



**AGENDA
TAVARES CITY COUNCIL
August 3, 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 Jamison Elder, 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 6, 2021, City Council Regular Meeting and Budget Workshop Minutes (City Clerk)

Tab 3 Lake Harris Reserve - Final Plat (Community Development)

VIII. RESOLUTIONS

Tab 4 Resolution 2022-13 - Acceptance for LCWA Grant_CRA Basin EE Ph 1 Stormwater Enhancement-Aesop's Park

Tab 5 Resolution 2022-12 - Award and Authorize Capital Improvement Revenue Note, Series 2022

IX. ORDINANCES - PUBLIC HEARING

First Reading

- Tab 6 Ordinance 2022-10 - City of Tavares Property - Rezoning of Approximately 05.83 Acres Located East of Ridge Place, North of E. Caroline Street. (Community Development)
- Tab 7 Ordinance 2022-11 - City of Tavares Property - Small Scale FLUM Amendment of Approximately 05.83 Acres Located East of Ridge Place, North of E. Caroline Street. (Community Development)

Second Reading

X. GENERAL GOVERNMENT

- Tab 8 Collective Bargaining Agreement between Tavares Professional Firefighters Local 3245 and the City of Tavares. (Fire)
- Tab 9 Regional Park Update (City Administrator)

XI. BUDGET WORKSHOP

- Tab 10 Budget Workshop – Five-Year Capital Improvement Plan (City Administrator)

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
8/3/2022**

AGENDA TAB NO.: 1

SUBJECT TITLE: Pastor Jamison Elder, Umatilla Baptist Church

OBJECTIVE:

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

SUMMARY:

Pastor Jamison Elder, 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
8/3/2022**

AGENDA TAB NO.: 2

SUBJECT TITLE: Approval of the July 6, 2021, City Council Regular Meeting and Budget Workshop Minutes (City Clerk)

OBJECTIVE:

To consider approval of the July 6, 2022, City Council Regular Meeting and Budget Workshop minutes.

SUMMARY:

Attached are the July 6, 2022, City Council Regular Meeting and Budget Workshops minutes as submitted by the Deputy City Clerk.

OPTIONS:

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

STAFF RECOMMENDATION:

For the Council's consideration.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. 07-6-2022 CC Minutes

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



**TAVARES CITY COUNCIL
MEETING MINUTES
JULY 6, 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
Jillian Roberts, Deputy 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 Brooks Braswell, Umatilla Baptist Church

Pastor Brooks Braswell, Umatilla Baptist Church, provided the invocation and led those present in the Pledge of Allegiance.

III. APPROVAL OF AGENDA

Mr. Drury stated there was a request to defer Tab 10, Ordinance 2022-05 – Gorgeous Groves, Inc to the July 20th meeting.

Mayor Pfister asked Attorney Tara Tedrow to make formal request.

Tara Tedrow, Lowndes Law, 215 N Eola Dr, Orlando, Representing the Applicant, requested Tab 10 be moved to the July 20, 2022 City Council meeting to meet with the residence and noted that she has received emails with text amendments requests to the ordinance that will be presented and noted the traffic engineer not present due to personal reasons. She asked for a continuance.

Council Member Boggus noted she would like the traffic engineer present.

MOTION

Amanda Boggus moved to approve the agenda with moving Tab 10 to the July 20, 2022 meeting, seconded by Sandy Gamble.

Vice-Mayor Price noted that the words to be changed from “may” to “shall” in the ordinance.

The motion carried unanimously 5-0.

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2. Proclamation – Notice of Election

Mayor Pfister read the Election Proclamation as follows:

NOTICE OF ELECTION

The 2022 City of Tavares Municipal Election will be held on Tuesday, November 8, 2022, at the Tavares Civic Center (Precinct 360), First United Methodist Church (Precinct 345), Lake County Agriculture Center (Precinct 365), Lake Frances Estates Clubhouse (Precinct 350), Imperial Terrace (Precinct 340), and Royal Harbor Social Hall (Precinct 370), for the purpose of electing three non-partisan Councilmembers to Seat 1, Seat 3, and Seat 5 to serve at large for the term 2022- 2024.

Voters must be registered with the Lake County Supervisor of Elections on or prior to October 11, 2022, at 5:00 p.m.

Nominations to Seat 1, Seat 3, and Seat 5 shall be by petition, signed by at least twenty-five (25) qualified electors of the City of Tavares, and must name the individual and the specific Council seat sought. A candidate may qualify for only one seat. The petition, along with all other required election documents, must be filed with the City of Tavares City Clerk within the period beginning August 1, 2022, at 12:00 noon and ending August 15, 2022, at 12:00 noon. If August 15th should fall on a weekend day or holiday the deadline will be extended to the next business day at 12:00 noon. Election packets may be obtained from the City Clerk from 8:00 a.m. to 5:00 p.m., Monday through Friday, Tavares City Hall, 201 E. Main Street, Tavares.

Dated this 6th day of July 2022

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

Attorney Holt stated there are no quasi-judicial matters before the board.

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Ms. Roberts read the following Ordinances by title only:

ORDINANCE 2022-06

AN ORDINANCE AMENDING THE BOUNDARIES OF THE CITY OF TAVARES BY ANNEXING APPROXIMATELY 19.81 ACRES OF PROPERTY LOCATED AT THE NORTHWEST CORNER OF MT HOMER ROAD AND EAST BURLEIGH BOULEVARD; REZONING THE PROPERTY FROM COUNTY PLANNED COMMERCIAL DISTRICT (CP) TO CITY RESIDENTIAL MULTI-FAMILY (RMF-3); SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 2022-07

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE TAVARES COMPREHENSIVE PLAN FUTURE LAND USE MAP 2040, PROVIDING FOR A CHANGE OF FUTURE LAND USE DESIGNATION ON APPROXIMATELY 19.81 ACRES OF PROPERTY FROM COUNTY URBAN LOW DENSITY TO CITY HIGH DENSITY (HD) FOR PROPERTY LOCATED AT THE NORTHWEST CORNER OF MT HOMER ROAD AND EAST BURLEIGH BOULEVARD; PROVIDING FOR SEVERABILITY AND CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 2022-08

AN ORDINANCE AMENDING THE BOUNDARIES OF THE CITY OF TAVARES BY ANNEXING APPROXIMATELY 03.13 ACRES OF PROPERTY LOCATED WEST OF SR-19, SOUTH OF SLIM HAYWOOD AVENUE, NORTH OF CAMP ROAD; REZONING THE PROPERTY FROM COUNTY AGRICULTURE (A) TO CITY RESIDENTIAL MULTI-FAMILY (RMF-2); SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 2022-09

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE TAVARES COMPREHENSIVE PLAN FUTURE LAND USE MAP 2040, PROVIDING FOR A CHANGE OF FUTURE LAND USE DESIGNATION ON APPROXIMATELY 03.13 ACRES OF PROPERTY FROM COUNTY URBAN LOW DENSITY TO CITY MEDIUM DENSITY (MED) FOR PROPERTY LOCATED WEST

OF SR-19, SOUTH OF SLIM HAYWOOD AVENUE, NORTH OF CAMP ROAD;
PROVIDING FOR SEVERABILITY AND CONFLICTS; AND PROVIDING FOR AN
EFFECTIVE DATE.

VII. **CONSENT AGENDA**

Tab 3. Approval of the June 15, 2022, City Council Regular Meeting Minutes

Approved on the Consent Agenda.

Tab 4. Extension to the Interlocal Agreement with Lake County for the provision of Library Services

Approved on the Consent Agenda.

Tab 5. Vac Trick Trade-In

Approved on the Consent Agenda.

VIII. **RESOLUTIONS**

None.

IX. **ORDINANCES – PUBLIC HEARING**

First Reading

Tab 6. Ordinance 2022-06 - Nahas Property - Annexation & Rezoning of Approximately 19.81 Acres Located at the Northwest Corner of Mt Homer Rd. and East Burleigh Blvd.

No discussion at first reading

Tab 7. Ordinance 2022-07 - Nahas Property - Small Scale FLUM Amendment of Approximately 19.81 Acres Located at the Northwest Corner of Mt Homer Rd. and East Burleigh Blvd.

No discussion at first reading

Tab 8. Ordinance 2022-08 - Park Square Homes - Annexation & Rezoning of Approximately 03.13 Acres Located West of SR-19, South of Slim Haywood Ave., North of Camp Rd.

