



**TAVARES CITY COUNCIL
MEETING MINUTES
SEPTEMBER 7, 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
Sarah Coursey, 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 Jonathan Morgan, Astatula Baptist Church

Pastor Jonathan Morgan, Astatula Baptist Church, provided the invocation and led those present in the Pledge of Allegiance.

III. SWEARING IN OF NEW POLICE CHIEF

Tab 2. Swearing in of New Police Chief

Mayor Pfister asked the City Attorney, Police Chief Sarah Coursey, and Chief Coursey's daughter to join her at the podium. Attorney Holt swore in Chief Coursey as the Tavares Chief of Police. Chief Coursey's daughter pinned her with the Tavares Police Chief shield.

Chief Coursey thanked her family, the Council, Mr. Drury, Staff, and Tavares Police Officers. She said she is honored and privileged to be provided the opportunity to serve as the City of Tavares Police Chief and proud to work with the dedicated Tavares Police Officers. She said she would be actively involved in the community and is dedicated to the highest level of service, professionalism, transparency, and compassion.

Mayor Pfister recognized and thanked the past and present dignitaries in the audience.

IV. APPROVAL OF AGENDA

Mayor Pfister asked for changes to the Agenda. Mr. Drury said staff would like to table Tab 4 [Resolution 2022-14 – Special Use Permit for School at 203 N. St. Clair Abrams Avenue]. He said there was a notification error that would be corrected, and the item would be brought back at a future meeting.

MOTION

Troy Singer moved to approve the Agenda with Tab 4 tabled, seconded by Walter Price. The motion carried unanimously 5-0.

V. PROCLAMATIONS/PRESENTATIONS

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

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

VII. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Ms. Roberts read the following Ordinances by title only:

ORDINANCE 2022-12

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA REGARDING ELECTRONIC GAME ROOMS; MAKING FINDINGS; ESTABLISHING A NEW CHAPTER 21 (ELECTRONIC GAME ROOMS) OF THE CITY OF TAVARES CODE OF ORDINANCES, TO REGULATE ELECTRONIC GAME ROOMS AND TECHNOLOGY; PROVIDING FOR LEGISLATIVE AUTHORIZATION, THE COVERED AREA TO BE ALL OF THE CITY OF TAVARES, FLORIDA, THE INTENT OF THE LEGISLATION, DEFINITIONS, REGULATIONS FOR PERMITTING AND FEES, INSPECTIONS, SIGNAGE REQUIREMENTS, LIMITATIONS ON THE OPERATIONS OF THE BUSINESSES, SAFETY AND SECURITY REQUIREMENTS, VIOLATIONS AND PENALTIES AND SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

ORDINANCE 2022-13

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA, ESTABLISHING, ON THE PROPOSED PROPERTY KNOWN AS LEELA RESERVE AND FURTHER DESCRIBED HEREIN, AND RECOGNIZING, THE COMMUNITY DEVELOPMENT DISTRICT, CREATED AND CHARTERED BY UNIFORM GENERAL LAW, THE UNIFORM COMMUNITY DEVELOPMENT DISTRICT ACT OF FLORIDA, CHAPTER 190, FLORIDA STATUTES (2001 AND HEREAFTER); ACKNOWLEDGING THE UNIFORM DISTRICT CHARTER EXPRESSED IN SECTIONS 190.006-190.041, FLORIDA STATUTES, AND AS REFERENCED AND PROVIDED BY SECTION 190.004(4), FLORIDA STATUTES, AND CONFIRMED BY SECTION 189.0311, FLORIDA STATUTES; ESTABLISHING THE LEELA RESERVE COMMUNITY DEVELOPMENT DISTRICT (ON THE PROPERTY PROPOSED IN THIS PETITION) AND DESIGNATING THE INITIAL MEMBERS OF THE DISTRICT BOARD OF SUPERVISORS; AND, DESIGNATING THE PROPOSED LAND AREA WITHIN WHICH THE DISTRICT MAY MANAGE AND FINANCE ITS BASIC INFRASTRUCTURE, SYSTEMS, FACILITIES, SERVICES, IMPROVEMENTS AND PROJECTS; PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE.

