



**AGENDA**  
**TAVARES CITY COUNCIL**  
**January 18, 2023**  
**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](mailto:snovack@tavares.org))

**I. CALL TO ORDER**

**II. INVOCATION/PLEDGE OF ALLEGIANCE**

Tab 1            Pastor Brooks Braswell, Umatilla Baptist Church

**III. APPROVAL OF AGENDA**

**IV. PROCLAMATIONS/PRESENTATIONS**

Tab 2            Tavares Chamber of Commerce Update

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

**VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO RECORD**

**VII. CONSENT AGENDA**

Tab 3            Approval of the December 21, 2022 City Council Regular Meeting Minutes (City Clerk)

Tab 4            Broad Budget Priorities (City Administrator)

**VIII. RESOLUTIONS**

Tab 5            Resolution No. 2023-01 - First Budget Amendment for FY 2023 (Finance)

**IX. ORDINANCES - PUBLIC HEARING**

**First Reading**

## **Second Reading**

### **X. GENERAL GOVERNMENT**

- Tab 6            Naming the Downtown Waterfront Area (Council Member Lori Pfister)
- Tab 7            Discussion on Naming the Softball Field at Fred Stover Sports Complex in Memory of Coach Robin Ross (Community Services)
- Tab 8            2023 City Council Regular Meeting Dates (City Administrator)
- Tab 9            Community Grant Awards (City Clerk)
- Tab 10           Award of Bid for Lakeview Drive Drainage Improvements, Phase 2 (Utilities)
- Tab 11           Tavares Square Request for Proposals (RFP) Presentation & Selection (Economic Development)
- Tab 12           2023 Projects and Initiatives Underway (City Administrator)

### **XI. NEW BUSINESS**

### **XII. OLD BUSINESS**

- Tab 13           Update on Sister City Invitation, 2023 Taipei Taiwan Smart Cities Summit & Exposition (Economic Development)

### **XIII. AUDIENCE TO BE HEARD**

### **XIV. REPORTS**

- Tab 14           City Administrator Report
- Tab 15           City Council Member Reports

### **XV. ADJOURNMENT**

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

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
1/18/2023**

**AGENDA TAB NO.: 1**

**SUBJECT TITLE: Pastor Brooks Braswell, Umatilla Baptist Church**

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**OBJECTIVE:**

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

**SUMMARY:**

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

**OPTIONS:**

N/A

**STAFF RECOMMENDATION:**

N/A

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

N/A

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
1/18/2023**

**AGENDA TAB NO.: 2**

**SUBJECT TITLE: Tavares Chamber of Commerce Update**

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**OBJECTIVE:**

To receive an update from the Tavares Chamber of Commerce

**SUMMARY:**

Erika Buigas, President/CEO of the Tavares Chamber of Commerce will provide an update on Chamber activities.

**OPTIONS:**

N/A

**STAFF RECOMMENDATION:**

N/A

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

N/A

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

1. January Report to City

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
1/18/2023**

**AGENDA TAB NO.: 3**

**SUBJECT TITLE: Approval of the December 21, 2022 City Council Regular Meeting Minutes (City Clerk)**

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**OBJECTIVE:**

To consider approval of the December 21, 2022, City Council regular meeting minutes.

**SUMMARY:**

Attached are the December 21, 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. 12-21-2022 CC Minutes

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



**TAVARES CITY COUNCIL  
MEETING MINUTES  
DECEMBER 21, 2022 – 4:00 PM  
TAVARES CITY HALL COUNCIL CHAMBERS  
201 EAST MAIN STREET, TAVARES**

**COUNCIL MEMBERS PRESENT**

**Walter Price, Mayor  
Sandy Gamble, Vice Mayor  
Bob Grenier, Council Member - *Absent*  
Lori Pfister, 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  
Bob Tweedie, Economic Development Director  
Lori Houghton, Finance Director  
Richard Keith, Fire Chief  
James Dillon, Public Works Director  
Mark O'Keefe, Public Communications Director  
Sarah Coursey, Police Chief  
Phil Clark, Utilities Director**

**I. CALL TO ORDER**

Mayor Price called the meeting to order at 4:00 p.m. He 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 Tom Cavanaugh, First Baptist Church of Tavares**

Pastor Cavanaugh provided the invocation and led those present in the Pledge of Allegiance.

### **III. APPROVAL OF AGENDA**

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

#### **MOTION**

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

### **IV. PROCLAMATIONS/PRESENTATIONS**

#### **Tab 2. Tavares Chamber of Commerce Update**

Erika Buigas, CEO/President of the Tavares Chamber of Commerce, provided an update on Chamber events and activities.

#### **Tab 3. Proclamation – Rotary Week**

Mayor Price read a Proclamation designating the week of January 22 through 28, 2023, as Rotary Week in honor of the members of the Rotary Club of Lake County Golden Triangle and their 100 years of service to the community.

#### **MOTION**

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

Mayor Price presented the Proclamation to Kathy Yarborough of the Rotary Club. Ms. Yarborough thanked the Council. She noted the Rotary Club provided \$20,000 in scholarships to Mount Dora High School, Eustis High School, Tavares High School, and Mount Dora Christian Academy during the past year.

#### **Tab 4. Proclamation – Arbor Day**

Mayor Price read a Proclamation declaring January 21, 2023, as City of Tavares Arbor Day in recognition of the City's Tree City USA program requirements established by the Arbor Day Foundation, U.S. Forest Service, and National Association of State Foresters.