No discussion at first reading

Tab 9. Ordinance 2022-09 - Park Square Homes - Small Scale FLUM Amendment of Approximately 03.13 Acres Located West of SR-19, South of Slim Haywood Ave., North of Camp Rd.

No discussion at first reading

Second Reading

Tab 10. Ordinance 2022-05 – Gorgeous Groves, Inc. – Rezoning of Approximately 220 Acres Located West of the Intersection of Woodlea Rd. and Lane Park Rd.

Tabled to the July 20, 2022 meeting.

X. GENERAL GOVERNMENT

Tab 11. Award of Bid #2022-0012 to Sand Court Experts for Sand Volleyball Court & Lighting

Mr. Tweedie gave the following presentation:

On February 16, 2022, the City Council approved a project spending plan for the \$8,889,651 allocated Federal American Rescue Plan Act (ARPA) funding. The plan identifies and allocates funding to specific, ARPA-eligible City projects in various areas throughout the City. Among these projects is the allocation of \$32,500 for the construction of a third sand volleyball court to enhance existing outdoor recreational facilities at Wooton West, as well as an allocation of \$75,000 to add lighting to this new court and the existing two courts to enhance public health and safety in this area. The courts and lighting projects were combined into one Request for Proposal (Bid # 2022-0012). The project was publicly solicited and advertised consistent with City and Federal procurement policies for 30 days from May 8'th, 2022, closing on June 9'th 2022.

One bid was received from Sand Court Experts Inc. of Eustis, FL for \$137, 869, which exceeds the total project budget combined allocation of \$107,500 by \$30,369 (\$137,869 bid - \$107,500 budget allocation).

The staff has worked with Sand Court Experts to value engineer the scope of the project down to a lower bid price of \$125,500 (see revised proposal attached) while preserving all of the significant elements of the project including:

- *One (1) complete new sand volleyball court adjacent to and integrated with the two existing courts.*
 - *Concrete border*
 - *Decorative court wall for all 3 courts*
 - *Electrical and lighting installation for all three (3) courts.*

This leaves a budget shortfall of \$18,000 in the currently available and council-approved ARPA Spend Plan budget for this item. However, in anticipation of projects coming over budget in this current construction market, the Council did budget \$787,812 in ARPA project reserves to cover issues like this.

Council Member Gamble asked what type of lighting will be used.

Mr. Hendrick, Contractor stated they are using Dark Sky Technology and confirmed it is LED lighting.

Kirby Smith – 1570 Tamarac Trail, Tavares noted the positive economic impact Volleyball has and is in favor of the project.

Steve Bishop, Eustis, Executive Director and President of Florida Region of USA Volleyball and noted his support of the project, and gave a history of beach volleyball.

Council Member Gamble asked if have they have contacted high schools for involvement in high school beach volleyball. Mr. Bishop confirmed.

Mayor Pfister noted it is a great economic driver.

Walter Price asked adding a third court provides for events that are not otherwise possible. Mr. Bishop stated it will allow larger events to be held.

Hal Katz , Orlando, noted his support in the project and noted this is the best area and great economic driver. An additional court and lighting would be imperative.

Council Member Boggus asked where the concrete perimeter will be and if there will be any water retention issues. Mr. Hendrick stated the new court will be raised 6 inches and the sand will dune instead of going into the grass and noted there will be no water retention issues.

MOTION

Amanda Boggus moved to approve {Option 1}, seconded by Sandy Gamble.

Council Member Singer asked when the project will start and end. Mr. Tweedie stated if the project is approved, a contract will be developed and the procurement process will begin.

Council Member Gamble asked if the other volleyball courts will be closed or open. Mr. Hendrick stated he will do his best to keep them open and approximately 5 weeks to open.

The motion passed unanimously 5-0.

Tab 12. Discussion of Downtown/Waterfront Entertainment District Events

Mayor Pfister gave the following presentation:

At the previous City Council meeting, under "New Business", the Mayor introduced an item of concern expressed by some City residents and business owners regarding the number and frequency of permitted special events taking place in the Downtown Waterfront Entertainment District. After some discussion on the matter, Council decided by consensus that the item should be agendaized and brought back for formal discussion and public comment at the next Council meeting. Attached are both the current City of Tavares Special Events Policy and the current 2022 calendar of events.

OPTIONS:

1. Move to limit the number of special events to the current number of approved events for the current year and direct staff to make the appropriate policy change to reflect this change.

2. Do not move to limit the number of special events to the current number of approved events for the current year and direct staff to make the appropriate policy change to reflect this change.

Mr. Drury noted the City is up to 26 events in the entertainment district. Some of the events that are hosted are larger than others.

Council Member Boggus asked for clarification for size of events and types of events. Mr. Drury stated if the event has more than 300 people and located in the CRA downtown, it will require a permit. He noted this does not pertain to city events.

Mr. Tweedie defined an event as 300 people, amplified sound and/or closure of any public area such as park, right of way, parking lot, street closure.

Mayor Pfister noted the complaints that were received pertained to closing of streets and closing boat ramps.

Council Member Boggus asked if the policy as written would need to change. Mr. Drury stated the policy would require a limit on the number of permitted special events in the Downtown Entertainment District to a specific number.

Mayor Pfister noted there are people that love the events and dislike the events. She noted people utilize the downtown and parks and the majority of events take place on weekends.

Council Member Gamble noted some events do not take up a significant area.

Vice-Mayor Price noted he has received phone calls pertaining to road closures due to events. He suggested limiting events to 20 events per year and leave the calendar as it.

Council Member Singer noted he has difficulty limiting events when it is the entertainment district.

Council Member Gable noted his concern limiting events and taking business away from their investment.

Council Member Boggus noted her concern of limiting events and is in favor of not changing the city policy.

Attorney Holt suggested to not make special exceptions or exclusions pertaining to special events.

Kristie Fermin, 204 N Rockingham Ave, Tavares – noted she is a strong supporter of the Chamber of Commerce and noted there is an application and process.

MOTION

Amanda Boggus moved to approve [Option 2 – No Change to Policy], seconded by Troy Singer.

Lou Buigas 110 E Ianthe St, Tavares – suggested to City Council they created the entertainment district and it is there to entertain and let the businesses reap the benefits.

Erica Buigas, Tavares, noted that events bring people and noted that events are vital.

Daniella Iavani 3688 Lake Elenore Drive, Mount Dora, noted her concern of limiting events.

The motion passed 3-2.

The votes are as follows:

Yes:

Amanda Boggus

Troy Singer

Sandy Gamble

No:

Walter Price

Lori Pfister

Tab 13. School Resource Officer Agreement with Lake County School Board

Lieutenant Sarah Coursey gave the following presentation:

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

OPTIONS:

- 1. Approve the agreement between the City of Tavares and LCSB to provide a police officer at Tavares Elementary*
- 2. Do not approve the agreement*

Sandy Gamble noted his support and would look into having an officer in the middle school and high school.

MOTION

Amanda Boggus moved to approve [Option 1], seconded by Sandy Gamble.

Council Member Singer noted his support and would like to see the program continue.

The motion passed unanimously 5-0.

Tab 14. Award of Design-Build Contract for ARPA Funded Air Quality Improvements to City Hall and Civic Center

Mr. Dillon gave 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 that included Air Quality improvements to City Hall and the Civic Center.

In response to the approval of the City of Tavares ARPA Spend Plan, A Request For Qualifications (RFQ) solicitation was issued and advertised on March 27th, 2022 for a Design Build contract for City Hall and Civic Center Air Quality Improvements.

RFQ's were received and opened on May 5th, 2022 with two professional design-build firms responding. The two responding firms and their respective proposals are depicted below:

- *Air Mechanical & Service Corp. (AMSCO) 4311 W. Ida Street Tampa, FL 33614*
- *DCL Engineering 800 Highland Avenue, Suite 102 Orlando, FL 32803*

On June 22, City Public Works Professionals, including the Public Works Director, Facilities Manager and Streets Supervisor staff evaluated the proposals based on the criteria of the Request For Qualifications (RFQ). The committee member's evaluation results recommend Air Mechanical & Service Corp. (AMSCO) be awarded the contract based on their successful government design-build experience.

If approved, staff will negotiate a contract to design and build the HVAC air quality improvement needed for these two public buildings within the budget allocated for these projects.

OPTIONS:

- 1. Council moves to award the Design-Build contract to AMSCO for the HVAC Design/Build and Construction improvements to City Hall and the Civic Center and authorize the City Administrator to execute all related contract documents within the allocated budgets for these projects.*
- 2. The council does not award the contract.*

Mayor Pfister asked the type of engineers on the project. Mr. Dillon stated mechanical contractors and engineers.

