



**AGENDA
TAVARES CITY COUNCIL
October 6, 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 John Carter, First Baptist Church of Tavares

III. APPROVAL OF AGENDA

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2 Proclamation - Taiwan's 110th National Day (Mayor)

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO RECORD

VII. CONSENT AGENDA

Tab 3 Approval of September 22, 2021 Tavares City Council Regular and Budget Hearing Meeting Minutes (City Clerk)

VIII. RESOLUTIONS

Tab 4 Resolution 2021-26 Request Authorization to Accept Florida Industrial Pretreatment Association C.O.R.E. Grant (Finance)

IX. ORDINANCES - PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

- Tab 5 Designate a City Council Member to join the Tavares Legislative Delegation Team (City Administrator)**
- Tab 6 Tavares Library Expansion Project Update (Community Services)**
- Tab 7 Update City Council on on-line payment options for Building Permits (Finance)**

XI. NEW BUSINESS

XII. OLD BUSINESS

XIII. AUDIENCE TO BE HEARD

XIV. REPORTS

- Tab 8 City Administrator Report**
- Tab 9 City Council Member Reports**

XV. 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
10/6/2021**

AGENDA TAB NO.: 1

SUBJECT TITLE: Pastor John Carter, First Baptist Church of Tavares

OBJECTIVE:

Pastor John Carter, First Baptist Church of Tavares, will provide the invocation and lead those present in the Pledge of Allegiance.

SUMMARY:

Pastor John Carter, First Baptist Church of Tavares, 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
10/6/2021**

AGENDA TAB NO.: 2

SUBJECT TITLE: Proclamation - Taiwan's 110th National Day (Mayor)

OBJECTIVE:

For the Council to approve a proclamation recognizing the occasion of the 110th National Day of the Republic of China (Taiwan).

SUMMARY:

The City of Tavares and New Taipei, Republic of China (Taiwan) have established and continue to maintain a sister city relationship in furtherance of bilateral economic, trade, and cultural opportunities. Each year the National Day of the Republic of China (Taiwan) is observed on October 10th and the Taipei Economic and Cultural Office in Miami holds ceremonies in celebration of this occasion. Director General Amino C.Y. Chi and the Taipei Economic and Cultural Office (TECO) in Miami requested the City issue a proclamation recognizing Taiwan for this special day.

OPTIONS:

1. Move to approve the proclamation in observance and recognition of the 110th National Day of the Republic of China (Taiwan).
2. Do not move to approve the attached proclamation.

STAFF RECOMMENDATION:

Option 1, move to approve the proclamation observance and recognition of the 110th National Day of the Republic of China (Taiwan).

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. PROCLAMATION FOR Taiwan NATIONAL DAY

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



PROCLAMATION FOR NATIONAL DAY The Republic of China (Taiwan)

WHEREAS, The Republic of China (Taiwan) observes the 110th National Day on October 10th, 2021; and

WHEREAS, the Taipei Economic and Cultural Office in Miami Florida has maintained a sister-city relation with Tavares – America's seaplane City in the support of bilateral economic, trade, educational, and cultural relations between Tavares and New Taipei Taiwan; and

WHEREAS, the United States and Taiwan have maintained and enhanced close friendship over the decades encompassing commercial, cultural, and other interactions based on the Bilateral Trade Agreement which celebrates the 42nd anniversary of its enactment in 2021; and

WHEREAS, Tavares and New Taipei aspire to further collaborate on economic, cultural and educational relations to promote peace and prosperity.

NOW, THEREFORE, the City of Tavares proclaims its recognition on this auspicious occasion of the 110th National Day of the Republic of China (Taiwan) and her achievements with our admiration and gratitude.

PASSED AND DULY ADOPTED by the Tavares City Council on this 6th day of October 2021.

Amanda Boggus, Mayor
Tavares City Council

**AGENDA SUMMARY
TAVARES CITY COUNCIL
10/6/2021**

AGENDA TAB NO.: 3

SUBJECT TITLE: Approval of September 22, 2021 Tavares City Council Regular and Budget Hearing Meeting Minutes (City Clerk)

OBJECTIVE:

To consider approval of the September 22, 2021 City Council Regular and Budget Hearing meeting minutes.

