



**AGENDA
TAVARES CITY COUNCIL
May 4, 2022
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 Erik Filkin

III. APPROVAL OF AGENDA

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2 Proclamation - National Public Works Week (Mayor)

Tab 3 Proclamation - National Association of Letter Carriers 'Stamp Out Hunger' Food Drive (Mayor)

V. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EX PARTE COMMUNICATIONS

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO RECORD

VII. CONSENT AGENDA

Tab 4 Approval of the April 20, 2022 City Council Regular Meeting Minutes (City Clerk)

VIII. RESOLUTIONS

Tab 5 Resolution 2022-08, Authorize Acceptance Florida Job Growth Grant from the Florida Department of Economic Opportunity (Public Works)

IX. ORDINANCES - PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

- Tab 6 Tavares July 4th Parade Discussion (Community Services)
- Tab 7 City Council Goals For City Administrator to Implement and Performance Evaluations (City Administrator)
- Tab 8 Spring Holiday (Human Resources)
- Tab 9 Interlocal Government Agreement Between City of Tavares & Lake Technical College (Public Works)
- Tab 10 Letter Supporting County Ordinance Prohibiting Dangerous Use of Public ROW (City Administrator)
- Tab 11 American Rescue Plan Act Spend Plan Prioritization (City Administrator)

XI. NEW BUSINESS

XII. OLD BUSINESS

XIII. AUDIENCE TO BE HEARD

XIV. REPORTS

- Tab 12 City Administrator Report
- Tab 13 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
5/4/2022**

AGENDA TAB NO.: 1

SUBJECT TITLE: Pastor Erik Filkin

OBJECTIVE:

Pastor Erik Filkin will provide the invocation and lead those present in the Pledge of Allegiance.

SUMMARY:

Pastor Erik Filkin 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
5/4/2022**

AGENDA TAB NO.: 2

SUBJECT TITLE: Proclamation - National Public Works Week (Mayor)

OBJECTIVE:

For the Mayor to read a proclamation declaring May 15 through 21, 2022 as National Public Works Week, with adoption by the City Council.

SUMMARY:

The dedicated efforts of public works professionals, who are responsible for the efficient operation of public works systems and programs such as streets and highways, public buildings, solid waste collection, parks and canal maintenance, water and sewers, are of vital importance to the public health, high quality of life and well-being of the people of the City of Tavares.

The proclamation recognizes the contributions that public works professionals make every day to our health, safety, comfort, and quality of life in the City of Tavares.

OPTIONS:

1. For the Mayor to read the Proclamation declaring May 15 through 21, 2022 as National Public Works Week, with adoption by the Council.
2. Do not approve the Proclamation.

STAFF RECOMMENDATION:

Option 1, for the Mayor to read the Proclamation declaring May 15 through 21, 2022 as National Public Works Week, with adoption by the Council.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Proclamation - National Public Works Week

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



PROCLAMATION

**National Public Works Week
May 15-21, 2022**

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to communities; and

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals; and

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the City of Tavares to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs; and

WHEREAS, the year 2022 marks the 62nd annual National Public Works Week sponsored by the American Public Works Association.

NOW, THEREFORE, the Tavares City Council does hereby proclaim May 15 through 21, 2022 as

NATIONAL PUBLIC WORKS WEEK

And, call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions that public works officials make every day to our health, safety, comfort, and quality of life.

PASSED AND DULY ADOPTED by the Tavares City Council on this 4th Day of May 2022.

Lori A. Pfister, Mayor

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/4/2022**

AGENDA TAB NO.: 3

SUBJECT TITLE: Proclamation - National Association of Letter Carriers 'Stamp Out Hunger' Food Drive (Mayor)

OBJECTIVE:

For the Mayor will read a proclamation designating May 14, 2022 as Stamp Out Hunger Food Drive, with adoption by the City Council.

SUMMARY:

The City received a proclamation request from Nelitza Maymi, Central Florida Letter Carriers Branch 1091 Food Drive Coordinator, to declare Saturday, May 14, 2022 as Stamp Out Hunger Food Drive Day in Tavares, and recognize the hard work of letter carriers for their efforts to help those in need in our community.

The 30th annual Stamp Out Hunger Food Drive will be held Saturday, May 14, 2022. Letter carriers across the country collect non-perishable food as part of the nation's largest one-day food drive, distributing the donations to their local food banks. All citizens are encouraged to place nonperishable food next to their mailbox prior to their letter carrier's arrival on Saturday, May 14.

OPTIONS:

1. For the Mayor to read a Proclamation declaring Saturday, May 14, 2022 as Stamp Out Hunger Food Drive Day in Tavares, with adoption by the City Council.
2. Do not adopt the Proclamation.