Council Member Gamble asked for clarification on air quality. Mr. Dillon stated they will following CDC requirements for improving the air and increasing fresh air coming from outside into the building.

Mr. Drury added there are various issues and will be addressed by mechanical engineers

Council Member Boggus asked for asked if this project will increase efficiency of the system in both buildings and improve filtration systems. Mr. Dillon confirmed.

MOTION

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

XI. BUDGET WORKSHOP

Tab 15. Budget Workshop – General Fund Presentation

Mr. Drury gave the following presentation:

The City operates and oversees several enterprises including:

- 1. General Government: Police, Fire, Emergency Management, Recreational Parks, Multiple Nature Parks, Two Sport Complexes, City-Wide Beautification America-In-Bloom Program, Public Library, Street Paving & Sidewalk Program, Street Lighting, Traffic Intersection Signalizations, Golf Cart street friendly Program, Street Addressing and City Gateway & Directional Signage Program, Street Corridor Landscaping Program, City Vehicle Fleet Maintenance Program, Public Works, Governmental Administration, Finance, Reporting, Contract Management, Budgeting & Procurement, Information Technology, Building Permitting, Building Inspections, Code Enforcement, City Planning Services, Public Records Retention, Public Meeting Minutes Notation and Recording, Human Resources Management, Employee benefits and Recruitment Program, Public Communications, City Council Meetings, City Meeting Live Streaming Productions, Website and Social Media Program, Historical Museum, Economic Development, Marina, Seaplane Base, Local Community Grant Program, Public Infrastructure Insurance and Risk Management, Workers Compensation, Auto and General Property Liability Program, Federal, State & County Grant Management Programs, Two (2) Sister City Programs, Debt Service Program, Pavilion on The Lake Special Events and Wedding Facility, Two Community Civic Centers, Senior Service Programming, adult and Youth Recreation Programs, Youth Summer Camp Program, Splash Park, Play Grounds and exercise stations, Volleyball courts, boat ramps, Community Parades, Fireworks and Special Events, Planning and Zoning etc.*
- 2. Utilities: Sewer Plant, Water Plant, Reclaimed Water Plant, water distribution system, sewer collection system, a reclaimed water distribution system and a utility bill collections department, and a fully certified NELAC Laboratory water quality and public health.*
- 3. Stormwater: A stormwater retention, detention, collection, maintenance system, right of way mowing and tree trimming maintenance department.*
- 4. Garbage & Recycling collection system: A residential garbage collection program, recycling program, and a commercial garbage collection program.*
- 5. Capital Program: A five (5) year capital program utilizing grants and other sources of funds to replace and build public infrastructure.*

At this first budget workshop, the Finance Department will present the General Fund Proposed Budget (#1 above), and the remaining enterprises #2-#5 will be presented at the next budget workshop.

The City Council developed broad budget priorities for the City Administrator to use as guiding principles in developing next year's FY 23 proposed budget, which included lowering the tax rate and maintaining a similar level of service for all of the above referenced City Governmental services rendered (See attached list of budget goals – Exhibit A).

The City Administrator and Finance Budget Department have worked with Department Director's to develop budgets to achieve the Council's broad budget goals. To achieve these goals, in addition to developing a comprehensive budget, a comprehensive "FY

2023 Cut List” list was prepared too (See attached City Administrator FY23 proposed cut list Exhibit B).

As in previous years, the cut list is organized into several categories:

- 1. “Reduction” means the item is still in the proposed FY 23 budget and the City Administrator has reduced the amount that was requested by the Department Director.*
- 2. “Cut” means the City Administrator has removed the entire item from the budget.*
- 3. “Similar” means the item was provided for in the prior year.*
- 4. “Enhanced” means the item is a higher level of service than in the prior year.*
- 5. “Personal Services” means a new position*
- 6. “Operating Expenses” means general operating and maintenance expenses*
- 7. “Capital Equipment” means operating and maintenance equipment over \$5,000 in value and more than a three-year life-span.*
- 8. “Capital Projects”: Over \$5,000 in value and generally requires designing, engineering, bidding, construction or fabrication and project oversight during the procurement, construction and installation process.*
- 9. “Debt Service” The annual cost of the repayment toward a loan for a capital item.*

It is recommended that the Council review the Cut List closely. Items on the Cut List were identified by the City’s professional Department Directors as needed items to increase efficiency and productivity, but were cut by the City Administrator in order to balance the budget and meet the City Council’s goal of reducing the millage rate, and maintaining a similar level of service.

Highlights of the proposed FY 23 budget are:

- 1. A Similar Level of Service is achieved and presented as directed by Council. (Note: New and enhanced levels of service were not included – See Exhibit B cut “Enhanced” items)*
- 2. The FY 23 budget is increased by 5.13% over the current year’s FY 22 Adopted Budget to maintain a similar level of service while keeping up with increases in cost including, health insurance (estimated at a 9% increase), property insurance (estimated at 10% increase), workers compensation (estimated at 10% 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 is increased with a \$163,431 contribution in FY 23*
- 6. The Fire Assessment is level funded (no rate increase).*
- 7. Employee raises are established at the Council approved rate of 5.38% (The same amount approved for all state workers by the Governor, Florida Senate and House)*

8. *The 9% Increased healthcare costs is shared by employee and employer.*
9. *City-wide street paving is established at \$430,000 having just appropriated in FY 22 an additional \$1,295,000 for street paving from ARPA funds.*
10. *The Christmas lighting program is level funded.*
11. *Expanded programs are cut except for: ballfield maintenance contract (\$100,000), LEAD partnership support (\$19,600), and electronic employee timekeeping software (\$20,000).*

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 6.7579 mills down to 6.6950 mills and a proposed debt service rate decrease that is lowered from .2391 mills down to .2234 mills. At the proposed lower millage rates, homeowners with a house valued at \$150,000 and standard homestead exemption would pay \$691.84 per year or \$57.65 per month in City Ad Valorem Property Taxes for the budget that is before Council for FY 2023.

This first budget workshop is on July 6, 2022 to deliver, present and discuss the General Fund budget. The second budget workshop on July 20, 2022 is to deliver, present, and discuss the enterprise funds (Water, Wastewater, Reclamation, Stormwater, Solid Waste, Seaplane Base/Marina, Pavilion on the Lake) and discuss this General Fund Budget. A high-level overview of Special Revenue Fund budgets will also be presented.

The maximum tentative millage rate will be set at the second budget workshop on July 20, 2022, after the budget presentation is delivered. A fourth and fifth Council budget workshop is scheduled for August 3, 2022 and August 17, 2022 to discuss all budgets followed by two Public Hearings on the budget on September 7, 2022 and September 21, 2022. The Five (5) Year Capital Plan will be delivered, presented, and discussed at the August 3, 2022 budget workshop.

Current estimates are expected to change over the next couple of weeks for State Shared revenues, 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 budget to the Council, department by department.

Ms. Houghton gave the following highlights:

Council Broad Budget Goals:

- Lower millage rate.
- Provide the same level of services.
- Fairly Compensate Employees.
- Continue and Finish Projects already in progress.
- Continue to pursue grants.

Ms. Houghton gave an overview of what property taxes goes towards as follows:

- Police - \$0.21 per Dollar; 10% Change
- Fire - \$0.16 per Dollar; 6% Change
- Finance and IT - \$0.12 per Dollar; 4% Change
- Park & Recreation - \$0.10 per Dollar; 17 % Change
- General Government - \$0.10 per Dollar; -0.32% Change
- Roads and ROW - \$0.07 per Dollar; 9.00% Change
- Community Development - \$0.05 per Dollar; 6.71% Change
- Building Maintenance - \$0.05 per Dollar; 16.01% Change
- Library - \$0.04 per Dollar; 8.03% Change
- Debt - \$0.04 per Dollar; -0.83% Change
- Fleet Maintenance – \$0.03 per Dollar; 3.19% Change
- Economic Development - \$0.01 per Dollar; -47.70% Change
- Public Communications - \$0.01 per Dollar; 18.76% Change

Vance Jochim, 12619 Milwaukee Ave, Lake County, noted his concern of metrics per department and inflation

NEW BUSINESS

XII. OLD BUSINESS

None

XIII. AUDIENCE TO BE HEARD

Audience to be Heard

Vance Jochim 12619 Milwaukee Ave., Lake County, stated it was a great July 4th parade and congratulated Lt. Sarah Coursey.

