



**AGENDA
TAVARES CITY COUNCIL
November 2, 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 Greg Watts, Liberty Church Tavares

III. APPROVAL OF AGENDA

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2 Proclamation - Council Member Amanda Boggus (Mayor)

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO RECORD

VII. CONSENT AGENDA

Tab 3 Approval of the October 5, 2022, City Council Regular Meeting Minutes (City Clerk)

VIII. RESOLUTIONS

Tab 4 Resolution 2022-14 - Special Use Permit for School at 203 N. St Clair Abrams Avenue (Community Development)

Tab 5 Resolution 2022-20 - Final Budget Amendment for Fiscal Year 2022 (Finance)

IX. ORDINANCES - PUBLIC HEARING

First Reading

Second Reading

- Tab 6 Ordinance 2022-16 - Approve Water, Wastewater, and Reclaimed Water Connection Fee Update Study and Authorize Staff to Implement Recommendations as Presented (Finance)

X. GENERAL GOVERNMENT

- Tab 7 Board Appointments - Police and Fire Pension Boards (Mayor)
- Tab 8 Discussion on Purchasing a Ladder / Aerial Fire Truck at Discount (Fire)
- Tab 9 Award of Bid 2022-0015 for Woodlea Road Utilities Extension Project (Finance)
- Tab 10 Pursue a Purchase and Sales Agreement with the School Board of Lake County, Florida for Fred Stover Sports Complex (Community Services)
- Tab 11 ARPA Project - Upgrade Woodlea Sports Field Lighting Project (Community Services)

XI. NEW BUSINESS

XII. OLD BUSINESS

- Tab 12 ARPA Projects Status Report (City Administrator)

XIII. AUDIENCE TO BE HEARD

XIV. REPORTS

- Tab 13 City Administrator Report
- Tab 14 City Council Member Reports

XV. ADJOURNMENT

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

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
11/2/2022**

AGENDA TAB NO.: 1

SUBJECT TITLE: Pastor Greg Watts, Liberty Church Tavares

OBJECTIVE:

Pastor Greg Watts, Liberty Church Tavares, will provide an invocation and lead those present in the Pledge of Allegiance.

SUMMARY:

Pastor Greg Watts, Liberty Church Tavares, will provide an 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
11/2/2022**

AGENDA TAB NO.: 2

SUBJECT TITLE: Proclamation - Council Member Amanda Boggus (Mayor)

OBJECTIVE:

For the Mayor to read a Proclamation in recognition of Council Member Amanda Boggus, and for the Council to approve the Proclamation.

SUMMARY:

Amanda Boggus began her tenure as a member of the Tavares City Council in November 2016, serving as Mayor from 2019 through 2021. Her numerous contributions are reflected throughout the city. Her unwavering enthusiasm and support for youth programs, senior programs, public safety, economic development, and the City employees have been greatly appreciated by the residents, community, visitors, and staff.

Mayor Pfister will read and present a Proclamation bestowing special thanks, recognition, and appreciation to Amanda Boggus for her loyalty and dedication to the City of Tavares - America's Seaplane City.

OPTIONS:

1. For the Mayor to read and present a Proclamation to Amanda Boggus, and the Council to approve the Proclamation.
2. Do not approve the Proclamation.

STAFF RECOMMENDATION:

Option 1 - For the Mayor to read and present a Proclamation to Amanda Boggus, and the Council to approve the Proclamation.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Proclamation for Amanda Boggus

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



PROCLAMATION

WHEREAS, November 2, 2022, is Council Member Amanda Boggus' last meeting as a member of the Tavares City Council, and

WHEREAS, Amanda Boggus served on the Tavares City Council from 2016 to 2022, including serving as Mayor from 2019 to 2021, and

WHEREAS, throughout her tenure on the Tavares City Council, Amanda Boggus held unwavering enthusiasm and support for the rebuilding of Wooton Wonderland and the Mayor's Youth Council by mentoring paired students, and

WHEREAS, Amanda Boggus supported the community during storms by manning the shelter at Tavares High School, and

WHEREAS, Amanda Boggus has been a supporter of youth sports programs, senior programs, public safety, economic development, city employees, and

WHEREAS, some of the boards and committees Amanda Boggus has served on behalf of the City of Tavares are:

- Public Works Complex Horizon Team
- North/South City Gateway Horizon Team
- Emergency Preparedness/Public Safety Horizon Team
- Woodlea Sports Park Complex Horizon Team
- Lake County Library Advisory Board
- Florida League of Cities
- Florida League of Mayors

NOW, THEREFORE, BE IT RESOLVED that I, Lori A. Pfister, Mayor, recommend on behalf of the entire City Council, City Staff, and Citizens of Tavares, that the City Council does hereby bestow special thanks, recognition, and appreciation to Amanda Boggus for her outstanding contributions and dedication as an elected official during these past six (6) years to the City of Tavares – America's Seaplane City!

PASSED AND ADOPTED by the Tavares City Council this 2nd day of November 2022.

Lori A. Pfister, Mayor

**AGENDA SUMMARY
TAVARES CITY COUNCIL
11/2/2022**

AGENDA TAB NO.: 3

SUBJECT TITLE: Approval of the October 5, 2022, City Council Regular Meeting Minutes (City Clerk)

OBJECTIVE:

To consider approval of the October 5, 2022, City Council regular meeting minutes.

SUMMARY:

Attached are the October 5, 2022, City Council regular meeting minutes as submitted by the City Clerk.

OPTIONS:

1. Move to approve the City Council meeting minutes under the Consent Agenda.
2. Move to approve the City Council meeting minutes with corrections.

STAFF RECOMMENDATION:

For Council approval.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. 10-05-2022 CC Minutes

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



**TAVARES CITY COUNCIL
MEETING MINUTES
OCTOBER 5, 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 - *Absent*
Sandy Gamble, Council Member
Troy Singer, Council Member**

STAFF PRESENT

**John Drury, City Administrator
Lindsay Holt, City Attorney
Susie Novack, City Clerk
Scott Aldrich, Community Services Director
Crissy Bublitz, Human Resources Director
Phil Clark, Utilities Director
James Dillon, Public Works Director
Mike Fitzgerald, Community Development Director
Lori Houghton, Finance Director
Richard Keith, Fire Chief
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. Phil Clark, Utilities Director

Phil Clark, Utilities Director, provided the invocation and led those present in the Pledge of Allegiance.

III. APPROVAL OF AGENDA

Mayor asked for changes to the Agenda. Mr. Drury said he would like to add the following items to the Agenda:

Tab 2A – Hurricane Ian Update – Emergency Management Director

Tab 2B – Hurricane Ian Update – Fire Chief

Tab 2C – Hurricane Ian Update – Police Chief

MOTION

Walter Price moved to approve the Agenda with additions [Tabs 2A, 2B, and 2C Hurricane Updates], seconded by Troy Singer. The motion carried unanimously 4-0.

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2. Proclamation – White Cane Day 2022

Mayor Pfister read a Proclamation in its entirety declaring October 15, 2022, as White Cane Safety Day in Tavares in recognition of the contributions of blind and low-vision Americans. Mayor Pfister presented the Proclamation to Chantel Buck, President/CEO of New Vision for Independence, Inc.

Ms. Buck thanked the Council and said the advocacy of persons with disabilities deserve dignity and access to the community.

MOTION

Troy Singer moved to approve the Proclamation, seconded by Sandy Gamble. The motion carried unanimously 4-0.

Tab 2A. Post Hurricane Ian Update – Emergency Management Director

Mr. Drury asked the Emergency Management Director to provide an update on the recent hurricane. He said the Fire and Police Chiefs would follow with their updates.