STAFF RECOMMENDATION:

Option 1, for the Mayor to read a Proclamation declaring Saturday, May 14, 2022 as Stamp Out Hunger Food Drive Day in Tavares, with adoption by the City Council.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. CFLC Stamp Out Hunger Drive

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



PROCLAMATION

NATIONAL ASSOCIATION OF LETTER CARRIERS 30TH ANNUAL STAMP OUT HUNGER FOOD DRIVE SATURDAY, MAY 14, 2022

WHEREAS, every year on the second Saturday in May, letter carriers across the country collect non-perishable food as part of the nation's largest one-day food drive, distributing the donations to local food banks; and,

WHEREAS, this event is the nation's largest one-day effort to combat hunger with more than 1.6 billion pounds of donations to community food banks and pantries over the past 29 years; and,

WHEREAS, the National Association of Letter Carriers collected 1.6 billion pounds of food, and the Central Florida Letter Carriers NALC Branch collected over 1 million pounds of food; and,

WHEREAS, we would like to recognize letter carriers for their hard work and commitment to their communities. All of the food collected in our community stays in our community and we support carriers' efforts to help those in need; and,

NOW, THEREFORE, the City Council of the City of Tavares does hereby proclaim Saturday, May 14, 2022 as '**STAMP OUT HUNGER FOOD DRIVE DAY**' in the City of Tavares, and encourages the citizens of our community to support the food drive by placing non-perishable food items in or near your mailbox on food drive day.

PASSED AND ADOPTED this 4th day of May 2022 by the Tavares City Council.

Lori A. Pfister, Mayor

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/4/2022**

AGENDA TAB NO.: 4

SUBJECT TITLE: Approval of the April 20, 2022 City Council Regular Meeting Minutes (City Clerk)

OBJECTIVE:

To consider approval of the April 20, 2022 City Council regular meeting minutes.

SUMMARY:

Attached are the April 20, 2022 City Council regular meeting minutes as submitted by the City Clerk.

OPTIONS:

1. Move to approve the City Council meeting minutes as submitted by the City Clerk.
2. Move to approve the City Council meeting minutes with corrections.

STAFF RECOMMENDATION:

For the Council's consideration.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. 04-20-2022 CC Minutes

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



**TAVARES CITY COUNCIL
MEETING MINUTES
APRIL 20, 2022 – 4:00 PM
TAVARES CITY HALL COUNCIL CHAMBERS
201 EAST MAIN STREET, TAVARES**

COUNCIL MEMBERS PRESENT

**Lori Pfister, Mayor
Walter Price, Vice Mayor
Amanda Boggus, Council Member
Sandy Gamble, Council Member
Troy Singer, Council Member**

STAFF PRESENT

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

I. CALL TO ORDER

Mayor Pfister called the meeting to order at 4:00 p.m. She asked those who wished to speak on an agenda item to complete and submit a Request to Speak form.

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1. Pastor Greg Watts, Liberty Baptist Church

Pastor Greg Watts, Liberty Baptist Church, provided the invocation and led those present in the Pledge of Allegiance.

III. APPROVAL OF AGENDA

Mayor Pfister asked for any changes to the Agenda. Mr. Drury said staff had no changes.

MOTION

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

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2. Tavares High School Hall of Fame Presentation

Jacob Stein, Principal, Tavares High School, provided a high-level overview of a new program at Tavares High School, Tavares High School Athletic Hall of Fame. He said the Hall of Fame would be an annual event and noted several area high schools had implemented similar programs. A committee was formed to determine the award criteria and open application process. Mr. Stein said Tavares High School would celebrate its 100th anniversary in four years.

Greg Raczkowski, Athletic Director, Tavares High School, said the committee was selected by Mr. Stein, including staff personnel, community members, and retired educators. He reviewed the programs eligibility requirements as follows:

- Athletes who graduated from Tavares High School are eligible ten years after graduation and are selected based on individual school accomplishments, college accomplishments, and professional accolades.
- Coaches are eligible five years after retirement and are selected based on years of service and performance coaching or administering a sport.
- Community members who have enhanced the overall athletic high school experience are also eligible based on years of service and documented philanthropies.

Mr. Raczkowski said the school is excited about the inaugural Hall of Fame game, and the program would take place at the August 26, 2022, football game during half-time.

Mayor Pfister noted her support.

Tab 3. Tavares Chamber of Commerce Update

Mr. Drury said the Chamber President and CEO could not attend the meeting and the Council's representative to the Chamber of Commerce, Council Member Singer, had a few words to share.

Council Member Singer said he and Mr. Tweedie attended a recent monthly Chamber Directors meeting. He said they provided an update on current projects in the City, including the approval of the RAISE grant application. He said Mr. Tweedie provided an update on the City's economic development plan.

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

Tab 4. Proclamation – Water Conservation Month

Mayor Pfister read a Proclamation declaring April 2022 as Water Conservation Month in the City of Tavares.

MOTION

Amanda Boggus moved to approve the Proclamation, seconded by Walter Price. The motion carried unanimously 5-0.

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

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Ms. Novack read the following resolution by title only:

RESOLUTION 2022-07

A RESOLUTION OF THE CITY OF TAVARES, FLORIDA RELATING TO THE STATE REVOLVING FUND LOAN PROGRAM; AUTHORIZING FIRST AND FINAL AMENDMENT TO 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 Pfister asked if anyone wished to pull an item from the Consent Agenda. There were none.

MOTION

Amanda Boggus moved to approve the Consent Agenda [Tab 5. Approval of the April 6, 2022, City Council Regular Meeting Minutes], seconded by Sandy Gamble. The motion carried unanimously 5-0.

Tab 5. Approval of the April 6, 2022 City Council Regular Meeting Minutes

Approved on the Consent Agenda.