Lou Buigas 110 E Ianthe St, Tavares asked if the windows been addressed at civic center and noted a great 4th of July event.

Gary Santoro, Royal Harbor, congratulated Lt. Sarah Coursey and noted his concern of developments being developed on county roads.

XIV. REPORTS

Tab 16 City Administrator Report

Mr. Tweedie congratulated Sarah Coursey on becoming the incoming Chief.

Mr. Dillon congratulated Sarah Coursey on becoming the incoming Chief.

Mr. Aldrich noted a new program at library and thanked staff for July 4th staff.

Ms. Houghton noted her department is working with staff on credit card payments at library and congratulated Sarah Coursey.

Attorney Holt noted she will be absent for the July 20, 2022 meeting and Attorney Williams will be present.

Tab 17. City Council Member Reports

Council Member Gamble congratulated Lt. Sarah Coursey.

Council Member Singer thanked staff for their hard work on the parade and fireworks. He congratulated Lt. Sarah Coursey on her promotion.

Council Member Boggus stated the staff did a great job on the 4th of July parade and congratulated Lt. Sarah Coursey.

Vice-Mayor Price congratulated Lt. Sarah Coursey on becoming Chief. He noted he would like the parade to go down Ruby Street.

Mayor Pfister noted the low attendance at the parade and stated it could be brought back for discussion. She congratulated Lt. Sarah Coursey.

XV. ADJOURNMENT

There was no further business and Mayor Pfister adjourned the meeting at 6:25 p.m.

Respectfully,

Jillian Roberts
Deputy City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/3/2022**

AGENDA TAB NO.: 3

SUBJECT TITLE: Lake Harris Reserve - Final Plat (Community Development)

OBJECTIVE:

To approve the Final Plat for Lake Harris Reserve Subdivision Located North of Woodlea Road, West of Captain Haynes Road.

SUMMARY:

Lake Harris Reserve Subdivision is a proposed residential subdivision located north of Woodlea Road, west of Captain Haynes Road. The subject property is 41.87 acres in size, and the proposed Final Plat subdivides the land into 45 lots for the construction of single family dwellings as permitted under the existing Residential Planned Development (PD) zoning approved by City Council on November 19, 2003. The Preliminary Plat for this subdivision was approved by City Council on December 7, 2005. Construction on the project's infrastructure began in 2006 and was halted as a result of the economic recession. The project remained idle until Palm Property Partners-Crab Claw, LLC purchased the subject property in 2021 with the intention of finishing the construction of Lake Harris Reserve as originally intended. The new owner has completed all necessary infrastructure improvements. City staff 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 Lake Harris Reserve Subdivision Located North of Woodlea Road, West of Captain Haynes Road.
2. City Council denies the Final Plat.

STAFF RECOMMENDATION:

Staff recommends that City Council moves to approve the Final Plat for Lake Harris Reserve Subdivision Located North of Woodlea Road, West of Captain Haynes Road.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

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

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Final Plat - LAKE HARRIS RESERVE
2. HOA Articles of Incorporation
3. HOA Declaration of Covenants and Restrictions

4. Title Opinion
5. Joinder & Consent Letter
6. Maintenance Bond - 2 Years
7. Utility Bond - 10 Years
8. School Capacity Reservation

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/3/2022**

AGENDA TAB NO.: 4

**SUBJECT TITLE: Resolution 2022-13 - Acceptance for LCWA Grant_CRA Basin EE Ph 1
Stormwater Enhancement-Aesop's Park**

OBJECTIVE:

Consider approval of Resolution 2022-13 authorizing acceptance of Lake County Water Authority Grant to fund design and installation of a stormwater treatment pond system at Aesop's Park.

SUMMARY:

The City of Tavares received notice of award from the Lake County Water Authority that the City of Tavares has been awarded a Grant in the amount of \$162,500 for design and installation of a stormwater treatment pond. The Project is estimated at \$325,000, and the Grant Agreement requires a 50% grant match or \$162,500.

The project is the first phase of improvements to Basin EE within the Community Redevelopment area (CRA) watershed. The proposed improvements are detailed in the Tavares Community Redevelopment Area – Stormwater Study Phase dated March 2011 by Griffey Engineering. This grant provides funding for Phase 1 which will be the expansion of the existing pond in Aesop's Park.

The Grant requires that grant funds only be applied toward the portion of the project that treats the existing impervious areas. Grant funds may not be used for the redistribution of flows from existing retention areas that are proposed to be eliminated or reduced.

Salient details of this grant include the following:

- The Project Title: City of Tavares Phase 1 Stormwater Improvements to Basin EE within the Community Redevelopment Area (CRA) watershed at Aesop's Park.
- The Grant is a direct local grant award by Lake County Water Authority (LCWA), Lake County, Florida
- The Grant award amount is \$162,500 (reimbursable)
- The Grant requires a 50% match of total project costs (\$325,000) which is \$162,500.
- Funding from LCWA shall only be applied toward the portion of the project that treats the existing impervious areas and not future development, nor shall the LCWA Grant fund the redistribution of flows from existing retention areas that are proposed to be eliminated or reduced.
- The LCWA shall make reimbursements to Grantee within thirty (30) days of timely submitted invoices by Grantee.
- The Agreement shall begin upon the date it has been executed by both parties, and terminate no later than twenty-four (24) months thereafter.

OPTIONS:

1. **MOVE TO APPROVE RESOLUTION NO. 2022-13 authorizing the City Administrator to Execute the Lake County Water Authority Grant for the Phase 1 Stormwater Improvements to Basin EE within the Community Redevelopment Area located at Aesop's Park**
2. **MOVE TO NOT APPROVE.**

STAFF RECOMMENDATION:

1. **MOVE TO APPROVE RESOLUTION NO. 2022-13 authorizing the City Administrator to Execute the Lake County Water Authority Grant for the Phase 1 Stormwater Improvements to Basin EE within the Community Redevelopment Area located at Aesop's Park.**

FISCAL IMPACT:

LCWA Grant Funding: \$162,500

Grant Match: \$162,500 - from Stormwater Reserves, and staff will apply for grants in anticipation of supplanting Stormwater Reserves

Estimated Stormwater Reserves at 9-30-22 is \$806,568 or 38%

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. 2022220950_DRAFT_Stormwater_Grant_Contract_Tavares_-
_Aesops_Pond_SW_Enhancement_- _2022

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/3/2022**

AGENDA TAB NO.: 5

SUBJECT TITLE: Resolution 2022-12 - Award and Authorize Capital Improvement Revenue Note, Series 2022

OBJECTIVE:

To seek the Council's approval of Resolution No. 2022-12 to award the Capital Improvement Revenue Note, Series 2022 to Truist Bank, and to authorize the Mayor and Staff to execute loan documents for the Capital Improvement Revenue Note, Series 2022 to design, construct, and equip a Public Works Facility.

SUMMARY:

The City included the design, construction, and equipping of a Public Works Facility Complex to house Solid Waste Operations, Facilities Maintenance, Road Maintenance, Parks Maintenance, and Fleet Operations, as well as Public Works Administration in the FY2022 Budget with a portion of the funding for the facility programmed from loan proceeds. The Project also includes a Lake Technical Workforce Training Component. Funding components for the Project in addition to this loan include the following:

- \$6,000,000 - Florida Job Growth Infrastructure Grant - FL DEO
- 775,497 – Lake County CDBG -CV (City as Subrecipient)
- \$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 the City of Tavares through Interlocal Agreement)

On June 10, 2022, the City issued RFP No. 2022-0016 for long term financing to construct and equip a Public Works Facility. The RFP stated that the debt would be issued as a CBA (covenant to budget and appropriate). The RFP was issued with the following elements requested:

- Amount: not to exceed \$4,550,000
- Bank Qualified Fixed tax-exempt rate for the entire term of the Note
- No pre-payment penalty
- Security: CBA – Covenant to Budget and Appropriate
- Rate: fixed
- Term: 20 years

On July 6, 2022, all received bids were opened publicly. Two Proposals were received. Truist (formerly BB&T & SunTrust) was selected for submittal to the City Council for award of proposal and for request of approval to execute a loan in the amount of \$4,550,000.

1. Truist (formerly BB&T and SunTrust Banks) – 3.45%
2. Webster Bank (Formerly Sterling Bank) – 3.475%

The bids were reviewed and evaluated by the City's Financial Advisor, Mark Galvin of Hilltop Securities, and City Staff. Proposals were ranked according to RFP requirements and overall benefit to the City of Tavares. It was determined that Truist Bank provided the best overall benefit to the City of Tavares.