Mr. O'Keefe noted the City was on day six post-hurricane Ian, and fortunate there was a limited impact in Tavares. He provided a recap of the emergency plans leading up to the hurricane, including actions taken in the City's departments, with some of the following highlights:

- When the storm was a tropical depression, the City reviewed Federal and State software at the City's disposal for updates.
- Tenants removed Marina's vessels in accordance with leasing procedures.
- City departments secured facilities, work areas, and City records.
- The Emergency Management Department organized activities and took steps to prevent, mitigate, prepare, respond, and recover from potential disasters, working with each Department's Director:
 - City Emergency Operations Center (EOC) was staffed with three staff members throughout the storm coordinating with the County's EOC.
 - Lake County Emergency Operations Center (LCEOC) – Three City representatives worked in shifts throughout the storm coordinating with the City's EOC taking calls and working with key officials in the County to assist the City.
- Damage assessment meetings were held after the storm; opening roads was the priority.
- Demobilized 24-hour EOC after the storm to Level 2 partial activation; cleanup began.
- Garbage pickup resumed the day after the storm; two weddings were held at the Pavilion on the Lake on Saturday and Sunday after the storm.

Tab 2B – Post-Hurricane Ian Update – Fire Chief

Chief Keith said the State Emergency Response Plan (SERP) was instituted in 1992 after Hurricane Andrew. The Florida SERP developed into a pool of resources throughout the state that goes to needy areas. He said Tavares Fire Department vehicles, resources, and staff were assigned to the Florida SERP response to assist South Florida in recovery after Hurricane Ian. Five Firefighters and one engine were in South Florida; Ft. Myers. The Federal Government pays for SERP resources. Chief Keith provided PowerPoint slides of the Tavares SERP Strike Team; Battalion Chief Eric Wages, Lieutenant Mark Kidd, Firefighter Madison Leary, Firefighter Anthony Carter, and Firefighter Ethan Hunter. The City of North Port was their first house-to-house search and rescue deployment. After four days, the team relocated to Ft. Meyers.

Tab 2C – Post Hurricane Ian Update – Police Chief

Chief Coursey said she could not be prouder to work with such a team of professionals throughout the City. She said the planning that went into the storm made implementation seamless. There were no major law enforcement issues during the storm. She noted the Police Department accreditation acceptance was placed on hold as the event was scheduled in the Ft. Meyers/Sanibel Island area. She said the Police Department would take donations to the affected area over the weekend.

Mr. Drury said a meeting was held each day through Zoom and radio with each Department Director and thanked those who attended the meetings. He noted the Building Inspector also participated in the discussions and the Mayor was active daily with staff to help and receive updates on the City. Mr. Drury said each Council member was kept up to date, and he was proud of how the City and Council protected the City and maintained services. =

Council Member Singer said the residents do not see what happens behind the scenes, and the Council and Staff were well-prepared to take care of emergencies.

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

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Ms. Novack read the following resolutions by title only:

RESOLUTION NO. 2022-18A

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA; RELATING TO THE DECLARATION OF STATE OF LOCAL EMERGENCY; AND PROVIDING FOR AN EFFECTIVE DATE.

RESOLUTION NO. 2022-19

A RESOLUTION OF CITY OF TAVARES, FLORIDA; AUTHORIZING THE APPLICATION FOR PUBLIC ASSISTANCE FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY THROUGH THE FLORIDA DEPARTMENT OF EMERGENCY MANAGEMENT FOR ASSISTANCE RELATED TO THE HURRICANE IAN EMERGENCY UPON PRESIDENTIAL DECLARATION; AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE DOCUMENTS RELATED TO FEDERAL PUBLIC ASSISTANCE FOR THE EMERGENCY; PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.

VII. CONSENT AGENDA

Mayor Pfister asked if anyone wished to pull an item from the Consent Agenda for discussion. There were none.

MOTION

Walter Price moved to approve the Consent Agenda [Tab 3. Approval of the September 7, 2022, Regular Meeting and Budget Hearing Minutes; and, Tab 4. Authorization to Use Forfeiture Funds], seconded by Sandy Gamble. The motion carried unanimously 4-0.

Tab 3. Approval of the September 7, 2022 Regular Meeting and Budget Hearing Minutes

Approved on the Consent Agenda.

Tab 4. Authorization to Use Forfeiture Funds

Approved on the Consent Agenda.

VIII. RESOLUTIONS

Tab 5. Resolution 2022-18A – Local Disaster Emergency Declaration

Mr. Drury made the following presentation:

On September 23, 2022, Ron DeSantis, Governor of Florida, issued Executive Order Number 22-218 Declaring a State of Emergency for Brevard, Broward, Charlotte, Collier, DeSoto, Glades, Hardee, Hendry, Highlands, Hillsborough, Indian River, Lee, Manatee, Marin, Miami-Dade, Monroe, Okeechobee, Osceola, Palm Beach Pasco Pinellas Polk, Sarasota, and St. Lucie Counties due the expected impact of Tropical Storm 9, now known as Hurricane Ian to the State of Florida, and

On September 24, 2022, in response to an increased threat of risk to the Florida Peninsula from Tropical Storm 9/Hurricane Ian, Ron DeSantis, Governor of Florida, issued Executive Order 22-219 expanding his Executive Order stating that because weather conditions were projected to constitute a major disaster, the Governor declared that a state of emergency exists in the State of Florida.

Chapter 252, Florida Statutes, Emergency Management provides for Local Emergencies; and Lake County was included under a State of Emergency by Governor DeSantis Executive Order Number 22-219.

Resolution 2022-18A sets forth a Local Emergency Declaration, and provides a request to Governor DeSantis to arrange and deliver recovery and response activities as may be necessary and available to aid the citizens of the City of Tavares, Lake County, Florida during and after the emergency.

Resolution 2022-18A is effective retroactively from September 26, 2022. Staff recommends Option 1, for the Council to move to approve Resolution 2022-18A providing for a Local State of Emergency due to Hurricane Ian effective September 26, 2022.

MOTION

Troy Singer moved to approve Resolution 2022-18A, seconded by Walter Price.

Vice Mayor Price asked if the timing of the declaration was typical for a disaster. Mr. Drury confirmed.

The motion carried unanimously 4-0.

Tab 6. Resolution 2022-19 – Authorizing Application for Federal Public Assistance for Hurricane Ian in the Event of a Presidential Declaration

Mr. Drury made the following presentation:

On September 23, 2022, Ron DeSantis, Governor of Florida, issued Executive Order Number 22-218 Declaring a State of Emergency for Brevard, Broward, Charlotte, Collier, DeSoto, Glades, Hardee, Hendry, Highlands, Hillsborough, Indian River, Lee, Manatee, Marin, Miami-Dade, Monroe, Okeechobee, Osceola, Palm Beach Pasco Pinellas Polk, Sarasota, and St. Lucie Counties due to the expected impact of Tropical Storm 9, now known as Hurricane Ian to the State of Florida, and

On September 24, 2022, in response to an increased threat of risk to the Florida Peninsula from Tropical Storm 9/Hurricane Ian, Ron DeSantis, Governor of Florida, issued Executive Order 22-219 expanding his Executive Order stating that because weather conditions were projected to constitute a major disaster, the Governor declared that a state of emergency exists in the State of Florida.

Chapter 252, Florida Statutes, Emergency Management provides for Local Emergencies; and Lake County was included under a State of Emergency by Governor DeSantis Executive Order Number 22-219.

When a Presidential Disaster Declaration for Lake County is issued due to the impact of Hurricane Ian, the City of Tavares will be eligible to recover costs related to the disaster through Federal Public Assistance, FEMA.

Resolution 2022-19 provides authorization for the City Administrator to make application for Federal Public Assistance for eligible Hurricane Ian Disaster related expenditures. Resolution 2022-19 also provides authorization for the City Administrator to execute agreements and contracts related to and required by application for Federal Public Assistance.