VIII. RESOLUTIONS

Tab 6. Approve and Adopt Resolution 2022-07 Authorizing the First Amendment and Final Amendment to Close-Out the SRF Loan DW 350980

Ms. Houghton made the following presentation:

Previously, the City Council Adopted Resolution 2021-14 authorizing the application and acceptance of State Revolving Loan DW350980 for design activities for the Lake Hermosa Permanent Booster Pump Project. The loan document was executed on July 15, 2021, with a disbursable loan amount of \$240,000.

This amendment, Amendment One (1), provides a completion date for the project and finalizes (closes) the loan for the Lake Hermosa Permanent Booster Pump Project Design Activities. In addition, the Amendment changes the date for the first semi-annual loan payment from November 15, 2022, to February 15, 2023. (Changes are shown in italics.)

- *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, 2022~~ February 15, 2023*
- *Loan term is Ten (10) years*
- *Annual loan interest rate is 1.08%*
- *Completion of Project Design Activities is scheduled for August 15, 2022.*

Staff recommends Option 1, for Council to move to approve Resolution 2022-07 which authorizes the Mayor to execute SRF Loan DW350980 Amendment One (1) to close-out and finalize the loan.

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

MOTION

Amanda Boggus moved to approve Resolution 2022-07, seconded by Troy Singer. The motion carried unanimously 5-0.

IX. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

Tab 7. RAISE Grant Application Update

Mr. Dillon said the Council approved a resolution for the RAISE grant application on February 6, 2022. In partnership with Lake County and the City of Mount Dora, the resolution authorized staff to submit the application to the United States Department of Transportation for the \$25 million dollar RAISE Grant application for the planned Wekiva Trail extension project Segment 1 and Segment 5. He said staff successfully applied by the due date, April 14, 2022, at 5:00 p.m. If awarded, the project would complete the regional Wekiva multi-modal trail extension Segments 1 and Segment 5. Mr. Dillon said the segments are the last phases of the 26-mile paved regional trail. The proposed 14-foot-wide Rails-to-Trails project extends 11.5 miles and will provide a safe, high-quality, multi-modal corridor.

Mr. Dillon noted letters of support were included in the agenda packet. He said letters from the City's state representatives would be obtained once the application is submitted and a federal application was assigned an identification number. When the letters of support are received, staff would forward to the USDOT, who will include the letters with the application. Mr. Dillon said the City met with Congressman Daniel Webster, Senator Marco Rubio, and Senator Dennis Baxley to support the application.

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

Tab 8. Award and Authorize Contract for ARPA Funded Road Paving Bid 2022-0009

Ms. Houghton made the following presentation:

On February 16, 2022, the City of Tavares City Council Adopted Resolution 2022-02 which authorized the election of the Standard Option for funds awarded to the City of Tavares from the American Rescue Plan Act of 2021 (ARPA). The Resolution provided a Spend Plan which included Road/Street Paving for various City Streets/Roads.

In response to the approval of the City of Tavares ARPA Spend Plan, ARPA Funded Bid 2022-0009 for City Road Paving was issued and advertised on March 13, 2022.

Bids were received and opened on April 8, 2022 with two firms responding. The two responding firms and their respective bids are shown below:

*Paquette Company, Inc.
101 Weber Avenue
Leesburg, FL 34748
\$1,205,000.00*

*Hubbard Construction Company
P.O. Box 547217
Orlando, FL 3854-7217
\$2,068,587.47*

The City's Engineering consultant, Griffey Engineering, has reviewed the submitted bids and recommends the low bid, Paquette Company, Inc.

The following are attached for Council's review:

- *Bid 2022-0009 Advertisement*
- *Bid Opening Minutes*
- *Bid 2022-0009*
- *Listing of Roads to be Paved*

Staff recommends Option 1, for the Council to move to award ARPA Funded City of Tavares Bid 2022-009 for Rad Paving to Paquette Company, Inc., and authorize the City Administrator to execute contract documents, and issue a Notice to Proceed.

Ms. Houghton said the Spend Plan authorized \$1,083,195 for road paving and another \$43,195 for the City Hall Building Department parking lot. The bid came in at \$211,805, greater than the amount set aside in the Spend Plan. The Spend Plan also set aside \$787,812 for contingency. She said \$211,805 would come from the contingency funds leaving \$576,007 in contingency funds for other ARPA-funded projects.

Mayor Pfister asked for comments from the Council.

Vance Jochim, 12619 Milwaukee Avenue, Lake County, congratulated the Council on using ARPA funds for the road paving and parking lot. He recommended using reserve funds to repair the dock at the Tavares Nature Park.

MOTION

Amanda Boggus moved to approve the Paquette Company, Inc. bid award, seconded by Troy Singer.

Council Member Gamble said this is the first ARPA-funded project brought to the Council. He said the Council might wish to review the project list and prioritize as Reserves may deplete within 5 or 6 projects. Mayor Pfister concurred.

Mr. Drury said staff would bring the project list to the next meeting to provide the Council an opportunity to prioritize projects.

The motion carried unanimously 5-0.

Mayor Pfister said she is happy a Lake County company was awarded the project.