#### **MOTION**

**Sandy Gamble moved to approve the Arbor Day Proclamation, seconded by Lori Pfister. The motion carried unanimously 4-0.**

## **Tab 5. Stormwater Management Program**

Mr. Clark made the following presentation:

*The City's Stormwater System is permitted by the Florida Department of Environmental Protection requiring the National Pollutant Discharge Elimination System (NPDES) Permit. Under the NPDES Permit, the City is required to have the Stormwater Management Program and present it to Council, businesses, and residents to educate them of the City's program to keep the stormwater system clean. The city has 6 elements of the NPDES permit:*

*1. Public Education and Outreach*

*\* provides awareness via the streetsweeper wrap and storm drain "Drain to Lake" markers.*

*\* updates City's Stormwater Department webpage.*

*\* Runs articles in City newsletter regarding Florida Friendly landscaping, illicit discharge awareness, and other stormwater awareness items.*

*2. Public Involvement / Participation*

*\* Adopt-a-drain program*

*\* Participate in Love our Lakes - Lake clean-up days*

*3. Illicit Discharge Detection and Elimination*

*\* GIS Map identifying outfalls - City has identified all stormwater outfalls*

*\* City has adopted an Ordinance for discharge prohibition.*

*\* City of created a Standard Operating Procedure for Illicit Discharge Incidents and Inspection Reporting.*

*4. Construction Site Run-Off*

*\* City has established the Construction Standards Manual that serves as "teeth" for all construction standards in the City and is enforced.*

*5. Post Construction Stormwater Management*

*\* City utilizes St. Johns River Water Management District and FDEP for regulatory criteria and compliance standards.*

*6. Pollution Prevention / Good Housekeeping (Best Management Practices)*

*\* City cleans and inspects storm system on a regular basis.*

*\* City has a street sweeping schedule and streets are swept 5 days a week.*

*\* City provides training of staff in house and through regulatory agencies.*

*The permit is valid for 5 years and staff submits an annual report to FDEP each year updating the department on how the City has implemented and maintained all 6 elements.*

Vice Mayor Gamble said the program eliminated street flooding. He thanked Mr. Clark.

## **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 and Resolution by title only:

**RESOLUTION 2022-23**

**A RESOLUTION OF THE CITY OF TAVARES, FLORIDA ACCEPTING A PROPOSAL OF TD EQUIPMENT FINANCE, INC. TO PROVIDE THE CITY WITH A TERM LOAN TO FINANCE THE ACQUISITION OF A LADDER/AERIAL FIRE TRUCK; AUTHORIZING THE EXECUTION AND DELIVERY OF A LOAN AGREEMENT; AUTHORIZING THE ISSUANCE OF A CITY OF TAVARES, FLORIDA CAPITAL IMPROVEMENT REVENUE NOTE, SERIES 2022A IN THE PRINCIPAL AMOUNT OF NOT TO EXCEED \$1,000,000 IN ORDER TO EVIDENCE SUCH LOAN; AUTHORIZING THE REPAYMENT OF SUCH NOTE FROM A COVENANT TO BUDGET AND APPROPRIATE LEGALLY AVAILABLE NON-AD VALOREM REVENUES; DELEGATING CERTAIN AUTHORITY TO THE MAYOR, CITY ADMINISTRATOR AND OTHER CITY OFFICIALS FOR THE AUTHORIZATION, EXECUTION AND DELIVERY OF THE LOAN AGREEMENT, NOTE AND VARIOUS OTHER DOCUMENTS WITH RESPECT THERETO; AND PROVIDING FOR AN EFFECTIVE DATE.**

**ORDINANCE 2022-17**

**AN ORDINANCE AMENDING SECTION 17-55 PROVIDING FOR INTERIM WASTEWATER RATE SCHEDULE BASED ON A INTERIM RATE SUFFICIENCY REVIEW DUE TO FEDERAL STATE AND LOCAL ECONOMIC CONDITIONS AND RECOMMENDATIONS OF RAFTELIS; PROVIDING FOR INTERIM RATE ADJUSTMENTS THROUGH SEPTEMBER 30, 2023, AND PROVIDING FOR AUTOMATIC RATE INCREASES TO RESUME AS OF OCTOBER 1, 2023; AND PROVIDING AN EFFECTIVE DATE.**

**VII. CONSENT AGENDA**

Mayor Price asked if anyone wished to pull an item from the Consent Agenda for discussion. There were no requests.

**MOTION**

**Lori Pfister moved to approve the Consent Agenda [Tab 6. Approval of the December 7, 2022, City Council Regular Meeting Minutes], seconded by Sandy Gamble. The motion carried unanimously 4-0.**

**Tab 6. Approval of the December 7, 2022, City Council Regular Meeting Minutes**

*Approved on the Consent Agenda.*

## **VIII. RESOLUTIONS**

### **Tab 7. Resolution 2022-23 – Capital Improvement Revenue Note Series 2022A for Aerial Fire Truck**

Ms. Houghton made the following presentation:

*On November 2, 2022, the City Council authorized staff to initiate the procurement of a new ladder truck for the City Fire Department in the amount of \$930,000 from E-One, and authorized staff to issue an RFP for funding, and to bring back a funding program for the purchase of the Fire Truck.*

*On November 18, 2022, the City issued RFP No. 2023-0006 for ten-year financing for the purchase of an aerial fire truck including related ancillary equipment for the aerial fire truck, and cost of issuance for the debt obligation. The RFP stated that the debt would be issued as a CBA (covenant to budget and appropriate). The RFP was issued with the following elements requested:*

*Amount: not to exceed \$1,000,000*

- Bank Qualified Fixed tax-exempt rate for entire term of the Note*
- No pre-payment penalty*
- Security: CBA – Covenant to Budget and Appropriate*
- Rate: fixed*
- Term: 10 years*

*On December 6, 2022, all received bids were opened publicly. Six proposals were received from the following entities:*

- Citizens First Bank*
- JPMorgan Chase Bank, NA*
- Key Government Finance, Inc.*
- Synovus Bank*
- TD Equipment Finance, Inc.*
- Truist Bank*