ORDINANCE 2022-14

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA, SUBSTANTIALLY REVISING AND REWRITING THE CITY LAND DEVELOPMENT REGULATIONS, WHICH INCLUDE CHAPTER 1

GENERAL PROVISIONS, CHAPTER 2 ADMINISTRATION, CHAPTER 3 DEFINITIONS, CHAPTER 4 APPLICATION PROCEDURES AND PERMITTING, CHAPTER 7 NON-CONFORMING SITUATIONS, CHAPTER 8 ZONING REGULATIONS, CHAPTER 9 HISTORIC PRESERVATION OVERLAY DISTRICT AND ARCHITECTURAL AND SITE DESIGN STANDARDS, CHAPTER 10 CONCURRENCY REVIEW AND DETERMINATION, CHAPTER 11 LANDSCAPING AND BUFFERING REGULATIONS PROTECTION AND REMOVAL OF TREES, CHAPTER 12 PERFORMANCE STANDARDS, CHAPTER 13 ENVIRONMENTAL PRESERVATION, CHAPTER 14 FLOODPLAIN, CHAPTER 15 STORMWATER, CHAPTER 16 SUBDIVISION REGULATIONS, CHAPTER 17 UTILITIES, CHAPTER 19 STREETS AND SIDEWALKS, CHAPTER 20 PARKING REGULATIONS, CHAPTER 21 SIGN REGULATIONS, CHAPTER 22 BUILDINGS AND BUILDING REGULATIONS, CHAPTER 23 COMMUNITY ECONOMIC DEVELOPMENT INITIATIVES, CHAPTER 24 COMMUNITY DEVELOPMENT FEE SCHEDULE; CHANGING THE ACTUAL LIST OF PERMITTED, CONDITIONAL, OR PROHIBITED USES WITHIN ZONING DISTRICTS; ADDING CERTAIN ZONING DISTRICTS; SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

ORDINANCE NO. 2022-15

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA, ESTABLISHING THE CRESSWIND LAKE HARRIS COMMUNITY DEVELOPMENT DISTRICT PURSUANT TO CHAPTER 190, FLORIDA STATUTES; PROVIDING FOR THE ESTABLISHMENT AND NAMING OF THE DISTRICT; PROVIDING FOR THE LEGAL DESCRIPTION OF THE EXTERNAL BOUNDARIES OF THE DISTRICT; PROVIDING FOR THE DESCRIPTION OF THE FUNCTIONS AND POWERS OF THE DISTRICT; PROVIDING FOR THE DESIGNATION OF THE INITIAL MEMBERS OF THE DISTRICT'S BOARD OF SUPERVISORS; PROVIDING FOR NOTICE REQUIREMENTS AND FOR COMPLIANCE WITH ALL REMAINING SECTIONS OF CHAPTER 190, FLORIDA STATUTES, AND ALL OTHER APPLICABLE LAWS AND ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Pfister noted Ordinances were not discussed at their First Reading.

VIII. CONSENT AGENDA

MOTION

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

Tab 3. Approval of the August 3, 2022, City Council Regular Meeting and Budget Workshop Minutes

Approved on the Consent Agenda.

IX. RESOLUTIONS

Tab 4. Resolution 2022-14 – Special Use Permit for School at 203 N. St. Clair Abrams Avenue

Pulled during Approval of the Agenda.

X. ORDINANCES – PUBLIC HEARING

First Reading

Tab 5. Ordinance 2022-12 – Code of Ordinances Amendment – Establish Regulations Pertaining to Electronic Game Rooms

No discussion at First Reading.

Tab 6. Ordinance 2022-14 – Land Development Regulation Amendments – Revision of Land Development Regulations in Accordance with Smart Growth Initiatives and the Comprehensive Plan

No discussion at First Reading.

Tab 7. Ordinance 2022-13 – Establishment of a Community Development District for Leela Reserve Subdivision

No discussion at First Reading.

Tab 8. Ordinance 2022-15 – Establishment of a Community Development District for Cresswind Subdivision

No discussion at First Reading.

Second Reading

XI. GENERAL GOVERNMENT

Tab 9. Purchase and Sale Agreement with Fox Run HOA of Tavares, Inc. for .25 Acres of City Property

Mr. Fitzgerald made the following presentation:

The City of Tavares owns approximately 66.0 acres of property located west of Captain Haynes Rd., south of Dead River Rd., and south of the Fox Run subdivision. Fox Run HOA of Tavares Inc. has submitted a letter requesting to purchase approximately 0.25 acres of the City-owned property located adjacent to the Fox Run subdivision.