XI. NEW BUSINESS

4th of July Celebration

Mayor Pfister said after speaking with her constituents, she had second thoughts about holding a street parade during the July 4th Celebration event. She stated her interest in having a festival during the evening after the afternoon rains. She asked Mr. Aldrich for his comments.

Mr. Aldrich said the July 4th event had included a street parade at 5:00 p.m., followed by activities and entertainment in the park. The evening ends at 9:00 p.m. with a fireworks show. Staff is currently planning for the parade, food trucks, and entertainment. If the Council wishes not to have a parade, staff would focus more on entertainment and family activities. The financial end of the parade is insignificant, with a few dollars spent on parade awards. The majority of the event budget goes toward entertainment, activities, and fireworks. He said the Police, Fire, Public Works, Utilities, and Parks staff could be redirected to work other parts of the event in the park. Mr. Aldrich said his team is prepared to move forward either with or without the parade at Council's direction.

Mayor Pfister asked the Council if they would like to have the topic agendaized for further discussion, which would provide an opportunity for the Council to discuss with their constituents. She said the citizens she spoke with were more comfortable having a family-oriented event in the evening during cooler temperatures. She inquired about parade attendance. Mr. Aldrich confirmed attendance is down.

Mr. Drury noted the parade had many delays due to Florida's afternoon showers, and the fireworks were not affected as much because they were held later in the evening.

Council Member Gamble said the parade was held in the morning years ago, with the remainder of the day spent on events and entertainment in the park. He noted the Tavares Chamber of Commerce was involved in the parade during that time.

Mayor Pfister said school bands did not participate in parades as school was not in session during the summer.

There was a consensus from the Council to place the July 4th Celebration parade on the May 4, 2022 agenda for discussion.

SR 19

Mayor Pfister said had been an above-average number of accidents on SR 19. She asked if Council would support asking staff to approach FDOT to evaluate and possibly improve safety in the area.

Council Member Boggus asked which portion of SR 19. Mayor Pfister said from Dead River Road to Slim Haywood Road. Chief Lubins confirmed the high accident rates in the area and provided statistics.

There was a consensus from the Council to approach FDOT.

Vice Mayor Price noted traffic issues and accidents at the intersection SR19 to SR561 and would be in support of exploring a traffic light at the intersection. Mayor Pfister noted upcoming development in the area and said she would like to address road issues sooner rather than later. Mr. Drury said staff would meet with FDOT District 5 for an evaluation. Staff would bring back their findings and recommendations to the Council.

Spring Employee Holiday

Mayor Pfister stated her appreciation for City employees. She said Tavares is growing, and it is important to hold on to the small-town feel and keep employees happy. Mayor Pfister discussed the Spring season and asked the Council to consider giving the City's employees an annual day off on Friday before the first Sunday after the vernal equinox, the first official day of Spring.

Council Member Boggus asked if it matches with Good Friday each year. Mayor Pfister said it does. She said it would be a spring holiday which the employees currently do not have, and believed it is a good day to provide the employees with an extra day off.

Council Member Gamble asked if it would be a paid holiday. Mayor Pfister confirmed. Council Member Gamble noted his support.

Vice Mayor Price noted his support and said many businesses are closed during that time.

Council Member Singer asked if City Hall would be closed. Mr. Drury confirmed.

Council Member Boggus asked if the Mayor would like to agendaize for discussion. Mayor Pfister confirmed and asked Mr. Drury to place the item on the next agenda.

Tavares Nature Park and Squibb Park

Council Member Gamble said he would like to present an item for consideration to be placed on the next meeting agenda. He said the City has two wetlands parks and insufficient staffing and equipment to maintain; Squibb Park and Tavares Nature Park. He asked the Council if Mr. Drury and his staff could investigate the possibility of giving the wetland parklands to the State of Florida as the State has the equipment to maintain preserves.

Council Member Boggus asked for more detail on maintenance issues in the parks. Council Member Gamble said Squibb Park has a boardwalk on the ground needing repair. He noted safety concerns for emergency access during rainy seasons. He said the expense of maintaining the parks takes staff away from other areas of responsibility and duties.

Mayor Pfister noted her support to place the item on the agenda.

Council Member Boggus noted her support as long as conservation issues were addressed, including the loss of conservation areas the City claims and potentially restricted access to public parks. She said the City had extensive square footage in both parks that would be depleted and was concerned if the State would improve the property.

Mr. Drury said staff could evaluate the cost of maintaining the parks and if the State would be willing to take over and run the parks as State parks. He said it would take time to research thoroughly, and an evaluation could be made and brought back to Council. Staff would need to go to Tallahassee and meet with the Trust Fund Board and any other groups involved to discuss the intent of the Council to keep the natural preserve parks available to the public and State-run. He said staff would bring back the process and cost savings.

Vice Mayor Price said having the State take over the two parks may be a good alternative for the City as the \$800,000 dock was cut from the budget each year. He said he understands many restrictions were placed on Tavares Nature Park when the City acquired the land and the original agreement would need legal review.

Mayor Pfister encouraged the Council to bring items up during New Business.

XII. OLD BUSINESS

XIII. AUDIENCE TO BE HEARD

Deb Murphy, 1723 Sunrise Court, Tavares, said growth discussions had been held in Tavares and across the State. She noted a concern that there are many definitions of affordable housing and said she would like to know the Council's definition of affordable housing.