SUMMARY:

Attached are the September 22, 2021 City Council Regular and Budget Hearing 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:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. 09-22-2021 CC Minutes

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



**TAVARES CITY COUNCIL
MEETING MINUTES
SEPTEMBER 22, 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. Josh Gussler, Discipleship Pastor, Umatilla Baptist Church

Josh Gussler, Discipleship Pastor, Umatilla Baptist Church, provided the invocation and led those present in the Pledge of Allegiance.

III. APPROVAL OF AGENDA

Mr. Drury said staff had no changes to the Agenda.

MOTION

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

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2. Proclamation – City Attorney Robert Q. Williams

Mayor Boggus provided the following presentation:

Robert Q. Williams started his tenure as City Attorney in 1984 and has served the City Council, City Staff, and Citizens for over 37 years. His numerous contributions are reflected throughout City, and his calm, steady, and expert guidance have been invaluable. He has been instrumental in bringing Tavares through its renaissance period, and his loyalty and dedication to the City will have a lasting impact on those who have had the honor to work with him.

Mayor Boggus read and presented a proclamation to Attorney Williams, bestowing special thanks, recognition, and appreciation for his outstanding legal advice and contributions to the City of Tavares – America's Seaplane City, and to wish him a happy retirement.

MOTION

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

Mayor Boggus said Gary Cooney, Lake County Clerk of Court, submitted a Request to Speak form.

Gary Cooney said he began his legal career with Attorney Williams. He said Attorney Williams is a great teacher on how to be a good lawyer, person, and friend, He thanked Attorney Williams.

Mayor Boggus asked if there were additional comments from the audience.

Pastor Mike Watkins, 805 Summerall Avenue, Tavares, thanked Attorney Williams and said he had given much to the community. Pastor Watkins wished Attorney Williams a happy retirement.

Mayor Boggus asked for comments from the Council.

Council Member Pfister said Attorney Williams had been a good mentor who taught her to look at both sides and all variables of issues. She thanked Attorney Williams and said he would be missed.

Council Member Price thanked Attorney Williams and congratulated him on his retirement. He said he is confident the City will be in good hands with Attorney Holt.

Vice Mayor Buigas said she hoped Attorney Williams and his wife Julie would continue to support City events. Attorney Williams thanked Vice Mayor Buigas for her contributions to arts and culture in the City.

Council Member Singer said Mr. Williams is a wonderful attorney and a great human being. He wished him a happy retirement.

Mayor Boggus said Attorney Williams had had a large impact on her family. She thanked Attorney Williams on behalf of herself and her family and said she looks forward to working with Attorney Holt.

Attorney Williams reminisced about meeting each Council member for the first time and said it had been a pleasure to work for the City. He said Mr. Drury is a great leader who hires competent people and lets them lead, allowing creativity. He said it was neat what the team accomplished through the years.

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

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Ms. Novack read the following Resolution and Ordinance by title only:

RESOLUTION NO. 2021-25

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA, PROVIDING FOR AUTHORIZATION TO EXECUTE PLAN SERVICES AGREEMENT WITH EMPOWER RETIREMENT DUE TO ACQUISITION OF MASSMUTUAL BY EMPOWER RETIREMENT

ORDINANCE NO. 2021-16

AN ORDINANCE OF THE CITY OF TAVARES AMENDING CHAPTER 15, PENSIONS AND RETIREMENT, ARTICLE V, FIREFIGHTERS' PENSION TRUST FUND, OF THE CODE OF ORDINANCES OF THE CITY OF TAVARES; AMENDING SECTION 15-106, BENEFIT AMOUNTS AND ELIGIBILITY; AMENDING SECTION 15-107, PRE-RETIREMENT DEATH; AMENDING SECTION 15-110, OPTIONAL FORMS OF BENEFITS; AMENDING SECTION 15-116, MINIMUM DISTRIBUTION OF BENEFITS; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY OF PROVISIONS; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE.

Ms. Novack noted Resolutions 2021-20 and 2021-21 would be read in their entirety during the Budget Hearing at 5:05 p.m.