Staff recommends Option 1, for Council to move to approve Resolution 2022-19 authorizing the City Administrator to apply for Federal Public Assistance related to Hurricane Ian, upon eligibility by Presidential Disaster Declaration, and to

execute all documents related to and required by the application for Federal Public Assistance for Hurricane Ian.

Mayor Pfister asked for comments from the Council.

MOTION

Sandy Gamble moved to approve Resolution 2022-19, seconded by Walter Price. The motion carried unanimously 4-0.

IX. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

Tab 7. Mayor's Youth Council Update

Ms. Novack made the following presentation:

Each year the City Clerk's Office provides scheduling assistance between Tavares High School (THS) and the City for the Mayor's Youth Council program. Mr. Stokes, THS Mayor's Youth Council program administrator, has advised the Mayor's Youth Council member application process deadline was the previous day; October 4, 2022. Two resumes were received that would be forwarded to the City for pairing with the Council. Mr. Stokes indicated he would continue to promote the program for more members.

Ms. Novack asked the Council if they wished to begin the program while the school continued to promote the program or wait until there were five participants.

Mayor Pfister said the program began in 2016. She stated her support for the program and said the past members were doing well and thankful for their participation opportunities. Mayor Pfister noted previous graduates included the Mayor's Youth Council as part of their college applications.

Mr. Drury said it might be appropriate for the Mayor to visit the school or a class as a guest speaker.

Council Member Singer said it was a great program and enjoyed the Mock Council Meetings, which would be difficult to accomplish with two members. He noted his support for holding the program until there were five participants.

Council Member Gamble asked how wide the school broadcasted the opportunity. Mr. Drury said it was a school-wide opportunity and was unaware of how the program was promoted.

A discussion was held and there was a consensus from the Council to hold the program and have the Mayor make a morning public address announcement on the Mayor's Youth Council program.

Tab 8. Dispatch Agreement with Lake County Sheriff's Office for Dispatch Services

Chief Coursey made the following presentation:

The Lake County Sheriff's Office (LCSO) provides dispatch and 911 services for the Tavares Police Department. The agreement has not changed from previous years, including the cost. Staff recommends Option 1, for the Council to approve the agreement with the Lake County Sheriff's Office for dispatch and 911 services. Staff recommends Option 1, for the Council to approve the agreement.

Mayor Pfister asked for comments from the Council.

Council Member Singer noted dispatch services were previously in-house. He asked how long the Lake County Sheriff's Office provided the service to the City and the cost for the City to provide the service in-house. Chief Coursey said the City had contracted with the Sheriff's Office for seven years. Mr. Drury said the cost would be over \$1 million dollars. Council Member Singer and Vice Mayor Price noted the significant cost savings to the City by contracting dispatch services to the Sheriff's Office.

Mayor Pfister and Council Member Gamble provided an overview of the City's dispatch services. Mayor Pfister noted a small percentage of 911 calls were directed to the Tavares Police Department while the service was in-house, and most went through the Sheriff's department.

MOTION

Sandy Gamble moved to approve the Lake County Sheriff's Office Dispatch Agreement, seconded by Walter Price. The motion carried unanimously 4-0.

Tab 9. Lake Economic Area Development Partnership

Mr. Tweedie made the following presentation:

During the annual budget development process Council requested the LEAD program be brought back to Council for a discussion and decision on funding, deliverables and updates for the Council for the ensuing year.

Attached is the LEAD proposal (Exhibit A) and LEAD Budgetary request (Exhibit B). The Lake 100 group is spearheading this effort with Lake County's economic development department, Elevate Lake. Lake County will be providing the bulk of the funding (\$500,000) to fund LEAD with cities contributing \$1 per capita. Lake County cities will have two representatives on the LEAD Board (One Large City - Tavares) and one Small City.

This public/private partnership as constituted, with a regionally focused approach, can provide opportunities that can leverage and extend Tavares economic development reach, particularly in the area of business recruitment to areas Tavares presently has limited capabilities to capture with the city's limited resources. The city has had and continues to have great success in economic development locally within the City developing a very balanced, broad-based, and diverse business climate within the City. The city had great success in recruiting/ retention, and expansion of its local companies (Sea Ray Aircraft, Jones Brothers, The Big House, Advent Health Waterman Hospital, Osprey Lodge, Atwater Apartments and Sunday Cool to name just a few) however, with a staff of one, dedicated to these efforts (on top of managing a department including Seaplane Base/Marina, Pavilion, CRA, and Special Event Operations) the City's capabilities to reach out farther and do the "big game hunting" necessary to effectively recruit the larger higher wage producing companies to relocate/expand into the Tavares community is limited. To extend the city's present reach would require additional staff and/or consultant partners at a much greater cost.

The cost to hire additional in-house staff and/or consultant partner(s) would far exceed the proposed cost of \$19,000 to the City (likely by a factor of 4 to 5 times this amount \$70,000 to \$90,000). Leveraging the County's \$500,000 with the city's \$19,000 would benefit Tavares. At present the \$19,000 is budgeted.

An opportunity is present to discuss:

- 1. If the Council wants to fund and support participation in LEAD?*
- 2. If the Council wants the City Administrator to be the representative for the Large City category or someone else?*

If the City decides to fund and support LEAD, quarterly reports will be provided to the City Council on deliverables achieved or not achieved.

Staff recommends the City participate in LEAD, assign the City Administrator to represent Large Cities, fund lead, and request quarterly updates from LEAD.

Mr. Tweedie said Mr. Sheilley, President/CEO of the Ocala Metro Chamber and Economic Development Partnership and LEAD representative, was present for questions.

Mr. Drury said the LEAD program was one of a series of partnerships with Lake County that County Commissioner Smith was leading. He noted several partnerships with the County and said the County was carrying the majority of funding into the LEAD program.

Mayor Pfister asked for comments from the Council.

Vice Mayor Price said he would like a sunset provision so the Council would not have to continue in the program if it was not beneficial to the City.

Mr. Sheilley said the agreement is for one year and was performance-based with regular reporting and accountability so that the Council could see a return on investment. In addition to the County, there were over \$250 thousand dollars in five-year private investments. Mr. Sheilley said LEAD would take existing relations with large consultants to work together to benefit all of Lake County and the region. Mr. Drury noted quarterly reports would be provided to the Council.

Vice Mayor Price inquired how businesses would be spread between the 14 municipalities in Lake County. Mr. Sheilley said the first interest and goal is to locate companies in Lake County, and locations would be determined by identifying sites and buildings in a competitive market. A significant portion of funds approved by the LEAD Board had been made to identify those sights and fund engineering studies. He said LEAD looks forward to being an extension of Tavares Economic Development to bring more resources. Mr. Drury said Tavares has an industrial and medical park that many cities do not have.

Council Member Gamble inquired about projects and non-participating cities. Mr. Sheilley reiterated Lake County locations are the number one focus, whether or not a municipality participates, and the funding is to ensure they have the resources to sell the County.

Council Member Singer asked which cities were participating in the program. Mr. Sheilley said he believed nine cities were confirmed, with two additional in consideration. Mr. Drury said he would report back to the Council. Council Member Singer noted that the City's Economic Development is a department of one, and an additional employee would cost four to five times more than participation in the LEAD program. Mr. Tweedie said the program has well-established relationships with large sight selectors, companies, and developers for manufacturing firms that are relocating. He said the program saves the City time and money.

Mayor Pfister inquired about the LEAD Board. Mr. Sheilley said the Board of Directors included business leaders in Lake County. Mr. Sheilley said he was involved in economic development for 28 years. He received the National Excellence in Economic Development Award for the United States Department of Commerce. In 2020 the Ocala Chamber of Commerce was named the National Chamber of the Year in the United States. He said the Team they have hired has education in the workforce focusing on

business retention and entrepreneurship. Mr. Drury said the Board includes members such as the CEO of Advent Hospital Waterman, South Lake Hospital, Duke Energy, and other business leaders throughout Lake County. He said he represents Tavares as a large City on the Board.

Council Member Singer noted his support and said it is challenging to accomplish economic development with one person. Mr. Tweedie said they use their resources and leverage for high-wage jobs in the area. Mr. Drury said it is not only about bringing in new business and includes business retention, recruitment, and expansion.

MOTION

Troy Singer moved to support the LEAD initiative and have the City Administrator serve for the Large City category, seconded by Sandy Gamble.

Council Member Gamble said he said it is an investment to help the City staff at a low cost.

The motion failed 2-2 as follows:

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

XI. NEW BUSINESS

XII. OLD BUSINESS

Mayor Pfister inquired about sandbags during the storm. She said Commissioner Smith advised some locations volunteered to assist the City with sandbags in the future, including the Elks Lodge.

Council Member Gamble and Vice Mayor Price noted their support for having a sandbag location in Tavares. Mr. Drury said staff would work with the County to designate a space in Tavares for sandbags.

XIII. AUDIENCE TO BE HEARD

Gary Santoro, Royal Harbor, noted his support for consolidated dispatch and said it worked well in Tavares.

Bylinda Rink, 216 Fern Avenue, Tavares, thanked Chief Coursey, the Fire Department, and those staff members that helped in storm recovery in the Ft. Meyers area. She said the City's support is helping those who grew up in Tavares, such as Doris Ragin's son, Terry Ragin.

XIV. REPORTS

Tab 10. City Administrator Report

Mr. Tweedie provided an update on upcoming events including Roctoberfest and Monster Splash.

Tab 11. City Council Member Reports

Council Member Gamble thanked the City staff for their efforts during the storm.

Council Member Singer said he could not attend the America in Bloom Symposium due to the storm. He noted October was Breast Cancer Awareness Month.

Vice Mayor Price commended the City's Emergency Management Department, Police Department, and Fire Department throughout the storm event. He said they ran a professional and smooth operation.

Mayor Pfister commended the Department Directors and said she is proud of Tavares. She said the City is the best because of the employees and leadership.

XV. ADJOURNMENT

There was no further business and Mayor Pfister adjourned the meeting at 5:26 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
11/2/2022**

AGENDA TAB NO.: 4

SUBJECT TITLE: Resolution 2022-14 - Special Use Permit for School at 203 N. St Clair Abrams Avenue (Community Development)

OBJECTIVE:

To consider a petition for a Special Use Permit for a School proposed to be located at 203 N. St Clair Abrams Avenue

SUMMARY:

An application for a Special Use Permit has been received to operate a school at 203 N. St Clair Abrams Avenue. The subject property is located on the northwest corner of the intersection of N. St Clair Abrams Avenue and Maud Street. The building located on the site was most recently occupied by a law firm. The property is within the Mixed Use (MU) zoning district, and a school is allowed only with the issuance of a Special Use Permit from the City Council.

The applicant, The Modern Schoolhouse LLC, envisions what is referred to as a "micro-school" with an estimated enrollment of 40-45 students across various grade levels. The subject property is in close proximity to the Tavares Public Library, downtown museums, Wooton Wonderland, and the Splash Park. The property includes an empty lot that will be utilized for student recess. The building has been evaluated by the Tavares Fire Department and Building Official, and no major issues were found.

However, the applicant will be required to obtain permits for a fire alarm system and some plumbing and electrical improvements.

The subject property has limited on-site parking. It is the intention of the school operator to have parents use available public parking and walk children to and from the school. There will be no car drop off or pickup permitted to block any public right-of-way. City staff met with the applicant and conducted an evaluation of available public parking near the proposed site. City staff has determined that there are four (4) public parking areas consisting of a total of ninety (90) parking spaces that are in close proximity to the property with sidewalk access south of Maud Street. City staff has coordinated with the City's Engineer to design improvements to the crosswalk located at Maud Street and N. St Clair Abrams Avenue.

OPTIONS:

1. City Council moves to approve Resolution 2022-14, Special Use Permit for a school located at 203 N. St Clair Abrams Avenue.

2. City Council moves deny Resolution 2022-14.

STAFF RECOMMENDATION:

At their October 20th meeting, the Planning & Zoning Board voted unanimously to recommend approval of Resolution 2022-14.

Staff recommends that City Council moves to approve Resolution 2022-14, Special Use Permit for a school located at 203 N. St Clair Abrams Avenue.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

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

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Resolution 2022-14
2. Aerial Map
3. Zoning Map
4. Modern Schoolhouse Parking Overview
5. Newspaper Ad

RESOLUTION 2022-14

A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, APPROVING A SPECIAL USE PERMIT TO ALLOW A SCHOOL LOCATED AT 203 N ST CLAIR ABRAMS AVENUE; SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING AN EFFECTIVE DATE

WHEREAS, the owner of property addressed as 203 N. St. Clair Abrams Ave. desires this property to be utilized as a School; and

WHEREAS, this property is zoned Mixed Use (MU) under the City of Tavares Land Development Regulations; and

WHEREAS, a School in the Mixed Use District requires City Council to approve a Special Use Permit for this use under the city's Land Development Regulations; and

WHEREAS, City Council may add conditions, limitations or requirements to the approval of a Special Use Permit; and

WHEREAS, the City Council has determined School is an appropriate use at this location subject to the conditions contained within this Resolution of Approval, therefore,

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

That property addressed as 203 N. St. Clair Abrams Avenue is granted a Special Use Permit for a School subject to compliance with all regulations applicable to this use. The Special Use Permit shall be contingent upon the school operator committing to not allowing drop off & pickup of children from car lines that would block any public right-of-way.

THIS RESOLUTION will become effective upon approval by the Tavares City Council.

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

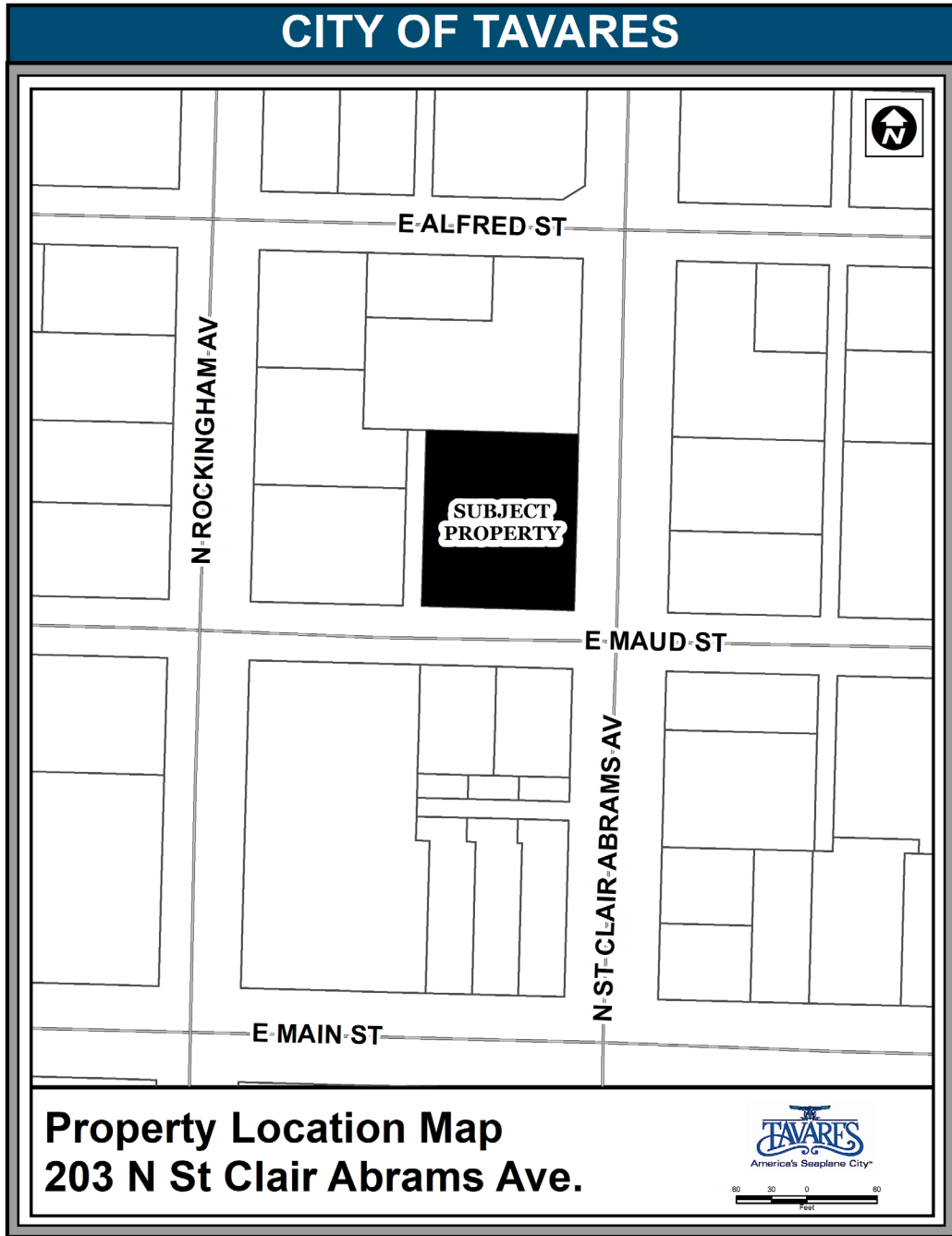
Lori Pfister, Mayor
Tavares City Council

ATTEST:

Susie Novack, City Clerk

Approved as to form:

Lindsay C. T. Holt, City Attorney



Created By: City of Tavares GIS

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Map Created on 07/27/22

**AGENDA SUMMARY
TAVARES CITY COUNCIL
11/2/2022**

AGENDA TAB NO.: 5

SUBJECT TITLE: Resolution 2022-20 - Final Budget Amendment for Fiscal Year 2022 (Finance)

OBJECTIVE:

To approve Resolution 2022-20, amending the Fiscal Year 2021-2022 City of Tavares Annual Operating Budget.

SUMMARY:

The attached Resolution represents increases and/or decreases to the Adopted Budget for Fiscal Year 2022. Appropriation increases represent capital projects, ARPA expenditures, and prior year/project encumbrance rollovers. In addition, the Resolution also reflects transfers between individual accounts within adopted budgets for all departments.

This resolution represents the THIRD AND FINAL AMENDMENT to the Adopted Budget for Fiscal Year 2021-2022.

OPTIONS:

Option 1: Approve Resolution 2022-20 amending the FY 2021-2022 City of Tavares Annual Operating Budget.

Option 2: Do not approve Resolution 2022-20.

STAFF RECOMMENDATION:

Move to approve Resolution 2022-20, amending the Fiscal Year 2021-2022 City of Tavares Annual Operating Budget.

FISCAL IMPACT:

Estimated budget amounts are included with the budget detail for this amendment.

LEGAL SUFFICIENCY:

The resolution has met legal sufficiency.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Resolution 2022-20
2. Exhibit A - Final Budget Amendment

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

RESOLUTION 2022-20

A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, AMENDING THE 2022 FISCAL YEAR ADOPTED BUDGET FOR THE CITY OF TAVARES, REPRESENTING THE THIRD AND FINAL AMENDMENT TO THE ADOPTED BUDGET, AND PROVIDING FOR A REPEALER, SEVERABILITY AND AN EFFECTIVE DATE.

NOW, THEREFORE BE IT RESOLVED BY THE MAYOR, AND CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA:

Fund Name	Fund Number	Estimated Revenues ¹	Reserve Appropriations ³	Unappropriate d Revenues ²	Estimated Appropriations/ Expenditures
General Fund	001	26,680,227	\$ (1,085,314)	\$ -	\$ 25,594,913
Water/Wastewater Utility	401	11,449,107	-	3,646,814	\$ 15,095,921
Water/Wastewater Impacts	441	657,000	-	125,040	\$ 782,040
W/WW RR&I Fund	443	300,000	-	218,597	\$ 518,597
SRF Construction Fund	444	240,000	-	2,657,931	\$ 2,897,931
W/WW SRF Loan	445	1,914,472	-	300,000	\$ 2,214,472
Sunset View Fund	447	112,397	-	14,755	\$ 127,152
Solid Waste	402	3,573,426	-	706,382	\$ 4,279,808
Stormwater	403	2,039,336	-	164,916	\$ 2,204,252
Seaplane Base Fund	405	1,125,078	(80,339)	-	\$ 1,044,739
Pavilion Fund ⁵	406	822,410	(83,420)	-	\$ 738,990
Police Education	102	-	-	4,999	\$ 4,999
Community Redevelopment	105	468,291	-	10,919	\$ 479,210
Police Impacts	110	88,646	(58,556)	-	\$ 30,090
Fire Impacts	111	165,380	(145,790)	-	\$ 19,590
Park Impacts	114	178,039	(178,039)	-	\$ -
Building Permits	115	173,919	(173,919)	-	\$ -
Freedom Flag Fund	117	-	-	2,800	\$ 2,800
Fire Assessment Fund	122	1,844,259	-	-	\$ 1,844,259
Infrastructure Sales Tax ⁵	150	-	-	96,458	\$ 96,458
Grant Fund	151	823,019	-	15,851	\$ 838,870
Infrastructure Sales Tax ⁵	152	1,879,800	(121,606)	-	\$ 1,758,194
ARPA	155	8,482,651	-	-	\$ 8,482,651
Debt Service Fund	201	1,194,762	-	33	\$ 1,194,795
Capital Project Fund	302	795,674	-	8,505	\$ 804,179
Capital Project Fund	303	-	-	1,116,159	\$ 1,116,159
Capital Project Fund (Public Works Facility)	304	4,497,885	(4,497,885)	-	\$ -
Municipal Police Pension ⁴	601	1,003,895	(223,332)	-	\$ 780,563
Firefighter's Pension ⁴	602	1,733,994	(393,124)	-	\$ 1,340,870
Mildred Hunter Trust ⁴	605	150	-	-	\$ 150
Wooton Park Playground ⁴	606	150	-	-	\$ 150
		\$ 72,243,967	\$ (7,041,324)	\$ 9,090,159	\$ 74,292,802

¹ *Estimated Revenues = anticipated revenue collections.*

² *Negative Reserve Appropriations assumes unappropriated revenues.*

³ *Positive Reserve Appropriations assumes appropriating (spending) an amount of reserves.*

⁴ *Special Revenue Fund.*

⁵ *Fund 150 Infrastructure Surtax Revenue collections sunset in December 2018, and begin again in January (Fund 152).*

Section 1. Whereas the adopted budget for the City of Tavares for Fiscal Year 2022 should be increased from \$50,413,637 to \$74,292,802 in both revenues and expenditures where the increase represents increases or decreases in estimated revenues and expenditures due to prior year project/encumbrance rollovers previously approved by the City Council.

Section 2. Whereas this resolution represents the Final Amendment to the Adopted Budget for Fiscal Year 2022. (Exhibit A)

Section 3. Whereas any resolution or portion of a resolution in conflict with this resolution or any portion of this resolution is hereby repealed.

Section 4. Whereas if any section, sentence, clause, phrase or word of this resolution is held invalid by a court of competent jurisdiction, the remainder of the resolution shall not be affected and remain in full force and effect.

Section 5. Be it be resolved that this resolution shall be effective upon its adoption.

PASSED and ADOPTED this 2nd day of November 2022, by the City Council of the City of Tavares, Florida.

Lori Pfister, Mayor
Tavares City Council

ATTEST:

Susie Novack
City Clerk

Approved as to form:
Lindsey Holt
City Attorney

**AGENDA SUMMARY
TAVARES CITY COUNCIL
11/2/2022**

AGENDA TAB NO.: 6

SUBJECT TITLE: Ordinance 2022-16 - Approve Water, Wastewater, and Reclaimed Water Connection Fee Update Study and Authorize Staff to Implement Recommendations as Presented (Finance)

OBJECTIVE:

To present the results of the Water, Wastewater and Reclaimed Water Connection Fee Update study, and to obtain Council approval to accept and implement recommendations of the study as presented in Ordinance No. 2022-16.

SUMMARY:

Chapter 17, Section 38 of the City of Tavares Land Development Regulations sets forth Water, Wastewater, and Reclaimed Water Connection Fees. The existing Water, Wastewater, and Reclaimed Water Connection Fees did not appear to adequately address anticipated capital expansion needs that were identified in the City's Capital Improvement Plan. Therefore, the City contracted with the City's Rate Consultant, Raftelis, to conduct an updated study to determine whether current fees were sufficient to address growth and capacity for the Water, Wastewater, and Reclaim Water Utility.

Historically, the City considered capital charges as impact fees per Florida Statute 163.31801, but in 2019 the statute was amended such that these capital charges are now considered connection fees not subject to the statute. However, the methodology and approach used in updating the connection fees are consistent with certain statute and common law requirements for impact fees.

In order to properly plan and accommodate capital improvements to water, wastewater and reclaimed water facilities, Connection Fees should accurately reflect the anticipated needs and costs for the utility systems. Implementing updated Connection Fees will significantly reduce the burden on user rates and operating reserves to fund and/or amortize existing and future expansion facilities and related debt.

The study proposes increases to the Water, Wastewater and Reclaim Water Connection Fees with the structure for collecting the fees to remain unchanged. Water Connection Fees for connections with Reclaimed Water are recommended to continue at a lower rate than those connections without Reclaimed Water. Total Connection Fees for Water and Wastewater with Reclaimed Water are proposed at \$5,615 (an increase of \$265), whereas total Connection Fees without Reclaimed Water are proposed at \$5,324 (an increase of \$524). Connection Fees for Reclaimed Water are proposed at \$717 (a decrease of \$233). The Fees are per equivalent connection. The table below provides a brief overview of the proposed Connection Fees.

Staff recommends approval of the Water, Wastewater, and Reclaimed Water Connection Fee Update study as presented and adoption of Ordinance Number 2022-16 which sets forth proposed fees for implementation effective February 1, 2023.

LOS			Existing	Updated	Amount	Percentage
Without Reclaim Water						
Water	325	gpd/ERU	\$ 1,670.00	\$ 1,849.00	\$ 179.00	10.7%
Wastewater	250	gpd/ERU	\$ 3,130.00	\$ 3,475.00	\$ 345.00	11.0%
TOTAL			\$ 4,800.00	\$ 5,324.00	\$ 524.00	10.9%
With Reclaim Water						
Water	250	gpd/ERU	\$ 1,270.00	\$ 1,423.00	\$ 153.00	12.0%
Wastewater	250	gpd/ERU	\$ 3,130.00	\$ 3,475.00	\$ 345.00	11.0%
Reclaim	300	gpd/ERU	\$ 950.00	\$ 717.00	\$ (233.00)	-24.5%
TOTAL			\$ 5,350.00	\$ 5,615.00	\$ 265.00	5.0%

OPTIONS:

1. **Move to Approve** the Water Wastewater Water, Wastewater and Reclaimed Water Connection Fee study as presented by Raftelis and adopt Ordinance Number No. 2022-16 for implementation on February 1, 2023.
2. **Do not Approve** Water, Wastewater and Reclaimed Water Connection Fee Study as presented by Raftelis and do not adopt Ordinance No. 2022-16 for implementation.

STAFF RECOMMENDATION:

1. **Move to Approve** the Water Wastewater Water, Wastewater and Reclaimed Water Connection Fee study as presented by Raftelis and adopt Ordinance Number No. 2022-16 for implementation on February 1, 2023.

FISCAL IMPACT:

Connection Fees for a connection with Water, Wastewater, and Reclaimed Water Service will increase by \$265.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. ORD 2022-16 _AN ORDINANCE AMENDING CHAPTER 17 OF ORD No. 2022-16_ Water, Wastewater and Reclaimed Water Connection Fee Update_10192022 Rev mr2
2. 2022 Connection Fee Update_10112022

3. Legal Ad Ordinance 2022-16

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

ORDINANCE 2022-16

AN ORDINANCE AMENDING CHAPTER 17 OF THE CITY OF TAVARES LAND DEVELOPMENT REGULATIONS; ESTABLISHING REVISED WATER, WASTEWATER AND RECLAIMED WATER CONNECTION FEES; PROVIDING FOR REVIEW OF CONNECTION FEES EACH YEAR; PROVIDING FOR ACCOUNTING AND REPORTING OF CONNECTION FEE COLLECTIONS AND EXPENDITURES; AND PROVIDING FOR AN EFFECTIVE DATE.

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

Section 17-38 of the City of Tavares Land Development Regulations is hereby amended to provide as follows:

Sec. 17-38. Establishment of Wastewater, Water and Reclaimed Connection Fees

The City Council hereby establishes, pursuant to its home rule power the following wastewater, water, and reclaimed Connection Fees:

Revised Fee Table:

LOS			Existing	Updated	Amount	Percentage
Without Reclaim Water						
Water	325	gpd/ERU	\$ 1,670.00	\$ 1,849.00	\$ 179.00	10.7%
Wastewater	250	gpd/ERU	\$ 3,130.00	\$ 3,475.00	\$ 345.00	11.0%
TOTAL			\$ 4,800.00	\$ 5,324.00	\$ 524.00	10.9%
With Reclaim Water						
Water	250	gpd/ERU	\$ 1,270.00	\$ 1,423.00	\$ 153.00	12.0%
Wastewater	250	gpd/ERU	\$ 3,130.00	\$ 3,475.00	\$ 345.00	11.0%
Reclaim	300	gpd/ERU	\$ 950.00	\$ 717.00	\$ (233.00)	-24.5%
TOTAL			\$ 5,350.00	\$ 5,615.00	\$ 265.00	5.0%

For purposes of this table, LOS stands for Level of Service. gpd stands for gallons per day. ERU stands for Equivalent Residential Unit. EIC stands for Equivalent Irrigation Connection and is based on one inch per week of water for irrigation. Application of the EIC basis to customers within the City's service area is as follows:

1. Single-family lots consisting of one-half acre or less are equal to one EIC.
2. All other General Service connections are the greater of: one EIC; or the area in square feet subject to irrigation times 0.083 gpd/sf divided by 300 gpd/EIC and rounded up to the next higher number; or the requested amount of service in gpd divided by 300 gpd/EIC and rounded to the next

higher number.

Without reclaimed water, the Connection Fee for Single Family classification is based on LOS criteria per ERU of 325 gpd for water and 250 gpd for wastewater. With reclaimed water, the Connection Fee for Single Family is based on LOS criteria per ERU of 250 gpd for water and 250 gpd for wastewater. The reclaimed water LOS criterion is 300 gpd per EIC based on the basis of one inch per week of water for irrigation.

The wastewater, water, and reclaimed water Connection Fees were determined based on the available most recent and localized data.

The City shall provide for an accounting and reporting of Connection Fee collections, and expenditures.

Section 17-38 of the City of Tavares Land Development Regulations is hereby amended to provide the updated Connection Fees as presented in the Fee Table on Page 1 of this Ordinance.

This Ordinance shall take effect on February 1, 2023.

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

ATTEST:

Lori Pfister, Mayor
Tavares City Council

Susie Novack, City Clerk

Approved as to Form:

Lindsay Holt, City Attorney

Passed First Reading: _____

Passed Second Reading: _____

**AGENDA SUMMARY
TAVARES CITY COUNCIL
11/2/2022**

AGENDA TAB NO.: 7

SUBJECT TITLE: Board Appointments - Police and Fire Pension Boards (Mayor)

OBJECTIVE:

For the Mayor to make appointments to the Police and Fire Pension Boards, with ratification by the Council.

SUMMARY:

The Police and Fire Pension Boards each have one council-appointed seat expiring in November 2022 as follows:

Police Pension Board - One position for a 2-year term from November 2022 through November 2024

- One Council-appointed seat is open. One request for re-appointment was received by Arthur VanDerStuyf. (attached) The City advertised the available appointment in the Daily Commercial and on the City website. No new applications were received.

Note: One expiring mutually appointed seat is currently in the selection process according to the Police Pension Board Plan Administrators and will be brought back in the future for ratification by the Council.

Fire Pension Board- One position for a 4-year term from November 2022 through November 2026

- One Council-appointed seat is open. One request for re-appointment was received by Gary Santoro. (attached) The City advertised the available appointment in the Daily Commercial and on the City website. No new applications were received.

OPTIONS:

1. For the Mayor to recommend and the Council to ratify the appointments of Arthur VanDerStyf to the Police Pension Board for a 2-year term from 2022 to 2024; and, Gary Santoro to the Fire Pension Board for a 4-year term from 2022 to 2026.
2. Do not recommend or ratify the appointments.

STAFF RECOMMENDATION:

Option 1 - For the Mayor to recommend and the Council to ratify the appointments of Arthur VanDerStyf to the Police Pension Board for a 2-year term from 2022 to 2024; and, Gary Santoro to the Fire Pension Board for a 4-year term from 2022 to 2026.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Requests for Re-Appointments
2. Orlando Sentinel Legal Ad

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
11/2/2022**

AGENDA TAB NO.: 8

SUBJECT TITLE: Discussion on Purchasing a Ladder / Aerial Fire Truck at Discount (Fire)

OBJECTIVE:

This item is an opportunity for Tavares City Council to consider an opportunity to purchase a new fire truck (aerial/ladder) at the discounted price of a demonstrator model.

SUMMARY:

In the current (f/y 2022 - 2023) City of Tavares approved budget, in the Capital Improvement Program list for fiscal years 2021 through 2027 (Table 3), the plan lists a replacement Ladder Truck for the Fire Department in f/y 2023 - 2024 (next Fiscal Year). The Capital Improvement list shows an estimated dollar amount of \$1,300,000 (one million, three-hundred thousand dollars) for that purchase.

The City's current ladder truck is a 2008 Pierce Skyboom with a 55 foot ladder. The recommendation of the National Fire Protection Association (NFPA) recommends a fire truck should be in a "first run" status for the first ten (10) years of its service life, then go into reserve status for the next ten years, and then be removed completely from the asset inventory. The City's current ladder truck is in reserve status due to its age and at times mechanical challenges, and is on track for the liquidation of the asset in 2028.

In 2016, and again in 2019, the City purchased two (2) new fire engines made by the Emergency-One corporation in Ocala, Florida. Both of these fire engines are in "front-line" service, at each of the City's two (2) fire stations. These Emergency-One fire engines have proven to provide the City an excellent dependability and service record. The vendor the City uses to broker the City's purchases of Emergency-One fire apparatus is REV / Hallmark in Ocala.

A few weeks ago, the REV / Hallmark broker notified the City about an opportunity to purchase a new ladder truck at a discount. A fire agency had ordered a ladder truck with similar specifications to what the Tavares Fire Department would need to fulfill its mission. That truck order went into a very long queue for construction, after which the original agency cancelled the order. The truck was placed on "Demonstration Model" status as the construction of it continued. The discounted price is \$930,000.

Knowing that Tavares had been pricing a ladder truck for a future purchase in connection the City's Capital Improvement plan at \$1.3 million, the City's broker contacted the Fire Chief relaying the vendor would be willing to offer this truck to the City of Tavares at the discounted price of \$930,000 as a demonstrator model truck. This truck would not lose the spot it has in the construction queue.

The queue for new fire truck construction runs about 26 months from the time a purchase order is issued. . This "Demonstration Model" truck is currently scheduled for completion in November of 2023 (Next Fiscal Year). The Fire Chief is seeking approval from the City to begin the procurement process now of this fire truck because of the cost savings, timing and reliability factors presented.

Should the Council approve moving forward with the ladder truck procurement process, Finance shall work with the City's Bond Counsel and the City's Financial Advisor to develop the funding program including the Covenant to Budget and Appropriate (CBA) debt requirements which require the Finance Department to conduct an anti-dilution update for debt service coverage. This information, along with a funding approval request to go out for debt financing would come back to Council for final approval.

OPTIONS:

Option 1:

City Council authorizes staff to initiate the procurement of a new ladder truck for the City Fire Department in the amount of \$930,000 as described above and bring back to Council the Funding Program for approval before a purchase order is issued.

Option2:

City Council does not authorize moving forward at this time.

STAFF RECOMMENDATION:

Staff recommends Option 1; City Council authorizes staff to initiate the procurement of a new ladder truck for the City Fire Department in the amount of \$930,000 as described above and bring back to Council the Funding Program for approval before a purchase order is issued.

FISCAL IMPACT:

Approval of this agenda item would result in Finance spending staff time to work with City Bond Counsel and the City Financial Advisor to develop the funding program including the CBA debt requirements to conduct an anti-dilution update for debt service coverage. This information would come back to Council for final approval before the Fire Truck is purchased..

LEGAL SUFFICIENCY:

Legally sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. E-One Ladder Truck 2022 A
2. E-One Ladder Truck 2022 B

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
11/2/2022**

AGENDA TAB NO.: 9

SUBJECT TITLE: Award of Bid 2022-0015 for Woodlea Road Utilities Extension Project (Finance)

OBJECTIVE:

To award contract for Bld 2022-0015 to Prime Construction Group, Inc., low bidder, for City of Tavares Woodlea Road Utilities Extension Project.

SUMMARY:

On September 8, 2021, The City of Tavares City Council approved Resolution 2021-23 authorizing the City of Tavares Water and Sewer Revenue Note, Series 2021 to fund the Woodlea Road Utilities Extension Project. The note was executed (closed) on September 10, 2022 with Sterling Bank. The Revenue Note provided \$3,550,000 for funding the project.

On July 24, 2022, the City of Tavares Utility Department issued and advertised Bid No. 2022-0015 to prospective bidders to construct the Utility Extension Project. A copy of the bid advertised is attached to this summary.

All bids were due on September 8, 2022. On September 8, 2022, a bid opening was held, and all bids received were opened and read into the public record. A copy of the bid opening minutes is attached to this summary.

The City received responses and bids from five (5) firms. The five (5) responding firms and their respective base bids are shown below:

	FIRM	Base Bid	Tabulated Bid
1	Killebrew, Inc. P.O. Box 6258 Lakeland, FL 33807	\$4,497,250	\$4,499,920
2	DB Civil Construction, LLC 4475 US 1 South, Suite 707 St. Augustine, FL 32086	\$5,249,685	\$5,375,685
3	Prime Construction Group, Inc. 1000 Jetstream Drive Orlando, FL 32824	\$3,947,497	\$3,977,564
4	Pospiech Contracting 201 S. Apopka Avenue Inverness, FL 34452	\$4,282,970	\$4,282,970
5	Marion Rock, Inc. 5979 SE Maricamp Road Ocala, FL 34472	\$4,261,000	\$4,261,000

The City's Design Engineer consultant for the project, Woodard and Curran, has reviewed the submitted bids and recommends the low bid, Prime Construction Group, Inc.

The following items are attached for the Council's review:

- Bid 2022-0015 Advertisement
- Bid Opening Minutes, September 8, 2022
- Proposed Bid for Bid 2022-0015 from Prime Construction
- Recommendation Letter from Engineer

OPTIONS:

1. **Move to Award Bid 2022-0015** for Woodlea Road Utilities Extension Project to Prime Construction Group, Inc., and authorize the City Administrator to execute contract documents, and issue a Notice to Proceed.
2. **Do Not Award Bid 2022-0015** to Prime Construction Group, Inc.

STAFF RECOMMENDATION:

1. **Move to Award Bid 2022-0015** for Woodlea Road Utilities Extension Project to Prime Construction Group, Inc., and authorize the City Administrator to execute contract documents, and issue a Notice to Proceed.

FISCAL IMPACT:

Debt Proceeds for the Project: \$3,550,000

Water/Wastewater Connection Fees Reserves: \$500,000

- \$427,564 to fund amount exceeding Debt proceeds
- \$ 72,436 for contingencies requiring (requires City Administrator approval)

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Bid opening 2022-0015
2. 7256419 proof
3. 2022 09 22 Bid Completeness Evaluation - Tavares Utilities Expansion
4. Prime Construction Group, Inc. - TAV Woodlea Rd Utilities Extension

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
11/2/2022**

AGENDA TAB NO.: 10

SUBJECT TITLE: Pursue a Purchase and Sales Agreement with the School Board of Lake County, Florida for Fred Stover Sports Complex (Community Services)

OBJECTIVE:

Seek Council approval to pursue the sale of Fred Stover Sports Complex to the School Board of Lake County, Florida for use as baseball and softball fields for Tavares High School.

SUMMARY:

The City of Tavares currently owns 7.24 acres located at 490 E. Clifford Street, known as Fred Stover Sports Complex. The complex is used as City recreational ball fields for the community and serves as the home field for both the Tavares High School Baseball and Softball teams. At a recent council meeting, councilmember Sandy Gamble requested authorization to approach the School Board of Lake County, Florida in an effort to gauge their interest in the purchase of the complex to use solely for Tavares High School. Due to his efforts, the School Board has issued a preliminary non-binding letter of intent to purchase dated October 25, 2022 (See Attached).

Staff is seeking Council approval to negotiate a purchase and sales agreement with the School Board of Lake County, Florida which will be brought back to City Council for execution. Revenues derived from this sale agreement would be placed in a restricted fund to support recreational components in the future, including but not limited to: renovating ball fields and adding additional fields at Woodlea Sports Complex to replace the ones at Fred Stover.

OPTIONS:

1. Approve staff to negotiate a purchase and sales agreement with the School Board of Lake County, Florida for Fred Stover Sports Complex and bring back to City Council for execution.
2. Do not approve staff to negotiate a purchase and sales agreement with the School Board of Lake County, Florida for Fred Stover Sports Complex.

STAFF RECOMMENDATION:

Approve staff to negotiate a purchase and sales agreement with the School Board of Lake County, Florida for Fred Stover Sports Complex and bring back to City Council for execution.

FISCAL IMPACT:

No fiscal impact on starting negotiations for the purchase and sales agreement.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. School Board of Lake County, FL Letter of Intent

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
11/2/2022**

AGENDA TAB NO.: 11

SUBJECT TITLE: ARPA Project - Upgrade Woodlea Sports Field Lighting Project (Community Services)

OBJECTIVE:

Present to the Council options for upgrading the sports field lighting at Woodlea Sports Complex.

SUMMARY:

In the current ARPA Funding allotment, a total of \$101,153 has been allocated for upgrades to the ballfield lights at the Woodlea Sports Complex. After receiving pricing options, staff is seeking the Council's direction on how to proceed with the project. The following are pricing options for consideration:

- Upgrade and retrofit the youth field #1 for a total of \$97,860 (under budget)
- Upgrade and retrofit both youth fields #1 and #2 for a total of \$182,720 (over budget by \$81,567 which would be taken out of the ARPA Reserve Contingency Allotment)
- Upgrade and retrofit both youth fields #1 and #2, as well as the adult softball field #3 for a total of \$350,020 (over budget by \$248,867 which would be taken out of the ARPA Reserve Contingency Allotment)

There is currently about \$580,000 in the ARPA Reserve Contingency Allotment. All upgraded options include LED Technology and incorporate the remote access features that currently exist at the sports park.

OPTIONS:

1. Complete one field lighting upgrade at Woodlea for \$97,860 and remain within the ARPA Funding budget for this project
2. Complete two field lighting upgrades at Woodlea for \$182,720 and take the remaining funds over the budget from the ARPA Reserve Contingency
3. Complete all three field lighting upgrades at Woodlea for \$350,020 and take the remaining funds over the budget from the ARPA Reserve Contingency

STAFF RECOMMENDATION:

Staff recommends Council approve to complete all three field lighting upgrades at Woodlea for \$350,020 and take the remaining funds over the budget from the ARPA Reserve Contingency.

FISCAL IMPACT:

Funding source is from the ARPA Allocation

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
11/2/2022**

AGENDA TAB NO.: 12

SUBJECT TITLE: ARPA Projects Status Report (City Administrator)

OBJECTIVE:

To provide the Council with a status report on ARPA funded projects

SUMMARY:

Attached is a status report on ARPA funded projects.

OPTIONS:

- 1) Receive the report.
- 2) Receive the report and ask for additional information.

STAFF RECOMMENDATION:

Receive the report

FISCAL IMPACT:

none to receive the report

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
11/2/2022**

AGENDA TAB NO.: 13

SUBJECT TITLE: City Administrator Report

OBJECTIVE:

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

SUMMARY:

The City Administrator will provide a summary at the meeting.

UPCOMING MEETINGS:

City Council Meeting	December 7, 2022, 4:00 p.m., Tavares City Council Chambers December 21, 4:00 p.m., Tavares City Council Chambers
Planning and Zoning Board Meeting	December 15, 2022, 3:00 p.m., Tavares City Council Chambers
Library Board Meeting	November 9, 2022, 4:00 p.m., Tavares Library Conference Room
Code Enforcement Special Magistrate Hearing	January 24, 5:00 p.m., Tavares City Council Chambers

OUTSIDE AGENCY MEETINGS:

Lake County League of Cities Meeting	November 11, 2022, 12:00 noon, Mount Dora Golf Course
Lake Sumter MPO Executive Board Meeting	December 7, 2022, 2:00 p.m., Conference Room 206, 1300 Citizens Boulevard, Leesburg
Tavares Chamber of Commerce Meeting	November 23, 2022, 11:30 a.m., Tavares Civic Center

CITY EVENTS:

The current 2022 and 2023 City event calendars are 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_9.15.2022
2. Tavares_2023_EventCalendar_9.13.2022

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
11/2/2022**

AGENDA TAB NO.: 14

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.