Vance Jochim, 12619 Milwaukee Avenue, Lake County, discussed parking signs put up by the County around the County Administration building and parking garage. He said the signs restrict parking, and he has encouraged the County to place a disclosure on the signs that states parking is allowed after 5:00 p.m. He said a request made to the county to change the verbiage on the signs to allow parking after 5:00 p.m. may help downtown businesses.

Mr. Jochim asked if there are actual costs spent on each park for comparison as there may be other parks the City is spending more on.

Pastor Mike Watkins 805 Summerall Avenue, Tavares, noted his concern regarding traffic on Aloma Street. He said the neighborhood has elderly residents afraid of the high-speed traffic and allowing their grandchildren to play in the area. He asked if there could be a way to stop vehicles from cutting through the neighborhood from SR19 to SR561.

Lou Buigas 110 E Ianthe Street, Tavares, said the Lake County Museum of Art was hosting a Salvador Dali exhibit. She said Tavares was the first of three stops in the United States for the show. The museum was open Thursday through Saturday from 12:00 p.m. to 8:00 p.m., and the exhibit will remain through May 28, 2022.

XIV. REPORTS

Tab 9. City Administrator Report

Mr. Drury said the City would be placing boulders at the entrance to Tavares Nature Park to curtail unauthorized vehicle access. Mr. Jochim noted there is a second entrance to the park. Mr. Drury said staff would look at that entrance as well.

Mr. Tweedie said Planes, Tunes & BBQ was rescheduled to May 13 and 14, 2022.

Mr. Clark provided an update on the Lake Francis Estates project. He said the project is scheduled to conclude on May 15, 2022, and remains within budget.

Tab 10. City Council Member Reports

Council Member Gamble

- Council Member Gamble said he would not be available to attend Planes, Tunes & BBQ as he had a scheduling conflict.
- Council Member Gamble said water on each side of the Lake Francis Estates entrance was still high. He said it was his understanding the entrance would be raised. Mr. Clark said the second lift would be higher, and once completed water should sheet off the road.

Council Member Singer

- Council Member Singer noted America in Bloom judges would be in Tavares during the week and he was looking forward to hearing their feedback. He noted his support for the program and thanked Mr. Dillon, Traci Anderson, Parks Supervisor, and her team for their efforts.
- Council Member Singer said he recently read a Police Department report discussing the heroics during a recent incident. He asked the Chief to thank the Officers for their efforts each day. He recognized Officer Bannick, Corporal O'Shea, and Officer Carter for their heroism.

Vice Mayor Price

- Vice Mayor Price said he was looking forward to the Planes, Tunes & BBQ, and the Paratrooper events.

Mayor Pfister

- Mayor Pfister said it was a good meeting and she is excited about the upcoming events coming up.

XV. ADJOURNMENT

There was no further business and Mayor Pfister adjourned the meeting at 4:59 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/4/2022**

AGENDA TAB NO.: 5

SUBJECT TITLE: Resolution 2022-08, Authorize Acceptance Florida Job Growth Grant from the Florida Department of Economic Opportunity (Public Works)

OBJECTIVE:

Consider approval of Resolution 2022-08 authorizing acceptance of Florida Job Growth Infrastructure Grant from the Florida Department of Economic Opportunity and authorize execution of the grant agreement.

SUMMARY:

Previously, Governor DeSantis awarded the City of Tavares a Florida Job Growth Infrastructure Grant from the Florida Department of Economic Opportunity in the amount of \$6,000,000 to provide funding assistance for design and construction services for the new Public Works Operations Center. The grant has been awarded by the State of Florida to the City of Tavares as a direct recipient, and no match is required. Resolution 2022-08 authorizes execution of the Grant Agreement for the grant award.

The scope of the project funded by the grant includes the following:

- The Administration building will be designed as a hardened building that will shelter and protect city staff and emergency response teams.
- The project includes design, architecture, MEP (mechanical, electrical, and plumbing), and construction of 17,277+/- square fee space within the new City Public Works Operation Center.
- Building A – 8530 sq. ft. single story office building to house City of Tavares Public Works Administration staff, conference and meeting spaces, break room, and locker room. The construction type is hardened 7" tilt wall construction with steel trusses forming a metal panel barrel roof. The 54' x 164' building will also provide a safe place for staff in emergencies.
- Building C – 8747 sq. ft. two-story shop / education tenant shell building to house the Lake Technical College Diesel School. This space will allow for (6) learning bays with lifts and diagnostic equipment, class rooms and student lab spaces with restrooms. The construction type is hardened 9" tilt wall construction with steel bar joist floor and roof structure, and metal decking supports a lite weight concrete – single ply roof system.