VII. CONSENT AGENDA

Mayor Boggus asked if the Council wished to pull any item(s) from the Consent Agenda. Vice Mayor Buigas asked pulled Tab 3.

Tab 3. Approval of the September 8, 2021 City Council Regular and Budget Hearing Meeting Minutes

Vice Mayor Buigas made the following correction: Page 18, Item 3; 'building departments throughout the state' should be changed to 'building departments throughout the county.'

MOTION

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

VIII. RESOLUTIONS

Tab 4. Resolution 2021-25 - Authorization to Execute Administrative Agreements for 401 and 457 MassMutual Plans due to Acquisition by Empower Retirement

Ms. Houghton said the resolution is ministerial in nature and provided the following presentation:

The City of Tavares established the General Employees Retirement Plan (Plan 7763), a defined contribution plan with the Hartford Company in 2000 which was subsequently changed to the MassMutual Financial Group as a result of a prior corporate acquisition. This plan was closed to new members when the City of

Tavares implemented the Florida Retirement System (FRS) for General Employees in April 2006. The Plan currently has four active members as well as several vested inactive members. Inactive vested members include terminated employees, retired employees, or employees that elected FRS in 2006.

The City of Tavares also maintains a 457 Deferred Compensation Plan (109843) which was originally implemented with the Hartford Group in 2000. Membership for the 457 plan is solely voluntary and is open to all employees.

Each Plan must meet Internal Revenue Code Compliance and therefore changes may be required from time to time due to changes in law.

Due to a recent corporate acquisition, the MassMutual Plans are now held by Empower Retirement and therefore updated Administrative Agreements for each plan is required.

The attached Resolution authorizes the execution of new Administrative Agreements with the Empower Retirement for the 401 Plan (7763), and the 457 Plan (109843) as well as authorization for other required updates for Internal Revenue Code Compliance.

Agreements will be reviewed by the City Attorney before executing.

Staff recommends approval of Option 1, to approve Resolution 2021-25, authorizing the execution of Administrative Agreements with Empower for the 401 Plan (7763), and the 457 Plan (109843).

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

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

MOTION

Troy Singer moved to approve Resolution 2021-25, seconded by Walter Price. The motion carried unanimously 5-0.

IX. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

Tab 5. Ordinance 2021-16 – Amendment to Firefighters' Pension Plan Amending Sections 15-106, 15-107, 15-110, and 15-116, Minimum Age Distribution of Benefits – Second Reading

Ms. Houghton provided the following presentation:

Ordinance 2021-16 provides changes to the Firefighters' Pension Plan to comply with recent changes to the Internal Revenue Code, related Treasury Regulations, and guidance from the Internal Revenue Service.

The Pension Plan Board Attorney, Scott Christiansen, Law Offices of Christiansen & Dehner, P.A., has prepared Ordinance 2021-16 to address these Internal Revenue Code (IRC) changes. A summary of the changes are as follows:

- *Amend Section 15-106, Required distribution date.*
- *Amend Section 15-107, Pre-Retirement Death to address required distribution age per Amended Section 15-116.*
- *Amend Section 15-10, Optional Forms of Benefits to address required distribution age per Amended Section 15-116.*
- *Amend Section 15-116, Minimum Distribution of Benefits to provide for recent changes to the IRC changing the required distribution age from 70 ½ to 72.*

The Plan Actuaries, Foster and Foster, have provided a letter of "no-impact" to the plan stating no formal Actuarial Impact Statement is required to support adoption. A copy of their letter detailing the plan changes and their opinion is attached.

Staff recommends approval of Option 1, to adopt Ordinance 2021-16 amending Chapter 15 of the Code of Ordinances for the City of Tavares Firefighters' Pension Plan.

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

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

MOTION

Walter Price moved to approve Ordinance 2021-16, seconded by Lou Buigas. The motion carried unanimously 5-0.

X. GENERAL GOVERNMENT

Tab 6. Discuss Public Works Plans Review Fee Policy

Mr. Dillon made the following presentation:

As the City of Tavares experiences continued growth, City staff is seeking Council approval to explore alternative funding options besides property taxes for servicing development projects by the institution of user fees and policies for Public Works services. Specifically, a fee schedule that would address services including but not limited to inspection services, and plans review engineering

services, and rights of way permitting. Currently, the Department of Public Works doesn't collect fees from developers for these services.