Michael Broschart of Giblin & Nickerson, P.A., as Bond Counsel, has prepared the Resolution for the Bank Loan, and the Loan Agreement, approved by Truist Bank, the City Attorney, and City Staff.

-

OPTIONS:

1. Move to award Bid No. 2022-0016 to Branch Banking & Trust Co. (BB&T), **and** Approve Resolution No. 2022-12, **and** authorize the Mayor and Staff to execute the Capital Improvement Revenue Note, Series 2022 in the amount of \$4,550,000, including closing costs with Truist Bank to construct and equip a new Public Works Facility.
2. Do not approve.

STAFF RECOMMENDATION:

1. **Move to Award** Bid No. 2022-0016 to Branch Banking & Trust Co. (BB&T), **and** Approve Resolution No. 2022-12, **and** authorize the Mayor and Staff to execute of the Capital Improvement Revenue Note, Series 2022 in the amount of \$4,550,000, including closing costs with Truist Bank to construct and equip a new Public Works Facility.

FISCAL IMPACT:

- This will be a CBA Bank Loan Obligation (Covenant to Budget and Appropriate) requiring debt service payments to be budgeted and appropriated for annually.
- Debt Service payments for Fiscal Year 2023 have been appropriated and budgeted in the Proposed FY2023 Budget.
- Interest Payments will be made semi-annually on January 1st and July 1st, beginning January 1, 2023.
- Principal Payments will be made annually on July 1st, beginning on July 1, 2023.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Resolution 2022-12_CapImprvRevNoteSer2022_PW Facility_\$4550000_(003)
2. Exhibit A - Truist Proposal
3. Loan Agreement_CapImpvRevNoteSer2022_07272022
4. City of Tavares, FL - Capital Improvement Revenue Note, Series 2022 (Recommendation Letter)
Final 7-22-2022
5. Bid 2022-0016 Bid opening minutes- (002)
6. Bid ad 2022-0016 Tax Exempt Finance
7. v2_Truist Proposal - Tavares FL - Public Works Facility
8. Tavares, FL RFP 2022-0016 Capital Improvement Revenue Note, Series 2022 - Webster Bank
Term Sheet (2) 7.1.22

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/3/2022**

AGENDA TAB NO.: 6

SUBJECT TITLE: Ordinance 2022-10 - City of Tavares Property - Rezoning of Approximately 05.83 Acres Located East of Ridge Place, North of E. Caroline Street. (Community Development)

OBJECTIVE:

To consider the rezoning of approximately 05.83 acres of property located east of Ridge Place, north of E. Caroline Street from Public Facilities District (PFD) to Residential Multi-Family (RMF-3).

SUMMARY:

The subject property consists of approximately 05.83 acres of vacant property located east of Ridge Place, north of E. Caroline Street . The property is owned by the City of Tavares and is currently zoned as Public Facilities District (PFD), and the City is proposing that the property be rezoned to Residential Multi-Family (RMF-3).

On May 18, 2022, City Council approved a Purchase and Sale Agreement between the City of Tavares and Cagan Management Group for the purchase of the 5.83 acre parcel for the intended purpose of developing a market rate multi-family rental townhome complex consisting of seventy-two (72) dwelling units. The Purchase and Sale Agreement is subject to the approval of the rezoning of the property to Residential Multi-Family (RMF-3).

The proposed zoning of Residential Multi-Family (RMF-3) is compatible with the surrounding zoning, which is a mixture of multi-family and single-family residential zoning. The proposed use is consistent with the Comprehensive Plan by ensuring the availability, quality, and sustainability of a mix of housing types in Tavares.

The developer of the property is required to obtain school capacity reservation prior to development approval.

The developer must submit an environmental assessment prior to any development approval and must comply with all Florida Fish and Wildlife Conservation Commission provisions as they pertain to threatened species.

The developer must submit a traffic analysis prior to any development approval.

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

The City is concurrently processing a future land use map amendment to re-designate the property from Public Facility / Institutional (PUB) to High Density (HD) on the Future Land Use Map 2040.

OPTIONS:

1. City Council moves to approve Ordinance 2022-10 rezoning approximately 05.83 acres of property located east of Ridge Place, north of E. Caroline Street from Public Facilities District (PFD) to Residential Multi-Family (RMF-3).
2. City Council moves to deny Ordinance 2022-10.

STAFF RECOMMENDATION:

At their July 21st meeting, the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2022-10.

Staff recommends that City Council moves to approve Ordinance 2022-10 rezoning approximately 05.83 acres of property located east of Ridge Place, north of E. Caroline Street, from Public Facilities District (PFD) to Residential Multi-Family (RMF-3).

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

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

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Ordinance 2022-10
2. Aerial Map
3. Zoning Map
4. Concept Plan
5. Building Elevations
6. Objection Letter
7. Newspaper Ad

ORDINANCE 2022-10

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, REZONING APPROXIMATELY 05.83 ACRES OF PROPERTY LOCATED EAST OF RIDGE PLACE, NORTH OF E. CAROLINE STREET, FROM PUBLIC FACILITIES DISTRICT (PFD) TO RESIDENTIAL MULTI-FAMILY (RMF-3); SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the owners of the property legally described in “**Exhibit A**” of this Ordinance have applied for the rezoning of this land from Public Facilities District (PFD) to Residential Multi-Family (RMF-3); and

WHEREAS, the City is concurrently processing an amendment to the City’s Comprehensive Plan to re-designate the property from Public Facility / Institutional (PUB) to High Density (HD) on the Future Land Use Map 2040; and

WHEREAS, the City of Tavares held these duly noticed public hearings before the Planning and Zoning Board and the City of Tavares City Council, providing opportunity for individuals to hear and to be heard regarding the proposed amended zoning; and

WHEREAS, the City Council has reviewed and considered all relevant evidence, information and testimony presented by witnesses, the public, and City staff; and

WHEREAS, the City Council finds this amendment in compliance with the City of Tavares’ Land Development Regulations and Comprehensive Plan; now therefore

BE IT ORDAINED by the City Council of the City of Tavares, Florida, as follows:

Section 1. Rezoning

The said properties, as legally defined in **Exhibit “A”**, attached hereto and made a part herewith, are hereby rezoned from Public Facilities District (PFD) to Residential Multi-Family (RMF-3).

Section 2. Severability.

Upon a determination by a court of competent jurisdiction that a portion of this ordinance is void, unconstitutional, or unenforceable, all remaining portions shall remain in full force and effect.

Section 3. Effective Date.

This Ordinance shall take effect immediately upon its final adoption by the Tavares City Council.

PASSED AND ORDAINED this _____ of _____, 2022, by the City Council of the City of Tavares, Florida.

Lori Pfister, Mayor
Tavares City Council

First Reading: _____

Passed Second Reading: _____

ATTEST:

Susie Novack, City Clerk

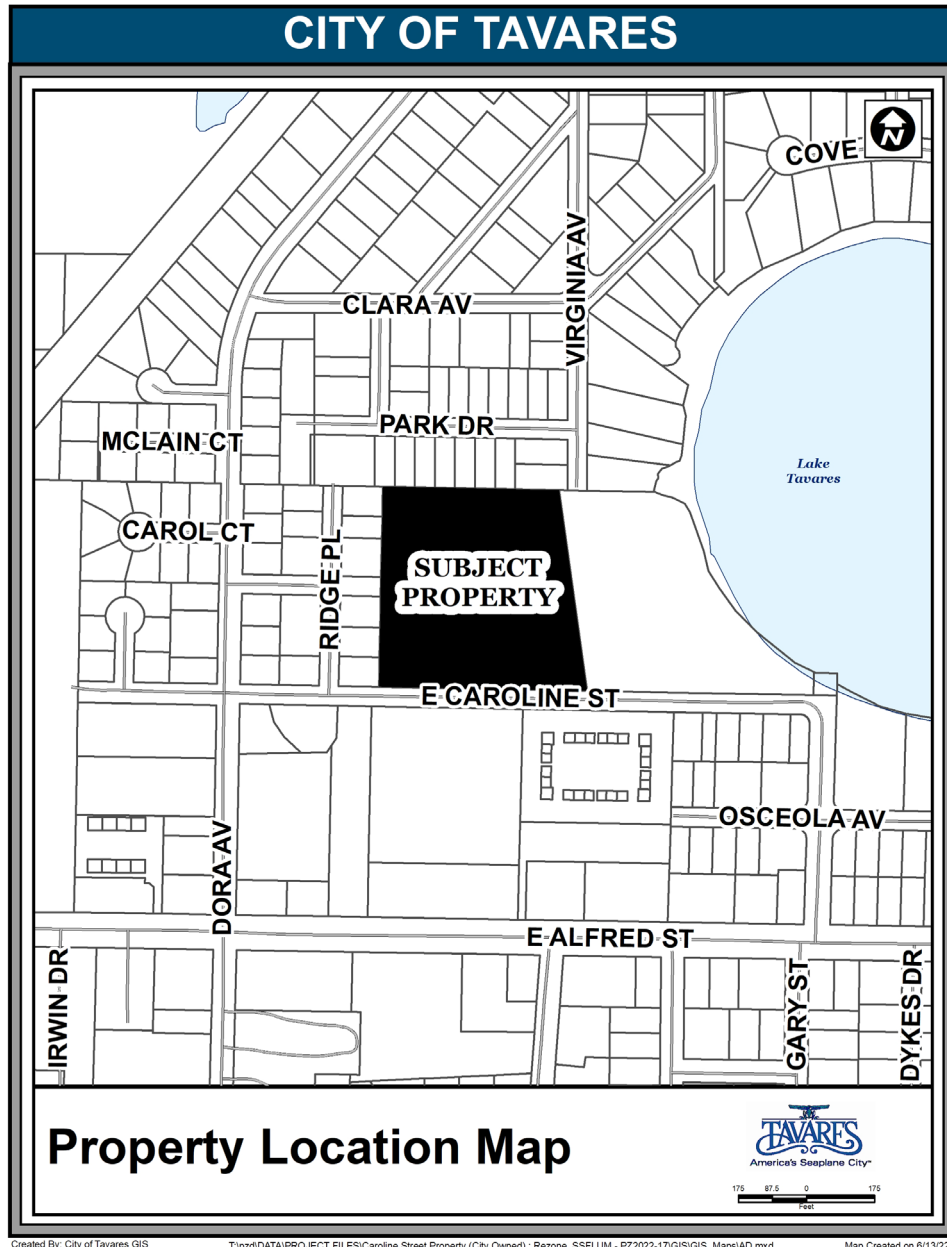
APPROVED AS TO FORM AND LEGALITY:

Lindsay C. T. Holt, City Attorney

Exhibit "A"

TAVARES, ST CLAIR-ABRAMS EXT BEG NW COR BLK 17, E 80 FT, SE'LY 520.52 FT TO A PT ON S
LINE OF BLK 17 164.3 FT E OF SW COR, W 164.3 FT, N 513.19 FT TO POB BLK 18 PB 1 PG 53

Parcel Number: 28-19-26-1700-017-00000



**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/3/2022**

AGENDA TAB NO.: 7

SUBJECT TITLE: Ordinance 2022-11 - City of Tavares Property - Small Scale FLUM Amendment of Approximately 05.83 Acres Located East of Ridge Place, North of E. Caroline Street. (Community Development)

OBJECTIVE:

To consider a Future Land Use Map amendment from Public Facility / Institutional (PUB) to High Density (HD) for 05.83 acres located east of Ridge Place, north of E. Caroline Street.

SUMMARY:

The subject property is located east of Ridge Place, north of E. Caroline Street, and is approximately 05.83 acres in size. The land is presently vacant and has a land use designation of Public Facility / Institutional (PUB). The property is owned by the City of Tavares, and the City is proposing an amendment to the Tavares Comprehensive Plan Future Land Use Map 2040 to change the designation of said property from Public Facility / Institutional (PUB) to High Density (HD).

Ordinance 2022-11 proposes a small-scale amendment to the Future Land Use Map 2040 of the Comprehensive Plan from Public Facility / Institutional (PUB) to High Density (HD).

The subject property is adjacent to a mixture of multi-family and single-family residential. The City is concurrently processing a proposed rezoning of the property to Residential Multi-Family (RMF-3).

Future Land Use Amendment

The city is required to place a future land use designation on annexed property. The subject property is currently designated Public Facility / Institutional (PUB) . A City High Density (HD) designation is compatible with surrounding property and County Future Land Use.

Compatibility

The land surrounding this property is residential in nature.

Site Conditions

The property is currently vacant.

Impact on City Services

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

FINDINGS

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

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

OPTIONS:

1. City Council moves to approve Ordinance 2022-11, a Future Land Use Map amendment from Public Facility / Institutional (PUB) to High Density (HD) for 05.83 acres located east of Ridge Place, north of E. Caroline Street.
2. City Council moves to deny Ordinance 2022-11.

STAFF RECOMMENDATION:

At their July 21st meeting, the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2022-11.

Staff recommends that City Council moves to approve Ordinance 2022-11, a Future Land Use Map amendment from Public Facility / Institutional (PUB) to High Density (HD) for 05.83 acres located east of Ridge Place, north of E. Caroline Street.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

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

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Ordinance 2022-11
2. FLU Map

ORDINANCE 2022-11

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE TAVARES COMPREHENSIVE PLAN FUTURE LAND USE MAP 2040, PROVIDING FOR A CHANGE OF FUTURE LAND USE DESIGNATION ON APPROXIMATELY 05.83 ACRES OF PROPERTY FROM PUBLIC FACILITY / INSTITUTIONAL (PUB) TO HIGH DENSITY (HD) FOR PROPERTY LOCATED EAST OF RIDGE PLACE, NORTH OF E. CAROLINE STREET; PROVIDING FOR SEVERABILITY AND CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the owner of property described in Exhibit "A" attached hereto, is requesting an amendment to the Tavares Comprehensive Plan Future Land Use Map 2040 to change the designation of said property from Public Facility / Institutional (PUB) to High Density (HD); and

WHEREAS, the property consists of less than fifty acres; and

WHEREAS, the City of Tavares has advertised as required by law for two public hearings prior to adoption of this ordinance; and

WHEREAS, the City has held such public hearings and the records of the City provide that the owners of the land affected have been notified as required by law; and

WHEREAS, a High Density Future Land Use designation is compatible with surrounding designations and such designation is compatible with both City of Tavares and Lake County surrounding future land use designations; and

WHEREAS, the City of Tavares Planning and Zoning Board, Local Planning Agency, and City Council held duly noticed public hearings providing opportunity for individuals to hear and be heard regarding the adoption of the proposed map amendment; and,

WHEREAS, the City Council has reviewed and considered all relevant evidence and information and testimony presented by witnesses, the public, and City staff; and,

WHEREAS, the City Council finds this amendment in compliance with Chapter 163, Florida Statutes, and the City of Tavares Comprehensive Plan; and

WHEREAS, adoption of this amendment is in the best interest of the health, safety, and general welfare of the citizens of Tavares.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Tavares, Florida as follows

Section 1. Future Land Use Amendment

The Comprehensive Plan and Future Land Use Map of the City of Tavares, Florida, is hereby amended to reflect a re-designation from Public Facility / Institutional (PUB) to High Density (HD) on certain real property as legally described in Exhibit "A". All provisions of the Comprehensive Plan shall hereby apply to said property.

Section 2. Severability and Conflicts

The provisions of this ordinance are severable and it is the intention of the City Council of Tavares, Florida, to confer the whole or any part of the powers herein provided. If any court of competent jurisdiction shall hold any of the provisions of this ordinance unconstitutional, the decision of such court shall not impair any remaining provisions of this ordinance.

Section 3. Transmittal

The City Administrator is hereby authorized and directed to transmit the adopted Comprehensive Plan amendments to the Florida Department of Economic Opportunity, the East Central Florida Regional Planning Council, the St. Johns River Water Management District, the Department of Environmental Protection, the Florida Department of Transportation, and any other governmental agency in the State of Florida that has filed a written request with the City Council for a copy of the Comprehensive Plan within 10 working days of the adoption of this Ordinance as specified in the State Land Planning Agency's procedural rules.

Section 4. Effective Date

The effective date of this plan amendment, if the amendment is not timely challenged, shall be 31 days after the state land planning agency notifies the local government that the plan amendment package is complete. If timely challenged, this amendment shall become effective on the date the state land planning agency or the Administration Commission enters a final order determining this adopted amendment to be in compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before it has

become effective. If a final order of noncompliance is issued by the Administration Commission, this amendment may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the state land planning agency.

PASSED AND ADOPTED this _____ day of _____, 2022 by the City Council of the City of Tavares, Florida.

Lori Pfister, Mayor
Tavares City Council

First Reading: _____

Second Reading & Final Adoption: _____

ATTEST:

Susie Novack, City Clerk

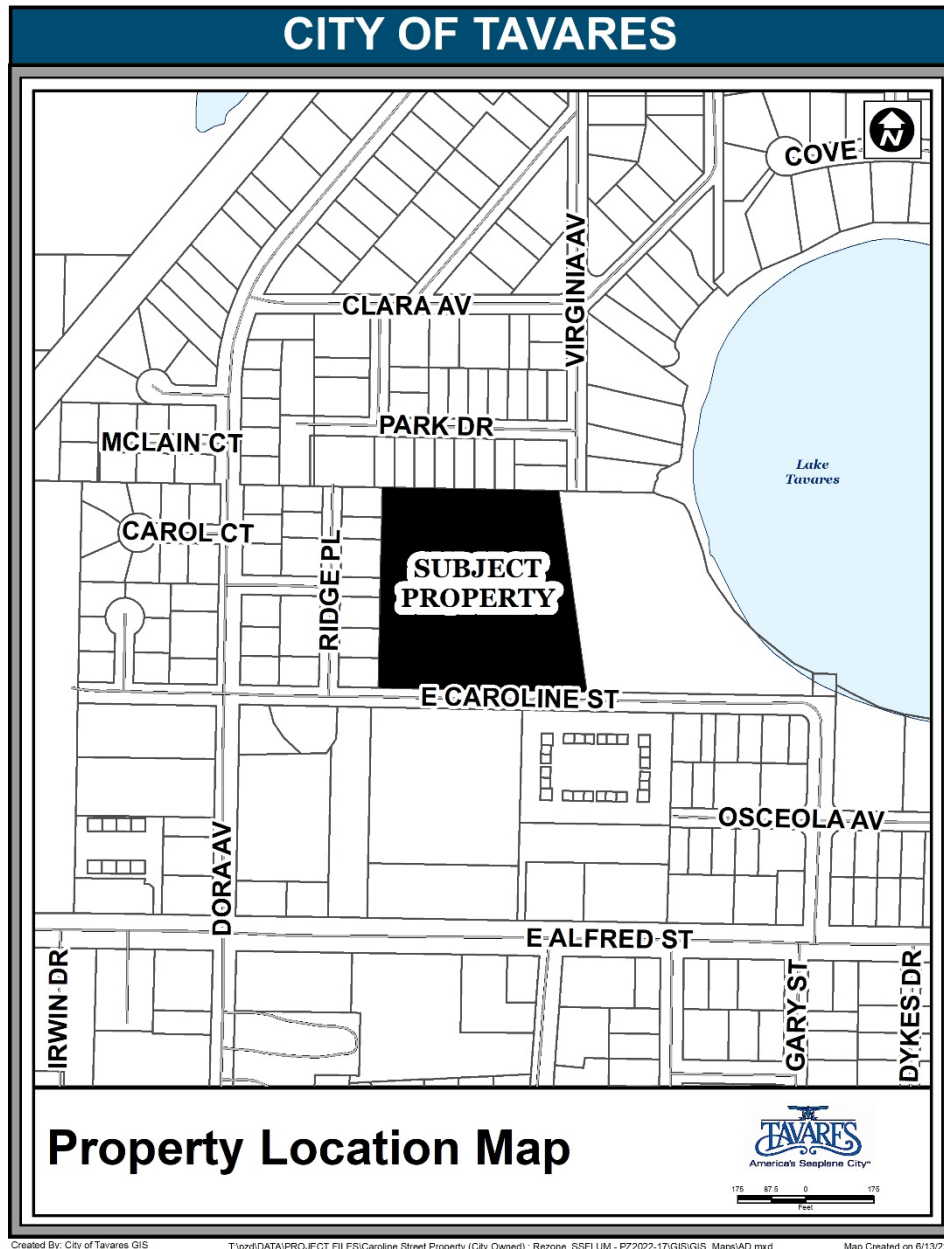
Approved as to form:

Lindsay C. T. Holt, City Attorney

EXHIBIT "A"

TAVARES, ST CLAIR-ABRAMS EXT BEG NW COR BLK 17, E 80 FT, SE'LY 520.52 FT TO A PT ON S
LINE OF BLK 17 164.3 FT E OF SW COR, W 164.3 FT, N 513.19 FT TO POB BLK 18 PB 1 PG 53

Parcel Number: 28-19-26-1700-017-00000



**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/3/2022**

AGENDA TAB NO.: 8

SUBJECT TITLE: Collective Bargaining Agreement between Tavares Professional Firefighters Local 3245 and the City of Tavares. (Fire)

OBJECTIVE:

To consider approval of the proposed Collective Bargaining Agreement (C.B.A.), between the Tavares Professional Firefighters Local 3245 (I.A.F.F.) and the City of Tavares, authorizing the City Administrator to execute the contract on behalf of the City. This contract is proposed to become effective on October 1, 2022 with an effective period of one year.

SUMMARY:

Representatives of management and the Union met on several occasions for collective bargaining sessions. City Council member / Vice-Mayor Walter Price, City Administrator John Drury, and Fire Chief Richard Keith served as the negotiations team representing the City. Local 3245 President Mike Kelley and Vice-President Mike Willis represented the Union. City Finance Director Lori Houghton and Human Resources Director Crissy Bublitz attended and added their expertise in all bargaining sessions.

Mike Kelley has authorization from the members of the Union Local to sign the proposed contract on behalf of the Union.

Proposed changes to the contract are indicated by strikethrough (~~example~~) for deleted language, and underlined (example) for new language.

The salient points of this proposed contract are:

- Under Article 33, bargaining unit members agree to the same 5.38% cost of living adjustment proposed for other city employees.

- Under Article 33, bargaining unit members agree to participate in the health insurance plan, including cost adjustments (9% increase - city / 9% increase - employee), consistent with the plan adjustments proposed for other city employees.

OPTIONS:

Option 1:

City Council may move to approve the proposed Collective Bargaining Agreement as presented,

between the Tavares Professional Firefighters Local 3245 and the City of Tavares, authorizing City Administrator John Drury to execute the contract on behalf of the City.

Option 2:

Do not approve the proposed Collective Bargaining Agreement and direct Staff to pursue a different course of action as defined by Council.

STAFF RECOMMENDATION:

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

FISCAL IMPACT:

The 5.38% COLA and health insurance benefit cost adjustments are included in the proposed 2022/2023 budget for City of Tavares.

-

LEGAL SUFFICIENCY:

This item has been reviewed by City Attorney Lindsay Holt.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. IAFF 2022 Union Contract Final DRAFT 04 MAY 22

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/3/2022**

AGENDA TAB NO.: 9

SUBJECT TITLE: Regional Park Update (City Administrator)

OBJECTIVE:

To Provide Council an Update on the Regional Park

SUMMARY:

Previously, the City established a Horizon Team to explore the development of Lake County's Regional Park with a proposed East Campus located at the YMCA and West Campus located at Woodlea ball fields. The goal was to explore a public/private partnership with Tavares, Lake County and YMCA. Tavares Horizon team members include Mayor Lori Pfister, City Administrator and Public Community Services Director. Many meetings have been held by the Horizon team with officials from Lake County and YMCA.

Most recently, the County Commission voted unanimously to move forward with an appraisal of the YMCA property and the YMCA Board voted to work with the County and City to sell the property and lease back the YMCA portion to continue to provide YMCA programs. An agreement is being developed to be presented to the City, County and YMCA for consideration in the near future on how the partnership would be formed. It is expected that Lake County would pay for the purchase of the property and capital improvements, the City would operate the Regional Park to include a Senior Center and outdoor recreation, and the YMCA would lease their portion to continue to provide YMCA programs. The agreement and funding options will be provided to the City in the near future for consideration - all of which are being worked on by the partners and Horizon team.

OPTIONS:

- 1) Hear the update and discuss.
- 2) Do not hear the update.

STAFF RECOMMENDATION:

Hear the update and discuss

FISCAL IMPACT:

None at this time.