The Public Works Operations Center will include additional funding to complete the project. Funding sources include the following:

- \$6,000,000 - Florida Job Growth Infrastructure Grant - FL DEO
- \$4,500,000 - City Borrowing
- \$ 775,497 - Lake County Community Development Block Grant (CDBG), Federal Pass-

through

- \$3,100,000 - Federal ARPA
- \$1,000,000 - Solid Waste Reserves
- \$3,500,000 - Lake County Work Force Dev (Lake Tech is Recipient - reimbursements to City of Tavares through Interlocal Agreement)

Total: \$18,875,497

Various details of the grant include the following:

- Grant Services/Project Scope: New Public Works Complex Project
- Agreement Expiration Date: December 31, 2036
- Grant Award: \$6,000,000
- Grant Match: \$0.00
- Catalog of State Assistance Catalog No.: Not provided.
- Federal Catalog No Identifier: N/A.
- The City of Tavares is a direct recipient for this grant from the State of Florida.
- The grant is subject to Federal and State Single Audit Requirements.
- Compliance with Florida States Section 255.0991 and 255.0992
- Audit Requirements are/may be subject to Florida Statutes § 217.97 as well as 2 CFR Part 200, Sub Part F: 2 CFR §200.425; 2 CFR §200.502-503; 2CR §200.514.
- The Agreement requires quarterly project progress reporting; Return on Investment reporting, and Final Close-out report.

OPTIONS:

1. **MOVE to APPROVE** RESOLUTION NO. 2022-08 authorizing the City Administrator to execute Florida Job Growth Infrastructure Grant with the Florida Department of Economic Opportunity.
2. Do Not APPROVE Resolution 2022-08.

STAFF RECOMMENDATION:

1. **MOVE to APPROVE** RESOLUTION NO. 2022-08 authorizing the City Administrator to execute Florida Job Growth Infrastructure Grant with the Florida Department of Economic Opportunity.

FISCAL IMPACT:

There is no fiscal impact to accept the grant. Bids for debt and the project will come back to the Council for approval.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Resolution 2022-08_FL Job Growth Infrastructure Grant_FL DEO_05042022_4
2. Res 2022-08_Project Site_ Exhibit A_
3. Res 2022-08_Project Budget_ Exhibit B
4. Infrastructure Agreement City of Tavares-4.20.22 (003)

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/4/2022**

AGENDA TAB NO.: 6

SUBJECT TITLE: Tavares July 4th Parade Discussion (Community Services)

OBJECTIVE:

To discuss the July 4th Parade

SUMMARY:

At the previous City Council meeting, the Council requested to discuss replacing the July 4th Parade in Downtown with more family-friendly activities in the park. An opportunity is presented for the Council to hold this discussion.

By way of background, the July 4th Parade is held along both Ruby Street and Main Street in Downtown at 5:00pm on July 4th. Immediately following the parade, family games and activities, along with food vendors and musical entertainment, are available in Wooton Park and Tavares Square. The evening ends around 9:00pm with a large fireworks display along the waterfront on Lake Dora.

If the Parade is removed from the list of July 4th activities, staff would focus on developing enhanced family-friendly activities in the park and possibly add more food trucks and entertainment for the community.

OPTIONS:

1. Replace the July 4th Parade with more family-friendly activity
2. Keep the July 4th Parade as currently planned

STAFF RECOMMENDATION:

For the Council to discuss and provide direction to staff

FISCAL IMPACT:

Parade awards range from \$150 - \$200 each year. That savings would be put towards increased family-friendly activities.

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
5/4/2022**

AGENDA TAB NO.: 7

SUBJECT TITLE: City Council Goals For City Administrator to Implement and Performance Evaluations (City Administrator)

OBJECTIVE:

To establish the annual City Council Goals for the City Administrator to implement and set a pay adjustment if any.

SUMMARY:

Annually, the City Council develops their performance evaluations (Attached) and each Councilmember identifies their top goals for the Administrator to implement, which are enumerated below.

Mayor Pfister's goals:

1. Continue to recommend incremental millage rate reductions
2. Evaluate and present Tavares Square for highest and best use
3. Pursue the Rails to Trails for the Tavares to Mount Dora Trail
4. Pursue the YMCA Regional Park Project
5. Implement the Council's Smart Growth initiatives

Vice-Mayor Price goals:

1. Set Millage at Roll-Back-Rate
2. West Main Street Gateway
3. Continue road paving
4. Reduce City debt
5. Attract commercial development

Council Member Boggus goals

1. Transparency budgeting
2. Community engagement
3. Grant seeking continued
4. Debt Timeline - Paying off (General Fund)
5. Project timeline updates
6. Benchmarking

Council Member Gamble goals

1. Incremental mileage rate reductions
2. Rails to Trails Grant

3. Regional Park
4. Take care of City Employees
5. Pay down City debt
6. Improve maintenance of ball fields

Council Member Singer Goals

1. Continue the steady as you go approach when it comes to lowering our millage
2. Continue to provide the high quality of life our residents and business owners deserve.
3. Continue to fairly compensate the City employees who make Tavares a desirable place to live, work and play.
4. Continue investing in the City's future by maintaining and improving our important infrastructure.
5. Do not burden current taxpayers with future projects.
6. Be fiscally responsible with taxpayers' money.
7. Continue to peruse grants which help offset city costs.
8. Keep reserves at healthy levels.
9. Continue a business-friendly environment that draws more diverse businesses to our community, thus lowering the tax burden on everyone.
10. Continue supporting our first responders by making sure they have needed funding to do their jobs.
11. Pursue policies that make our city visually appealing to our residents, business owners, and visitors.
12. Use knowledge gained from the Smart Growth Horizon project to guide the City's direction of growth moving forward.
13. Be sure all departments are adequately staffed to deliver the needed services our residents, business owners, and visitors want and deserve

An opportunity is presented for the Council to:

1. Approve or make changes to the Collective City Council Goals enumerated above and
2. Set a pay adjustment (if any)

Once the collective goals are established and approved, the City Administrator will incorporate them into his work program over the next year.