Staff recommends Option 1, for Council to authorize staff to explore and bring back to Council for approval Developer fees for services rendered by Public Works.

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

Mayor Boggus asked for comments from the Council.

MOTION

Lori Pfister moved to approve Option 1, seconded by Lou Buigas.

Mayor Boggus asked for comments from the Council.

Vice Mayor Buigas asked if staff would bring back fee comparisons from area cities. Mr. Dillon confirmed. Vice Mayor Buigas asked if fees would include site plan review as a component of Planning and Zoning. Mr. Dillon confirmed and said site plan inspections for services Public Works provides for developers would be included.

Council Member Singer asked for anticipated cost savings. Mr. Dillon said if the city elects to move forward with the study, there would be a determination of the benefit of the rates and user fees. Mr. Drury said staff would identify the current cost of providing services and how user fees would offset property tax savings.

Council Member Price asked if other cities in the county charges Public Works fees. Mr. Dillon said the study would capture any fee charges from other cities.

Vice Mayor Buigas asked if contracted engineering reviews would be replaced with in-house reviews. Mr. Drury noted the request is for Public Works services. Community Development charges fees for services they provide, and Public Works would charge for services they would provide. He said other cities do charge fees, and those comparisons will be provided to the Council along with cost savings to the millage rate.

The motion carried unanimously 5-0.

Tab 7. City Hall Mitigation Grant Project Close-Out Report

Mr. Dillon made the following presentation:

On February 19th, 2018 the Florida Division of Emergency Management (FDEM), serving as a pass-through entity for the Federal Emergency Management Agency (FEMA), and City of Tavares entered into a contract through the Hazard Mitigation Grant Program (HMGP) to harden City Hall as part of a wind retrofit

project. The grant would reimburse up to 75% of total project costs, and the city was required to match the other 25% of project costs.

Total project costs were \$500,834.13 with FEMA reimbursing \$375,625.60 (75% of total project costs). The City's portion of the project was \$125,208.53 (25% of total project costs). Staff is pleased to report that the Florida Division of Emergency Management has confirmed that the work was performed in accordance with the approved scope of work, project drawings, specifications, and has satisfied all of the prerequisites of the sub-recipient agreement.

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

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

Mr. Drury said no action from the Council was required.

XI. NEW BUSINESS

XII. OLD BUSINESS

Council Member Singer asked for a kiosk update. Mr. Drury said the City kiosks would be refurbished, including updated information, within approximately 60 days.

XIII. AUDIENCE TO BE HEARD

Joseph Shreffler, Leesburg, said he cleans area waterfronts and discussed a trespassing case in Tavares. Mayor Boggus asked Mr. Shreffler to contact her office.

XIV. REPORTS

Tab 10. City Administrator Report

Mr. Drury provided an update on upcoming events, including the Tavares High School Homecoming Parade scheduled for October 1st. He said Roctoberfest, featuring Monster Splash Fly-In and Marina Ribbon Cutting, was scheduled for October 16th.

The Leadership Team congratulated Attorney Williams, said he will be missed, and wished him well in his retirement.

Tab 11. City Council Member Reports

Council Member Pfister said she has enjoyed working with Attorney Williams.

Council Member Singer

- Said he attended the 911 ceremony and commended and thanked Chief Keith for his efforts.

- Said he attended the Coastal Cleanup – Harris Chain of Lakes and thanked Mr. Dillon and his staff.
- Thanked Mr. Aldrich for a tour of the Tavares Library and expansion. He said 2500 feet will be added to the library. The Project Manager complimented the City's permitting process during the tour. He commended Mr. Fitzgerald and the permitting staff.
- Said Mr. Williams is a wonderful Attorney and will be missed.

Vice Mayor Buigas opined about Hispanic Heritage Month and her pride as the first Hispanic woman elected to office in Lake County. She credited her family for coming to the United States and fighting for the American Dream. She said she would continue in their footsteps.

Mayor Boggus adjourned the meeting for a recess at 4:49 p.m.

Mayor Boggus reconvened the meeting at 5:05.

**XI. BUDGET HEARING – FISCAL YEAR 2021-2022 MILLAGE & BUDGET –
READING OF FINAL MILLAGE & BUDGET RESOLUTION – 5:05 P.M.**

Tab 8. Approve Resolution 2021-20 for Millage Rate for FY 2022 – Second Reading

Ms. Novack read Resolution 2021-20 in its entirety as follows:

RESOLUTION 2021 - 20

A RESOLUTION ADOPTING A FINAL MILLAGE RATE OF 6.7579 FOR THE CITY OF TAVARES, FLORIDA, FOR AD VALOREM TAXES FOR FISCAL YEAR 2021-2022; SETTING FORTH THE PERCENT BY WHICH THE MILLAGE RATE IS GREATER THAN THE "ROLLED-BACK" RATE.

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

WHEREAS, the City of Tavares of Lake County, Florida on September 8, 2021, adopted the 2021-2022 Fiscal Year Tentative Millage Rate following a public hearing as required by Florida Statute 200.065.

WHEREAS, the City of Tavares of Lake County, Florida, following due public notice as required by law, held a second public hearing on September 22, 2021, as required by Florida Statute 200.065 on the 2021-2022 Millage Rate; and

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within Lake County has been certified by the County Property Appraiser to the City of Tavares as \$1,138,385,564.

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

1. The City of Tavares Fiscal Year 2021-2022 operating millage rate to be levied is hereby set at 6.7579 mills, which millage rate is greater than the rolled back rate of 6.4948 by 4.05%.
2. The voted debt service millage rate is set at .2391 mills for Fiscal Year 2021-2022.
3. This Resolution will take effect immediately upon its adoption.

Mr. Drury said the millage rate and budget were properly advertised consistent with Florida Statutes in the Sunday edition of the Daily Commercial. He asked Ms. Houghton to highlight the salient points.

Ms. Houghton made the following presentation:

An FY 22 proposed budget for Council's consideration totaling \$50,413,637 that is fully balanced and includes the adjustments made by the City Council at the September 8, 2021 Public Hearing is now ready for adoption. The proposed budget for FY2022 includes, among many other items, the following:

1. *Similar Level of Service.*
2. *General Fund millage rate decrease (from 6.90 to 6.7579) which is 4.05% above the rollbacked rate.*
3. *Debt Service millage rate decrease (from .2623 to .2391).*
4. *Increased reserve appropriations.*
5. *Fire Assessment level funded (no rate increase).*
6. *Employee pay increase of 2.5%.*
7. *Street paving is increased from \$130,000 to \$500,000.*
8. *The annual July 4th and Christmas holiday celebration events are level funded.*
9. *Expanded programs are cut.*

Previously, the City Council discussed the proposed Fiscal Year 2022 Budget at the following public meetings:

- *7/01/2021 – City Council Budget Workshop – (General Fund Budget)*
- *7/21/2021 – City Council Budget Workshop – (Utility and Special Revenue Fund Budgets)*
- *7/21/2021 – City Council Budget Workshop – (Set Maximum Tentative Millage rate)*
- *8/04/2021 – City Council Budget Workshop – (Capital Improvement Plan Presentation)*

- 8/18/2021 – City Council Budget Workshop – (Discussion on FY 2022 Proposed Budget)
- 9/08/2021 – City Council Budget Public Hearing (First Reading for Resolution 2021-20 and 2021-21)

A Tentative Millage Rate was approved by the City Council at the previous Public Hearing (First Reading for Resolution 2021-20) held on September 8, 2021.

This Public Hearing represents the Final Public Hearing (Second Reading – Resolution 2021-20) for Council's consideration to adopt the FY 2022 Operating Millage rate and the FY 2022 Voted Debt Service Millage rate.

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

Mayor Boggus asked for comments from the Council.

Council Member Price said he would like the Council to postpone the Tav Lee Trail project to get to the rollback rate.

Council Member Singer said the Council reduced the millage rate for the third year in a row at 2% lower than the previous year. He said the debt service millage rate was also reduced 8.5%, and noted the state has never reduced the 6% sales tax.