*The bids were reviewed and evaluated by the City's Financial Advisor, Mark Galvin of Hilltop Securities, and City Staff. Proposals were ranked according to RFP requirements and overall benefit to the City of Tavares. It was determined that TD Equipment Finance, Inc. provides the best overall benefit to the City of Tavares. The rate is 3.53%.*

*The City's Financial Advisor, Mark Galvin of Hilltop Securities, has provided a recommendation letter with a summary and tabulation of the bids received.*

*Steven Miller of Nabors, Giblin & Nickerson, P.A., as Bond Counsel has prepared the Resolution for the Bank Loan, and has provided the Loan Agreement, approved by TD Equipment Finance, Inc., the City Attorney, and City staff.*

*Staff recommends Option 1, for the Council to award Bid No. 2023-0006 to TD Equipment Finance, Inc., and Approve Resolution No. 2022-23, and authorize the Mayor and Staff to execute the Capital Improvement Revenue Note, Series 2022A in the amount of \$976,000, including closing costs with TD Equipment Finance, Inc. to purchase an Aerial Fire Truck with related ancillary equipment.*

Mayor Price asked for comments from the Council.

Council Member Singer asked if the fire truck purchase was to replace an aging truck the City currently owns. Ms. Houghton confirmed.

Council Member Singer asked Chief Keith to explain the need for the truck to the audience. Chief Keith said the City was approached by its fire truck vendor regarding the opportunity. The fire truck was initially ordered by another entity that backed out of the purchase. The vendor offered the truck at a demonstration model discount to Tavares. The truck was not built to date and was in a cueing order phase. Chief Keith said the City's existing ladder truck was purchased in 2008 from Pierce Manufacturing in Wisconsin and is in reserve status. The NFPA National Fire Protection Association recommendation was for a fire truck to be categorized in a first-line operation for ten years, go into reserves for the following ten years, and then retire and liquidate. Chief Keith said the City included a ladder truck replacement in the capital improvement list at the cost of \$1.3 million dollars. The new fire truck would save monies long-term, and staff felt it was prudent to bring the opportunity to the Council for consideration. Council Member Singer asked if the City would sell the existing truck. Chief Keith confirmed. He said if the City ordered a new truck through the normal process, it would take 2.5 years to complete at a higher cost. Chief Keith said the new ladder truck would be built in Ocala, Florida, and was scheduled for a late 2023 completion date.

Vice Mayor Gamble asked Chief Keith to elaborate on which buildings would require a ladder truck. Chief Keith noted many buildings along Main Street were considered high-rise, as well as Osprey Lodge, Waterman Advent hospital, and two-story dwellings. Mr. Drury said the fire truck would be utilized for all residents and businesses in the community and could maneuver over power lines and difficult-to-reach areas, serving the entire community as a versatile piece of equipment.

Council Member Pfister asked how many miles the current ladder truck has. Chief Keith said the fire truck had 105,000 hard miles gained from answering calls. Council Member Pfister asked if churches, hospitals, and county buildings paid fire assessment fees. Mr. Drury said no, and noted that assisted living facilities, the business community, and residents pay fire assessment fees. All utilize fire services, police services, public works, and all government departments. Council Member Pfister asked if regular fire trucks

have a ladder. Chief Keith confirmed that they have smaller ladders that would serve two-story buildings.

Council Member Singer inquired about other finance and purchasing options. Ms. Houghton said the City checked with the fire truck provider, which had rates closer to 5% and associated Cost of Issuance costs. Council Member Singer asked if saving the funds would take over ten years. Ms. Houghton confirmed and said the Council was putting money into Reserves each year. She said the City is just under the GFOA recommendation, which would have to be considered, and an increased amount would need to be budgeted into Reserves. She confirmed that saving for the purchase would tax the current residents for an item that usually takes ten to fifteen years to purchase. Mr. Drury said that by financing the truck, future residents who are not here today will contribute their fair share to the fire truck's cost instead of putting it on the back of the taxpayers today and not future taxpayers. Financing the purchase allows everyone to pay their proportionate fair share, even the ones coming in the next five to ten years.

Vice Mayor Gamble inquired about the impact on insurance coverage should the current ladder truck cease operating. Chief Keith said ladder truck aerial devices provide significant credit toward the City's ISO rating. Mr. Drury said insurance would increase for residential homeowners and businesses if the ISO rating went down to 4 or 5. Chief Keith noted the City is currently rated at 3 points. Vice Mayor Gamble asked if those increases city-wide would be more than what the City would pay for the truck. Chief Keith confirmed.

Council Member Pfister asked if neighboring cities have ladder trucks. Chief Keith confirmed Eustis, Mount Dora, Leesburg, and Lake County have fire trucks. He noted the County ladder truck is located at the county's south end.

Mayor Price said he sees the benefit of taking out the loan for the ladder truck purchase even though his philosophy is for no new debt. He said people have asked why ARPA funds are not re-appropriated for the purchase. Mr. Drury said contracts have been issued for the ARPA projects and noted the associated project reserves would not be enough to fund the purchase of the fire truck. Mayor Price asked if the sale of the current fire truck could pay off the loan. Mr. Drury said the current fire truck would be sold as surplus through a bid process, and Council could designate the sale funds in a restricted fund to help pay off the debt.

Mr. Galvin noted an early payoff would have to be the full amount of the existing loan for no pre-payment penalties.

Mr. Drury said that if approved, the Council would have the option to keep the old truck and maintain it to today's standards or sell it at the current rate. Some dollars would be realized that could be placed in a restricted fund or where the Council wishes. Council Member Singer said the truck sale could offset the budget for payment.

## **MOTION**

**Troy Singer moved to approve Option 1, awarding Bid No. 2023-0006 to TD Equipment Finance, Inc., approve Resolution 2022-23, and authorize the Mayor and Staff to execute the Capital Improvement Revenue Note, Series 2022A in the amount of \$976,000, including closing costs with TD Equipment Finance, Inc. to purchase an Aerial Fire Truck with related ancillary equipment. The motion was seconded by Sandy Gamble.**

Vice Mayor Gamble noted cost savings and citizen safety by purchasing the truck. Mayor Price said the City would save \$400,000 and noted truck costs would increase in the future. Council Member Singer said a loan is a way to spread payments to the citizens who would utilize the item.

**The motion carried unanimously 4-0.**

## **IX. ORDINANCES – PUBLIC HEARING**

### **First Reading**

### **Second Reading**

#### **Tab 8. Ordinance 2022-17 – Amend Chapter 17 of the Land Development Regulations to Approve Water/Wastewater Interim User Fee Rate Increase**

Ms. Houghton made the following presentation:

*In order to meet revenue sufficiency requirements for Water, Wastewater, Reclaim, and Stormwater debt (bank loans, bonds, and State Revolving Fund Loans) in the current economic environment experiencing historical inflationary 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 reclaim 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. The study did not recommend an interim rate increase for water or reclaimed services. 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 the fiscal year 2023, and the study results of the 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 detailed schedule of the proposed recommended increase.*

*Staff recommends Option 1, for Council to approve Ordinance 2022-17 which implements the recommended interim Utility Rate Sufficiency Review recommendations.*

Mike Rocca, Raftelis Financial Consultants, presented a PowerPoint Presentation including some of the following highlights:

- The Utility Enterprise is required to generate revenues to be self-sufficient, mainly to fund:
  - Operating and Maintenance expenses
  - Debt Service and Coverage
  - Non-operating expenses
  - Maintain adequate balances in reserve accounts
  - Renewals and Replacements
  - Capital improvements
- Recent national and local economic conditions, mainly inflation, are impacting the Utility Enterprise's financials
- Since minimal rate adjustments occurred in fiscal year 2021/22 and none were scheduled for fiscal year 2022/23, the City requested an expedited revenue

sufficiency review of fiscal year 2022/23 in advance of a to-be-scheduled comprehensive rate study

- Recommendations include:
  - Increase each of the wastewater rates by 5.0 percent
  - Have the increased rate effective as of the first full billing cycle starting January 1, 2023
  - Notify all wastewater ratepayers of the increase pursuant to F.S. 180.136
  - Authorize a comprehensive rate study to specifically identify future capital improvement funding and rate adjustments

Mr. Drury asked for the recommended increase in water rates included in the proposal. Mr. Rocca said there were no increases for water, no increases for reclaim, and no increases for stormwater. Mr. Drury asked if the only increase was for wastewater at 5% while a comprehensive study is performed during the summer. Mr. Rocca confirmed.

Vice Mayor Gamble asked for confirmation that the difference is \$2.06 on 4000 gallons of wastewater. Mr. Rocca confirmed.

Council Member Singer said the City's infrastructure was in better condition than surrounding areas. Mr. Clark said the Tavares infrastructure was in good shape and what had not been completed was identified.

Mr. Rocca said the City received phenomenal SRF interest rates for infrastructure improvements which have kept rates down.

## **MOTION**

**Lori Pfister moved to approve Ordinance 2022-17, seconded by Troy Singer.**

Mayor Price asked if the 5% increase was not approved would the next increase be significantly higher. Mr. Rocca confirmed. Ms. Houghton said rates were billed on tiers and the first tier ends at 3000 gallons.

**The motion carried unanimously 4-0.**

## **X. GENERAL GOVERNMENT**

### **Tab 9. Sister City Invitation**

Mr. Drury made the following presentation:

*Attached is an invitation from Tavares Sister City to the Tavares Mayor inviting the Mayor to attend the 2023 Smart City Summit & Expo scheduled for March 28th - April 1, 2023 in Taiwan. The conference, airfare, hotel and transportation costs from hotel to the event are covered by the Taipei organizers of the event.*

*Where it has been 12 years since Tavares has sent a representative to this*

*Sister City, Taipei representatives have been visiting Tavares City Hall each and every year. The Tavares Sister City Horizon Team has met on this invitation and recommends sending current Mayor Walter Price if he is available to attend.*

Mayor Price said the invitation was an excellent opportunity and noted he would have to decline. He asked if Vice Mayor Gamble or another Council member could like to attend the 2023 Summit and Expo in his place.

Vice Mayor Gamble, Council Member Pfister, and Council Member Singer said they could not attend.

Council Member Pfister and Council Member Singer inquired about the City Administrator and a Department Director attending and opened the opportunity by inviting representatives from the Tavares Chamber of Commerce and Lake County Golden Triangle Rotary Club.

Mr. Drury said he would organize a delegation from the City, the Chamber, and the Rotary.

#### **MOTION**

**Troy Singer moved to explore the possibility to put together a delegation to travel to Taiwan and brought back at a future meeting for discussion, seconded by Lori Pfister. The motion carried unanimously 4-0.**

#### **XI. NEW BUSINESS**

#### **XII. OLD BUSINESS**

Council Member Pfister said she would like to hold one meeting on the first Wednesday in December 2023 due to the holiday season. Mr. Drury said holding one meeting in December and January would comply with the City Charter and provide time to compile the meeting agendas.

Mr. Drury noted Council Member Grenier advised he had previously planned to be traveling during the meeting and was unable to attend. A discussion was held on holding emergency meetings if needed and noticing requirements.

#### **MOTION**

**Lori Pfister moved to hold one meeting in December 2023 (First Wednesday), and one meeting in January 2024 (Third Wednesday), seconded by Sandy Gamble.**

Vance Jochim, 12619 Milwaukee Avenue, Lake County, said Council pay should be cut if they attend less than two monthly meetings. Mr. Drury noted that the Council works and is available 365 days per year, not just during meetings.

**The motion carried unanimously 4-0.**

**XIII. AUDIENCE TO BE HEARD**

Vance Jochim, 12619 Milwaukee Avenue, Lake County, discussed and provided a handout to the Council on employee wages.

**XIV. REPORTS**

**Tab 10. City Administrator Report**

The City Administrator and Department Directors wished those present a Merry Christmas and Happy New Year.

**Tab 11. City Council Member Reports**

Vice Mayor Gamble

- Asked Mr. Clark to ensure a utility lid was level with the road on Wells Avenue.
- Inquired about the Woodlea utility extension to the Peninsula, Mr. Clark said he hoped to obtain a schedule from the contractor in January
- Said the Christmas lights downtown look great
- Noted his gratitude for Officer Bannick's recovery.

Council Member Singer

- Noted first responders put their lives on the line each day. He asked Chief Coursey to pass along his gratitude to Officer Bannick and said she was saving lives by bringing awareness to fentanyl. He said he was grateful Officers Mahaney, O'Shea, and Brown were present to assist Officer Bannick.
- Said the Christmas lights downtown look great.

Mayor Price

- Noted his gratitude for Officer Bannick's recovery
- Noted Fire Department Captain Luckock would be retiring in January.

Each Council member wished those present a Merry Christmas and Happy Holiday Season.

**XV. ADJOURNMENT**

There was no further business and Mayor Price adjourned the meeting at 5:31 p.m.

Respectfully,

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Susie Novack, MMC, FCRM  
City Clerk

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
1/18/2023**

**AGENDA TAB NO.: 4**

**SUBJECT TITLE: Broad Budget Priorities (City Administrator)**

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**OBJECTIVE:**

For the Council to develop its FY2024 Broad Budget Priorities and provide them at the February 1st City Council meeting

**SUMMARY:**

It is recommended Council members develop their broad budget priorities over the ensuing weeks for the upcoming FY 2024 Annual Budget development and deliver those budget priorities individually for Council's consideration..

**OPTIONS:**

None - No action required.

**STAFF RECOMMENDATION:**

Each Council develops its FY 24 broad budget priorities and deliver them at the next City Council meeting on February 1, 2023

**FISCAL IMPACT:**

none

**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  
1/18/2023**

**AGENDA TAB NO.: 5**

**SUBJECT TITLE: Resolution No. 2023-01 - First Budget Amendment for FY 2023 (Finance)**

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**OBJECTIVE:**

To approve Resolution 2023-01, amending the Fiscal Year 2022-2023 City of Tavares Annual Operating Budget.

**SUMMARY:**

The attached resolution represents increases and/or decreases to the Adopted Budget for Fiscal Year 2023. 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 FIRST AMENDMENT to the Adopted Budget for Fiscal Year 2022-2023.

**OPTIONS:**

Option 1: Approve Resolution 2023-01 amending the FY 2021-2022 City of Tavares Annual Operating Budget.

Option 2: Do not approve Resolution 2023-01.

**STAFF RECOMMENDATION:**

**Move to approve Resolution 2023-01**, amending the Fiscal Year 2022-2023 City of Tavares Annual Operating Budget.

**FISCAL IMPACT:**

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

**LEGAL SUFFICIENCY:**

The resolution has met legal sufficiency.

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

1. Resolution 2023-01
2. Exhibit A - First Budget Amendment

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

## RESOLUTION 2023-01

### A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, AMENDING THE 2023 FISCAL YEAR ADOPTED BUDGET FOR THE CITY OF TAVARES, REPRESENTING THE FIRST AMENDMENT TO THE ADOPTED BUDGET, AND PROVIDING FOR A REPEALER, SEVERABILITY AND AN EFFECTIVE DATE.

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

| <b>Fund Name</b>                             | <b>Fund Number</b> | <b>Estimated Revenues <sup>1</sup></b> | <b>Reserve Appropriations <sup>3</sup></b> | <b>Unappropriated Revenues <sup>2</sup></b> | <b>Estimated Appropriations/Expenditures</b> |
|----------------------------------------------|--------------------|----------------------------------------|--------------------------------------------|---------------------------------------------|----------------------------------------------|
| General Fund                                 | 001                | 21,984,717                             | \$ 350,228                                 | \$ -                                        | \$ 22,334,945                                |
| Water/Wastewater Utility                     | 401                | 11,641,915                             | 3,876,395                                  | -                                           | \$ 15,518,310                                |
| Water/Wastewater Impacts                     | 441                | 657,000                                | 447,497                                    | -                                           | \$ 1,104,497                                 |
| W/WW RR&I Fund                               | 443                | 300,000                                | 431,450                                    | -                                           | \$ 731,450                                   |
| SRF Construction Fund                        | 444                | -                                      | 539,279                                    | -                                           | \$ 539,279                                   |
| W/WW SRF Loan                                | 445                | 2,444,931                              | -                                          | -                                           | \$ 2,444,931                                 |
| Sunset View Fund                             | 447                | 112,397                                | 14,665                                     | -                                           | \$ 127,062                                   |
| Solid Waste                                  | 402                | 4,007,050                              | 482,372                                    | -                                           | \$ 4,489,422                                 |
| Stormwater                                   | 403                | 2,127,100                              | 315,794                                    | -                                           | \$ 2,442,894                                 |
| Seaplane Base Fund                           | 405                | 963,834                                | -                                          | (10,515)                                    | \$ 953,319                                   |
| Pavilion Fund <sup>5</sup>                   | 406                | 845,432                                | -                                          | (8,119)                                     | \$ 837,313                                   |
| Community Redevelopment                      | 105                | 543,908                                | 17,430                                     | -                                           | \$ 561,338                                   |
| Police Impacts                               | 110                | 69,026                                 | -                                          | (15,549)                                    | \$ 53,477                                    |
| Fire Impacts                                 | 111                | 129,091                                | -                                          | (97,614)                                    | \$ 31,477                                    |
| Forfeiture Fund                              | 112                | -                                      | 3,682                                      | -                                           | \$ 3,682                                     |
| Park Impacts                                 | 114                | 141,017                                | -                                          | (111,017)                                   | \$ 30,000                                    |
| Building Permits                             | 115                | 27,596                                 | -                                          | (27,596)                                    | \$ -                                         |
| Fire Assessment Fund                         | 122                | 1,892,750                              | -                                          | -                                           | \$ 1,892,750                                 |
| Infrastructure Sales Tax <sup>5</sup>        | 150                | -                                      | 193,513                                    | -                                           | \$ 193,513                                   |
| Grant Fund                                   | 151                | 5,300,223                              | 40,795                                     | -                                           | \$ 5,341,018                                 |
| Infrastructure Sales Tax <sup>5</sup>        | 152                | 1,807,358                              | 3,990                                      | -                                           | \$ 1,811,348                                 |
| ARPA                                         | 155                | -                                      | 7,930,236                                  | -                                           | \$ 7,930,236                                 |
| Grants - FL DEO Specific                     | 156                | 6,000,000                              | -                                          | -                                           | \$ 6,000,000                                 |
| Debt Service Fund                            | 201                | 1,186,673                              | 27                                         | -                                           | \$ 1,186,700                                 |
| Capital Project Fund                         | 302                | -                                      | 4,880                                      | -                                           | \$ 4,880                                     |
| Capital Project Fund                         | 303                | 4,949                                  | 826,009                                    | -                                           | \$ 830,958                                   |
| Capital Project Fund (Public Works Facility) | 304                | -                                      | 4,500,000                                  | -                                           | \$ 4,500,000                                 |
| Municipal Police Pension <sup>4</sup>        | 601                | 1,085,560                              | -                                          | (287,345)                                   | \$ 798,215                                   |
| Firefighter's Pension <sup>4</sup>           | 602                | 3,052,347                              | -                                          | (1,643,327)                                 | \$ 1,409,020                                 |
| General Employee Pension <sup>4</sup>        | 603                | 194,440                                | -                                          | (128,868)                                   | \$ 65,572                                    |
| Mildred Hunter Trust <sup>4</sup>            | 605                | 20                                     | -                                          | (20)                                        | \$ -                                         |
| Wooton Park Playground <sup>4</sup>          | 606                | 10                                     | -                                          | (10)                                        | \$ -                                         |
|                                              |                    | <b>\$66,519,344</b>                    | <b>\$ 19,978,242</b>                       | <b>\$ (2,329,980)</b>                       | <b>\$ 84,167,606</b>                         |

<sup>1</sup> Estimated Revenues = anticipated revenue collections.

<sup>2</sup> Negative Reserve Appropriations assumes unappropriated revenues.

<sup>3</sup> Positive Reserve Appropriations assumes appropriating (spending) an amount of reserves.

<sup>4</sup> Special Revenue Fund.

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

**Section 1.** Whereas the adopted budget for the City of Tavares for Fiscal Year 2023 should be increased from \$53,131,518 to \$84,167,606 in both revenues and expenditures where the increase represents increases or decreases in estimated revenues and expenditures due to prior year project/encumbrance rollovers previously approved by the City Council.

**Section 2.** Whereas this resolution represents the First Amendment to the Adopted Budget for Fiscal Year 2023. (Exhibit A)

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

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

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

**PASSED and ADOPTED this 16<sup>th</sup> day of February 2022**, by the City Council of the City of Tavares, Florida.

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Walter B. Price, Sr., Mayor  
Tavares City Council

ATTEST:

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Susie Novack  
City Clerk

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Approved as to form:  
Lindsey Holt  
City Attorney

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
1/18/2023**

**AGENDA TAB NO.: 6**

**SUBJECT TITLE: Naming the Downtown Waterfront Area (Council Member Lori Pfister)**

---

**OBJECTIVE:**

To designate an official name for the Downtown Waterfront area.

**SUMMARY:**

The Downtown Waterfront area consists of many activities, including Wooton Wonderland, Wooton Park, the Special Events Staging area, the Seaplane Tour Operator, Seaplane Flight Training, Kayack Rental Operator, Seaplane Base, the Marina, the Dora Queen operator, the Volleyball Courts and the Boat ramps. Previously, Council member Lori Pfister asked the City Council to consider designating a name for this destination area and the Council directed the City Administrator to work with Council member Lori Pfister to receive names, sort through them and report back to Council. Some names were received, including Pontoon Park, Land & See Park, Seaplane City Park and Pontoon Promenade.

The name Pontoon Promenade is recommended for the Council's consideration. Webster defines Promenade as "a place for strolling" and . "A leisurely walk or ride, especially in a public place". Seaplanes with pontoons and Pontoon boats frequent this promenade area, making it a fitting name for consideration.

**OPTIONS:**

1. Designate the Downtown Waterfront's official name as the city's "Pontoon Promenade".
2. Designate another name for this area.

**STAFF RECOMMENDATION:**

Designate the Downtown Waterfront's official name as the city's "Pontoon Promenade".

**FISCAL IMPACT:**

None to designate the name. Over time, signs will be incorporated at locations with will have cost associated over the ensuring years.

**LEGAL SUFFICIENCY:**

yes

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

1. Images 1
2. Images 2

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
1/18/2023**

**AGENDA TAB NO.: 7**

**SUBJECT TITLE: Discussion on Naming the Softball Field at Fred Stover Sports Complex in Memory of Coach Robin Ross (Community Services)**

---

**OBJECTIVE:**

Council to discuss naming the softball field at the Fred Stover Sports Complex in memory of former Tavares youth softball coach Robin Ross.

**SUMMARY:**

A request was brought to the city from Bud Hart to recognize and honor the memory of local youth softball coach Robin Ross. Coach Ross lost her battle with a rare form of cancer this past September. For more than a decade, she served as a youth softball coach in the Tavares Babe Ruth League and other programs around the area, coaching teams of all ages. She went on to create the travel softball team, Tavares Boomers, which competed nationally in tournaments all over the country. Her dedicated time and mentorship was felt by countless girls in the Tavares area, leading many of them on to prominent high school and collegiate softball careers.

As a point of reference, the City of Tavares has nine (9) total baseball and softball fields at both the Fred Stover and Woodlea Sports Complexes. At the September 16, 2020 City Council meeting, council voted to name one of the youth baseball fields at the Woodlea Sports Complex after local baseball stand-out and major league player Brady Singer. Currently, all the other fields are not named or dedicated after anyone. However, there are two memory plaques on the wall of the press box at Fred Stover Sports Complex to memorialize two former youth coaches that have passed away as a means to recognize their contributions to our local youth league.

**OPTIONS:**

1. Direct staff to officially dedicate and name the softball field at Fred Stover Sports Complex the "Coach Robin Ross Field" or another suitable name in memory of Robin Ross.
2. Not to dedicate or name the softball field after Coach Ross.

**STAFF RECOMMENDATION:**

For the Council to discuss and provide direction

**FISCAL IMPACT:**

Signage, name plate, monuments, etc. for proper recognition

**LEGAL SUFFICIENCY:**

Meets legal sufficiency

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

1. Fred Stover Softball Field naming request letter

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
1/18/2023**

**AGENDA TAB NO.: 8**

**SUBJECT TITLE: 2023 City Council Regular Meeting Dates (City Administrator)**

---

**OBJECTIVE:**

To provide the scheduled 2023 City Council regular meeting dates.

**SUMMARY:**

The following is a list of the remaining scheduled 2023 City Council regular meeting dates:

February 1, 2023  
February 15, 2023  
March 1, 2023  
March 15, 2023  
April 5, 2023  
April 19, 2023  
May 3, 2023  
May 17, 2023  
June 7, 2023  
June 21, 2023  
July 5, 2023  
July 19, 2023  
August 2, 2023  
August 16, 2023  
September 6, 2023  
September 20, 2023  
October 4, 2023  
October 18, 2023  
November 1, 2023  
December 6, 2023

**OPTIONS:**

1. Approve the scheduled meeting dates as presented.
2. Approve the scheduled meeting dates with changes.

**STAFF RECOMMENDATION:**

Option 1, approve the scheduled meeting dates as presented.

**FISCAL IMPACT:**

None.

**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  
1/18/2023**

**AGENDA TAB NO.: 9**

**SUBJECT TITLE: Community Grant Awards (City Clerk)**

---

**OBJECTIVE:**

To award three community grants to the Tavares Theater, Union Congregational Church, and Friends of the Tavares Library.

**SUMMARY:**

The Council budgeted \$2,000 in the current Fiscal Year 2023 for community grants. The City advertised at the beginning of the fiscal year an invitation to submit community grant applications for area not-for-profit organizations with a 501C3 designation for up to \$500 in funding for community and social service projects.

The City received three grant applications (attached) as follows:

Tavares Theater Application - \$500 Request - For capital items that would support the arts.

Union Congregational Church Application - \$500 Request (*Not a 501C3 organization, however, it is a 509A1, which is a status recognized by the IRS as a qualified entity to receive tax-exempt donations similar to a 501C3*) - For a food pantry.

Friends of the Tavares Library Application - \$350 Request - To purchase books for the Little Free Library in Ingraham Park.

A ranking committee consisting of the City Clerk, Finance Director, and Community Services Director met on January 6, 2023, and reviewed the applications to determine if they met the criteria for the Community Grant Program. It was determined that each request met the criteria with a minor exception noted in (parenthesis) above.

**OPTIONS:**

1. Award the Community Grants as requested to the Tavares Theater, Union Congregation Church, and Friends of the Tavares Library.
2. Award a portion of the Community Grants
3. Do not award Community Grants at this time.

**STAFF RECOMMENDATION:**

Option 1, for the Council to award the Community Grants as requested to the Tavares Theater, Union Congregational Church, and Friends of the Tavares Library.

**FISCAL IMPACT:**

There is currently a \$2,000 balance in the Community Grant account. If the three grants are awarded, there would be a balance in the amount of \$650 that would be considered by the Council on a first come first serve basis.

**LEGAL SUFFICIENCY:**

Yes.

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

1. Tavares Theater Application
2. Union Congregation Church Application
3. Friends of the Library Application
4. Policy 8 - Community Grants

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
1/18/2023**

**AGENDA TAB NO.: 10**

**SUBJECT TITLE: Award of Bid for Lakeview Drive Drainage Improvements, Phase 2 (Utilities)**

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**OBJECTIVE:**

To award lowest bidder, Brooks Company, Inc, the Lakeview Drive Drainage Improvements, Phase 2

**SUMMARY:**

This project is phase 2 of a planned capital project. This will complete phase 2 of one of the City's most problematic area related to stormwater. Brooks Company was the contractor that completed Phase 1 of the project. They have completed numerous projects to the City's satisfaction. Per the below and attached, it is recommended that the bid be awarded to the low bidder.

1. The Brooks Company - \$146,856
2. Cathcard Construction Company - Florida LLC - \$198,000
3. Estep Construction - \$198,888
4. Garcia Civil Contractors - \$192,000
5. DB Civil Construction Inc - \$224,950

**OPTIONS:**

1. Award the bid to Brooks Company, Inc.
2. Do Not award the bid to Brooks Company, Inc.

**STAFF RECOMMENDATION:**

1. Award the bid to Brooks Company, Inc.

**FISCAL IMPACT:**

This project is funded in the 2022-2023 Stormwater O&M Budget.

**LEGAL SUFFICIENCY:**

This meets legal sufficiency

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

1. Bid Opening 2023-0004
2. Bid 2022-0004 Lakeview Drainage
3. Legal Ad - Stormwater

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



**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
1/18/2023**

**AGENDA TAB NO.: 11**

**SUBJECT TITLE: Tavares Square Request for Proposals (RFP) Presentation & Selection  
(Economic Development)**

---

**OBJECTIVE:**

For Council to receive presentations and select from the top 2 ranked proposers of the Tavares Square Development Request for Proposals process.

**SUMMARY:**

Previously, Council approved staff to conduct a Request for Proposals (RFP) process to recruit private sector developers to purchase and develop the presently vacant City-owned downtown parcel of property known as Tavares Square, located on East Main Street diagonally across the street from City Hall. The City purchased this property from Lake County in 2015 with the intent of fulfilling the vision of the Downtown Tavares Redevelopment Master Plan, which conceptualized a mixed-use development consisting of commercial, residential, and open public spaces.

RFP # 2022-0014 was solicited and Four (4) proposals were received by the deadline of 08/31/2022.

A selection committee consisting of the City Administrator, Economic Development Director and Community Development Director was convened to review, score and rank the proposals and provide a recommendation to Council. The result was a tie score between Cagan Management and G3 Development. On this basis, it was the consensus of the committee that the Council receive a presentation from both firms for Council to make a decision on a preferred firm for award of RFP 2022-0014.

Both firms will be present to provide Council with a full presentation on their proposals which have been included as back up material in the agenda packet.

**OPTIONS:**

1. For Council to receive presentations from Cagan Management and G3 Development and select from the two proposals/presentations a firm for staff to negotiate a purchase & sale agreement for the property and proposed development to bring back to council for approval.
2. For Council to not receive presentations from Cagan Management and G3 Development and select from the two proposals/presentations a firm for staff to negotiate a purchase & sale agreement for the property and proposed development to bring back to council for consideration and provide staff with further direction on this item.

**STAFF RECOMMENDATION:**

For Council to move forward with option 1.

**FISCAL IMPACT:**

No fiscal impact to select a firm. Once a firm has been selected and a Purchase and Sales Agreement negotiated and brought back to City Council for approval, at that time there will be a fiscal impact reflecting additional revenues for the City from the sale of the property and property taxes derived there after.

**LEGAL SUFFICIENCY:**

Legally sufficient.

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

1. Tavares Square 2022-0014\_
2. RFP 2022-0014 Tavares Cagan Urban Development E Copy
3. G3\_TavaresRFP\_Digital Copy\_FA

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
1/18/2023**

**AGENDA TAB NO.: 12**

**SUBJECT TITLE: 2023 Projects and Initiatives Underway (City Administrator)**

---

**OBJECTIVE:**

To receive the 2023 list of Projects and Initiatives underway.

**SUMMARY:**

Attached is a list of projects and initiatives currently underway for the Council's benefit. No action is required. After reviewing the list, if there are any questions, the Council can contact the City Administrator or the project lead person.

**OPTIONS:**

1. To receive the list
2. to receive the list and ask any questions.

**STAFF RECOMMENDATION:**

to receive the list and ask any question of the City Administrator or Project lead as needed.

**FISCAL IMPACT:**

No fiscal impact on receiving the list

**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  
1/18/2023**

**AGENDA TAB NO.: 13**

**SUBJECT TITLE: Update on Sister City Invitation, 2023 Taipei Taiwan Smart Cities Summit & Exposition (Economic Development)**

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**OBJECTIVE:**

For Council to receive an update from staff on the Sister City Invitation to attend the 2023 Smart Cities Summit and Expo in Taipei Taiwan, March 28th to 31st, 2023.

**SUMMARY:**

At the previous City Council meeting, the Council was presented with an invitation (attached) from the City's Sister City, Taipei Taiwan for the Mayor and a delegation to attend the 2023 Smart City Summit & Expo to be held in Taiwan March 28th to April 1st, 2023.

As the Mayor and Council members are not available for attendance during this timeframe, the Council directed staff to pursue other delegation opportunities, including the City management team, business, and civic organizations such as the Chamber of Commerce and/or Rotary Club etc. The City Administrator is available and will attend along with the Economic Development Director as official City representatives and invitations have been extended to the Presidents of both the Tavares Chamber of Commerce and Golden Triangle Rotary Club to participate in the delegation.

**OPTIONS:**

N/A update only. No action required.

**STAFF RECOMMENDATION:**

N/A update only.

**FISCAL IMPACT:**

The invitation includes re-imbursement of expenses for hotel, conference registration for the delegation and flight expenses of \$1,000 for the delegation leader. Sufficient funds are available in the FY2023 travel expense budget for the remaining non-reimbursed staff travel (flight) expense portion. The Chamber and Rotary would be responsible for flight expenses for their participating delegation member(s).

**LEGAL SUFFICIENCY:**

Yes.

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

1. 2023 Smart City Summit Expo

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
1/18/2023**

**AGENDA TAB NO.: 14**

**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                       | February 1, 2023, 4:00 p.m., Tavares City Council Chambers<br><br>February 15, 2023, 4:00 p.m., Tavares City Council Chambers |
| Planning and Zoning Board Meeting           | February 16, 2023, 3:00 p.m., Tavares City Council Chambers                                                                   |
| Library Board Meeting                       | February 8, 2023, 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         | February 10, 2023, 12:00 noon, Mount Dora Golf Course                                |
| Lake Sumter MPO Executive Board Meeting      | February 22, 2023, 2:00 p.m., Conference Room 206, 1300 Citizens Boulevard, Leesburg |
| Tavares Chamber of Commerce Business Meeting | January 25, 2023, 11:30 a.m., Tavares Civic Center                                   |

**CITY EVENTS:**

The current 2023 City Event calendar is attached.

**OPTIONS:**

N/A

**STAFF RECOMMENDATION:**

N/A

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

N/A

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

1. Tavares\_2023\_EventCalendar\_1.12.2023

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
1/18/2023**

**AGENDA TAB NO.: 15**

**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.*