OPTIONS:

1. Review and approve the goals and then set a pay adjustment (if any)
2. Review and change the goals and then set a pay adjustment (if any)

STAFF RECOMMENDATION:

Review and approve the goals. Discuss pay adjustment.

FISCAL IMPACT:

None to review and approve the goals. Any pay adjustment would be reflected in next fiscal year's budget.

LEGAL SUFFICIENCY:

YES

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Performance Evaluations

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/4/2022**

AGENDA TAB NO.: 8

SUBJECT TITLE: Spring Holiday (Human Resources)

OBJECTIVE:

To discuss adding a Spring Holiday to the employee holiday schedule.

SUMMARY:

During the April 20, 2022 City Council meeting, Council requested a discussion be brought back regarding the addition of a paid Spring Holiday. Attached is a spreadsheet that identifies all current employee holidays for the City of Tavares and Lake County Government.

OPTIONS:

1. Discuss and approve
2. Discuss and do not approve

STAFF RECOMMENDATION:

Council discuss adding this holiday next fiscal year and provide staff direction.

FISCAL IMPACT:

\$22,830.19

LEGAL SUFFICIENCY:

Yes

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Agenda - Spring Holiday Benefit

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/4/2022**

AGENDA TAB NO.: 9

SUBJECT TITLE: Interlocal Government Agreement Between City of Tavares & Lake Technical College (Public Works)

OBJECTIVE:

Council to consider entering into an agreement with Lake Technical College to codify the partnership on developing and maintaining a joint-use Lake Technical Educational Facility co-located with the new proposed City Public Works Facility.

SUMMARY:

Lake Technical College has established a partnership with the City of Tavares to co-locate their student educational, instructional, and certification transportation programs at the City of Tavares new Public Works facility. This is a first-of-its-kind in the State of Florida partnership for which Governor Ron DeSantis recently provided a \$6 Million Grant to the City of Tavares to get this project over the finish line. The Lake Tech. programs to be located at this one-of-a-kind joint-use facility will include:

1. Diesel Systems Technician 1 & 2 programs
2. Automotive Service Technology 1 & 2 programs
3. Auto Collision program

These three programs would be offered in a facility funded in part by the previously received grant awarded to the City of Tavares from the Governor's office in the amount of \$6 Million in addition to a Lake County Workforce Development Grant awarded to Lake Technical College in the amount of \$3.5 million. The educational facility would be co-located at the new proposed Public Works Operations Facility to be located off Captian Haynes Road that is currently under final design and incorporating this innovative skilled workforce development educational component.

Over the past year, the City worked with Lake Technical College to secure the \$6 million grant from the Governor's office and the Lake County Workforce Development Grant, both of which were successfully awarded. The attached agreement has been developed by City and Lake Tech. Administration and reviewed, edited, and finalized by the two respective City and Lake Tech. attorneys.

Salient points include:

1. Identifying the Public Works Director as the project manager and providing an opportunity for Lake Tech. to appoint its Project manager.
2. Appointing GaterSkch Corporation Architectural firm which was selected by the City Council through a public procurement competitive process to be the Architect of Record.
3. The referenced Architectural Site Plan (Exhibit A) depicting the project has been approved by both parties.
4. Describes the payment process that both parties agree to for architectural and construction services.
5. Describes the collaborative process between City and Lake Tech on approval of the Architectural

plans.

6. Describes and agrees to the \$18,875,497 funding program depicted in Exhibit B.

OPTIONS:

1. Move to approve the interlocal agreement, and authorize the City's Administrator to execute same.
2. Make changes and then approve the agreement.

STAFF RECOMMENDATION:

Option 1 - Move to approve the interlocal agreement, and authorize the City's Administrator to execute same.

FISCAL IMPACT:

See Exhibit B of the attached Agreement which reflects and breaks down the \$18,875,497 joint use facility as follows:

\$13, 375,497 Grants (71% of project costs)

\$ 5,500,000 Previously approved City funding (29%)

\$18,875,497 (Total Project Cost for joint use new Public Workks facility)

LEGAL SUFFICIENCY:

YES

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Tavares - Lake Tech College Transportation Training Center - Design and Construction Agreement 4-29-2022
2. Exhibit A
3. Exhibit B

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/4/2022**

AGENDA TAB NO.: 10

SUBJECT TITLE: Letter Supporting County Ordinance Prohibiting Dangerous Use of Public ROW (City Administrator)

OBJECTIVE:

Authorization of letter supporting County Ordinance Prohibiting Dangerous Use of Public ROW (City Administrator)

SUMMARY:

Lake County Commissioner Kirby Smith proposes the attached County Ordinance and seeks a letter from the City supporting this Ordinance.