Vice Mayor Buigas noted no one in the audience voiced their opinion and said it reflects the residents are happy with the Council's decision.

MOTION

Lou Buigas moved to approve Option 1, seconded by Troy Singer. The motion carried 3-2 at 5:11 p.m. as follows:

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

Tab 9. Approve Resolution 2021-21 for Budget for FY 2022 – Second Reading

Ms. Novack read Resolution 2021-21 in its entirety as follows:

RESOLUTION 2021-21

A RESOLUTION ADOPTING THE FINAL BUDGET FOR THE CITY OF TAVARES, FLORIDA, FOR THE FISCAL YEAR 2021 - 2022.

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

WHEREAS, a public hearing on the tentative 2021-2022 budget was held at the Tavares City Hall Council Chambers in the City of Tavares, Florida, Lake County, Florida on Thursday, September 8, 2021 at 5:05 p.m., as required by Florida Statutes 200.065; and

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

WHEREAS, the City Council approved the tentative budget for 2021-2022, and

WHEREAS, a second public hearing on the proposed 2021-2022 budget was held in the Council Chambers at the Tavares City Hall, 201 East Main Street in the City of Tavares, Florida, on Wednesday, September 22, 2021, at 5:05 p.m.,

NOW, THEREFORE, BE IT RESOLVED that the Budget for 2021-2022 fiscal year for the City of Tavares, Florida is hereby adopted by the Tavares City Council in the amount of \$50,413,637 at public hearing this 22nd day of September, 2021.

This resolution will take effect immediately upon its adoption.

Mr. Drury said the millage rate and budget were properly advertised consistent with Florida Statutes in the Sunday edition of the Daily Commercial. He asked Ms. Houghton to highlight the salient points.

Mr. Drury said Resolution 2021-21 supports the millage rate previously passed by the Council. He said the budget process began in January 2021 with six public meetings, including public input. The budget funds the Police and Fire departments to keep the city safe and moving forward with the most efficient cost structure. He said it is a great budget, and the process has been transparent. He said the Council has been vigilant throughout the budget process, making sure they represented the residents of Tavares well with a similar level of service.

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

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

MOTION

Troy Singer moved to approve the Budget as presented, seconded by Lou Buigas. The motion carried 3-2 at 5:15 p.m. as follows:

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

XV. ADJOURNMENT

There was no further business and Mayor Boggus adjourned the meeting at 5:15 p.m.

Respectfully submitted,

Susie Novack, MMC, FCRM
City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
10/6/2021**

AGENDA TAB NO.: 4

SUBJECT TITLE: Resolution 2021-26 Request Authorization to Accept Florida Industrial Pretreatment Association C.O.R.E. Grant (Finance)

OBJECTIVE:

Consider approval of Resolution 2021-26 authorizing acceptance of Florida Industrial Pretreatment Association Cooking Oil Recycling Effort, "C.O.R.E." Grant. (Finance)

SUMMARY:

The City of Tavares has been awarded a Florida Industrial Pretreatment Association Grant. The Grant provides funding for Cooking Oil Recycle efforts (C.O.R.E.). The award represents the first C.O.R.E. Grant to be awarded for this program.

The C.O.R.E grant program was developed by the Florida Industrial Pretreatment Association as a state-wide initiative to educate citizens and municipalities on residential used cooking oil collection and recycling. The Florida Industrial Pretreatment Association, a non-profit entity, has awarded the first ever C.O.R.E. Grant in the amount of \$500.00 to the City of Tavares.

Various details of the grant include the following:

- Grant amount is \$500.00
- Municipalities/ utilities must be located in Florida.
- Money used must be documented and a report submitted to the C.O.R.E. Coordinator within six months of the award.
- No grant match is required.

Expenditure items covered by grant include, but are not limited to:

- Printed brochures
- Handouts such as fliers or pens
- Print advertising
- Containers to store cooking oil
- Vehicle wraps or signage

OPTIONS:

1. **Move to Approve Resolution 2021-26** Authorizing Acceptance and Execution of Required

- Agreements for Florida Industrial Pretreatment Association C.O.R.E. Grant.
2. Do Not Approve Resolution 20201-26

STAFF RECOMMENDATION:

1. Move to Approve Resolution 2021-26 Authorizing Acceptance and Execution of Required Agreements for Florida Industrial Pretreatment Association C.O.R.E. Grant.

FISCAL IMPACT:

The Grant provides \$500 in funding for C.O.R.E. initiatives. A match is not required.

LEGAL SUFFICIENCY:

Legally Sufficient.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Resolution 2021-26_FloridaIndustrialPretreatment Association_10062021
2. DOC093021-001

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

RESOLUTION NO. 2021-26

A RESOLUTION OF CITY OF TAVARES, FLORIDA; AUTHORIZING THE ACCEPTANCE OF A GRANT FROM THE FLORIDA INDUSTRIAL PRETREATMENT ASSOCIATION FOR COOKING OIL RECYCLING EFFORTS; AND PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.

WHEREAS, the Florida Industrial Pretreatment Association has awarded the City of Tavares a 2021 Cooking Oil Recycling Effort, "2021 C.O.R.E", Grant.

WHEREAS, the C.O.R.E., Cooking Oil Effort was developed by the Florida Industrial Pretreatment Association as a state-wide initiative to educate citizens and municipalities on residential used cooking oil collection and recycling.

WHEREAS, the C.O.R.E. Program Grant was developed to provide a funding opportunity for utilities and municipalities that would like to start or expand a residential cooking oil recycling program.

WHEREAS, the Florida Industrial Pretreatment Association, a non-profit entity, has awarded the first ever C.O.R.E. Grant in the amount of \$500.00 to the City of Tavares.

WHEREAS, the Grant provides for

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

SECTION I. Grant criteria, elements and requirements of the award include:

- Grant amount is \$500.00
- Municipality/utility must be located in Florida
- Money used must be documented and a report submitted to the C.O.R.E. Coordinator within six months of award

Items covered by grant include, but are not limited to:

- Printed brochures
- Handouts such as fliers or pens
- Print advertising
- Containers to store cooking oil
- Vehicle wraps or signage

Items specifically not covered by grant include, but are not limited to:

- Personnel salary or labor costs

- Location costs
- Fuel or vehicle costs
- Food or beverage costs
- Classes or education for personnel

SECTION I. The City Administrator is hereby authorized to accept and execute an award agreement with the Florida Industrial Pretreatment Association.

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 6th Day of October, 2021

Amanda Boggus, Mayor

ATTEST

Susie Novack, City Clerk

APPROVED AS TO FORM AND LEGALITY

Lindsay Holt, City Attorney

**AGENDA SUMMARY
TAVARES CITY COUNCIL
10/6/2021**

AGENDA TAB NO.: 5

SUBJECT TITLE: Designate a City Council Member to join the Tavares Legislative Delegation Team (City Administrator)

OBJECTIVE:

Designate a City Council Member to Join the Tavares Legislative Delegation Team

SUMMARY:

From time to time the City has items that are at a state level and need a City presence in Tallahassee to move the item forward. Typically, the City Administrator and the Department Director who's wheelhouse the item is in will attend the meetings in Tallahassee to move the initiative. Having a City Council member join the legislative delegation from Tavares provides a benefit to this process.

In the past, it has been either the Mayor or the Council member who is on a specific Horizon Team that is most closely related to this initiative needing a presence in Tallahassee who attends the Tallahassee meetings. An opportunity is presented to Council to keep the same approach or designate one Council member to represent the City's best interest in Tallahassee on all initiatives that require a presence in Tallahassee.

OPTIONS:

1. Maintain the current process of Mayor to represent the City and individual Council members when an item is specific to a Horizon team.
2. Designate one Council member to be the person to represent the City on all Legislative initiatives.

STAFF RECOMMENDATION:

Council discuss which process they would like to implement.

FISCAL IMPACT:

Travel expenses are generally budgeted to cover costs when visiting Tallahassee.

LEGAL SUFFICIENCY:

YES

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
10/6/2021**

AGENDA TAB NO.: 6

SUBJECT TITLE: Tavares Library Expansion Project Update (Community Services)

OBJECTIVE:

Update City Council on the Tavares Library Expansion Project.

SUMMARY:

In May of this year, Morton Construction Company began construction on the library expansion, adding just under 2,400 square feet of additional space to the existing Tavares Public Library. Fully funded through Lake County Impact Fees at an amount of \$1,000,000, the expansion project is on target to be completed in mid-November and remains under budget. The much needed additional space at the library will provide a place to hold programs, activities, and educational meetings.

A slideshow presentation has been prepared to show updates of the progress. Staff is currently planning to hold a ribbon-cutting ceremony at the Library in early December.

OPTIONS:

- 1) To hear the update and watch the slideshow presentation
- 2) To not hear the update or watch the slideshow presentation

STAFF RECOMMENDATION:

Option 1. To hear the update and watch the slideshow presentation

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
10/6/2021**

AGENDA TAB NO.: 7

SUBJECT TITLE: Update City Council on on-line payment options for Building Permits (Finance)

OBJECTIVE:

Update City Council on on-line payment options for Building Permits (Finance)

SUMMARY:

In March 2018, the City of Tavares implemented credit card payment acceptance for Building Permits, and created a Merchant Account with the City's credit card processor. All building permits with the exception of new construction, may be paid by credit card.

In Fiscal Year 2020, staff began the planning process for on-line building permit payment options as well as for on-line building permit inquiry.

After much planning, internal control review, and extensive testing staff has implemented on-line payment availability for most building permit transactions. Building permit customers wishing to pay on-line may now access Click2Gov through the Community Development web page and through the City's Website at www.tavares.org.

The new accessibility for payments does not stop there! Customers may now make inquiries for all building permits on the same site. Customers may access information using a permit number, an address, a parcel name, or permit applicant name.

The Finance Director has prepared a short presentation to provide the City Council an overview of this expanded service option available to building permit applicants and residents.

OPTIONS:

1. Request the Finance Director to present an overview of the Building Permit on-line payment service available to City residents and customers.

STAFF RECOMMENDATION:

Request the Finance Director to present an overview of the Building Permit on-line payment service available to City residents and customers.

FISCAL IMPACT:

There is no fiscal impact to provide an overview.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Building Permit Presentation

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
10/6/2021**

AGENDA TAB NO.: 8

SUBJECT TITLE: City Administrator Report

OBJECTIVE:

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

SUMMARY:

The City Administrator will provide a summary at the meeting.

UPCOMING MEETINGS:

City Council Meeting	October 20, 2021, 4:00 p.m., City Council Chambers
Planning and Zoning Board Meeting	October 21, 2021, 4:00 p.m., City Council Chambers
Library Board Meeting	November 17, 2021, 2:30 p.m., Library Conference Room
Code Enforcement Special Magistrate Hearing	October 26, 2021, 5:00 p.m., City Council Chambers

UPCOMING EVENTS:

Roctoberfest featuring Monster Splash Fly-In, and Marina Ribbon Cutting	October 16, 2021, 10:00 a.m. to 10:00 p.m., Wooton Park Ceremony 11:00am: Seaplane Contests Vendors Family Fun Zone 2:00pm: Papa Wheeliee 6:45pm: Leaving Haven 8:00pm: Scott Stapp
6th Annual Boo Fest	October 29, 2021, 6:00 p.m. to 9:00 p.m., Downtown Tavares Trunk-or-Treat, Games, Kid's Costume Contest, Music, Performers, Food - Contact 352-742-6319 for more information or to sign-up to participate in the Trunk-or-Treat

OUTSIDE AGENCY MEETINGS:

Lake County League of Cities Business Luncheon	October 8, 2021, 11:30 a.m., Mount Dora Golf Course
Lake Sumter MPO Executive Board Meeting	October 27, 2021, 2:00 p.m., 1300 Citizens Boulevard, Leesburg
Tavares Chamber of Commerce Business	October 27, 2021, 11:30 a.m., Tavares Pavilion on

Luncheon	the Lake
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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
10/6/2021**

AGENDA TAB NO.: 9

SUBJECT TITLE: City Council Member Reports

OBJECTIVE:

To inform the 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.