programs and other activities for people with various disabilities.

REQUIRED SIGNATURES

By signing this Agreement, the signatories below acknowledge that they have been authorized by Affiliate to sign on its behalf and that they have read, understood and agree to the terms and conditions of the Agreement and will conform to all applicable government-wide requirements and budgetary conditions noted within.



Patricia Putman, Associate Director, Florida Humanities

07/28/2021

John Drury, City Administrator
City of Tavares
Tavares Public Library

**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/4/2021**

AGENDA TAB NO.: 7

SUBJECT TITLE: Greenbrier at Baytree Phase 1 - Final Plat (Community Development)

OBJECTIVE:

To approve the Final Plat for Greenbrier at Baytree Phase 1 Subdivision Located North of Dead River Road, West of Baytree Boulevard.

SUMMARY:

Greenbrier at Baytree Phase 1 Subdivision is a proposed residential subdivision located north of Dead River Road, west of Baytree Boulevard. The subject property is 13.53 acres in size, and the proposed Final Plat subdivides the land into 36 lots for the construction of single family dwellings as permitted under the existing Planned Development zoning approved by City Council on June 5, 1991. The Preliminary Plat for this subdivision was approved by City Council on December 19, 2018. City staff has reviewed the Final Plat and determined that adopted levels of service for all regulated public facilities will be provided. This Final Plat document meets the requirements of the City of Tavares Land Development Regulations and Comprehensive Plan.

OPTIONS:

1. City Council approves the Final Plat for Greenbrier at Baytree Phase 1 Subdivision Located North of Dead River Road, West of Baytree Boulevard.
2. City Council denies the Final Plat.

STAFF RECOMMENDATION:

Staff recommends that City Council moves to approve the Final Plat for Greenbrier at Baytree Phase 1 Subdivision Located North of Dead River Road, West of Baytree Boulevard.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

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

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Final Plat
2. HOA Articles of Incorporation
3. HOA Declaration of Covenants and Restrictions
4. Title Opinion
5. Release of NOC BK 5588, PG 511
6. Release of NOC BK 5677, PGS 2078 & 2178

7. Taxes Paid
8. Duke Energy - Partial Easement Release
9. Maintenance Bond
10. School Capacity Reservation

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/4/2021**

AGENDA TAB NO.: 8

SUBJECT TITLE: Renewal of Joint Use Facility Agreement Between the City of Tavares and the School Board of Lake County, Florida (Community Services)

OBJECTIVE:

To extend the existing interlocal agreement with the School Board of Lake County for the joint use of facilities.

SUMMARY:

On October 17, 2018, the City entered into an interlocal agreement with the School Board of Lake County for the joint use of facilities. The agreement established specific parameters and guidelines for both governmental agencies when utilizing the other's facilities.

The agreement was set to be renewed annually and an extension was signed on December 14, 2020 extending the agreement through September 30, 2021. Staff is seeking approval to amend the agreement and requesting an extension for a length of three years. A copy of the agreement is included in your agenda packet.

OPTIONS:

1. Move to approve and extend the interlocal agreement with the School Board of Lake County, Florida for the joint use of facilities
2. Do not approve to extend the interlocal agreement

STAFF RECOMMENDATION:

Move to approve and extend the interlocal agreement with the School Board of Lake County, Florida for the joint use of facilities

FISCAL IMPACT:

All programs planned will be properly allocated through the current year's fiscal budget

LEGAL SUFFICIENCY:

Yes

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Agreement (School Board and City) (extension through 2024)
2. Agreement (School Board and City) (executed doc through 2021)
3. Agreement (School Board and City) (executed doc through 2020)

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/4/2021**

AGENDA TAB NO.: 9

SUBJECT TITLE: Update on US 441 Golf Cart Crossing (Public Works)

OBJECTIVE:

Provide an update to Council on FDOT's response to the City's request to implement US 441 Golf Cart Crossing.

SUMMARY:

City of Tavares submitted a request to the Florida Department of Transportation (FDOT) District 5 in October 2020 to permit a golf cart crossing over US 441 at the intersection running north to Banning Beach Road and south to St Clair Abrams Avenue. The request included an engineering study of the proposed US 441 crossing by Griffey Engineering which determined that the crossing meets all criteria except the maximum vehicular volume from both Banning Beach Drive and St Clair Abrams Avenue. Mr. Griffey, however, recommends approval based on his professional engineering evaluation of the intersection's current condition and level of safety.

The Central Office District of FDOT has provided a letter authorizing a variance that exceeds their standards and criteria set forth in the Traffic Engineering Manual (TEM), Section 5.1.5(3) for the provision and safe operation of golf cart crossing subject to certain conditions:

1. The golf cart crossing is authorized where the City of Tavares is the applicant/permittee for a General Use Permit subject to the provisions of F.A.C. Rule 14-20.010.
2. The local agency will provide additional focus on the enforcement of red-light running at the intersection.
3. Change the Traffic Signal Yellow and All-Red Clearance Time to accommodate golf cart speed and crossing distance.
4. At the end of a one (1) year period, the permittee shall submit a report to FDOT District 5 and FDOT Central Office Traffic Operations Office providing traffic volume and crash data.
5. Install golf cart warning signs in accordance with Chapter 5.1 of the TEM.

A request has been made to Griffey Engineering for a cost proposal to submit the required General Use Permit, obtain the data to prepare and submit the required annual year-end traffic volume and crash report, and submit the required permit to place signs along US 441 on FDOT's Right-of-Way. In addition, a meeting will be coordinated with Lake County and FDOT to open a dialog on how to implement the traffic signal timing changes and if the existing equipment is sufficient or will require retrofit, and what the cost associated would be, if any.

OPTIONS:

1. Council approves moving forward with the variance of a US 441 Golf Cart Crossing at Banning Beach Road/St Clair Abrams Avenue and directs staff to identify the costs associated with implementation and FDOT compliance and bring the relevant cost back to Council for capital funding approval.
2. Council does not approve pursuit of variance for US 441 Golf Cart Crossing at Banning Beach

Road/St Clair Abrams Avenue and capital funding of the project.

STAFF RECOMMENDATION:

1. Council approves moving forward with the variance of a US 441 Golf Cart Crossing at Banning Beach Road/St Clair Abrams Avenue and directs staff to identify the costs associated with implementation and FDOT compliance and bring the relevant cost back to Council for capital funding approval.

FISCAL IMPACT:

If approved, the cost associated will be brought back to Council for capital funding approval.

LEGAL SUFFICIENCY:

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. FDOT Golf Cart Crossing US441 Variance Letter of Approval

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/4/2021**

AGENDA TAB NO.: 10

SUBJECT TITLE: Budget Workshop - Five-Year Capital Improvement Plan (Finance)

OBJECTIVE:

To present the City of Tavares FY 2022 Proposed Five-Year Capital Improvement Plan, and to provide Council an opportunity for discussion of the Fiscal Year 2022 Proposed Budget (October 1, 2021 through September 2022).

SUMMARY:

Previously, Council has reviewed the FY22 Proposed Budgets as follows:

- At the July 7th City Council meeting, Council was presented the FY2022 Proposed General Fund Budget.
- At the July 21st City Council meeting, Council was presented the Utility and Special Revenue Funds Proposed Budgets for FY2022, and after which the Council had opportunity to discuss the General Fund budget as well as the Utilities and Special Fund budgets.
- At the July 21st City Council Budget Workshop, the City Council discussed the FY 2022 General Fund Proposed Budget and the FY2022 Proposed Millage rate.
 1. The City Council set the Maximum Tentative Millage Rate at 6.850, and the Maximum Tentative Voted Debt Service Millage Rate at .2391.
 2. The Maximum Tentative Millage Rate for FY2022 represents a decrease from prior year of .05 mills or .72%
 3. The Maximum Tentative Voted Debt Millage Rate for FY2021 represents a decrease from prior year of .0232 mills or 8.84%
 4. The total Maximum Tentative Millage (Ad Valorem + Voted Debt) represents a decrease from prior year of .0732 mills or 1.02%

At this meeting the Council will be presented the Five-Year Capital Improvement Plan (CIP), and after which the Council will have an opportunity to discuss the Five-Year Capital Improvement Plan, the General Fund Budget, the Utility Fund Budgets, the Special Funds, the Millage rate, and other items related to the FY2022 Proposed Budget.

OPTIONS:

1. Allow the Finance Director to present the Five-Year Capital Improvement Plan after which discussions for the Capital Plan, General Fund, Utility Funds, and Special Revenue Funds may continue.
2. Do not allow the Finance Director to present the Five-Year Capital Improvement Plan.

STAFF RECOMMENDATION:

Option 1: Allow the Finance Director to present the Five-Year Capital Improvement Plan after which discussions for the Capital Plan, General Fund, Utility Funds, and Special Revenue Funds may continue

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/4/2021**

AGENDA TAB NO.: 11

SUBJECT TITLE: City Administrator Report

OBJECTIVE:

To inform Council on city related matters.

SUMMARY:

The City Administrator will provide a summary at the meeting.

UPCOMING MEETINGS:

City Council Regular and Budget Workshop Meeting	August 18, 2021, 4:00 p.m., City Council Chambers
Planning and Zoning Board Meeting	August 19, 2021, 3:00 p.m., City Council Chambers
Library Board Meeting	August 18, 2021, 2:30 p.m., Library Conference Room
Code Enforcement Special Magistrate Hearing	August 24, 2021, 5:00 p.m., City Council Chambers

UPCOMING EVENTS:

Meet Me in Tavares Pop Up Event	August 28, 2021, Details to be Announced
9/11 20th Anniversary Commemoration Event "Never Forget"	September 11, 2021, 8:30 a.m., Main Street and Freedom Flag
Coastal Cleanup	September 18, 2021, 8:00 a.m. to 2:00 p.m., Wooton Park Boat Ramp

OUTSIDE AGENCY MEETINGS:

Lake County League of Cities	August 13, 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	August 25, 2021, 11:30 a.m., Tavares Pavilion on the Lake

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/4/2021**

AGENDA TAB NO.: 12

SUBJECT TITLE: City Council Member Reports

OBJECTIVE:

To inform Council on city related items.

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.