OPTIONS:

Authorize the Mayor on behalf of the City Council to issue a letter of support.
Do not authorize a letter of support

STAFF RECOMMENDATION:

Authorize the Mayor on behalf of the City Council to issue a letter of support

FISCAL IMPACT:

None

LEGAL SUFFICIENCY:

yes

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. 2022-____ Art XII Chp 3_3-25-2022

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/4/2022**

AGENDA TAB NO.: 11

SUBJECT TITLE: American Rescue Plan Act Spend Plan Prioritization (City Administrator)

OBJECTIVE:

To prioritize the list of projects approved by the City Council for funding using American Rescue Plan Act (ARPA) funding.

SUMMARY:

The City Council approved a City of Tavares Standard Allowance ARPA Spend Plan at the February 2, 2022 City Council meeting. The original Spend Plan included \$8,101,839 for projects and \$787,812 for contingencies for price escalations.

The City's ARPA Spend Plan was further amended at the April 20, 2022 City Council meeting to allow for an increase in the costs to pave roads and resurface the building department parking lot. The amended Spend Plan for project costs totals \$8,313,644 with \$576,007 remaining in contingency.

At the previous City Council meeting, Council requested that the list of ARPA projects be brought back to the City Council to be prioritized due to potential price escalations that may occur and cause a project to drop off. Attached is the approved list of projects for the Council to prioritize, listed in the City Administrator's recommended order of prioritization.

OPTIONS:

Option 1: Discuss and approve the City Administrator's priority recommendations for funding ARPA projects on the ARPA Spend Plan.

Option 2: Discuss and change the prioritization on the ARPA Spend Plan.

STAFF RECOMMENDATION:

Council discuss and approve a priority list for projects on the ARPA Spend Plan.

FISCAL IMPACT:

None to prioritize projects. All projects are budgeted and funded by the ARPA Grant.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Exhibit A - ARPA Spend Plan

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

Exhibit A

ARPA Spend Plan (Ranked from Highest Priority to Lowest)

Priority	Project Title	Approved	Status
		Budget	
		Amount	
1	Stormwater Improvements at Public Works Complex	3,100,000	Under Design
2	Lake Frances Stormwater Improvements	56,985	Already Procured
3	One time retention bonus to employees	407,000	Already Procured
4	Garbage Truck	325,000	Already Procured
5	Fire Department Rescue Boat Replacement	45,000	Already Procured
6	Road Paving and Resurface Building Department Parking Lot	1,295,000	Bid Awarded
			Equipment Procured.
7	Fire Station 29 - Air Quality Improvements	103,000	Alterations & Installation
			Under Design
8	Police Cars x 7 (\$50,000 each)	350,000	PO Issued
9	City Hall - Air Quality Improvements	970,000	Out to Bid
10	Marina Parking Area Stormwater Improvements	250,000	Out to Bid
11	Wooton West Stormwater Pond Modification	45,000	Out to Bid
12	Seaplane Base Tav-Lee Trail Bypass Stormwater Project	125,000	Under Design
13	Civic Center - Air Quality Improvements	430,000	Out to Bid
14	Upgrade ballfield lighting at Woodlea Sports Park	101,153	Under Design
15	Citywide Street Light Study	88,456	Not Started
16	Volleyball Courts - Lighting Improvements	75,000	Out to Bid
17	Volleyball Courts - Add Third Court	32,500	Out to Bid
18	Woodlea Sports Park three shade structures for fields	72,800	Under Design
19	Pedestrian Lighting Improvements Along Lake Dora	45,000	Not Started
20	Paint exterior of civic center/library/TRA room	16,750	Not Started
21	Woodlea Sports Park bleacher concrete pads	15,000	Under Design
22	Resurface shuffleboard courts with embedded beads	15,000	Out to Bid
23	Historic Fire Station - Air Quality Improvements*	350,000	On Hold
Total All Projects		8,313,644	
Total ARPA Revenue		8,889,651	
Total ARPA Reserves Remaining		576,007	

Notes

* This project will not be put out to bid until the City Council provides authorization to do so.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/4/2022**

AGENDA TAB NO.: 12

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	May 18, 2022, 4:00 p.m., Tavares City Council Chambers
Planning and Zoning Board Meeting	May 19, 2022, 3:00 p.m., Tavares City Council Chambers
Library Board Meeting	May 8, 2022, 2:30 p.m., Library Conference Room
Code Enforcement Special Magistrate Hearing	May 24, 2022, 5:00 p.m., Tavares City Council Chambers

OUTSIDE AGENCY MEETINGS:

Lake County League of Cities	May 13, 2022, 11:30 a.m., Mount Dora Golf Course
Lake Sumpter MPO Executive Board Meeting	June 22, 2022, 2:00 p.m., 1300 Citizens Boulevard, Leesburg
Tavares Chamber of Commerce Business Luncheon	May 25, 2022, 11:30 a.m., Tavares Civic Center

CITY EVENTS:

The current 2022 City Event Calendar is attached.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Tavares_2022EventCalendar_4.21.2022

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/4/2022**

AGENDA TAB NO.: 13

SUBJECT TITLE: City Council Member Reports

OBJECTIVE:

To inform the Council on city-related items.

SUMMARY:

The Council will be offered an opportunity to provide a report at the meeting.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

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