Fox Run HOA makes this request so that the subdivision may secure a path for ingress and egress from the Fox Run subdivision to 13.0 acres of property owned by the Fox Run HOA located southeast of the subdivision, abutting Captain Haynes Road.

The City Attorney has drafted a Purchase and Sale Agreement for the sale of the property. The proposed sale price for Council consideration is in the amount of \$1,000.

If the City Council accepts the request, Fox Run HOA, Inc. shall be responsible for hiring a surveyor at the HOA's expense to have the 0.25 acres surveyed to obtain a proper legal description of the property. Fox Run HOA, Inc. shall also provide a Quitclaim Deed to the City Attorney for review and approval prior to closing.

The City Attorney has opined that under State Statute and the City Charter it is legal for the City to sell real property based on an un-solicited offer without conducting a request for proposals (RFP) process.

Mayor Pfister asked for comments from the Council.

Vice Mayor Price asked how the City determined the property's value at \$1,000. Mr. Drury said discussions were held by the City Attorney, City Administrator, and Council on whether to go through a costly appraisal process. He noted it was a small parcel the City did not need. The applicant would pay for all recording costs, a survey, and other associated fees. Mr. Drury noted the property was underwater and not of value and felt \$1,000 would be fair and equitable for the staff and Board's time to process the request.

MOTION

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

Mr. Drury recommended the Council continue with the Regular meeting until the Budget Hearing scheduled at 5:05 p.m.

XIII. NEW BUSINESS

Mayor Pfister asked Mr. Drury to provide an update on three manatees discovered near the Seaplane Base and Marina docks. Mr. Drury said three signs would be placed in the marina area to remind the public to motor safely and use caution around manatees. Mr. Tweedie said signs would be installed by the end of the week.

XIV. OLD BUSINESS

XV. AUDIENCE TO BE HEARD

Gary Santoro, Royal Harbor, said Mr. Drury should have been included in the Police Chief ceremony.

XVI. REPORTS

Tab 12. City Administrator Report

City Administrator

Mr. Drury provided an update on upcoming meetings, including the Budget Hearing scheduled at 5:05 p.m. A second Budget Hearing was scheduled to be held on September 21, 2022, at 5:05 p.m.

Mr. Drury said the Chamber of Commerce was holding its annual Business of the Year Gala on September 16, 2022, at Mission Inn Resort and Club, Howey in the Hills. He said the event honors Tavares businesses.

Department Directors

Mr. Tweedie provided an update on the following projects:

- Wooton Park West
- Volleyball Lighting
- Modification of Stormwater Pond

Mr. Dillon said the Wooton Wonderland contractor would begin construction on October 1, 2022, with the final closeout scheduled for May 2023.

Chief Keith said a Patriots Day memorial event would be held on Sunday, September 11, 2022, in the Lake County Historic Courthouse, in honor of the victims of 9/11. Mr. Drury thanked Chief Keith for his leadership role in the county-wide event.

Mr. Aldrich said the fall Babe Ruth baseball and softball season had begun with a record number of participants at 141 players. He thanked the Council for their support in helping build the program. Mr. Aldrich noted the following new programs being implemented:

- Start Smart Development Program for children aged two to five years old designed to help develop young athletes.
- Take a Hike Program for seniors who walk from Wooton Park to the Ingraham Center and back, with a small function held at the Ingraham Center.

Each Department Director congratulated Chief Coursey.

Tab 13. City Council Member Reports

Council Member Gamble

- Congratulated Chief Coursey. He noted Chief Coursey is the first female Police Chief in Tavares.

Council Member Singer

- Congratulated Chief Coursey and welcomed Mr. Dillon back to service.

Council Member Boggus

- Congratulated Chief Coursey.

Vice Mayor Price

- Congratulated Chief Coursey.
- Commended Mr. Dillon on his work striping the intersection of Dead River Road and SR 19. He said Mr. Dillon provided a great response to citizen requests.

Mayor Pfister

- Congratulated Chief Coursey. She said the pinning is one of the most exciting things she does as Mayor.

Mayor Pfister adjourned the Regular meeting at 4:38.

Mayor Pfister reconvened the Budget Hearing meeting at 5:05.

