



**AGENDA
TAVARES CITY COUNCIL
December 7, 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. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1 Pastor Fred Boone, First Baptist Church of Mt. Dora

II. ELECTION RESULTS

Tab 2 Election Results (City Clerk)

III. SWEARING IN OF NEW COUNCIL MEMBERS

IV. CALL TO ORDER

V. CONVENING OF NEW COUNCIL

VI. ELECTION OF MAYOR

Tab 3 Election of Mayor (City Administrator)

VII. ELECTION OF VICE MAYOR

Tab 4 Election of Vice Mayor (Mayor)

VIII. SUNSHINE LAW/ETHICS UPDATE

Tab 5 Sunshine and Ethics Law Update (City Attorney)

IX. APPROVAL OF AGENDA

X. PROCLAMATIONS/PRESENTATIONS

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

XII. READING OF ALL ORDINANCES/RESOLUTIONS INTO RECORD

XIII. CONSENT AGENDA

Tab 6 Approval of the October 19 and November 2, 2022 City Council Regular Meeting Minutes (City Clerk)

Tab 7 Lake Landing Subdivision - Final Plat (Community Development)

XIV. RESOLUTIONS

Tab 8 Resolution 2022-21 - Local Disaster Emergency Declaration (Finance)

Tab 9 Resolution 2022-22 - Authorizing Application for Federal Public Assistance (FEMA) for Tropical Storm/Hurricane Nicole in the event of a Presidential Declaration (Finance)

XV. ORDINANCES - PUBLIC HEARING

First Reading

Tab 10 Ordinance 2022-17 - Amend Chapter 17 of the Land Development Regulations to Approve Water/Wastewater Interim User Fee Rate Increase (Finance)

Second Reading

XVI. GENERAL GOVERNMENT

Tab 11 Interlocal Funding, Purchase, and Operational Agreements with Lake County and the YMCA for the Golden Triangle Regional Park - East Campus (Community Services)

Tab 12 Horizon Team and Board Representation (City Administrator)

Tab 13 City Donation Program (City Administrator)

Tab 14 City Council Discussion of Parking Regulations (Community Development)

Tab 15 Alfred Street Station Commercial Use Proposal, Memorandum of Understanding (Economic Development)

Tab 16 Naming of the Waterfront Park (Mayor)

XVII. NEW BUSINESS

XVIII. OLD BUSINESS

XIX. AUDIENCE TO BE HEARD

XX. REPORTS

Tab 17 City Administrator Report

Tab 18 City Council Member Reports

XXI. 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
12/7/2022**

AGENDA TAB NO.: 1

SUBJECT TITLE: Pastor Fred Boone, First Baptist Church of Mt. Dora

OBJECTIVE:

Pastor Fred Boone, First Baptist Church of Mt. Dora, will provide an invocation and lead those present in the Pledge of Allegiance.

SUMMARY:

Pastor Fred Boone, First Baptist Church of Mt. Dora, 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
12/7/2022**

AGENDA TAB NO.: 2

SUBJECT TITLE: Election Results (City Clerk)

OBJECTIVE:

The City Clerk will read the certified election results into the record.

SUMMARY:

The Lake County Canvassing Board completed their certification for the November 8, 2022, Tavares City Council Municipal Election on Friday, November 18, 2022. (see attached)

Effective August 15, 2022, at 12:00 noon, the following candidates qualified for the office of the Tavares City Council, Seats 1, 3, and 5 as follows:

Seat 1

- Lou Buigas
- Bob Grenier

Seat 3

- Walter Price, Sr.
- James E. Sweezea

Seat 5

- Lori Pfister

The certified election results reflect that Lou Buigas received 2,980 votes and Bob Grenier received 3,128 votes for Tavares City Council Seat 1.; and, Walter Price, Sr. received 3,965 votes and James E. Sweezea received 2,039 votes for Tavares City Council Seat 3. Lori Pfister was elected without opposition to Tavares City Council Seat 5.

The certified election results will be read into the record by the City Clerk.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. 2022 General Election Official Results-Signed

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
12/7/2022**

AGENDA TAB NO.: 3

SUBJECT TITLE: Election of Mayor (City Administrator)

OBJECTIVE:

To elect the position of Mayor of the City Council.

SUMMARY:

Section 3.04 of the City Charter states that "The council shall elect from its members, a Mayor and Vice Mayor" and "the City Administrator shall conduct the election of the Mayor". The Council has traditionally followed Roberts Rules of Order when conducting meetings and elections.

Based on the Roberts Rules of Order process, the City Administrator will open up the floor for nominations of Mayor. Council members will be invited to nominate any council member, including themselves. No second is required for a nomination. Once nominations have been completed, the City Administrator will close nominations. Any nominee for Mayor may decline such a nomination.

The City Administrator will then offer an opportunity for any audience member or council member who wishes to speak to make comment at this time. Upon completion of receiving comment, the City Administrator will request a hand vote (raising of the right arm) for each nominee based on the order in which they were received at the time of nomination until three or more votes are made for a nominee.

OPTIONS:

1. Have the City Administrator entertain nominations for Mayor and call for the vote in the order in which they are made.
2. Make a motion for another method of nomination.

STAFF RECOMMENDATION:

Option 1 - Have the City Administrator entertain nominations for Mayor, receive Council and Public comment, and then call for the vote in the order in which they are made.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Legally sufficient.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
12/7/2022**

AGENDA TAB NO.: 4

SUBJECT TITLE: Election of Vice Mayor (Mayor)

OBJECTIVE:

To elect the position of Vice Mayor of City Council.

SUMMARY:

Section 3.04 of the City Charter states that "The council shall elect from its members, a Mayor and Vice Mayor". The Council has traditionally followed Roberts Rules of Order when conducting meeting and elections.

Based on the Roberts Rules of Order process, the Mayor should open up the floor for nominations of Vice Mayor. Council members should be invited to nominate any council member including themselves. No second is required for a nomination. Once nominations have been completed the Mayor should close nominations. Any nominee for Vice-Mayor may decline such a nomination.

The Mayor should then offer an opportunity for any audience member or council member who wishes to speak to make comment at this time. Upon completion of receiving comment, the Mayor should request a hand vote (raising of the right arm) for each nominee based on the order in which they were received at the time of nomination until three or more votes are made for a nominee.

OPTIONS:

1. Have the Mayor entertain nominations for Vice Mayor and call for the vote in the order in which they are made.
2. Make a motion for another method of nomination.

STAFF RECOMMENDATION:

Option 1 - Have the Mayor entertain nominations for Vice Mayor, receive council and public comment, and then call for the vote in the order in which they are made.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Legally sufficient.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
12/7/2022**

AGENDA TAB NO.: 5

SUBJECT TITLE: Sunshine and Ethics Law Update (City Attorney)

OBJECTIVE:

To have the City Attorney present an annual update on the Florida Sunshine and ethics laws.

SUMMARY:

The City Attorney will provide an overview of Sunshine and ethics laws.

OPTIONS:

N/A

STAFF RECOMMENDATION:

For the City Attorney to provide an overview to the Council on Florida's Sunshine and Ethics Law for elected officials.

FISCAL IMPACT:

N/A

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
12/7/2022**

AGENDA TAB NO.: 6

SUBJECT TITLE: Approval of the October 19 and November 2, 2022 City Council Regular Meeting Minutes (City Clerk)

OBJECTIVE:

To consider approval of the October 19 and November 2, 2022, City Council Regular Meeting Minutes.

SUMMARY:

Attached are the October 19 and November 2, 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. 10-19-2022 CC Minutes
2. 11-02-2022 CC Minutes

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



**TAVARES CITY COUNCIL
MEETING MINUTES
OCTOBER 19, 2022 – 4:00 PM
TAVARES CITY HALL COUNCIL CHAMBERS
201 EAST MAIN STREET, TAVARES**

COUNCIL MEMBERS PRESENT

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

STAFF PRESENT

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

Pastor Mike Watkins, Friendship C.M.E. Church, provided the invocation and led those present in the Pledge of Allegiance.

III. APPROVAL OF AGENDA

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

MOTION

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

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2. Tavares Chamber of Commerce Update

Erika Buigas, CEO/President of the Tavares Chamber of Commerce, updated the Council on Chamber events and activities. She said the Teacher Appreciation and Taste of Tavares events would return the following year. She thanked Mr. Drury for his recent comments on the Tavares Chamber of Commerce Gala.

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

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Ms. Novack read the following ordinance at First Reading by title only:

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.

VII. CONSENT AGENDA

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

MOTION

Amanda Boggus moved to approve the Consent Agenda [Tab 3. Approval of the September 21, 2022, Regular Meeting and Budget Hearing Minutes], seconded by Troy Singer. The motion carried unanimously 5-0.

Tab 3. Approval of the September 21, 2022, City Council Regular Meeting and Budget Hearing Minutes

Approved on the Consent Agenda.

VIII. RESOLUTIONS

IX. ORDINANCES – PUBLIC HEARING

First Reading

Tab 4. Ordinance 2022-16 – Approve Water, Wastewater, and Reclaimed Water Connection Fee Update Study and Authorize Staff to Implement Recommendations as Presented

No discussion at First Reading.

Second Reading

X. GENERAL GOVERNMENT

Tab 5. City Donation Program

Mr. Drury made the following presentation:

The City has a Donation policy which is the framework for accepting donations. It contemplates a donor approaching the city with a donation idea and conditions for the City to consider on a case by case basis. It works well. From time to time, donors want to donate money in honor of a loved one but do not know what to donate towards. Also, they are wanting to donate smaller amounts of money and wanting recognition forever of that loved one for that small donation. An opportunity is presented to Council to create a program which satisfies this opportunity along the following lines:

Each City Department will create a "Wall of Appreciation" or "Brick Paver Path of Appreciation" along with a specific funding program. Any citizen who wants to donate \$500 in recognition of a loved one can select from a menu of City Donation programs and in return receive either 1) a small brass name plate honoring their loved one placed on the wall of appreciation or 2) an engraved brick placed on a brick paver path. Below are but three examples to help get a

sense of how it would work. If the Council approves, all programs will be developed for each department and be brought back to City Council for final approval.

Mayor Pfister asked for comments from the Council.

Council Member Boggus noted her support and said an organized program might encourage people to donate.

Vice Mayor Price noted his support and said providing options would help streamline the process for donors, and he looked forward to seeing the recommendations.

Council Member Singer noted his support and inquired about the funding approval and spending process. Mr. Drury said once the Council approves the programs, each budget cycle would identify funds, and the Council would appropriate the dollars towards the project or program.

Mayor Pfister noted her support and said she is excited to see a Mayor's Youth Council Scholarship Program. She said it would benefit the students and encourage program participation, and said all listed programs were great options.

MOTION

Amanda Boggus moved to approve the City furthering the Donation Program, seconded by Sandy Gamble. The motion carried unanimously 5-0.

Tab 6. Mayor's Youth Council Update

Ms. Novack said a third application was received, and Mayor Pfister was scheduled to make a PA announcement at Tavares High School on Monday, October 24, 2022.

Tab 7. Code Enforcement Fine Reimbursement Request

Ms. Houghton made the following presentation:

On December 7, 2021, the City of Tavares Code Enforcement Office issued a notice of violation to Jake Seamons, homeowner, at 1155 Wells Avenue for City Code Violations related to nuisance conditions at the property. The violations included the following:

- City of Tavares, Land Development Regulations*
- Section 12-23 Storage Prohibited*
- Section 12-13 Nuisance Prohibited*

The notice of violation was posted, and follow-up inspections were conducted by the Code Enforcement Officer. A notice of hearing was issued, and the Violation

Case was heard by the Code Enforcement Special Magistrate on January 25, 2022. The property was found by the Special Magistrate to be in violation of City of Tavares, Land Development Regulations Section 12-23 and 12-13. The Magistrate ordered a fine in the amount of \$100 per day, and a fine in the amount of \$74.86 for administrative costs.

As Mr. Seamons was actively working to sell the property he paid all fines on September 1, 2022 in order not to halt the sale of the property. After paying the fines, and the transfer of the property, Mr. Seamons provided a letter to the City of Tavares requesting a refund of the code enforcement fines that he had paid. In his letter, Mr. Seamons indicated that he experienced hardships related to the eviction of his tenant, unknown individuals dumping on the property, as well as unknown persons squatting on the property. Mr. Seamons stated that due to these challenges, he opted to sell the property.

Mr. Seamons requested to be placed on the Agenda for the September 2022 Special Magistrate to request a fine reduction. The Code Enforcement Officer indicated to him that because the fines had been paid, this would not be an item for the Special Magistrate, and that he would need to direct his request for a refund to the City Council.

The amount of the assessed fine, paid by Mr. Seamons was \$4,891.73. City ordinances prohibit the Special Magistrate from reducing fines no lower than \$125 plus cost. Based on the constraints for the Special Magistrate for fine reduction, the maximum refund of fines less base fee and costs for Council Consideration would be calculated at \$4,675.00.

The following documents are attached for the Council's review and consideration for this request.

- *Letter from Mr. Jake Seamons*
- *Copies of receipts for property clean-up from Mr. Seamons.*
- *City of Tavares Cash Receipt Detail showing payment of code fines in the amount of \$4,891.73 on September 1, 2022*

Mayor Pfister asked if Mr. Seamons was present. Mr. Drury said no, and noted Mr. Seamons lived out of state.

Mayor Pfister asked for comments from the Council.

Council Member Gamble asked if the total amount collected was \$11,099. Ms. Houghton confirmed. Council Member Gamble noted Mr. Seamons sold the property after the fines were paid and asked if he received the funds back in the sale. Ms. Houghton said she did not receive any information that he did receive those funds in the sale.

Council Member Singer noted his concern that a refund would set a precedent. He said the Code Enforcement Officer found a legitimate complaint, and the case followed all City rules and regulations. He said he could not support a refund.

Council Member Boggus noted property management companies could assist the property owner if he lives outside the area, which makes hardship a problematic argument if monies were not spent or invested in maintaining and securing the property. She said without hearing from the property owner; she was reticent to make any changes.

Vice Mayor Price asked if the homeowner made efforts to take care of the property and case. Code Enforcement Officer McCormick said the owner made no attempts to maintain the property until the Special Magistrate initiated fines. The home had no front door or windows and remained unsecured. Trash was present in the front yard, and there were issues with squatters. He said the homeowner only contacted the city once fines started accumulating, and he wanted to sell the property. Officer McCormick noted the home became unsecured several times. Vice Mayor Price stated his concern regarding setting a precedent.

Mayor Pfister said she was not in support of a reduction in fines.

MOTION

Amanda Boggus moved to deny the refund, seconded by Troy Singer. The motion carried unanimously 5-0.

Tab 8. Naming of the City's Downtown Waterfront

Mayor Pfister said Wooton Park was an area of the overall waterfront park donated to the children, and Tavares had since become America's Seaplane City. Mayor Pfister said she would like the remainder of the Park renamed in alignment with the City's branding efforts and recommended 'Land and See Park' as a name option. The donated portion of the Park would continue to be named Wooton Park. Mayor Pfister noted several parking areas throughout the waterfront park and said it would be helpful to identify which area of the Park an event was held.

Council Member Gamble stated the children's park was renamed Wooton Wonderland through a Tavares Elementary naming contest. Council Member Gamble said he would entertain further discussion to name the remainder of the park.

Vice Mayor Price said he would support naming a portion of the park and recommended the citizens provide input such as a contest. Mayor Pfister said the Council could come up with some names and bring them back for public input during a meeting.

Council Member Boggus noted a concern that a row of adjacent parks may confuse. She said if the park is named, it should be a unified park with Wooton Wonderland in the playground area.

Vice Mayor Price said the entire waterfront could be named Tavares Landing, such as Wooton Wonderland at Tavares Landing or the Eco Park at Tavares Landing. Mayor Pfister said she felt the City needed to follow up with the City's branding initiative and was not thinking about dividing the park up. Mayor Pfister said she would like to come up with a name that benefits the City's investment as America's Seaplane City.

Council Member Gamble said the Council could discuss the request with their constituents to get their feedback.

Kristie Furman, 204 N. Rockingham Avenue, Tavares, noted her support and said the public should have input on naming the park.

Mr. Drury said the Council could agendaize for a specific meeting and email their recommended names to him. The public would be aware of the suggested names, and citizens interested in naming could come to the meeting to discuss.

MOTION

Amanda Boggus moved to re-agendaize to December 7, 2022, with news or advertising to the public, seconded by Sandy Gamble. The motion carried unanimously 5-0.

XI. NEW BUSINESS

XII. OLD BUSINESS

XIII. AUDIENCE TO BE HEARD

Kristie Furman, 204 N. Rockingham Avenue, Tavares, said a candidate meet and greet would be held at sidewalk tents outside Hemingway's on October 30, 2022, from 2:00 p.m. to 6:00 p.m.

Bylinda Rink, 216 Fern Avenue, Tavares, said she supported the City revisiting the LEED program on a future agenda.

XIV. REPORTS

Tab 9. City Administrator Report

City Administrator

Mr. Drury thanked Pastor Mike Watkins for his leadership on the B.E.T.T.E.R. race relations meetings. He thanked Chief Coursey for attending a recent meeting and noted meetings were held four times per year.

Department Directors

Chief Coursey noted the Tavares High School Homecoming Parade would be held on October 21, 2022, on Main Street. She said she would be manning a charity dunk tank at BooFest.

Mr. Tweedie noted upcoming events; Monster Splash and Roctoberfest.

Mr. Dillon said Wooton Wonderland construction began earlier in the day, with expected completion in April or May 2023.

Mr. Aldrich provided a list of entertainment during the upcoming BooFest event.

Tab 10. City Council Member Reports

Council Member Gamble

- Said he was unable to attend the B.E.T.T.E.R. meeting as he was officiating high school and middle school volleyball and softball games.
- Said he would like impact fee waivers to be re-agendized for discussion. He said the CRA district was included in the impact fee waiver program and not the entire City and felt other areas of the City were burdened with the program.
- Said he would like an update on ARPA-funded projects.
- Noted October was Breast Cancer Awareness Month

Council Member Singer

- Thanked Pastor Watkins for holding the B.E.T.T.E.R. meeting. He said a recent meeting was well attended and great for the community.
- Said he looks forward to the upcoming fall festivities in Tavares.
- Said Wooton Wonderland was a great project, and the residents would be proud once completed. He thanked Mr. Dillon and the Public Works team for their efforts.
- Wished those present a happy and safe Halloween.

Council Member Boggus

- Said she looks forward to the upcoming BooFest event.
- Noted the upcoming Tavares High School Homecoming football game. She said the first Student-Athlete Hall of Fame award would be presented.

Vice Mayor Price

- Said he was looking forward to the upcoming events and festivities.
- Said infill areas within a CRA were good for the City as there is existing infrastructure.

Mayor Pfister

- Said she is excited about the upcoming events and festivities.

XV. ADJOURNMENT

There was no further business and Mayor Pfister adjourned the meeting at 4:52 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk



**TAVARES CITY COUNCIL
MEETING MINUTES
NOVEMBER 2, 2022 – 4:00 PM
TAVARES CITY HALL COUNCIL CHAMBERS
201 EAST MAIN STREET, TAVARES**

COUNCIL MEMBERS PRESENT

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

STAFF PRESENT

**John Drury, City Administrator
Lindsay Holt, City Attorney
Susie Novack, City Clerk
Bob Tweedie, Economic Development 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
Pete Sherrard, Recreation Manager**

I. CALL TO ORDER

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

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1. Pastor Greg Watts, Liberty Church Tavares

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

III. APPROVAL OF AGENDA

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

MOTION

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

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2. Proclamation – Council Member Amanda Boggus

Mayor Pfister made the following presentation:

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 read and presented a Proclamation bestowing special thanks, recognition, and appreciation to Council Member Amanda Boggus for her loyalty and dedication to the City of Tavares - America's Seaplane City, and wished her well in her future endeavors.

MOTION

Troy Singer moved to approve the Proclamation, seconded by Sandy Gamble. The motion carried unanimously 5-0.

Council Member Boggus thanked those present and said it had been a pleasure to work with everyone and serve on the Council. She said there was never a doubt that everyone was trying to accomplish the same goal; a wonderful place to live. She thanked the citizens for allowing her to serve and Mr. Graves for time off work to serve.

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

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

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

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

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.

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.

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, seconded by Amanda Boggus. The motion carried unanimously 5-0.

Tab 3. Approval of the October 5, 2022, City Council Regular Meeting Minutes

Approved on the Consent Agenda.

VIII. RESOLUTIONS

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

Mr. Fitzgerald made the following presentation:

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.

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

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

Mayor Pfister asked for comments from the Council.

Council Member Boggus asked if significant changes were made to the Resolution since the last meeting. Mr. Fitzgerald said the only substantial change was the reevaluation of available parking in close proximity to the site.

Vice Mayor Price asked if any comments or concerns were made by surrounding homeowners. Mr. Fitzgerald said no.

MOTION

Amanda Boggus moved to approve [Resolution 2022-14], seconded by Sandy Gamble.

Council Member Singer said the school was great for the community and commended the Planning and Zoning Board and Community Development Staff for addressing the concerns and making recommendations.

Mayor Pfister said she was concerned with traffic issues.

MOTION

The motion carried 4-1 as follows:

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

Tab 5. Resolution 2022-20 – Final Budget Amendment for Fiscal Year 2022

Ms. Houghton made the following presentation:

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.

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

MOTION

Amanda Boggus moved to approve Resolution 2022-20, seconded by Troy Singer. The motion carried unanimously 5-0.

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

Ms. Houghton made the following presentation:

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 statutes 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 Option 1, for Council 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.

Mike Rocca, Joe Williams, Raftelis Financial Consultants, provided a PowerPoint presentation. He said current capital charges were adopted in June 2009. Florida Statutes changed the nature of the fees in 2019 to no longer be considered Impact Fees.

Mr. Rocca reviewed the study findings and conclusions, including some of the following:

1. The Utility's service area, for the most part, has similar customer characteristics and utilizes the same uniform service standards.
2. The expansion-related capital improvement design standards are uniform and consistent throughout the Utility's service area.
3. The Connection Fees are independently applicable to treatment and transmission capital cost recovery.
4. Current user rate and expansion-related capital improvement funding objectives leverage Connection Fees to pay a portion of the expansion-related debt service, thereby reducing the burden on user rates.
5. The City's recordkeeping and engineering staff provided sufficient information to update the Connection Fees pursuant to reasonable standards for determining this category of cost recovery.
6. The five-year budgeted capital improvements include upgrades to the Utility's facilities, providing expansion-related services benefiting existing and new connections. Such improvements are included for cost recovery through the updated Connection Fees.

Council Member Gamble inquired about the cost increase for multi-family dwelling units. Mr. Rocca said the increase was the same and noted that multi-family was included in the Land Development Regulations (LDRs) at 75% of single-family on an Equivalent Residential Unit (ERU) basis. He said the table is a summary and the full report reflects increases.

Vice Mayor Price asked how the rates were determined. Mr. Rocca said the study reflects the current cost of the City's system to connect a new connection to the system. It covers the treatment capacity amount, major transmission, and some improvements scheduled in the five-year capital plan. The City receives fees and places them in a fund restricted for expansion and existing expansion debt service.

Council Member Singer asked for confirmation that rate increases would not affect current residents and that developers would pay their fair share for future growth. Mr. Rocca confirmed. He said existing customers would experience lower rates than if the fees were not in place.

MOTION

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

X. GENERAL GOVERNMENT

Tab 7. Board Appointments – Police and Fire Pension Boards

Mayor Pfister made the following presentation:

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.

Mayor Pfister reappointed Arthur VanDerStuyf to the Police Pension Board.

MOTION

Amanda Boggus moved to approve the reappointment of Arthur VanDerStuyf to the Police Pension Board for the term 2022-2024, seconded by Walter Price. The motion carried unanimously 5-0.

Mayor Pfister reappointed Gary Santoro to the Fire Pension Board.

MOTION

Amanda Boggus moved to approve the reappointment of Gary Santoro to the Fire Pension Board for the term 2022-2026, seconded by Sandy Gamble. The motion carried unanimously 5-0.

Tab 8. Discussion on Purchasing a Ladder/Aerial Fire Truck at Discount

Chief Keith made the following presentation:

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.

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.

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.

Mayor Pfister asked for comments from the Council.

Vice Mayor Price inquired about the timing of a truck purchase included in the five-year capital improvement plan. Chief Keith said the truck purchase would speed up the capital plan item, with delivery in the next fiscal year when funded.

Vice Mayor Price asked if the City could sell the existing fire truck since it would sunset ahead of its liquidation date. Chief Keith confirmed.

Council Member Boggus said it appears the truck is 30% off the total price, and if the City waits, inflation issues may increase the sales price. Ms. Houghton said any costs for bond counsel, legal fees, and financial advisors would also need to be considered additional costs.

Council Member Gamble asked what buildings would need a ladder truck in the City. Chief Keith said a high-rise building was defined as any building that exceeds the capability for ground ladders. He said two to three story buildings would be considered high-rise in Tavares, with many located on Main Street. He noted Tavares has the most high-rise buildings in the area, including Clermont.

Council Member Boggus asked if the fire truck could enter the parking garage. Chief Keith said no and noted the structure has a built-in fire protection system for fire hoses with water pumped into the system at ground level. Council Member Boggus asked if apartment complexes and the hospital would be facilities that would need a ladder truck. Chief Keith confirmed.

Council Member Singer noted his support for savings and exploring the purchase of a fire truck.

Mayor Pfister asked for comments from the audience.

Gary Santoro, Royal Harbor, said the purchase opportunity was rare, and the price was a bargain. He recommended moving forward with the purchase.

MOTION

Amanda Boggus moved to approve Staff looking into procuring the fire ladder truck and finding debt financing for it, seconded by Troy Singer. The motion carried unanimously 5-0.

Tab 9. Award of Bid 2022-0015 for Woodlea Road Utilities Extension Project

Ms. Houghton made the following presentation:

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

Staff recommends Option 1, for the Council to 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.

Mayor Pfister asked for comments from the Council.

Vice Mayor Price asked if the contractors had similar qualifications and experience. Mr. Clark said three were, and the City worked with the low bid in the past and was pleased with their work; Ruby Street Project and Eco Park Project.

Council Member Singer asked if restricted wastewater connection fee reserves could be used for the project. Ms. Houghton confirmed and said the funds could be used for expansion or debt related to expansion. Council Member Singer noted his support.

Council Member Gamble asked for the project start date. Mr. Clark said construction would begin within 30 to 60 days. Council Member Gamble asked Mr. Clark to advise the residents at the Peninsula.

MOTION

Amanda Boggus moved to award the bid to Prime Construction, seconded by Sandy Gamble. The motion carried unanimously 5-0.

Tab 10. Pursue a Purchase and Sales Agreement with the School Board of Lake County, Florida, for Fred Stover Sports Complex

Mr. Drury made the following presentation:

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.

Staff recommends Option 1, for the Council to 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.

Mayor Pfister asked for comments from the Council.

Council Member Boggus noted her support for the Lake County School Board to purchase the property. She noted a concern about using the funds for Woodlea Sports Complex improvements when Lake County would be taking over the complex. Mr. Drury said the funds would be restricted to recreation for Tavares.

Vice Mayor Price said he would like to ensure a current appraisal was completed as the last was completed three years ago, and values had changed. Mr. Drury said Staff would include an appraisal with a purchase and sales agreement.

Council Member Singer noted his support to move forward with the sale. He asked about the current Fred Stover programs being offered. Pete Sherrard, Recreation Manager, said the following programs would be moved to the Woodlea Sports Complex with the sale: 10 and under Babe Ruth Baseball, 12 and under Babe Ruth Baseball. He said there is a potential to field 15 and under Babe Ruth Baseball, 12 and under Softball, and 15 and under Softball. Mr. Sherrard said Staff would work to move the programs to the two upper fields.

Mayor Pfister commended Council Member Gamble for his efforts in bringing the sale to fruition.

MOTION

Sandy Gamble moved to approve the staff's recommendation to negotiate a purchase and sales agreement with the School Board of Lake County for the Fred Stover Sports Complex [Option 1], seconded by Amanda Boggus. The motion carried unanimously 5-0.

Tab 11. ARPA Project – Upgrade Woodlea Sports Field Lighting Project

Mr. Sherrard made the following presentation:

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.

Staff recommends Option 3, for Council to 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.

Mayor Pfister asked for comments from the Council.

Vice Mayor Price, Council Member Gamble and Council Member Boggus noted their concern that ARPA projects may come in over budget.

Mayor Pfister, Council Member Singer and Council Member Boggus noted their support to fund two fields.

Mayor Pfister commended Mr. Sherard on getting the fields in good shape.

MOTION

Troy Singer moved to approve Option 2 for the lighting of two ballfields [Complete two field lighting upgrades at Woodlea for \$182,720 and take the remaining funds over the budget from the ARPA Reserve Contingency], seconded Amanda Boggus. The motion carried unanimously 5-0.

XI. NEW BUSINESS

XII. OLD BUSINESS

Tab 12. ARPA Projects Status Report

Mr. Drury provided the Council with a status report on ARPA-funded projects.

XIII. AUDIENCE TO BE HEARD

Richard Piercy, 524 North Barrow Avenue, Tavares, provided a PowerPoint on the condition of Alleyway 13 named Benny Kinsler Alleyway located between Sinclair Avenue and Barrow Avenue. He provided a list of corrective measures for the Council's consideration.

Mayor Pfister welcomed Mr. Piercy to Tavares. Mr. Dillon said alleyways were identified and would continue to be included in budgets.

Pastor Michael Watkins, 805 Sumerall Avenue, Tavares, commended Council Member Boggus for her service on the Council as well as using her gifts and talents to help those less fortunate in the community. Pastor Watkins noted an upcoming ribbon cutting for a Little Free Library located at Ingraham Park.

XIV. REPORTS

Tab 15. City Administrator Report

City Administrator

Mr. Drury said BooFest was a great success and commended the City staff and departments for their assistance on the event. He noted election day would be held on Tuesday, November 8, 2022, and said it had been a pleasure serving with Council Member Boggus.

Department Directors

Chief Coursey said the Police Department would receive its accreditation on December 7, 2022.

Chief Keith provided an update on the Fire Department strike team crew (Battalion Chief Eric Wages, Lieutenant Mark Kidd, Firefighter/Paramedic Madison Leary, Firefighter/Paramedic Anthony Carter, and Firefighter/Paramedic Ethan Hunter) who went to south Florida to assist the aftermath of hurricane Ian.

Chief Keith provided an update on area Fire and Police Departments and Lake County emergency services training and planning for emergency responses. Mr. Drury noted he observed a recent training with the Fire and Police Departments and said Tavares is prepared.

Tab 16. City Council Member Reports

Council Member Singer and Vice Mayor Price commended Mr. Aldrich, Mr. Tweedie, and the staff on the BooFest and Roctoberfest events. Council Member Singer wished those present a Happy Thanksgiving.

The City Council and Department Directors expressed their pleasure to have worked and served with Council Member Boggus and wished her well in her future ventures.

XV. ADJOURNMENT

There was no further business and Amanda Boggus adjourned the meeting at 5:42 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
12/7/2022**

AGENDA TAB NO.: 7

SUBJECT TITLE: Lake Landing Subdivision - Final Plat (Community Development)

OBJECTIVE:

To approve the Final Plat for Lake Landing Subdivision Located South of Dead River Road, West of Captain Haynes Road.

SUMMARY:

Lake Landing Subdivision is a proposed residential subdivision located south of Dead River Road, west of Captain Haynes Road. The subject property is 25.40 acres in size. The proposed Final Plat subdivides the land into 71 lots for the construction of single family dwellings as permitted under the existing Residential Multi-Family (RMF-2) zoning approved by City Council on April 15, 2015. The Preliminary Plat for this subdivision was approved by City Council on March 20, 2019. City staff has 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 Landing Subdivision Located South of Dead River 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 Landing Subdivision Located South of Dead River 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 Landing
2. HOA Articles of Incorporation
3. HOA Declaration of Covenants and Restrictions
4. HOA Bylaws
5. Performance Bond
6. School Capacity Reservation

7. Title Opinion
8. Notice of Termination - Recorded
9. Taxes Paid - 2022

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
12/7/2022**

AGENDA TAB NO.: 8

SUBJECT TITLE: Resolution 2022-21 - Local Disaster Emergency Declaration (Finance)

OBJECTIVE:

Consider approval of Resolution 2022-22 for the issuance of a Local Emergency for Tropical Storm/Hurricane Nicole.

SUMMARY:

On November 7, 2022, Ron DeSantis, Governor of Florida, issued Executive Order Number 22-253 Declaring a State of Emergency for Brevard, Broward, Charlotte, Citrus, Clay, Collier, DeSoto, Duval, Flagler, Glades, Hardee, Hendry, Highlands, Hillsborough, Indian River, Lake, Lee, Manatee, Martin, Miami-Dade, Nassau, Okeechobee, Orange, Osceola, Palm Beach, Pasco, Polk, Putnam, Sarasota, Seminole, St. Johns, St. Lucie, Sumter, and Volusia Counties due to the expected impact of Subtropical Storm Nicole, now known as Hurricane Nicole to the State of Florida, and

On November 9, 2022, in response to an increased threat of risk to the Florida Peninsula from Tropical Storm /Hurricane Nicole, Ron DeSantis, Governor of Florida, issued Executive Order 22-255 expanding his Executive Order 2022-253 to include Alachua, Bradford, Dixie, Gilchrist, Hernando, Jefferson, Levy, Marion, Pinellas, Taylor, and Wakulla counties.

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 22-253.

Resolution 2022-21 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 before (preparation), during and after the emergency.

Resolution 2022-21 is effective retroactively from November 8, 2022.

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OPTIONS:

- 1. MOVE TO APPROVE RESOLUTION NO. 2022-21 providing for a Local State of Emergency due to Tropical Storm/Hurricane Nicole effective November 8, 2022.**

- 2. MOVE TO NOT APPROVE Resolution 2022-21**

STAFF RECOMMENDATION:

1. **MOVE TO APPROVE RESOLUTION NO. 2022-21 providing for a Local State of Emergency due to Tropical Storm/Hurricane Nicole effective November 8, 2022.**

FISCAL IMPACT:

This Resolution creates no fiscal impact.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Resolution 2022-21_Declaration of State of Local Emergency_Hurr Nicole_By Council Dec 7 2022_ 120222

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

RESOLUTION NO. 2022-21

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.

WHEREAS, the National Hurricane Center predicts Subtropical Storm Nicole will approach Florida's Peninsula at or near major hurricane strength and could affect various portions of the State of Florida;

WHEREAS, the National Hurricane Center predicts Subtropical Storm Nicole will impact Florida's East Coast and could affect portions of the previously impacted area still recovering from Hurricane Ian; and

WHEREAS, there is a risk of dangerous storm surge, heavy rainfall, flash flooding, strong winds, hazardous seas, beach erosion, and the potential for isolated tornadic activity for the Florida Peninsula;

WHEREAS, ON November 7, 2022, Ron DeSantis, Governor of Florida, issued Executive Order Number 22-253 Declaring a State of Emergency for Brevard, Broward, Charlotte, Citrus, Clay, Collier, DeSoto, Duval, Flagler, Glades, Hardee, Hendry, Highlands, Hillsborough, Indian River, Lake, Lee, Manatee, Martin, Miami-Dade, Nassau, Okeechobee, Orange, Osceola, Palm Beach Pasco, Polk, Putnam, Sarasota, Seminole, St. Johns, St. Lucie, Sumter, and Volusia Counties due the expected impact of Subtropical Storm Nicole, now known as Hurricane Nicole to the State of Florida, and

WHEREAS, the Florida Division of Emergency Management, working together with the National Hurricane Center to evaluate weather predictions, has determined there is a continuing risk of dangerous storm surge, heavy rainfall, flash flooding, strong winds, hazardous seas, and isolated tornadic activity for Florida's Peninsula as well and portions of the Florida Big Bend, North, Florida, and Northeast Florida; and

WHEREAS, on November 9, 2022, Ron DeSantis, Governor of Florida, issued Executive Order 22-255 expanding his Executive Order stating that because of the forgoing conditions are projected to constitute a major disaster, and therefore the Governor declares a state of emergency to include Alachua, Bradford, Dixie, Gilchrist, Hernando, Jefferson, Levy, Marion, Pinellas, Taylor, and Wakulla.

WHEREAS, Chapter 252, Florida Statutes, Emergency Management provides for Local Emergencies; and

WHEREAS, Lake County is currently under a State of Emergency by Governor DeSantis Executive Order Number 22-253.

NOW, THEREFORE BE IT RESOLVED by the Mayor of the City Council of the City of Tavares, Florida, Lake County, Florida.

SECTION I. Emergency Declaration

A Local Emergency Declaration is hereby declared by this Resolution.

SECTION II. Assistance Request

The Governor of the State of Florida is hereby requested to arrange and deliver the recovery and response activities as may be necessary and available to aid the citizens of the City of Tavares, Lake County, Florida during this emergency.

SECTION III. This Resolution is effective retroactively beginning November 8, 2022, and will expire upon the expiration of Executive Order No. 22-253, and Executive Order No. 22-255 or until cancelled.

RESOLVED and ADOPTED by the City of Tavares City Council, Lake County, Florida, this 7th day of December 2022

Lori Pfister, Mayor

ATTEST

Susie Novack, City Clerk

APPROVED AS TO FORM AND LEGALITY

Lindsay Holt, City Attorney

**AGENDA SUMMARY
TAVARES CITY COUNCIL
12/7/2022**

AGENDA TAB NO.: 9

SUBJECT TITLE: Resolution 2022-22 - Authorizing Application for Federal Public Assistance (FEMA) for Tropical Storm/Hurricane Nicole in the event of a Presidential Declaration (Finance)

OBJECTIVE:

Consider approval of Resolution 2022-22 authorizing the application for Federal Public Assistance and the execution of all documents for the for Federal Emergency Assistance for Tropical Storm/Hurricane Nicole in the event of a Presidential Declaration.

SUMMARY:

On November 7, 2022, Ron DeSantis, Governor of Florida, issued Executive Order Number 22-253 Declaring a State of Emergency for Brevard, Broward, Charlotte, Citrus, Clay, Collier, DeSoto, Duval, Flagler, Glades, Hardee, Hendry, Highlands, Hillsborough, Indian River, Lake, Lee, Manatee, Martin, Miami-Dade, Nassau, Okeechobee, Orange, Osceola, Palm Beach, Pasco, Polk, Putnam, Sarasota, Seminole, St. Johns, St. Lucie, Sumter, and Volusia Counties due the expected impact of Subtropical Storm Nicole, now known as Hurricane Nicole to the State of Florida, and

On November 9, 2022, in response to an increased threat of risk to the Florida Peninsula from Tropical Storm /Hurricane Nicole, Ron DeSantis, Governor of Florida, issued Executive Order 22-255 expanding his Executive Order 2022-253 to include Alachua, Bradford, Dixie, Gilchrist, Hernando, Jefferson, Levy, Marion, Pinellas, Taylor, and Wakulla counties.

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 22-253.

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

Resolution 2022-22 provides authorization for the City Administrator to make an application for Federal Public Assistance for eligible Tropical Storm/Hurricane Nicole Disaster related expenditures. Resolution 2022-22 also provides authorization for the City Administrator to execute agreements and contracts related to and required by application for Federal Public Assistance.

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OPTIONS:

- 1. MOVE TO APPROVE RESOLUTION NO. 2022-22 authorizing the City Administrator to apply for Federal Public Assistance related to Tropical Storm/Hurricane Nicole, upon**

eligibility by Presidential Disaster Declaration, and to execute all documents related to and required by the application for Federal Public Assistance for Tropical Storm/Hurricane Nicole.

2. MOVE TO NOT APPROVE Resolution 2022-22

STAFF RECOMMENDATION:

- 1. MOVE TO APPROVE RESOLUTION NO. 2022-22** authorizing the City Administrator to apply for Federal Public Assistance related to Tropical Storm/Hurricane Nicole, upon eligibility by Presidential Disaster Declaration, and to execute all documents related to and required by the application for Federal Public Assistance for Tropical Storm/Hurricane Nicole.

FISCAL IMPACT:

The application process provides no financial impact.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Resolution 2022-22_Authorization to Apply for FEMA_Nicole_ 11092022_12022022

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

RESOLUTION NO. 2022-22

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 TROPICAL STORM / HURRICANE NICOLE 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.

WHEREAS, the National Hurricane Center predicts Subtropical Storm Nicole will approach Florida's Peninsula at or near major hurricane strength and could affect various portions of the State of Florida;

WHEREAS, the National Hurricane Center predicts Subtropical Storm Nicole will impact Florida's East Coast and could affect portions of the previously impacted area still recovering from Tropical Storm/Hurricane Nicole; and

WHEREAS, there is a risk of dangerous storm surge, heavy rainfall, flash flooding, strong winds, hazardous seas, beach erosion, and the potential for isolated tornadic activity for the Florida Peninsula;

WHEREAS, ON November 7, 2022, Ron DeSantis, Governor of Florida, issued Executive Order Number 22-253 Declaring a State of Emergency for Brevard, Broward, Charlotte, Citrus, Clay, Collier, DeSoto, Duval, Flagler, Glades, Hardee, Hendry, Highlands, Hillsborough, Indian River, Lake, Lee, Manatee, Martin, Miami-Dade, Nassau, Okeechobee, Orange, Osceola, Palm Beach Pasco, Polk, Putnam, Sarasota, Seminole, St. Johns, St. Lucie, Sumter, and Volusia Counties due the expected impact of Subtropical Storm Nicole, now known as Hurricane Nicole to the State of Florida, and

WHEREAS, the Florida Division of Emergency Management, working together with the National Hurricane Center to evaluate weather predictions, has determined there is a continuing risk of dangerous storm surge, heavy rainfall, flash flooding, strong winds, hazardous seas, and isolated tornadic activity for Florida's Peninsula as well and portions of the Florida Big Bend, North, Florida, and Northeast Florida; and

WHEREAS, on November 9, 2022, Ron DeSantis, Governor of Florida, issued Executive Order 22-255 expanding his Executive Order stating that because of the forgoing conditions are projected to constitute a major disaster, and therefore the Governor declares a state of

emergency to include Alachua, Bradford, Dixie, Gilchrist, Hernando, Jefferson, Levy, Marion, Pinellas, Taylor, and Wakulla.

WHEREAS, Chapter 252, Florida Statutes, Emergency Management provides for Local Emergencies; and

WHEREAS, Lake County is currently under a State of Emergency by Governor DeSantis Executive Order Number 22-253.

SECTION I. Emergency Declaration

A Local Emergency Declaration was declared by Resolution.2022-21

SECTION II. The City Administrator is hereby authorized to make application for Federal Assistance for the Tropical Storm / Hurricane Nicole Emergency Disaster upon Presidential Declaration, and that the City Administrator is hereby authorized to execute, all contracts and agreements that may be required for Federal Public Assistance for the City of Tavares related to the Tropical Storm / Hurricane Nicole Emergency.

SECTION III. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION IV. This Resolution will become effective upon adoption of this Resolution.

RESOLVED and **ADOPTED** by the City of Tavares City Council, Lake County, Florida, this 7th day of December 2022.

Lori Pfister, Mayor

ATTEST

Susie Novack, City Clerk

APPROVED AS TO FORM AND LEGALITY

Lindsay Holt, City Attorney

**AGENDA SUMMARY
TAVARES CITY COUNCIL
12/7/2022**

AGENDA TAB NO.: 10

SUBJECT TITLE: Ordinance 2022-17 - Amend Chapter 17 of the Land Development Regulations to Approve Water/Wastewater Interim User Fee Rate Increase (Finance)

OBJECTIVE:

To obtain City Council approval for Ordinance No. 2022-17 to implement Interim Utility Rate Review recommendations.

SUMMARY:

In order to meet revenue sufficiency requirements for Water, Wastewater, Reclaim, and Stormwater debt (bank loans, bonds, and State Revolving Loans) in the current economic environment experiencing historical inflation trends, an interim utility sufficiency rate review for the Utility Funds was accomplished in advance of the scheduled comprehensive rate study schedule accomplished every five (5) years.

A Rate Study was completed in May 2009 and presented to the City Council on June 18, 2009. This study recommended automatic annual rate increases for water, wastewater and reclaimed water of 1% + CPI. The City Council approved this recommendation.

A subsequent Rate Study was completed in September 2014, and presented to the City Council on November 9, 2014. This Rate Study recommended no change to Ordinance 2009-22, therefore automatic rate increases of 1% + CPI remained in effect. The City Council approved this recommendation.

On August 21, 2019, a five-year Rate Study was presented to the City Council by the City's Rate Consultants, Mike Rocca, Principal Consultant, and Joe Williams, Senior Consultant of Raftelis. The Study recommended a small decrease in water rates, but a small increase in wastewater rates. The Study recommended suspending the automatic 1%+CPI increases until October 2023, and implementing the proposed rates that provided for an average combined rate increase over a four-year period of approximately 1.95% for a residential customer with monthly consumption of 4,000 gallons. The City Council approved the study, and adopted Ordinance 2019-18.

A full-scale rate study which is accomplished every five years to ensure revenue sufficiency compliance for operations and debt service covenant requirements is scheduled and budgeted to be accomplished in Fiscal Year 2023. The study is anticipated to be completed in the fall of 2023. Due to the current national economic environment as well as that in Florida, and locally experiencing inflation rates at historical levels, the City requested the City Rate Consultant to provide an interim revenue sufficiency rate review to ensure rate sufficiency compliance would be maintained.

The City's rate consultants of Raftelis, Mike Rocca, Principal Consultant, and Joe Williams, Senior Consultant, prepared an interim rate sufficiency review, and have recommended a rate increase of 5% for Wastewater rates. This rate would be implemented and effective for the first full billing period

starting January 1, 2023. A full comprehensive rate study will be in progress during fiscal year 2023, and the study results of that study will be brought back to the City Council for review and consideration for approval.

Proposed Ordinance 2022-17 is attached containing Exhibit "B2" which provides a detail schedule of the proposed recommended increase.

OPTIONS:

1. Move to Approve Ordinance No. 2022-17 which implements the recommend Interim Utility Rate Sufficiency Review Recommendations
2. Move to Not Approve Ordinance No. 2022-17

STAFF RECOMMENDATION:

1. Move to Approve Ordinance No. 2022-17 which implements the recommend Interim Utility Rate Sufficiency Review Recommendations.

FISCAL IMPACT:

This Ordinance provides Revenue Sufficiency to meet debt covenant requirements

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Sufficiency Letter Report Final
2. Ordinance 2022-17 for interim rates due to rate sufficiency review_draft_11302022_2docx

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
12/7/2022**

AGENDA TAB NO.: 11

SUBJECT TITLE: Interlocal Funding, Purchase, and Operational Agreements with Lake County and the YMCA for the Golden Triangle Regional Park - East Campus (Community Services)

OBJECTIVE:

For Council to approve funding, purchase, and negotiate operational agreements between the City of Tavares, Lake County, and the YMCA.

SUMMARY:

On March 29, 2022, the City Council approved and entered into a Memorandum of Understanding (MOU) - (attached) with Lake County and the Central Florida YMCA. The YMCA expressed a desire to explore a public/private partnership opportunity for the development of a central regional park for Lake County to be located on the current Golden Triangle YMCA property in Tavares. The Horizon team consisting of Councilmember Lori Pfister, the City Administrator, and the Community Services Director was assigned to work with Lake County Commissioner Kirby Smith, the County Manager, and her team, and YMCA leadership to develop conceptual plans, explore funding options, acquire appraisals, and negotiate agreements to be brought back to City Council for consideration.

The Chief of Police wrote a letter (attached) regarding the positive role of the YMCA in Tavares. This would be a first-of-its-kind regional park with a YMCA. Built as a full community recreation center, senior center, and YMCA for all ages, as a place focusing on the health, well-being, and quality of life for the entire community.

Before Council is an agreement from Lake County granting the City of Tavares funding of \$4.8 million to purchase the YMCA property to develop it into the Golden Triangle Regional Park – East Campus.

Beyond the \$4.8 million earmarked to purchase the property, Lake County has already identified another \$6.2 million for the initial capital project and other potential funding opportunities to complete the full capital campaign (see attached correspondence from County Manager). Additionally, the Central Florida YMCA has allotted \$2 million to contribute towards the initial capital project and has agreed to sell the property for \$720,000 under the appraised value.

Lake County has appropriated funding for the purchase and has identified funding for the construction, renovation, and development of the YMCA property to create their fifth (5th) and final Regional Park (see attached County Manager correspondence). The park will have an east and west campus as follows:

1. **East Campus:** This twenty-five (25) acre park will be known as the *Golden Triangle Regional Park – East Campus*. The plan for the current east campus project is for the City of Tavares to own and operate it as a regional park for the county, partnering with the YMCA to pay their proportionate fair share of the maintenance, operating, utility, and other agreed upon expenses. The purchase will be fully funded by Lake County, owned by Tavares. Lake County will provide

funding for future construction and build-out of the regional park, which is estimated at \$35 million and will include both indoor and outdoor recreational amenities for the public. Examples of a conceptual plan attached include fitness centers, gymnasiums, senior centers, multipurpose community rooms, pickleball courts, pools, playgrounds, etc.

2. **West Campus:** The West Campus is proposed at the Woodlea Sports Park as a separate phase of the Lake County Regional Park project.

Staff is seeking Council's approval to:

- Authorize the Mayor to enter into and execute this funding agreement with Lake County to fully fund the purchase of the YMCA property.
- Authorize the Mayor to execute a Purchase & Sales Agreement with the YMCA not to exceed \$4.8 million.
- Authorize the City Administrator to negotiate an agreement with the YMCA to operate the YMCA portion of the Regional Park and bring that back to the Council for approval.
- Budget the cost to maintain the park; less the offsetting proportional revenue from the YMCA in next year's budget for the Council's review and approval as part of the normal budgeting process for FY 24.

OPTIONS:

1 -

A) Authorize the Mayor to execute this funding agreement; accept a grant of \$4.8 million from Lake County to the City of Tavares; purchase the YMCA for \$4.8 million, and authorize staff to execute the purchase and sales agreement with the Central Florida YMCA.

B) Authorize the City Administrator to negotiate an operational agreement with the Central Florida YMCA and bring it back to Council for approval.

C) Authorize the City Administrator to budget the cost to maintain the park. This cost will be offset by revenues from the YMCA paid to the City in next year's FY 24 budget for the Council's review and approval as part of the normal budgeting process.

2 -

Authorize execution of the Interlocal Funding Agreement with Lake County related to the purchase of the Golden Triangle Regional Park - East Campus and direct staff to bring back a negotiated purchase & sales agreement and a YMCA operational agreement for City Council consideration at a future meeting.

3 -

Do not authorize the execution of the funding agreement.

STAFF RECOMMENDATION:

1. Option one (a, b, & C)

FISCAL IMPACT:

Acceptance of \$4.8 million grant from Lake County will be recognized along with a correlating expense in the same amount for the purchase. The cost to maintain and operate the park will be developed during the normal FY 24 budgeting process less off-setting revenues from the YMCA agreement.

LEGAL SUFFICIENCY:

Meets legal sufficiency

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. YMCA Land Purchase Interlocal Agreement
2. Chief of Police Letter
3. County Manager Letter
4. Memorandum of Understanding (MOU)
5. Golden Triangle Regional Park - East Campus Concept Master Plan

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
12/7/2022**

AGENDA TAB NO.: 12

SUBJECT TITLE: Horizon Team and Board Representation (City Administrator)

OBJECTIVE:

To discuss city representation on Staff Horizon Teams and Community Boards.

SUMMARY:

The City Administrator has identified staff teams who work on projects that are multi-year projects off into the future/horizon - "Staff Horizon Teams" (see attachment). The staff researches a subject matter and brings their research to the City Administrator. The Administrator may bring to the Council, from time to time, that research for the Council's benefit and further discussion and/or action. The City Administrator invites one Council member to join the "Staff Horizon Team" and attend research meetings on occasion for those "Horizon Teams" in which the Council member has a particular interest. Attached is a listing of those staff teams, and the Council is provided an opportunity to discuss/change representation on those staff teams as well as Council representation on other organizational Boards.

OPTIONS:

1. Discuss representation on both the Staff Horizon Teams and Organizational Boards.
2. Receive the information and discuss at the next meeting.

STAFF RECOMMENDATION:

Discuss representation on both the Staff Horizon Teams and Organizational Boards.

FISCAL IMPACT:

Some meetings may have incidental costs associated with them or require trips to Deland, Orlando or Tallahassee. Costs greater than incidental are budgeted in the City budget.

LEGAL SUFFICIENCY:

Legally sufficient.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Horizon Team and Boards 2022

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

**Tavares Horizon Teams
and
Community Board Representatives
2022**

Horizon Teams (Council Member Liaison/Lead Staffer)

Special Events (L. Pfister/B. Tweedie)
Economic Development (L. Pfister/B. Tweedie)
Sister City Program (L. Pfister/J. Drury)
Library Expansion (L. Pfister/Scott Aldrich)
Public Works Complex (A. Boggus/J. Dillon)
West Main Street Gateway (VACANT/M. Fitzgerald)
N/S City Gateways – St Clair and Sinclair (W. Price/J. Dillon)
Mount Dora Trail (VACANT/J. Dillon)
Eustis Trail (VACANT/J. Dillon)
Emergency Preparedness/Public Safety Horizon Team (A. Boggus/M. O’Keefe)
Wooton Wonderland Rebuild (T. Singer/J. Dillon)
S.R. 19/561 and 448 Corridors (W. Price/M. Fitzgerald)
Old 441 Corridor (T. Singer/M. Fitzgerald)
Central Lake Regional Park East Campus Partnership (L. Pfister/J. Drury/S. Aldrich)
Central Lake Regional Park West Campus Partnership (VACANT/ J. Drury/S. Aldrich)

Board Representatives

B.E.T.T.E.R. Tavares Race Relations Group: (T. Singer, Alternate VACANT/J. Drury/S. Lubins)

Florida League of Cities Legislative Committees:

Environment & Energy Council (P. Clark)
Transportation & Intergovernmental (M. Fitzgerald)
Finance & Taxation (L. Houghton)

Lake Community Action Agency – VACANT

Lake County Library Advisory Board (3rd Thursday at 5 p.m.): (Norma Emerson/Alternate A. Boggus)

Lake County Arts and Cultural Alliance (J. Scott Berry/Alternate Iliana Buigas)

Lake County League of Cities (2nd Friday at 11:30 a.m.): (T. Singer/Alternate VACANT)

Lake County League of Cities Solid Waste Advisory Committee: (L. Houghton)

Lake County Water Alliance Technical Committee: (P. Clark)

Metropolitan Planning Organization Governing Board Member: (VACANT/Alternate W. Price)

Metropolitan Planning Organization Technical Advisory Committee: (A. Fabre)

Metropolitan Planning Organization Citizens Advisory Committee: (T.J. Fish)

YMCA Golden Triangle Advisory Board: (John Drury & P. Clark)

Tavares Chamber of Commerce: (T. Singer/B. Tweedie)

School Concurrency Committee Annual Meeting: (T. Singer)

School Concurrency Technical Advisory Committee: (M. Fitzgerald)

**AGENDA SUMMARY
TAVARES CITY COUNCIL
12/7/2022**

AGENDA TAB NO.: 13

SUBJECT TITLE: City Donation Program (City Administrator)

OBJECTIVE:

To approve the City Donation Program

SUMMARY:

The City has a Donation policy (see attached) which is the framework for accepting donations. It contemplates a donor approaching the city with a donation idea and conditions for the City to consider on a case by case basis. It works well. From time to time, donors want to donate money in honor of a loved one but do not know what to donate towards. Also, they want to donate smaller amounts of money and want recognition forever of that loved one for that small donation. Previously, Council discussed this and instructed staff to develop such a program and bring it back for the Council's consideration. Staff has developed such a program and an opportunity is presented to the Council to it as described below.

For \$250, a Donor can donate to a City Program listed below and receive recognition as indicated:

Department: Economic Development

Name of Program: Waterfront Beautification Donation Program

Program Description: A continuous waterfront beatification maintenance program.

Donation Amount: \$250

Recognition: An 8 inch brick inlaid into the path near the seaplane base with the first and last name of the person being honored or couple or family being recognized, plus a paper certificate to keep and name read into the record at a City Council meeting.

Department: Police

Name of Program: Police Officers In Memory Fund of Tavares Police Officers Paula Crow and Mike Poole.

Program Description : Reimburse a portion of a new recruit's Police Academy costs after being hired as a Tavares Police Officer and successful completion of their probationary period.

Donation Amount: \$250

Recognition: 4 inch name plate (First and Last Name) placed on the wall of appreciation at the Police Station plus paper certificate to take home plus name read into the record at a City Council meeting.

Department: Clerk

Name of Program: Student Youth Council Scholarship Program

Program Description: Scholarship to each of the five (5) Tavares High School students who participated in the City Youth Council program. Scholarship would be for an educational institution of the students' choice, representing 1/5 of the fund ballance for this program up to a maximum of \$500 each student.

Donation Amount: \$250

Recognition: An 8 inch brick inlaid into the plaza surrounding City Hall with the first and last name of the person being honored or couple or family being recognized, plus a paper certificate to keep and name read into the record at a City Council meeting.

Department: Recreation

Name of Program: Tavares Youth Recreation Scholarship Program

Program Description: Provide funding towards youth recreational program fees and cost for those children who cannot afford the participation fees and costs.

Donation Amount: \$250

Recognition: A 4 inch name plate (First and Last Name, Couple or family name) placed on the wall of appreciation at the Woodlea fields plus paper certificate to take home and name read into the record at a City Council meeting.

Department: Library

Name of Program: Tavares Library Book Drive

Program Description: Provide funding towards the purchase of new books

Donation Amount: \$250

Recognition: A 4 inch name plate (First and Last Name, couple or family name) placed on the wall of appreciation in the library plus a certificate to take home and name read into the record at a City Council meeting.

Department: Emergency Management

Name of Program: Emergency Management Communication Equipment Program

Program Description: Provide funding towards Emergency Management Equipment.

Donation Amount: \$250

Recognition: A 4 inch name plate (First and Last Name, couple or family name) placed on the wall of appreciation at the Tavares EOC plus a certificate of appreciation to take home and name read into the record at a City Council meeting.

Department: Public Safety

Name of Program: First Responder Memorial Fountain

Program Description: Provide funding towards a First Responder Memorial Fountain honoring Police, Fire, EMS and 911 Dispatchers located adjacent to the Tavares Public Safety complex.

Donation Amount: \$250

Recognition: A 4 inch name plate (First and Last Name, couple or family name) placed on the wall of appreciation at the First Responder Fountain location plus a certificate to keep and name read into the record at a City Council meeting. .

Department: Human Resource

Name of Program: City Employee Appreciation Program

Program Description: Provide funding towards the City Employee Appreciation program

Donation Amount: \$250

Recognition: An 8 inch brick inlaid into the plaza that surrounds City Hall with the first and last name of the person being honored or couple or family being recognized, plus their name being read at the annual Employee Picnic and a paper certificate to keep and name read into the record at a City Council meeting.

OPTIONS:

1. Approve the program.
2. Adjust and then approve the program.
3. Do not approve the program

STAFF RECOMMENDATION:

1. Approve the donation program .

FISCAL IMPACT:

One restricted fund would be developed identifying all programs approved by City Council and finance would manage the amounts within the different buckets of this one restricted fund.

LEGAL SUFFICIENCY:

yes

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Policy 14 - Donations & Sponsorships

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
12/7/2022**

AGENDA TAB NO.: 14

SUBJECT TITLE: City Council Discussion of Parking Regulations (Community Development)

OBJECTIVE:

To discuss the adequacy of current parking regulations and determine if changes are warranted

SUMMARY:

City Council discussion of the adequacy of current parking regulations and determination if changes are warranted to Land Development Regulations - Chapter 20 Parking Regulations. Previously, Council member Sandy Gamble expressed concern that the Winn-Dixie shopping center parking lot may have parking spaces that are sub-standard as it relates to size and requested that the City look at this situation and report back including the current parking regulations. Staff evaluated the conditions at Winn-Dixie and concluded they were smaller than the current codes would require and are "grand-fathered" and may be maintained. In the future, should Winn Dixie conduct a major site renovation, they would be required to comply with current larger parking spot standards. As it relates to the current city parking standards applied to new development, they meet or exceed locally and nationally accepted standards.

OPTIONS:

1. City Council discusses parking regulations and moves to direct staff to make changes to Land Development Regulations - Chapter 20 Parking Regulations.
2. City Council discusses parking regulations and moves to direct staff to make no changes to Land Development Regulations - Chapter 20 Parking Regulations.

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Land Development Regulations Chapter 20 - PARKING REGULATIONS
2. Parking Presentation

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
12/7/2022**

AGENDA TAB NO.: 15

SUBJECT TITLE: Alfred Street Station Commercial Use Proposal, Memorandum of Understanding (Economic Development)

OBJECTIVE:

For Council to approve the attached Memorandum of Understanding and Agreement between the City and, George Walker & David Perry for an exclusive due diligence and lease negotiation period not to exceed six (6) months for their proposed commercial lease and use of the City-owned building as Gatsby's Underground experiential food hall and tap house.

SUMMARY:

Previously, council directed staff to seek potential lessee(s) from the commercial market for the highest and best use of the former City of Tavares Fire Station located at 424 East Alfred Street, with an emphasis on uses complimentary to the vibrancy and expansion of the downtown entertainment district. The direction and intent was to seek an appropriate business interested in negotiating a long term lease with the City at fair market lease rate with consideration for tenant investment in building and property improvements.

An RFP as solicited in early 2020 with no submittals received by the submittal deadline and staff continued to market the property. A proposal by a craft brewery was submitted, received and accepted by Council in December of 2020, however the proposer was ultimately unable to move forward with their project after a key investor withdrew from the project.

Recently, the Economic Development Director was contacted by the proprietor of two local businesses and a business partner and engaged in discussions regarding a concept of a themed food hall and craft brew tap house for occupancy and operation (see attached letter of intent and proposal). This concept plan would require the proposers to invest in considerable interior remodeling and exterior space improvement project and time to plan and coordinate. Therefore, a period of inspection, due diligence and preliminary design/engineering is required prior to negotiating and entering into a lease agreement with the City for the improvement and use of this property. The Economic Development Director has worked with the proposers and City Attorney to craft the attached Memorandum of Understanding (MOU) to provide a framework, structure and time limit, not to exceed six (6) months for this due diligence and lease negotiation process, which will allow the proposer and City an opportunity to consider and develop a lease for future council consideration.

OPTIONS:

1. Accept the proposers letter of intent and proposal and approve the attached MOU to be executed by the City Administrator.
2. Do not accept the attached letter of intent and proposal and do not approve the attached MOU.

STAFF RECOMMENDATION:

Staff recommends option 1

FISCAL IMPACT:

No fiscal impact

LEGAL SUFFICIENCY:

Legally sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Gatsby LOI v07 (003)
2. MEMORANDUM OF UNDERSTANDING - Gatsbys UndergroundProposerSigned

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
12/7/2022**

AGENDA TAB NO.: 16

SUBJECT TITLE: Naming of the Waterfront Park (Mayor)

OBJECTIVE:

To discuss naming the waterfront

SUMMARY:

Previously, the Mayor asked the Council to consider holding a discussion on the naming of the Waterfront with staff providing the background information. An opportunity is put forth to hold that discussion. As it relates to background information, the City assembled its ownership by recorded deeds of the Waterfront from individuals, a lumber company, a couple of railroads, a developer and a packing house as follows:

1948 - Floyd & Jeanetter Wooton
1949 - McCormick Hanna Lumber Company
1949 - Seaboard Air Line Rail Road Company
1950 - Lake Region Packing Association
1976 - Seaboard Coast Line Rail Road Company
1980 Lake Region Packing Association
1989 Dorthie Werder
2009 Tavares Station Development LLC

One of the purchases (The first one from the Wooton's) had a naming requirement of "Wooton Park" for that property, which is between St. Clair Abrams and Disston Ave. The rest of the waterfront purchases from St. Clair Abrams to Sinclair Ave have no naming requirements.

OPTIONS:

1. Discuss and name the waterfront
2. Discuss and develop a process for naming the waterfront
3. Discuss and do not name the waterfront

STAFF RECOMMENDATION:

Discuss and either name the waterfront or develop a process for naming the waterfront

FISCAL IMPACT:

None to develop a name for the waterfront. After it is named, proper signage will be budgeted and installed subject to Council's approval.

LEGAL SUFFICIENCY:

Naming the Waterfront (excluding the Wooton property) is 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
12/7/2022**

AGENDA TAB NO.: 17

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 Meetings	December 21, 2022, 4:00 p.m., Tavares City Council Chambers January 18, 2023, 4:00 p.m., Tavares City Council Chambers
Planning and Zoning Board Meeting	January 19, 2023, 3:00 p.m., Tavares City Council Chambers
Library Board Meeting	December 14, 2022, 4:00 p.m., Tavares Library Conference Room
Code Enforcement Special Magistrate Hearing	January 24, 2023, 5:00 p.m., Tavares City Council Chambers

OUTSIDE AGENCY MEETINGS:

Lake County League of Cities Meeting	December 9, 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	December 14, 2022, 11:30 a.m., Tavares Pavilion on the Lake

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_11.2.2022
2. Tavares_2023_EventCalendar_11.30.2022

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
12/7/2022**

AGENDA TAB NO.: 18

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.