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
8/3/2022**

AGENDA TAB NO.: 10

SUBJECT TITLE: Budget Workshop – Five-Year Capital Improvement Plan (City Administrator)

OBJECTIVE:

To present the City of Tavares FY 2023 Proposed Five-Year Capital Improvement Plan (CIP), and to provide the Council with an opportunity to discuss the Fiscal Year 2023 Proposed Budget (October 1, 2022 through September 2023)

SUMMARY:

The General Fund budget was presented to Council at the July 6th budget workshop. The Enterprise and Special Revenue Fund budgets were presented to Council at the July 20th budget workshop. The City Council set the maximum tentative millage rate at a reduced tax rate of 6.6950 mills, and the maximum tentative voted debt millage rate at a reduced tax rate of 0.2074 mills at the July 20th budget workshop. At this meeting the Five-Year Capital Improvement Plan will be presented, after which the Council will have an opportunity to discuss it, the FY 2023 Proposed General Fund Budget and Enterprise Fund Budgets.

The Proposed Budgets have been updated based on the most recent updates from from the City's health and property insurers, Lake County Property Appraiser, and the State of Florida Office of Economic and Demographic Research (EDR) Department. Updates for miscellaneous items are also included (staff vacancies, changes in health insurance coverage, changes in dental insurance coverage, local Police and Fire pension contributions as adjusted by the actuary) See Exhibit A.

OPTIONS:

1. Request the Finance Director to present the Five-Year Capital Improvement Plan and then discuss all budgets.
2. Do not request the Finance Director to present the Five-Year Capital Improvement Plan.

STAFF RECOMMENDATION:

It is recommended that the Finance Director present the Five-Year Capital Improvement Plan and then discuss all budgets.

FISCAL IMPACT:

At present both tax rates for next year have been lowered and all budgets are balanced.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Exhibit A - FY 2023 Proposed Budget Adjustments (7-27-22)

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

FY 2023 PROPOSED BUDGET ADJUSTMENTS

(EXHIBIT A)

GENERAL FUND

REVENUES	21,667,280
Increase Ad Valorem revenue due to Property Appraiser's updates	153,909
Increase appropriated reserves (from \$163,431 to \$177,308)*	(13,877)
Decrease State estimated revenues for new estimates from State	(1,028)
REVENUES AFTER ADJUSTMENTS	21,806,284
EXPENDITURES	21,667,280
Miscellaneous payroll adjustments	46,827
Police and Fire pension adjustments	114,644
Decrease General Liability estimates due to new estimates from provider	(20,358)
Decrease contribution to Seaplane Base and Marina Fund	(26,025)
Increase reimbursement to Stormwater Fund for Right-of-Way Services for miscellaneous payroll adjustments in Right-of-Way department	23,916
EXPENDITURES AFTER ADJUSTMENTS	21,806,284

GENERAL FUND REVENUE = EXPENDITURES? **YES**

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

GENERAL FUND RESERVE DETAILS

Total Going Into Reserves in FY 2023	177,308
Total Estimated General Fund Reserve Balance as of 9/30/2023	3,849,481
Reserve Balance as a Percentage of General Fund Operations	17.65%
Reserve Balance Required to Meet GFOA Recommendations (2 months of operating expenditures)	3,634,381

TIF FUND

REVENUES	533,191
Increase Ad Valorem revenue due to Property Appraiser's new preliminary values	10,717
REVENUES AFTER ADJUSTMENTS	543,908
EXPENDITURES	533,191
Increase contribution to Seaplane Base and Marina Fund	10,717
EXPENDITURES AFTER ADJUSTMENTS	543,908
TIF FUND REVENUE = EXPENDITURES?	YES

FY 2023 PROPOSED BUDGET ADJUSTMENTS

INFRASTRUCTURE SALES TAX FUND (FUND 150)

REVENUES	130,000
Increase appropriation from reserves from (\$130,000 to \$193,513)	63,513
REVENUES AFTER ADJUSTMENTS	193,513
EXPENDITURES	
Road paving (moved from Fund 152)	63,513
EXPENDITURES AFTER ADJUSTMENTS	63,513
INFRASTRUCTURE FUND REVENUES = EXPENDITURES?	NO

INFRASTRUCTURE SALES TAX FUND (FUND 152)

REVENUES	1,870,871
Decrease State estimated revenues for new estimates from State	(205,328)
Decrease appropriated reserves (from \$141,815 to \$0)*	141,815
REVENUES AFTER ADJUSTMENTS	1,807,358
EXPENDITURES	1,870,871
Move a portion of road paving to Fund 150 Infrastructure Sales Tax	(63,513)
EXPENDITURES AFTER ADJUSTMENTS	1,807,358
INFRASTRUCTURE FUND REVENUES = EXPENDITURES?	YES

DEBT SERVICE FUND

REVENUES	1,186,700
Decrease Dedicated Debt Service revenue for lower millage rate (.2234 vs .2074)	(27)
Appropriate from reserves	27
REVENUES AFTER ADJUSTMENTS	1,186,700
EXPENDITURES	1,186,700
None	
EXPENDITURES AFTER ADJUSTMENTS	1,186,700
CAPITAL PROJECT FUND REVENUE = EXPENDITURES?	YES

FY 2023 PROPOSED BUDGET ADJUSTMENTS

WATER AND WASTEWATER UTILITY FUND

REVENUES	11,585,259
Increased retained earnings (from \$56,447 to \$58,215)	(1,768)
REVENUES AFTER ADJUSTMENTS	11,583,491
EXPENDITURES	11,585,259
Miscellaneous payroll adjustments	10,955
Decrease General Liability estimates due to new estimates from provider	(12,723)
EXPENDITURES AFTER ADJUSTMENTS	11,583,491
WATER AND WASTEWATER UTILITY FUND REVENUE = EXPENDITURES?	YES

SOLID WASTE FUND

REVENUES	4,007,050
Increased retained earnings (from \$0 to \$17,625)	(17,625)
REVENUES AFTER ADJUSTMENTS	3,989,425
EXPENDITURES	4,007,050
Miscellaneous payroll adjustments	(14,067)
Decrease General Liability estimates due to new estimates from provider	(3,558)
EXPENDITURES AFTER ADJUSTMENTS	3,989,425
SOLID WASTE FUND REVENUE = EXPENDITURES?	YES

STORMWATER FUND

REVENUES	2,103,184
Increase reimbursement from General Fund for Right-of-Way Services for miscellaneous payroll adjustments in Right-of-Way department	23,916
Increase appropriated reserves (from \$0 to \$1,219)*	(1,219)
REVENUES AFTER ADJUSTMENTS	2,125,881
EXPENDITURES	2,103,184
Miscellaneous payroll adjustments	24,301
Decrease General Liability estimates due to new estimates from provider	(1,604)
EXPENDITURES AFTER ADJUSTMENTS	2,125,881
STORMWATER FUND REVENUE = EXPENDITURES?	YES

FY 2023 PROPOSED BUDGET ADJUSTMENTS

SEAPLANE BASE AND MARINA FUND

REVENUES	975,142
Decrease contributions from General Fund	(26,025)
Increase contributions from TIF Fund	10,717
Increase appropriated reserves (from \$0 to \$2,761)*	(2,761)
REVENUES AFTER ADJUSTMENTS	957,073
EXPENDITURES	975,142
Miscellaneous payroll adjustments	(15,980)
Decrease General Liability estimates due to new estimates from provider	(2,089)
EXPENDITURES AFTER ADJUSTMENTS	957,073
SEAPLANE BASE AND MARINA FUND REVENUE = EXPENDITURES?	YES

PAVILION FUND

REVENUES	827,581
None	
REVENUES AFTER ADJUSTMENTS	827,581
EXPENDITURES	827,581
Miscellaneous payroll adjustments	229
Decrease General Liability estimates due to new estimates from provider	(147)
Decrease Audit Services estimate	(82)
EXPENDITURES AFTER ADJUSTMENTS	827,581
PAVILION FUND REVENUE = EXPENDITURES?	YES

**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/3/2022**

AGENDA TAB NO.: 11

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 and Budget Workshop	August 17, 2022, 4:00 p.m., Tavares City Council Chambers
Planning and Zoning Board Meeting	August 18, 2022, 3:00 p.m., Tavares City Council Chambers
Library Board Meeting	August 17, 2022, 2:30 p.m., Tavares Library Conference Room
Code Enforcement Special Magistrate Hearing	September 13, 2022, 5:00 p.m., Tavares City Council Chambers

OUTSIDE AGENCY MEETINGS:

Lake County League of Cities Meeting	August 12, 2022, 12:00 noon, Mount Dora Golf Course
Lake Sumter MPO Executive Board Meeting	August 24, 2022, 2:00 p.m., 1300 Citizens Boulevard, Leesburg
Tavares Chamber of Commerce Business Luncheon	August 24, 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_7.26.2022

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
8/3/2022**

AGENDA TAB NO.: 12

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.