XII. BUDGET WORKSHOP

Tab 10. Approve Resolution 2022-16 for Tentative Millage Rate for FY 2023 – First Reading

Ms. Roberts read the following Resolution in its entirety:

RESOLUTION 2022 - 16

A RESOLUTION ADOPTING A FINAL MILLAGE RATE OF 6.6950 FOR THE CITY OF TAVARES, FLORIDA, FOR AD VALOREM TAXES FOR FISCAL YEAR 2022-2023; SETTING FORTH THE PERCENT BY WHICH THE MILLAGE RATE IS GREATER THAN THE "ROLLED-BACK" RATE.

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

WHEREAS, the City of Tavares of Lake County, Florida on September 7, 2022, adopted the 2022-2023 Fiscal Year Tentative Millage Rate following a public hearing as required by Florida Statute 200.065.

WHEREAS, the City of Tavares of Lake County, Florida, following due public notice as required by law, held a second public hearing on September 21, 2022, as required by Florida Statute 200.065 on the 2022-2023 Millage Rate; and

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within Lake County has been certified by the County Property Appraiser to the City of Tavares as \$1,310,071,607.

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

- 1. The City of Tavares Fiscal Year 2022-2023 operating millage rate to be levied is hereby set at 6.6950 mills, which millage rate is greater than the rolled back rate of 6.1098 mills by 9.58%.**
- 2. The voted debt service millage rate is set at .2074 mills for Fiscal Year 2022-2023.**
- 3. This Resolution will take effect immediately upon its adoption.**

PASSED AND RESOLVED this 21st day of September 2022 by the City Council of the City of Tavares, Florida.

Mr. Drury made the following presentation:

The City Administrator and staff have developed a budget for Fiscal Year 2023 for Council's consideration totaling \$53,131,518 that is fully balanced. The proposed budget for FY 2023 includes, among many other items, the following:

- 1. Similar Level of Service.*
- 2. Decreased the General Fund millage rate for the 4th year in a row from 6.7579 to 6.6950 (which is 9.58% above the rollbacked rate).*
- 3. Debt Service millage rate decrease (from .2391 to .2074).*
- 4. Increased reserve appropriations to meet the GFOA recommendations for a city of this size.*
- 5. Fire Assessment level funded (no rate increase).*
- 6. Employee raises of 5.38%.*
- 7. Two new Police Officers, and one new Police Evidence Technician.*
- 8. Street paving \$430,000.*
- 9. Expanded programs are cut.*

Previously, the City Council discussed the proposed Fiscal Year 2023 Budget at the following public meetings:

- 7/06/2022 – City Council Budget Workshop – (General Fund Budget)*
- 7/20/2022 – City Council Budget Workshop – (Utility and Special Revenue Fund Budgets)*
- 7/20/2022 – City Council Budget Workshop – (Set Maximum Tentative Millage rate)*
- 8/03/2022 – City Council Budget Workshop – (Capital Improvement Plan Presentation)*
- 8/17/2022 – City Council Budget Workshop – (Discussion on FY 2023 Proposed Budget)*

A Tentative Budget (all funds) has been prepared for the City Council. During the last Budget Workshop Vice Mayor Price asked for clarification on nine (9) budgeted items. Answers to those questions have been provided to each Council member and staff is available to provide further information as needed.

The Final Public Hearing to adopt the FY 2023 Millage Rate and the FY 2023 Budget will be held at 5:05 p.m. on September 21, 2022, at which time the final millage rates will be adopted.

Staff recommends Option 1: Take public input, discuss and approve the Tentative Millage for Fiscal Year 2023 as reflected in Resolution 2022-16.

Vance Jochim, 12619 Milwaukee Avenue, Lake County, congratulated Chief Coursey. He recommended Council adopt the roll-back rate.

Mayor Pfister asked for comments from the Council.

Council Member Singer asked if any residents wished to speak. Mayor Pfister said no residents requested to speak to the Council on the Budget.

Vice Mayor Price inquired about the LEED Program and recommended a sunset provision be included for two to five years. Mr. Drury said he could bring back an agenda item to discuss the program in October, and Staff could report to the Council quarterly or semiannually after that.

MOTION

Amanda Boggus moved to approve Resolution 2022-16 adopting a final millage rate of 6.6950 for the City of Tavares, Florida, for ad valorem taxes for the Fiscal Year 2022-2023 setting forth the percent by which the millage rate is greater than the rolled-back rate, seconded by Sandy Gamble. The motion carried 4-1 as follows:

Lori Pfister:	No
Walter Price:	Yes
Amanda Boggus:	Yes
Sandy Gamble:	Yes
Troy Singer:	Yes

Tab 11. Approve Resolution 2022-17 for Tentative Budget for FY 2023 – First Reading

Ms. Roberts read the following Resolution in its entirety:

RESOLUTION 2022-17

**A RESOLUTION ADOPTING THE FINAL BUDGET FOR
THE CITY OF TAVARES, FLORIDA, FOR THE FISCAL
YEAR 2022 - 2023.**

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

WHEREAS, a public hearing on the tentative 2022-2023 budget was held at the Tavares City Hall Council Chambers in the City of Tavares, Florida, Lake County, Florida on Wednesday, September 7, 2022 at 5:05 p.m., as required by Florida Statutes 200.065; and

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

WHEREAS, the City Council approved the tentative budget for 2022-2023, and

WHEREAS, a second public hearing on the proposed 2022-2023 budget was held in the Council Chambers at the Tavares City Hall, 201 East Main Street in the City of Tavares, Florida, on Wednesday, September 21, 2022, at 5:05 p.m.,

NOW, THEREFORE, BE IT RESOLVED that the Budget for 2022-2023 fiscal year for the City of Tavares, Florida is hereby adopted by the Tavares City Council in the amount of \$53,131,518 at public hearing this 22nd day of September, 2022.

This resolution will take effect immediately upon its adoption.

PASSED AND RESOLVED this 21nd day of September, 2022, by the City Council of the City of Tavares, Florida.

Mr. Drury made the following presentation:

The City Administrator and staff have developed a budget for Fiscal Year 2023 for Council's consideration totaling \$53,131,518 that is fully balanced. The proposed budget for FY 2023 includes, among many other items, the following:

- 10. Similar Level of Service.*
- 11. Decreased the General Fund millage rate for the 4th year in a row from 6.7579 to 6.6950 (which is 9.58% above the rollbacked rate).*
- 12. Debt Service millage rate decrease (from .2391 to .2074).*
- 13. Increased reserve appropriations to meet the GFOA recommendations for a city of this size.*
- 14. Fire Assessment level funded (no rate increase).*
- 15. Employee raises of 5.38%.*
- 16. Two new Police Officers, and one new Police Evidence Technician.*
- 17. Street paving \$430,000.*
- 18. Expanded programs are cut.*

Previously, the City Council discussed the proposed Fiscal Year 2023 Budget at the following public meetings:

- 7/06/2022 – City Council Budget Workshop – (General Fund Budget)*
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- 7/20/2022 – City Council Budget Workshop – (Set Maximum Tentative Millage rate)*
- 8/03/2022 – City Council Budget Workshop – (Capital Improvement Plan Presentation)*
- 8/17/2022 – City Council Budget Workshop – (Discussion on FY 2023 Proposed Budget)*

A Tentative Budget (all funds) has been prepared for the City Council. During the last Budget Workshop Vice Mayor Price asked for clarification on nine (9) budgeted items. Answers to those questions have been provided to each Council member and staff is available to provide further information as needed.

The Final Public Hearing to adopt the FY 2023 Millage Rate and the FY 2023 Budget will be held at 5:05 p.m. on September 21, 2022 at which time the final millage rates will be adopted.

Staff recommends Option 1: Take public input, discuss and approve the Tentative Millage for Fiscal Year 2023 as reflected in Resolution 2022-16.

Vance Jochim, 12619 Milwaukee Avenue, Lake County, said he found a Tavares tee shirt at a local business.

Vice Mayor Price said he reviewed the budget item by item and line by line and came up with a few questions. He thanked the Department Directors for thoroughly answering his questions and said he was satisfied all possible items had been cut.

Council Member Boggus said she collected all budgets for her tenure on the City Council, and this was the best budget to date. She commended those present on their efforts.

Mayor Pfister commended Mr. Drury and the Department Directors.

MOTION

Amanda Boggus moved to approve Resolution 2022-17, adopting the final budget for the City of Tavares, Florida, for the Fiscal Year 2022-2023, seconded by Troy Singer. The motion carried 4-1 as follows:

Lori Pfister:	No
Walter Price:	Yes
Amanda Boggus:	Yes
Sandy Gamble:	Yes
Troy Singer:	Yes

XVII. ADJOURNMENT

There was no further business and Mayor Pfister adjourned the meeting at 5:21 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk