



AGENDA
TAVARES CITY COUNCIL
February 1, 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)

I. CALL TO ORDER

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1 Pastor Jamison Elder, Umatilla Baptist Church

III. APPROVAL OF AGENDA

IV. PROCLAMATIONS/PRESENTATIONS

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO RECORD

VII. CONSENT AGENDA

Tab 2 Approval of the January 18, 2023, City Council Regular Meeting Minutes (City Clerk)

Tab 3 Board Appointments - Police and Fire Pension Boards (Mayor)

VIII. RESOLUTIONS

IX. ORDINANCES - PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

Tab 4 Broad Budget Priorities (City Administrator)

- Tab 5 Board Appointment - Code Enforcement Special Magistrate (Mayor)
- Tab 6 Tavares Square Request for Proposals Continuation of Discussion
(Economic Development)
- Tab 7 Select Contractor for the new Public Works Operations Center
(Public Works)
- Tab 8 Fairgrounds Horizon Team (City Administrator)
- Tab 9 Award of Quote for Fred Stover Sports Complex Appraisal
(Community Services)

XI. NEW BUSINESS

XII. OLD BUSINESS

XIII. AUDIENCE TO BE HEARD

XIV. REPORTS

- Tab 10 City Administrator Report
- Tab 11 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
2/1/2023**

AGENDA TAB NO.: 1

SUBJECT TITLE: Pastor Jamison Elder, Umatilla Baptist Church

OBJECTIVE:

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

SUMMARY:

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

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
2/1/2023**

AGENDA TAB NO.: 2

SUBJECT TITLE: Approval of the January 18, 2023, City Council Regular Meeting Minutes (City Clerk)

OBJECTIVE:

To consider approval of the January 18, 2023, City Council regular meeting minutes.

SUMMARY:

Attached are the January 18, 2023, 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. 01-18-2023 CC Minutes

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



**TAVARES CITY COUNCIL
MEETING MINUTES
JANUARY 18, 2023 – 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
Lori Pfister, Council Member
Troy Singer, Council Member**

STAFF PRESENT

**Lori Houghton, Finance Director
Lindsay Holt, City Attorney
Susie Novack, City Clerk
Mike Fitzgerald, Community Development Director
Scott Aldrich, Community Services Director
Bob Tweedie, Economic Development Director
Lori Houghton, Finance Director
Richard Keith, Fire Chief
Crissy Bublitz, Human Resources Director
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 Brooks Braswell, Umatilla Baptist Church

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

III. APPROVAL OF AGENDA

Mayor Price asked for any changes to the Agenda. Ms. Houghton said staff had no changes.

MOTION

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

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2. Tavares Chamber of Commerce Update

Erika Buigas, President/CEO of the Tavares Chamber of Commerce, provided an update on Chamber activities. She said a full list of 2023 Chamber events would be forthcoming.

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 Resolution by title only:

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.

VII. CONSENT AGENDA

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

MOTION

Troy Singer moved to approve the Consent Agenda, seconded by Bob Grenier. The motion carried unanimously 5-0.

Mayor Price noted budget priorities would be discussed at the February 1, 2023, City Council meeting.

Tab 3. Approval of the December 21, 2022, City Council Regular Meeting Minutes

Approved on the Consent Agenda.

Tab 4. Broad Budget Priorities

Approved on the Consent Agenda.

VIII. RESOLUTIONS

Tab 5. Resolution 2023-01 - First Budget Amendment for FY 2023

Ms. Houghton made the following presentation:

Resolution 2023-01 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.

Vance Jochim, 12619 Milwaukee Avenue, Lake County, inquired about the difference in the budget balance before and after the amendment.

Ms. Houghton said the balance includes all funds, including General, Water, Operating, Impact, Grant, ARPA, Sales Tax, and Debt Service. She noted encumbrances were brought forward into the new year and projects in process, such as ARPA, Lake Francis, Peninsula, and Public Works Facility.

MOTION

Bob Grenier moved to approve Resolution 2023-01, seconded by Troy Singer. The motion carried unanimously 5-0.

IX. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

Tab 6. Naming the Downtown Waterfront Area

Council Member Pfister provided the following presentation:

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, KaKayakental 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.

Council Member Pfister said 'Pontoon Promenade' is a name the City could grow into and emphasizes the waterfront applying to seaplane and boat pontoons.

Council Member Singer noted his preference to refer to the waterfront as the 'Waterfront District' and felt there was no need to name the area.

Council Member Grenier noted his support for the name 'Pontoon Promenade.' He said the waterfront is one of the City's greatest assets and felt the name was artistic and dramatic. He said the Wooton Park area should be separate.

Vice Mayor Gamble noted his support and said he would like to ensure the City chooses a name that would remain the same as there are associated costs, including signage.

Mayor Price noted his support for the name 'Tavares Landing.'

Terrell Bounds, 1550 Peninsula Drive, Tavares, recommended lighting in areas of Wooton Park and said some paths needed to be better lit. He said he does not support naming the waterfront area.

Council Member Pfister said 'Pontoon Promenade' was an interesting name that would draw visitors and take the City into the future.

MOTION

Bob Grenier moved to rename the park waterfront to ‘Pontoon Promenade,’ seconded by Lori Pfister. The motion carried 3-2 as follows:

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

Tab 7. Discussion on Naming the Softball Field at Fred Stover Sports Complex in Memory of Coach Robin Ross

Mr. Aldrich made the following presentation:

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 to 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.

Mr. Hart said the loss of Coach Robin Ross was tragic for the family and community and asked the Council to consider naming one Fred Stover Field in her honor. He noted Coach Ross mentored many students and assisted in obtaining college scholarships through softball programs. He said she was a mentor both on and off the field.

Vice Mayor Gamble noted Fred Stover Field was in negotiations to be sold, and a memorial plaque might be more feasible at the field. He suggested Woodlea Sports Complex as a more permanent location.

Council Member Singer inquired about existing dedication plaques located at Stover Field. Mr. Aldrich noted memorial plaques were placed on a wall at the Stover Field press box honoring youth baseball coaches. Council Member Singer stated his support for a plaque and said naming a field may not be appropriate due to the sale of the property. He asked if it would be possible to direct staff to come up with criteria to name an item or field in honor of an individual.

Council Member Pfister noted her support in recognizing those who give their time and effort to the community. She said a dedication wall recognizing those who have contributed and their stories would be an excellent way to honor those citizens. Council Member Pfister said a field dedication would be more appropriate at Woodlea Sports Complex.

Council Member Singer noted his concern that the dedication would get lost at Stover Field, and Woodlea Sports Complex would be a better location to honor Coach Ross' memory.

Council Member Grenier said the Woodlea Sports Complex is the City's future, and any honor would remain perpetually.

Mayor Price said he concurred with the Council's comments and Woodlea Sports Complex would be an appropriate and permanent place for honoring citizens.

Ms. Houghton said staff could bring back recommendations for memorials at Woodlea Sports Complex.

Mr. Hart noted his support for a commemoration wall that could recognize many people. He asked the Council if he could research opportunities to memorialize and honor citizens, including costs and funding sources, so the community volunteers and donators could help fund the project rather than the City or taxpayers. He said community recognition on the waterfront might also be a more appropriate location.

MOTION

Lori Pfister moved to not proceed at this time, seconded by Bob Grenier.

Ms. Houghton asked Mr. Hart to contact Mr. Drury. She said staff would explore options and bring them back to the Council.

Council Member Singer thanked Mr. Hart for bringing the dedication to the City's attention. He said he would like to ensure the Council directs staff to look into ways to memorialize those deserving and naming criteria. Ms. Houghton said staff could bring options back to the Council for consideration.

The motion carried unanimously 5-0.

Tab 8. 2023 City Council Regular Meeting Dates

Ms. Houghton said a list of remaining 2023 City Council meeting dates was provided to the Council:

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*

MOTION

Lori Pfister moved to approve the 2023 City Council meeting dates, seconded by Bob Grenier.

Mayor Price asked if the dates would coincide with the budget workshops and hearings. Ms. Houghton said the dates would meet the budgetary and TRIM calendar requirements.

The motion carried unanimously 5-0.

Tab 9. Community Grant Awards

Ms. Novack made the following presentation:

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.

Staff recommends 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.

There is currently a \$2,000 balance in the Community Grant account. If the three grants were awarded there would be a remaining balance of \$650 that would be considered by the Council on a first come first serve basis as the City receives additional applications.

Vice Mayor Gamble asked for confirmation that more applications could be received and awarded with the remaining balance. Ms. Novack confirmed and said the grants awards could continue throughout the year until all funds were dispersed.

Council Member Singer asked the City Attorney if the 509A1 designation was legally sufficient. Attorney Holt said the Charter did not prohibit the award and noted it is a similar tax-exempt status as a 501c3.

Ms. Houghton said the entity provided a copy of its IRS determination letter to support that they met the charitable organization and tax-exempt status.

Council Member Grenier said the National procedure for the Little Free Library is to take a book and replace it with another one. He said he and the Tavares Library frequently restock the Little Free Libraries and noted three locations at Aesop's Park, Wooton

Park, and Ingraham Park. Council Member Grenier stated his support for awarding the grant.

Mayor Price noted his support for the three requests.

MOTION

Sandy Gamble moved to award the Community Grants as requested to the Tavares Theater, Union Congregation Church, and Friends of the Tavares Library. The motion was seconded by Troy Singer. The motion carried unanimously 5-0.

Tab 10. Award of Bid for Lakeview Drive Drainage, Phase 2

Mr. Clark made the following presentation:

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

Staff recommends Option 1, award the bid to Brooks Company, Inc.

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

MOTION

Lori Pfister moved to approve [Option 1, award bid to the Books Company, Inc.], seconded by Bob Grenier. The motion carried unanimously 5-0.

Tab 11. Tavares Square Request for Proposals (RFP) Presentation & Selection

Mr. Tweedie made the following presentation:

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 the Council to make a decision on a preferred firm for an award of RFP 2022-0014.

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

Staff recommended Option 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.

Jeff Cagan, Cagan Management, provided a PowerPoint presentation including some of the following highlights:

- Goal of creating a communal focal point for the City and anchor for downtown.
- The project will also incorporate many 'green' building and design concepts.
- Centered around a communal fountain/park on the corner of Main Street and Rockingham Avenue that will enhance and promote the downtown experience for residents, visitors, and the community
- Design fosters a classic 'Main Street' look and feel by creating a unique elevation with various reveals to appear as many smaller buildings.
- Tavares Square will be a mix of residential, commercial, and retail, providing produce a high-quality and affordable living option.
- Building One: Three-story mixed-use building with retail/commercial on the ground level floor and two levels of residential above. Retail Commercial 10,900 square feet, residential 22 units
- Building Two: Three-story building with all residential. Residential 15 units
- Between the two buildings the planned unit mix of residential will be 37 residential units.
- 75 parking spaces
- Followed existing zoning codes for the site

Austin Gunther, G3 Development, made a PowerPoint presentation and video including some of the following highlights:

- Mixed-use building

- 11,500 square feet of retail/commercial space
- 3,000 square feet of professional office space
- Approximately 60 residential units
- Potential 4-story parking structure containing up to 415 spaces completed in one phase
- Creation of an open-air pedestrian plaza at the corner of Ruby Street and South Rockingham Avenue, including fountains, public art, and public restrooms

Mayor Price asked for comments from the public.

Ralph Smith, 111 Lakeview Lane, Mount Dora, said he had known the owners of G3 Development for a long time and emphasized their good character and reputation.

Council Member Pfister said she would like to receive additional financial information and felt it was a significant component of the selection process.

Council Member Grenier said he would like a further review of the proposals and an opportunity to visit some of their completed projects. He said he would also like additional financial information, including costs.

Council Member Singer noted that both developers had completed many projects throughout the community, and it was difficult to choose between them. He inquired about the \$1.835 million dollar purchase price and leasing of the parking garage and park to the City. Mr. Gunther said the price was based on getting the density of the apartments. He said they had negotiated redevelopment deals in the past where they paid for a garage upfront and then sold or leased it back to a City. He said additional direction would be needed from the City to determine costs.

Council Member Singer asked if the Cagan plan included a parking garage. Mr. Cagan said he followed zoning requirements, which required 25 units per acre, providing enough parking behind the buildings for 74 cars in their design at two spaces per unit. He said they were not planning on building a parking garage.

Vice Mayor Gamble inquired about the diagonal building depicted in the PowerPoint presentation. Mr. Cagan said one building would be situated on Main Street, one on Rockingham Avenue, and one on Ruby Street. Ruby Street would be only residential units. Any restaurant would be located in a separate building.

Mayor Price inquired about the price. Mr. Cagan said they would pay a current appraisal amount. He said the site had little or no value except for value added to the site. The idea of the site was to bring apartments to the downtown and income to the area. In return, they would not ask the City for any monies. It was his understanding the City was not interested in investing in the property, including a parking garage.

Mayor Price asked G3 for the 18 million dollar site purchase multiplier. Mr. Gunther said the cost was based on receiving approximately \$25,000 to \$30,000 per unit for each residential unit.

Mayor Price said the G3 proposal includes a lease back for a parking garage and asked for an estimate of a lease cost. Mr. Gunther said the lease would be based on the price, the number of spaces utilized by the City or apartments, and financing costs. Mayor Price said he would be hesitant to commit the City to a lease when the costs are not identified and how it would affect the City's budget. Mr. Gunther said they were not asking the City to commit to a lease and are asking the Council to choose their firm to work with staff for the right solution. He said the Council might wish for something other than a parking garage.

Mr. Tweedie said the City was looking at selecting a firm for staff to negotiate. All issues, including pricing and a parking garage, would be negotiated and brought back to the Council with an agreement for future consideration.

Council Member Grenier asked if Council could direct staff to negotiate with both firms. Mr. Tweedie confirmed and noted the price would have to be fair-market value for the sale of the property per Florida Statutes. A current market appraisal would be completed before a purchase and sale agreement commitment.

Mr. Cagan said he wanted the property to be self-contained and include parking, and his plan did not have a parking garage.

Mayor Price said this is an exciting project the downtown needs and was only comfortable deciding on one firm or another with additional financial details. He said he would also like public input on the citizens' wishes.

Ms. Houghton said the City issued an RFP (Request for Proposals) and asked the City Attorney how the Boards desire for additional information to evaluate would impact the RFP process. Attorney Holt said the Council could ask for additional information and the item could be tabled and brought back at a later date. Mr. Tweedie said staff would need direction from Council in what they would be looking for to move forward.

Vice Mayor Gamble said he enjoyed both presentations and liked utilizing brick to match City Hall's façade.

Council Member Grenier said he would like to determine building levels, architectural design, and parking.

Council Member Singer asked the Council if they wished for a parking garage as G3 would be the only company to provide a garage.

Council Member Pfister said she did not support a parking garage on the property. Council Member Grenier concurred. Mayor Price said he did not wish to incur future

debt or lease payments for a parking garage and felt the development should be self-contained.

Council Member Pfister said she would like a discussion placed on the next agenda as the Council needs to provide input on what they wish to be placed on the site.

Ms. Houghton said the staff would provide the Council with copies of bids and proposals. Mr. Tweedie confirmed a discussion would be placed on the February 1, 2023, City Council agenda to refine the development criteria.

MOTION

Lori Pfister moved to table discussion to the February 1, 2023 City Council regular meeting, seconded by Bob Grenier. The motion carried unanimously 5-0.

Tab 12. 2023 Projects and Initiatives Underway

Ms. Houghton made the following presentation:

A list including 14 pages of projects and initiatives currently underway was provided to the Council. 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.

Vice Mayor Gamble said he would like to schedule a West Main Street Gateway Horizon Team meeting as they had not met to date.

Vice Mayor Gamble asked if an arch design was approved for the Cemetery Gate Partnership Project. Ms. Houghton said Lake Tech Institute was conducting a project for the City to install the archway, and funding was included in the budget. She said the arch still needs to be completed and may still be in the design phase to come before the Board.

Vice Mayor Gamble asked for an update on the three shade structures at Woodlea Sports Complex. Mr. Aldrich said the structures would be completed during the summer of 2023, including bleacher concrete pads. He said lighting is in progress and would be installed throughout spring; infrastructure was scheduled to be delivered the second week of March 2023. Vice Mayor Gamble said the structures and pads might need to be reviewed due to the County Regional Park renovations. Mr. Aldrich said the pads would be placed at the upper fields and would not be affected by the County's design or construction. Mr. Aldrich said he would ensure the canopies could be relocated.

XI. NEW BUSINESS

XII. OLD BUSINESS

Tab 13. Update on Sister City Invitation, 2023 Taipei Taiwan Smart Cities Summit & Exposition

Mr. Tweedie made the following presentation:

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.

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).

Vice Mayor Gamble inquired about funding that would be reimbursed. Mr. Tweedie said reimbursement would apply to the Mayor or designee for a portion of their flight. The hotel in Taipei and conference fees were complimentary for all attendees. Ms. Houghton said travel budgets could support the remaining travel expenses.

Vance Jochim, 12619 Milwaukee Avenue, Lake County, recommended obtaining travel insurance and checking with the state department for travel warnings. He suggested the Lake County Economic Development be invited and said he would like to have been provided the unfunded transportation costs.

Mayor Price asked if the cost absorbed by the City were included in the budget. Ms. Houghton confirmed.

MOTION

Lori Pfister moved to approve sending John Drury and Bob Tweedie to attend the 2023 Taipei Taiwan Smart Cities Summit & Exposition, seconded by Troy Singer. The motion carried unanimously 5-0.

XIII. AUDIENCE TO BE HEARD

Ralph Smith, 111 Lakeview Lane, Mount Dora, owner of Lake Tire and Auto, said he was disappointed with the appearance of US 441 and concerned about the number of gaming facilities located in the area. He noted he owns the debt on one of the gaming facility properties and said he did not support gaming facilities. He asked for the costs of opening a gaming facility in Tavares.

Attorney Holt said the ordinance passed by the Council requires a \$25,000 initial permit fee for electronic game rooms, with a \$10,000 annual renewal fee.

Mayor Price said it was his understanding that gaming establishments could not be outlawed. Attorney Holt said Florida had not prohibited gaming establishments as gambling is not illegal in the state.

Mayor Price asked the Police department for an update on gaming establishments. Captain Grogan provided information on Police issues within the past six-month period. A discussion was held on Police monitoring of the facilities. Attorney Holt said a Code Enforcement action would be initiated if there were any City ordinance violations for game room facilities. Attorney Holt noted four establishments remaining in the City. Ms. Houghton said staff could work with the City Attorney to provide a report and legal update on gaming facilities.

Vance Jochim, 12619 Milwaukee Avenue, Lake County, commended Mr. Drury on the Projects and Initiatives list included in the agenda packet.

XIV. REPORTS

Tab 15. City Administrator Report

City Administrator

Ms. Houghton said a list of upcoming meetings was provided to the Council.

Department Directors

Chief Keith noted Arbor Day events would be held on Saturday, January 21, 2023. He said a Food Drive benefiting Lake Cares Food Pantry was also being held in conjunction with the Golden Triangle Rotary Club. The Tavares Public Safety Complex was one of the donation sites.

Mr. Aldrich said citizens would be provided tax assistance through AARP at the Tavares Library beginning the first Friday in February. He noted the service was free to the public.

Tab 16. City Council Member Reports

Council Member Grenier

- Thanked James Dillon, Traci Anderson, and Matt Ryan for landscaping around the Tavares History Research Center after they heard he would be conducting a meeting at the location.
- Said he recently retired from Disney after 33 years, and it was a proud part of his life.

Council Member Singer

- Said he attended the Oysters with Officers event at Tiki West. He said it was a great community event and noted Police Captain Jon Hall won the oyster eating contest.

Vice Mayor Gamble

- Asked staff to ensure the Wootton Park sidewalks were well-lit. Mr. Tweedie said the ARPA-funded lighting project was complete at the west end and along the marina, and staff would look at other sections to see if any additional enhancements were needed.
- Thanked Mr. Dillon for repaving around a utility hole so that it was not elevated and impacting traffic.
- Commended the Fire Department for responding to a scene before Lake EMS and being trained in ALS.

Mayor Price said he was looking forward to the Arbor Day and Food Drive events.

XV. ADJOURNMENT

There was no further business and Mayor Price adjourned the meeting at 6:02 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
2/1/2023**

AGENDA TAB NO.: 3

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

OBJECTIVE:

For the Mayor and Council to ratify the mutually appointed 5th trustee members to the Police and Fire Pension Boards.

SUMMARY:

Both the Police and Fire Pension Boards consist of 5 members; 2 Police/Fire appointed members, 2 Council appointed members and 1 mutually appointed 5th trustee member. The Police Pension Board and Fire Pension Board each have one open mutually appointed 5th trustee seat.

- During their January 13, 2023, quarterly meeting, the Tavares Police Pension Board elected Dana Scola to serve as the mutually appointed 5th Trustee Seat for the remainder of a term that will expire November 30, 2023.
- During their January 13, 2023, quarterly meeting, the Fire Pension Board elected Alan Gagne to serve as the Board's mutually appointed 5th Trustee Seat for a new term expiring November 30, 2026.

Ratification of these appointments is a ministerial act by the City Council.

OPTIONS:

1. Ratify the appointment of Dana Scola to the Police Pension Board as the mutually appointed and 5th trustee; and, ratify the appointment of Alan Gagne to the Fire Pension Board as the mutually appointed and 5th trustee.
2. Do not ratify at this time.

STAFF RECOMMENDATION:

Option 1. Ratify the appointment of Dana Scola to the Police Pension Board as the mutually appointed and 5th trustee; and, ratify the appointment of Alan Gagne to the Fire Pension Board as the mutually appointed and 5th trustee.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Tavares Police & Tavares Fire, 5th Trustees

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
2/1/2023**

AGENDA TAB NO.: 4

SUBJECT TITLE: Broad Budget Priorities (City Administrator)

OBJECTIVE:

For Council to Develop its Broad Budget Priorities.

SUMMARY:

As provided for in the prior City Council meeting, an opportunity is provided at this Council meeting for the City Council to develop its FY 2024 (October 1, 2023 - September 30, 2024) Broad Budget Goals which City staff will use as guiding principles and a starting point to build the annual City Budget over the next several months. The budget will then be presented back to the City Council this summer. Thereafter, the Council will continue to refine it through July and August and finalize it and adopt it in September with public commentary and input along the way. Attached are the prior year Broad Budget Goals that the former City Council set forth, many of which were incorporated into the budget. Also, re-included from the prior Council meeting are the current projects and initiatives under way.

OPTIONS:

1. Each Council set forth their Broad Budget Goals
2. Do not set forth goals at this time.

STAFF RECOMMENDATION:

Each Council member set forth thier broad budget goals.

FISCAL IMPACT:

Establishes the beginning point of the budget building process with fiscal impacts upon its adoption in September.

LEGAL SUFFICIENCY:

yes

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. City Council Member Broad Budget Goals - Exhibit A
2. Projects Underway 2023

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

Exhibit A

City Council Member Broad Budget Goals

FY 2023

Mayor Lori Pfister

1. Quality of life and recreation initiatives.
2. Wooton park.
3. Fix docks.
4. YMCA.
5. Volleyball courts lights.
6. Safety initiatives, including downtown lighting.
7. Same level of service.
8. Paving.
9. Employee compensation.
10. Rolled-back rate or reduction.
11. Advance technology wise for ease of business and efficiency.

Vice Mayor Walter Price

1. Rolled-back rate if possible or continue to lower is rolled-back rate isn't possible.
2. Accelerate or continue debt payment.
3. Same level of service.
4. No new services.
5. Continue to pursue grants.

6. Increase reserves.
7. West Main St. gateway.
8. Leave blue and white Christmas lights up year-round at Chris Daniels memorial fountain.

Council Member Amanda Boggus

1. Continue working on projects including: Public Works Facility, Wooton Wonderland, benchmarking, police accreditation, fire paramedic program, street paving, Neptune 360 & base read.
2. Same level of service.
3. Lower taxes.
4. Staff raises.
5. Pursue grants.
6. Tavares Nature Park Dock.

Council Member Sandy Gamble

1. Maintain level of service.
2. Compensate employees.
3. No, or very few, new non-self-sufficient programs.
4. Continue and finish capital projects.
5. Sidewalks along Lake Shore Dr.
6. Continue working on the following: Wooton Park and Splash Park project, police accreditation, paramedic.
7. Provide services we are doing now and keep that up.

8. No new debt for new projects.

Council Member Troy Singer

1. Lower millage rate.
2. Same level of service.
3. Road paving.
4. Grants.
5. Employee support and compensation.
6. Continue working on capital projects and finish them.

Goals Shared by At Least Three Council Members

1. Continue and finish projects in progress. *(Boggus, Gamble, Singer)*
2. Same level of service. *(Boggus, Gamble, Pfister, Price, Singer)*
3. Reduce millage rate. *(Boggus, Pfister, Price, Singer)*
4. Employee compensation. *(Boggus, Gamble, Pfister, Singer)*
5. Continue to pursue grants. *(Boggus, Gamble, Singer)*

Tavares Projects and Initiatives Underway 2023

1) PROJECTS:

Public Works Facility: Designed and Engineered. Bids are due January 18th.

Lake County Regional Park: The County City and YMCA have entered into a private public partnership to build the County's Golden Triangle Regional Park – East Campus (Current YMCA Location). Agreements have been executed and funding secured for the purchase of the property. Lake County is working on the Capital Improvement Program and Tavares is working on the Operations and Maintenance Agreement with the YMCA.

State Road 19 widening: State road 19 is undergoing the FDOT planning process to be widened from Woodlea Road to the Howey Bridge. The project concept plans are complete and the project is now undergoing design.

West Main Street Gateway: The City Planning Department has a Horizon Team to Master Plan this area.

Chris Daniels Memorial/FDOT Triangle Fountain Gateway: FDOT Landscaping grant funding secured for landscaping improvements. Project engineering and design have been completed and submitted to FDOT for approval.

Wooton Wonderland Replacement: Under construction.

Public Works Operations Center Urban Pond: The City of Tavares is currently working with Florida Fish and Wildlife Conservation Commission (FWC) to develop an Urban Pond from what is currently an existing Retention Pond on Captain Haynes Road. This will create an excellent fishing and bird watching location while maintaining a healthy environment and ecosystem. A grant application was developed to install a dozen Bee mats and linear aeration to provide for a cleaner environment, healthy fishing habitat and stormwater educational opportunity. The Lake County Water Authority, through their 2021-2022 Cooperative Stormwater Initiative, awarded to the City on February 22, 2022 a grant in the amount of \$105,000.00.

Wooton Splash Pad Refurbishment: Under construction

\$162,500 LCWA Grant for AESOP Park: The project is the first phase of improvements to Basin EE within the Community Redevelopment Area (CRA) watershed. The proposed improvements are detailed in the Tavares Community Redevelopment Area - Stormwater Study Phase II, March 2011 by Griffey Engineering. Phase 1, for which grant funding is requested. The project will

Tavares Projects and Initiatives Underway 2023

create a wet detention treatment pond to provide pollutant removal from stormwater runoff. The downstream receiving water body is Lake Francis which flows into Lake Eustis. Subsequent phases of the project will be the installation of an Improved stormwater collection system to eliminate chronic localized flooding. Department of Public Works has this project under design.

Tavares-Mount Dora (YMCA) Recreation Trail along Old 441: The county is working on alternatives as CSX not interested in selling Railroad Rights of Way.

Cemetery Gate Partnership Project: City of Tavares has partnered with Lake Technical College and their Welding Technology Program to design and build entry gates to the Tavares Cemetery that reflect the City's branding initiative. Coordination meetings are underway, bringing together design, engineering and manufacturing. As of December 2023, the Cemetery arch is now in production and is anticipated to be completed by Summer 2023.

Peninsula Water and Sewer line: Under construction.

Booster Pumps: A permanent booster pump is under design by the Hospital with bids to be received fall 2023 subject to SRF funding and Council approval.

Wells: Replacement wells for the two downtown are under design. Bids to be received fall 2023 subject to SRF funding and Council approval..

Roadway Intersection Improvements: Updates on the following intersections provided:

- Dead River Road and SR 19 \$650,000 (Done)
- David Walker & New 441 \$1.4 million (County – under design))
- Alfred Street and SR 19 \$600,000 (Lake County – under design)
- Main Street and SR 19 \$200,000 (Lake County – Under design)
- SR 500A and SR441 \$746,060 (FDOT – Done)

2) INITIATIVES:

Benchmarking: The City participates in the Florida Benchmarking Consortium which compares similar Cities in Florida on various aspects of Government like Policing and Fire Protection. Although a very time-consuming program to administer and input data, it provides elected Officials, Management, and the public with an independent credible source of information on aspects of service delivery including fiscal efficiency markers. The City continues to participate in this program and looks forward to adding benchmarking modules which make comparative sense.

Police Department Accreditation: Done.

Tavares Projects and Initiatives Underway 2023

Fire Department Paramedic Program: After transitioning from a Basic Life Support (BLS) to an Advance Life Support (ALS) Fire Department, the Department has and continues to grow its Paramedic Program. The new Public Safety Complex has made this initiative better to achieve.

Fire Department ISO rating: The Fire Department has successfully maintained a low ISO rating for the city of 3 which contributes greatly to lower insurance premiums for buildings.

Economic Development: updated its Economic Development program which includes 12 specific areas of focus. This initiative nurtures each area with a focus on retention and expansion.

1. **AdventHealth Waterman:** Hospital Campus growth and development of the hospital campus.
2. **Medical Village Area:** known as Lakeview Center development of specialized medical offices.
3. **Downtown Professional Services:** in and around the County Government center.
4. **Downtown Entertainment & Business District:** growth of its variety of dining, music, and entertainment options.
5. **Commerce Park:** located at the “Lake Ridge Industrial Park”.
6. **Ecotourism & Sports Tourism:** by fully engaging the Marina facilities and seaplane base.
7. **Seaplane Base:** development, maintenance, and management of all waterfront facilities, the Prop Shop/Seaplane Base terminal building, fueling, and FBO for all aircraft including based commercial seaplane operator.
8. **Special Events:** hosting of 20 plus annual events at the waterfront.
9. **Arts, Culture & History:** by building and maintaining the City’s history museum.
10. **Highway Commercial/Retail:** along the City’s “gateway” entrance roadways (SR19, SR441, Old 441, and CR561 & 448).
11. **Quick Service/Fast Casual Dining:** Continuing to grow along the City’s commercial 441 and 19 corridors.
12. **Light Industrial Manufacturing Center:** located at the City’s Eastern gateway along the old 441 corridors.

CRA TIF funded Façade Grant Program: acting in its management capacity for the Downtown CRA TIF District administering the CRA TIF funded Façade Grant Program providing 50% matching grants for eligible exterior improvement to enhance the exterior of business and residential properties within the downtown business district.

Tavares Projects and Initiatives Underway 2023

Special Events & Community Events Facilitating and managing:

- Arbor Day Celebration
- Central Florida Aquatic Cleanup Day
- African American Heritage Festival
- Planes, Tunes, and Barbecue
- Sunnyland Antique & Classic Boat Show
- Seaplane-A-Palooza
- Kayakathon
- Rocktoberfest
- Advent Health Waterman Pink Out 5K Run
- Monster Splash Seaplane Fly-In
- Lake Renaissance Faire
- Santa Shuffle 5K Run
- Christmas Parade
- Fourth of July Parade
- BOO! Festival

Pavement Preservation: Public Works deployed a new pavement preservation program in order to protect the roadway base material and minimize pavement distresses (potholes, rutting, etc.). Most importantly, this program allows the City to stretch the taxpayer dollars further by providing a greater return on investment. For example, for every \$1.00 spent on pavement preservation, it is estimated that we will save from \$6.00 to \$10.00 or more in future reconstruction costs. By resurfacing at this time, we can extend the life of the pavement at a much lower cost than reconstructing the roadway at a later date.

ISBA Utility Master Plan: Master planning ultimate buildout of water and sewer infrastructure within the Interlocal Service Boundary Agreement Area is underway.

Record Retention: Records retention laws continue to change and the Clerk has implemented a program to keep up with the laws and retains records so that they are accessible to the public. One area of accessibility includes ADA compliance and the Clerk has completed and will continue to maintain compliance with these ADA requirements.

Records Management: The City Clerk under her Records Management Liaison Officer role has launched an initiative to process document conversions from paper to digital format to improve upon records retention and retrieval processes now and into the future.

Tavares Projects and Initiatives Underway 2023

Agenda Management: The Clerk recently launched a state-of-the-art software system for City Council and Planning and Zoning Board agenda processing including creation, review, and distribution. This new initiative is being expanded to other boards that include but are not limited to the Planning & Zoning Board and Code Enforcement/Special Magistrate.

Emergency Management: The city continues to be in a state of readiness for storms under its Emergency Management program.

Public Communications: The Communications Department is utilizing all media touch points to provide an open, transparent and communicative government. This includes the website, Social Media platforms, city newsletter, and all media outlets. As communication techniques change, the Communications Department adapts to those changes.

Finance/Customer Service/Purchasing/Budget

- The Budget and Finance Staff are in the process of implementing Gravity Budget Book Software. This software is anticipated to make the preparation of the Budget Book document easier, more streamlined with ease of assembly while maintaining GFOA Budget Award Document criteria.
- Delinquent Bills for closed utility accounts. The Finance Team has successfully implemented a delinquent notice for closed utility accounts that have been recently closed and still owing an unpaid balance. This new delinquent notice ability for closed accounts is anticipated to decrease the number of accounts identified for collection and for the lien process.
- Utility Customers may now request last minute notices via text message alerting the customer that their bill is due so that the customer may avoid a late fee, and thus pay their outstanding balance before it becomes delinquent.
- The Finance staff is currently in the process of utilizing additional features on the City's Innovative Voice Response System (IVR) to provide automated calls for customers wishing to request an extension on their utility account. The implementation of this feature will assist staff in accomplishing the utility billing and accounting tasks as the number of new utility account connections increase daily.
- Purchasing and Finance Staff will be implementing Field Purchase Orders within the CentralSquare (H.T.E.) System. These FPO's will allow those items which are not shopped to be identified more easily and provide for electronic approvals through the purchasing system. Items include: training, travel, legal services, debt payments, monthly transfers, etc.

America In Bloom: Tavares continues to be recognized as a participating city in

Tavares Projects and Initiatives Underway 2023

this initiative. This program continues to grow each and every year.

Cemetery Arboretum Program: The Park Operations Management division is working to establish the Tavares Cemetery as an accredited Level 1 Arboretum. Criteria requires a minimum of 26 species of trees and woody ornamental shrubs, a master plan, organizational governance and staff/volunteer support. The ArbNet accreditation program is free and recognizes arboreta at various levels of development, capacity, and professionalism, and all are working to advance the planting and conservation of trees. Currently at 60% completion of the accreditation criteria, the Florida Forest Service, University of Florida Institute of Food and Agricultural Sciences Lake Extension have offered support with expertise and educational components and the Camellia Garden Club has provided donations of camellia shrubs.

Pavement Assessment Program: Following the established Pavement Management Program, the Public Works Department has revolutionized the way we collect critical data about the conditions of our roads and revamping the way we develop our Pavement Management Plan. In lieu of collecting data once and using those assessments over a 5-year period, the City will utilize artificial intelligence (AI) on a per annum basis to determine where to objectively allocate our limited resources and maximize the investment in maintaining our infrastructure.

Safe Routes to School: Recommendations for improvement of access to and from schools provided to Community Development and Public Works with project ideas for future funding opportunities.

Sidewalk Management Program: A conditional assessment of City sidewalks was completed by Vanasse Hangen Brustlin, Inc. (VHB) to develop a management plan for ADA compliance, maintenance and repair. A sidewalk grinding program was established with Precision Sidewalk Safety Corp. to conduct annual inspections and complete sidewalk grinding in identified areas of concern.

FDOT Basin 12 Mitigation Opportunities: City of Tavares is working to partner with Florida Fish and Wildlife Conservation Commission (FWC) and the St. Johns River Water Management District (SJRWMD) to conduct wetland mitigation improvements around Tavares Recreation Park (TRP) and Tavares Nature Park (TNP). A projected \$1.2 million non-matching grant is being pursued. District mitigation plans focus on restoration or enhancement and Surface Water Improvement and Management (SWIM) projects where that option represents the best mitigation.

Lakeview Circle Stormwater Improvements: Phase II to be completed.

Tavares Projects and Initiatives Underway 2023

Technology

Text Messaging for Building Permit Inspection Scheduling:

Implementation of building permit inspection scheduling through “Text Messaging” utilizing the Innovative Voice Response System as the relay, and requests and actions will integrate into the CentralSquare Building Permit System.

RecDesk Online Software: Online Recreation software to allow for on-line sign-ups and credit card payments for various recreation activities such as Spring Ball, Father-daughter dance, Fall Ball, etc.

IVR Accounts Receivable: Innovative Voice Response System implementation to allow Accounts Receivable payments for billing not billed through Utility Billing to be paid by over the phone through the IVR system, and online through Click2Gov.

Public Works - Solid Waste Route Optimization Software: Daily Route optimization software platform designed by Verizon to determine cost-effective, optimal routes, and reduce miles on our trips daily. This software will raise the level of service to our residents and result in fuel savings thus saving the rate payer. This software has been integrated in all City of Tavares Solid Waste trucks.

Public Works – Solid Waste On-Board Truck Scales Initiative: Accurate weighing solutions play a key role in ALL waste management, refuse hauling, and recycling industries. Tracking the total weight of refuse collected, monitoring inputs and outputs during materials recovery, and disposing of waste is important for legislative compliance and overall operational efficiency, therefore an accurate, durable waste management scale and weighing solution is necessary. This new innovative system will be installed on all MSW vehicles to ensure the City trucks hauling capacity is maximize as well as reduce the number of trips to the incinerator/landfill, thus reducing O&M cost and improving the Operator’s efficiency. Project is ongoing.

Cemetery Management Software: The administration services of cemetery operations are conducted by the Park Operations Management Division. Implementation of new cemetery management software was finalized with the addition of a Public Portal for public inquiries released February 2021. In April 2022, the City added a tree vegetation asset module, which will help facilitate the Arboretum accreditation.

Tavares Projects and Initiatives Underway 2023

Public Works Asset and Work Order Management System: Public Works is transitioning from Novo Solutions, a software that provided real-time work order and asset management, to Cartegraph Systems which will provide a more detailed real-time work order system and extensive asset management program as well as provide a Public Portal for public requests. This system will integrate with the new SeeClickFix App to allow the generation of work orders from inquiries when needed. City asset data is being entered and verified, onsite meetings were held in March 2021 to gather information and onsite training was held May 2021. The system was fully implemented in October with exception of the See, Click, Fix integration. Staff software trainings will commence in January 2023.

Base Read System: Parts 7 and 8 underway bringing the system up to 70% Coverage.

SCADA: An RFP is being issued to expand the program and update the software.

Electronic Time Keeping Software: The Human Resource Department is exploring automating time sheets to save time, money and provide data tracking at the push of a button.

Community Services Department: The Department continues to manage many recreation programs and the History Museum in addition to pursuing the acquisition of the YMCA under a Regional Park initiative.

Recreation

Senior programs

- Bingo, Donuts & Coffee – a year-round monthly program for seniors that features the fun game of bingo, coffee, donuts and music
- Senior Social – a year-round monthly program for our senior population that has singing, dancing, games and food
- Senior Enrichment Series – a year-round monthly program for seniors that features informative health and nutrition related topics.
- Take A Hike Program – a weekly program for seniors where they are led on a walk through downtown.

Youth programs

- Camp Ascend – a youth day camp for kids ages 5-10 with activities ranging from roller skating and bowling to day-trips to area attractions such as Wonderworks, Coco Key Water Park and Medieval Times

Tavares Projects and Initiatives Underway 2023

- Camp Ascend (teens) – an adventure youth day camp for kids ages 11-14 with activities such as fishing, orienteering, obstacle courses and featuring adventures like sailing, boating, camping and hiking
- Tavares Babe Ruth League – youth Baseball & Softball played for 10-weeks during both the spring and fall
- Start Smart Baseball program – designed for kids ages 3-5 years old as an introduction to the sport of baseball, held during the spring and fall
- Start Smart Soccer program – designed for kids ages 3-5 years old as an introduction to the sport of soccer, held during the spring
- Wacky World of Sports Program – a 12-week youth program that introduces kids to 6 different sports and activities
- Rec Rover Tour Stops – a “pop-up” mobile recreation initiative that brings fun, games, music, and activities to informal settings such as local parks, playgrounds and schools
- Adult Kickball League – teams play the schoolyard game of kickball in a friendly competitive format featuring regular season play and tournaments.
- Skate Park Event – a musical night held at the Skate Park to encourage kids to learn skating
- Father-Daughter Dance – a dance for girls of all ages and their dads held annually at the Tavares Pavilion on the Lake
- Mother-Son Night Out Event – a fun event to help mothers and sons engage in games, activities, and different projects

Pavilion on the Lake

- 72 Simply Married ceremonies performed by city staff
- 113 hosted events (paid and non-paid city events)
- 12 Open Houses (Pavilion is open to the public)
- 12 Monday Mingles (Pavilion is open to guests who are under contract)

Arts & Culture

- African American Heritage Festival /Cultural night – community night with concert and dinner
- 4 art exhibits per year at City Hall
- 5 live music concerts at the Library
- Participation on the Lake County Arts & Cultural Alliance Committee
- Lake County Folk Festival
- Lake County Museum of Art movement and establishment to and in Tavares

Library (Ongoing Recurring Programming):

- Monthly Library Concert Series

Tavares Projects and Initiatives Underway 2023

- Shine: Once a month, Health informational needs for seniors
- Frayed Knot: Knitting and Crochet: Meets first and third Tuesday of every month
- Page Turners Adult Book Club: Monthly book club centered on a specific book
- Story Time: every Wednesday
- Reader of the Pack: Children practice reading with Therapy Dogs
- Roots and Branches Genealogy Group
- 1000 Books Before Kindergarten, a National Early Literacy initiative
- Book a Librarian
- Story Time for Children's Learning House
- Tax Aide Help, Friday and Saturdays 9:30 a.m – 1:30 p.m. Only site in Lake County to offer Tax Aide Help on Saturdays)
- Self-Directed programs for Teens, such as Book Boxes and End of Semester Parties with door prizes provided by Friends of Tavares Library
- UF IFAS Gardening and Cooking Classes for teens and adults
- Make and Take Crafts
- Curbside Service continues Monday – Friday 9:30 a.m. – 5:30 p.m.
- New technology: Newline Display available for employees (and eventually the public) to use inside the library by reservation
- Diwali event with Friends
- Adult Yoga every Friday

Special Programming or One Time Programming (currently offered and/or offered in the past)

- Author Talks
- Guest Speakers
- Movies
- Adult Crafting Classes Series
- Karaoke
- Murder Mystery Party
- Self-Publishing Workshop
- Books and Ballots: Library Card and Voter Registration program

Program and Reading Challenges commemorating cultural heritage months, such as:

- Black History Month
- Women's History Month
- Poetry Month

Tavares Projects and Initiatives Underway 2023

- Hispanic Heritage Month
- Asian Pacific Heritage Month

Programming commemorating National Library and/or Literacy initiatives:

- Read Across America Day: Dr. Seuss Birthday Story Time
- Library Card Sign Up Month

Holiday Themed programming:

- Santa Story Time
- Holiday Concert
- Winter Solstice Poetry Reading
- Blind Date with a Book
- Halloween Children's Parade and Story Time

Library Outreach:

- Advent Health
- Osprey
- Little Free Libraries
- Tavares Summer Camp
- Tavares Elementary School
- Sugars Supportive Services of Leesburg

3) ARPA PROJECTS:

Fire Station 29/Lane Park - Improvements to Station 29 (Lane Park) Air System for improved air quality to mitigate COVID19 Pandemic impacts to the Fire Station First Responders and visitors to the facility. Planned improvements/upgrades are intended to increase the delivery of clean air to Fire Fighters and other people and dilute potential contaminants to the air they breathe. Out to bid.

Civic Center –Improvements to the Civic Center Air System for improved air quality to mitigate COVID19 Pandemic impacts for building occupancy related to the General Public's use of the building for community events and other uses including but not limited to public meetings, pandemic related emergency use, and the general public's use of the building. Planned improvements/upgrades are intended to increase the delivery of clean air to people and dilute potential contaminants to the air they breathe. Under design.

City Hall – Improvements to the City Hall Air System for improved air quality to mitigate COVID19 Pandemic impacts for building occupancy related to the

Tavares Projects and Initiatives Underway 2023

General Public's use of the building to conduct the public's business (City Council meetings, Public Utility Administrative services, Building Permitting services, General City Administration operations etc.) and other uses, including but not limited to public meetings, pandemic related emergency use, and the general public's use of the building. Planned improvements/upgrades are intended to increase the delivery of clean air to people and dilute potential contaminants to the air they breathe. Under design.

Historic Fire Station - Improvements to the Publicly owned Historic Train Station Air System for improved air quality to mitigate COVID19 Pandemic impacts for building occupancy by tenants and the general public who will patronize the building once occupancy has been re-established. Planned improvements/upgrades are intended to increase the delivery of clean air to people and dilute potential contaminants to the air they breathe. On hold.

Lake Frances Stormwater Improvements – This project provides for construction activities to capture stormwater run-off from the roadway at the entrance to the Lake Frances Subdivision. The Project provides for traditional conveyance and treatment of conveyed stormwater (gray infrastructure). Complete.

Wooton West Stormwater Pond Modification – This project provides for improvements to the West Wooton Park Stormwater pond by reconfiguring a large existing stormwater pond into a more efficient area. Grass overflow boat and trailer parking has prompted the need for modifications to the current stormwater pond to adequately address the change in stormwater run-off collection from pavement to grass. The project provides for the traditional conveyance and treatment of collected stormwater (gray infrastructure). Complete.

Marina Parking Area & Stormwater Improvements – This project provides for construction activities for the Marina Parking Area (see map) and capture of stormwater run-off from the Seaplane Base Marina Parking Area, and includes improvements to the current stormwater pond collection system at the site. The project provides for the traditional conveyance and treatment of collected stormwater (gray infrastructure). Under Design.

Road Paving – This project was identified by the City Council as a priority during their broad budget priorities discussion at the 1/19/2022 City Council meeting. In progress.

Police Cars x 7 – Purchase and replace seven (7) older police vehicles with new police interceptor vehicles. Complete.

Seaplane Base Tav-Lee Trail Safety Bypass Stormwater Project – This

Tavares Projects and Initiatives Underway 2023

project provides for construction activities in order to provide Stormwater Improvements for the Tav-Lee Trail Safety Bypass project currently under design. The project will collect stormwater run-off from the Seaplane base Tav-Lee trail Safety By-pass project. The project provides for traditional conveyance and treatment of collected stormwater (gray infrastructure). Under design.

Fire Department Rescue Boat Replacement – The current boat is inoperative and needs to be replaced along with a pump. The boat is used for on-the-water fire suppression needs as well as on-the-water- safety duties during Special Events. Complete.

Pedestrian Lighting Improvements Along Lake Dora – This would result in lighting the newer section of the paved path along the water's edge by the volleyball courts and boat ramp restrooms. Light fixtures have been installed.

Volleyball Courts Improvements– This project adds an additional volleyball court, and lights to all courts to improve safety and visibility at night. Expanded Court is complete. Lighting under design.

Citywide Street Light Study – This would pay to hire a professional street lighting illumination consultant to inventory and assess where street lighting is needed throughout the city, including, but not limited to the downtown roundabouts. A financial plan would be developed to provide the lighting. Programmed to go out for qualifications Spring 2023.

Woodlea Sports Park Three Shade Structures for Fields – This would provide shade at bleachers for one ballfield at the Woodlea Sports Complex. Under design.

Woodlea Sports Park Bleacher Concrete Pads (4) –This would provide the concrete pad necessary for the bleachers. Under design.

Resurface Shuffleboard Courts with Embedded Beads – This would provide the necessary surface for the community shuffleboard courts located by the library. Complete.

Paint Exterior of Civic Center/Library/TRA Room – This would update the exterior of these buildings. Design to be completed spring 2023.

Upgrade Ballfield Lighting at Woodlea Sports Park – Upgrade ballfield lighting at Woodlea Sports Park. In progress.

Resurface Building Department Parking Lot at City Hall – The Public Parking lot for the City Building Department is well beyond its useful life. This would resurface this lot. Under construction.

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Garbage Truck – Purchase and replace one older garbage truck with a new garbage truck. Complete.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
2/1/2023**

AGENDA TAB NO.: 5

SUBJECT TITLE: Board Appointment - Code Enforcement Special Magistrate (Mayor)

OBJECTIVE:

For the Mayor to make a Code Enforcement Special Magistrate appointment recommendation, with affirmation from the Council.

SUMMARY:

Code Enforcement Special Magistrate Rick Joyce recently retired, leaving the Special Magistrate position vacant. Tavares Attorney Benjamin M. Boylston has indicated he is interested in the position. (resume attached) The City Administrator, City Attorney, Police Chief, and Code Enforcement Officer are in support of the appointment. The annual contract (attached) has the same terms/rates/conditions as the previous Special Magistrate.

OPTIONS:

1. For the Mayor to recommend appointing Benjamin M. Boylston as the City of Tavares Code Enforcement Special Magistrate, with affirmation from the Council.
2. To conduct a County-wide solicitation for this service and sort through/rank those that apply and bring them back to Council for consideration.
3. Do not make the appointment or affirm.

STAFF RECOMMENDATION:

Option 1. For the Mayor to recommend appointing Benjamin M. Boylston as the City of Tavares Code Enforcement Special Magistrate, with affirmation from the Council under same terms and conditions as current Magistrate.

FISCAL IMPACT:

The annual cost ranges from \$4,000 to \$6,000 depending upon number of cases and time. \$5,000 is budgeted every year.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Special Magistrate Contract - Boylston - ada
2. Ben Boylston Resume - redacted_Redacted

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

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made this ____ day of _____, 2023, between The City of Tavares, a Florida Municipal Corporation, whose address is 201 E. Main Street, Post Office Box 1068, Tavares, Florida 32778 (hereinafter referred to as the "CITY"), and the Law Office of Ben Boylston, P.A., whose address is 407 North Sinclair Avenue, Tavares, Florida 32778, (hereinafter referred to as the "PROFESSIONAL").

NOW, THEREFORE, in consideration of the mutual benefits accruing to the parties to this Agreement, and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Services. The PROFESSIONAL shall perform the following services of Special Magistrate to hear and decide Code Enforcement Cases as specified in the CITY's current Code of Ordinances and Land Development Regulations.

2. Insurance. The PROFESSIONAL will maintain throughout this Agreement the following insurance:

a) Professional liability insurance in the amount of \$500,000.00 with the CITY named as a certificate holder thereof. If the CITY requests that the PROFESSIONAL provide additional coverage beyond this amount, the cost of such additional coverage will be paid for by the CITY and invoiced as a direct expense from the PROFESSIONAL.

The declarations page of each such policy of insurance, or a complete duplicate, shall be delivered to CITY by PROFESSIONAL, prior to starting work, together with evidence that the premiums have been paid, and the CITY shall be given thirty (30) days' prior written notice before cancellation by the insurer. All policies shall be issued by insurers of recognized responsibility, which are licensed to do business in Florida.

3. Indemnification. PROFESSIONAL agrees to indemnify the CITY from any claims, damages and costs arising out of claims by third parties for property damage and bodily injury, including, but not limited to, death, caused solely by the negligence or willful misconduct of PROFESSIONAL.

4. Codes, Laws, and Regulations. PROFESSIONAL will comply with all applicable codes, laws, regulations, standards, and ordinances in force during the term of this Agreement.

5. Permits, Licenses, and Fees. PROFESSIONAL will obtain and pay for all permits and licenses required by law that are associated with the PROFESSIONAL's performance of the Scope of Services.

6. Access to Records. PROFESSIONAL will maintain accounting records, in accordance with generally accepted accounting principles and practices, to substantiate all invoiced amounts. Said records will be available for examination by the CITY during PROFESSIONAL's normal business hours. Said records will be maintained for a period of three (3) years after the date of the invoice. **Contingent Fees Prohibited.** The PROFESSIONAL warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the PROFESSIONAL, to solicit or secure this Agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the PROFESSIONAL any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. In the event of a breach of this provision, the CITY shall have the right to terminate this Agreement without further liability, and at its discretion, deduct from the contract price, or otherwise recover, the full amount of any such fee, commission, percentage, gift or consideration paid in breach of this Agreement.

7. Contingent Fees Prohibited. The PROFESSIONAL warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the PROFESSIONAL, to solicit or secure this Agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the PROFESSIONAL any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. In the event of breach of this provision, the CITY shall have the right to terminate this Agreement without further liability, and at its discretion, deduct from the contract price, or otherwise recover, the full amount of any such fee, commission, percentage, gift or consideration paid in breach of this Agreement.

8. Payment. CITY shall compensate PROFESSIONAL for his services in the following manner: the PROFESSIONAL shall be paid at the rate of Two Hundred and 00/100 dollars (\$200.00) per hour for all work provided to the CITY, with a two (2) hour minimum for all work provided to the CITY in regard to CEB hearings and related matters held or convened at the CITY premises. Invoices shall be sent to the CITY once monthly. All invoices shall be paid within thirty (30) days of receipt.

9. Independent Contractor. The PROFESSIONAL is an independent contractor and as such will be responsible for paying his own Federal income tax and self-employment tax, or any other taxes applicable to the compensation paid under this agreement.

10. Assignment. Neither party shall have the power to assign any of the duties or rights or any claim arising out of or related to the Agreement, whether arising in tort, contract, or otherwise, without the written consent of the other party. These conditions and the entire Agreement are binding on the heirs, successors, and assigns of the parties hereto.

11. No Third Party Beneficiaries. This Agreement gives no rights or benefits to anyone other than the PROFESSIONAL and the CITY.

12. Jurisdiction. The laws of the State of Florida shall govern the validity of this Agreement, its interpretation and performance, and any other claims related to it. In the event of any litigation arising under or construing this Agreement, venue shall lie only in Lake County, Florida.

13. Term and Termination. All services to be rendered by the PROFESSIONAL shall be completed on an as-needed basis. The term of this Agreement shall be indefinite. This Agreement may be terminated by the either party with thirty (30) days written notice to the other party. In such event, the PROFESSIONAL will be entitled to compensation for services competently performed up to the date of termination.

14. Contact Person. The primary contact person under this Agreement for the PROFESSIONAL shall be Richard F. Joyce, Esquire. The primary contact person under this Agreement for the CITY shall be John Drury, the City Administrator.

15. Approval of Professionals. The CITY reserves the right to approve the contact person and the persons actually performing the professional services on behalf of PROFESSIONAL pursuant to this Agreement. If CITY, in its sole discretion, is dissatisfied with the contact person or the person or persons actually performing the professional services on behalf of PROFESSIONAL pursuant to this Agreement, CITY may require PROFESSIONAL assign a different person or persons be designated to be the contact person or to perform the professional services hereunder.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the respective dates under each signature.

CITY:

PROFESSIONAL:

By: John H. Drury
Its: City Administrator

By: Benjamin Boylston
Its: Managing Member

Date

Date

ATTESTED BY:

APPROVED AS TO FORM:

Susie Novack, City Clerk

Lindsay Holt, City Attorney

**AGENDA SUMMARY
TAVARES CITY COUNCIL
2/1/2023**

AGENDA TAB NO.: 6

SUBJECT TITLE: Tavares Square Request for Proposals Continuation of Discussion (Economic Development)

OBJECTIVE:

For the Council to further discuss and provide staff direction on the previously presented Tavares Square RFP submittals and presentations from Cagan Management and G3 Development.

SUMMARY:

The city-owned downtown property now known as Tavares Square, was originally purchased from Lake County in 2015 for the purpose of fulfilling the vision of the City Council's adopted Downtown Master Plan. The Master Plan conceptualized transforming this property, which was previously occupied by a County Government Records Center, into a multi-level, mixed-use commercial development, with elements of open plaza space, multi-family residential and retail/office space, **"...through negotiations with potential developers"** - Page 102 Downtown Tavares Redevelopment Master Plan.

After the City acquired and converted the property to open public space, the City began marketing efforts to solicit private sector interest in purchasing and redeveloping this property consistent with the vision of the Master Plan. An initial RFP was conducted in late 2015/early 2016, resulting in **no market interest nor proposals**. Subsequently, a contractual engagement with a Commercial Real Estate Broker was entered into for a 2-year period. Due to soft market conditions at the time, the City received **no interest from the private sector** and the Council directed staff to suspend active marketing efforts on the property until more favorable market conditions emerged.

As market conditions became more favorable in 2022, in May of that year, Council approved staff for the third time to seek interest in Tavares Square from private developers by conducting another RFP solicitation process to solicit a potential developer for the sale and redevelopment of the Tavares Square property consistent with the Downtown Master Plan. RFP solicitation # 2022-0014 resulted in four (4) proposals being received at the proposal 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 these firms. The result was a tie score between Cagan Management and G3 Development being the top two ranked firms.

These two mixed use proposals from these two top ranked firms were presented to Council at the previous Council meeting for the purpose of selecting one of the two firms to negotiate a contract with and then bringing that negotiated contract back to Council for consideration and final approval. Both firms presented the Council with an overview of their proposed projects at the meeting. After receiving, reviewing, and discussing the proposals, the Council determined that additional information should be provided to the two (2) proposers on what the Board is looking for, in addition to the Board needing more information before the board could make a decision to award the project to one of the firms for contract negotiations.

This item has therefore been brought back to City Council for further consideration and it is recommended that:

1: Council hold a discussion on what they are looking for from the proposers for the site and upon the conclusion of these discussions, that

2: The top two ranked Proposers fine tune their proposals or not over the next two weeks based on this Council input for a final submittal by the two top ranked firms to the City Council at the next meeting for consideration and selection of the number one ranked firm to negotiate a contract with.

After the Board selects the number one ranked firm at the next meeting, staff will negotiate a contract with that firm and bring a negotiated contract back to the Council for consideration and approval at a subsequent meeting.

The previously provided RFP Solicitation #2022-14 document (as well as the Cagan Management and G3 proposals are attached.

OPTIONS:

1. Council discuss and provide input as to what they are looking for from the two top ranked firms and then request that Cagan Management and G3 Development re-submit their proposals with any revisions they may or may not want to make based on the City Council's input.
2. Select a firm to negotiate a contract with and bring that contract back at a subsequent meeting for Council consideration and approval.
3. Reject all proposals and start over again.

STAFF RECOMMENDATION:

Staff recommends option #1.

FISCAL IMPACT:

No Fiscal Impact associated with selecting an RFP to negotiate a contract with.

LEGAL SUFFICIENCY:

Legally Sufficient.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Tavares Square 2022-0014_
2. addendum 1 2022-0014
3. RFP2022-0014Copy of ScoreSheet
4. RFP 2022-0014 Tavares Cagan Urban Development E Copy
5. G3_TavaresRFP_Digital Copy_FA

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
2/1/2023**

AGENDA TAB NO.: 7

SUBJECT TITLE: Select Contractor for the new Public Works Operations Center (Public Works)

OBJECTIVE:

For Council to select the contractor who submitted the lowest responsive Construction Bid for the new Public Works Operations Center and authorize staff to negotiate a contract that is within budget for Council's consideration and approval at a subsequent meeting.

SUMMARY:

On October 29th, 2021, Governor Ron Desantis awarded the City of Tavares six (6) million dollars through the Florida Job Growth Grant Fund to complete the funding program for the new Public Works Operations Center that will accommodate the entire operation of the City of Tavares Department of Public Works and serve as a regional transportation training and innovation center for the City of Tavares and Lake Technical College's Diesel and Automotive program. On May 4th, 2022, representatives from GatorSkitch, Lake Technical College, and City Staff presented to City Council the interlocal agreement and Architectural Site Plan for the new Public Works Operations Center. At that meeting, the City Council approved the interlocal agreement, schematic design, and authorized staff to finalize the design, develop the construction documents and bid the job out. An Invitation to Bid for the construction of the new Public Works Operations Center (ITB No. 2023-0005) was opened publicly on November 19th, 2022, and closed on January 18th, 2023, at 2:00 pm, resulting in the receipt of three (3) bids as follows:

DE Scorpio Corporation	\$21,327,007.00
Mark Cook Builders, Inc.	\$22,121,068.00
Charles Perry Partners, Inc.	\$23,786,686.00

The budget for the construction portion of this project is \$19,489,517 placing the low bid of \$21,327,007 at 8% above budget (\$1,837,489).

Pursuant to the attached engineer's recommendation, it is recommended the Council:

1. Select DE Scorpio Corporation as the lowest most responsive bidder for the project
2. Instruct staff and the engineers to negotiate a construction contract with the low bidder that is within budget.
3. Bring back to Council at a subsequent meeting a negotiated construction contract within budget for Council consideration and approval.

OPTIONS:

Option #1.

- A. Select DE Scorpio Corporation as the lowest most responsive bidder for the project

- B. Instruct staff and the Engineer to negotiate a contract within budget.
- C. Bring back to the Council at a subsequent meeting a construction contract within budget.

Option #2. Re-Bid the project

STAFF RECOMMENDATION:

Option #1. Council moves to:

- A. Select DE Scorpio Corporation as the lowest most responsive bidder for the project
- B. Instruct staff and the Engineer to negotiate a contract within budget.
- C. Bring back to the Council at its next meeting a construction contract within budget.

FISCAL IMPACT:

The total budget for the construction portion of this project is \$19,489,517*. The low bid is \$21,327,007.00, placing the bid at \$1,837,489 (8%) above budget.

City Council approved revenues for the project are:

1. State DEO Grant	\$6 million (26%)
2. State Appropriations Grant	\$4.15 million (18%)
3. L.C. Workforce Development Grant	\$3.5 million (15.2%)
4. Lake County GDBG Grant	\$775,497 (3.4%)
5. ARPA Grant	\$3.1 million (13.5%)
6. Solid Waste Savings Reserve	\$1 million (4.3%)
7. City portion	<u>\$4.5 million (19.5%)</u>
Total	\$23,025,497

Expenses:

1. Design, Engineering, Construction Mgt, SECO Power:	\$2,240,901 (9%)
2. Furnishings, Furniture & Equipment (FF&E)	\$1,295,079 (5.6%)
3. Amount available for Construction* and Contingencies is	<u>\$19,489,517 (84.6%)</u>
Total	\$23,025,497

*Note: Amount available includes construction of buildings, Site Work, Infrastructure and reserves for contingencies.

LEGAL SUFFICIENCY:

YES

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

- 1. Tavares PW GSC Bid Recommendation 1-26-23

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
2/1/2023**

AGENDA TAB NO.: 8

SUBJECT TITLE: Fairgrounds Horizon Team (City Administrator)

OBJECTIVE:

To select a Council member as liaison to the Fairground Horizon Team

SUMMARY:

Lake County Fairgrounds is exploring a relocation to Tavares across the street from Mirical Field off CR 448 next to the Animal Shelter. As this County project takes shape, a concerted coordination effort will take place between Lake County, the Fairgrounds Board and Tavares to address utilities, traffic, support hotels and other related economic support and infrastructure. Having a Council member join the Horizon Team (City Administrator, Economic Development Director, Utilities Director and Public Works Director) to report back to Council on progress and needs will benefit the project and Council.

OPTIONS:

1. Select a Council member to join the Fairgrounds Horizon Team
2. Do not select a member to join the Fairgrounds Horizon team.

STAFF RECOMMENDATION:

Select a member to join the fairgrounds team.

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
2/1/2023**

AGENDA TAB NO.: 9

SUBJECT TITLE: Award of Quote for Fred Stover Sports Complex Appraisal (Community Services)

OBJECTIVE:

To award the lowest quote price for the appraisal of the Fred Stover Sports Complex to Pomeroy Appraisal Associates of Florida, Inc.

SUMMARY:

Attached is a letter from the School Board of Lake County, Florida expressing their interest in purchasing the Fred Stover Sports Complex. Previously, at the November 2, 2022 meeting, the council directed staff to begin negotiating a purchase & sale agreement with the school board for the property. Staff has met with school board representatives and is currently developing that agreement and a negotiated sale price. An appraisal of the property is needed, and staff has solicited three price quotes as follows:

1. Pomeroy Appraisal Associates of Florida, Inc - \$4,800
2. Clayton, Roper & Marshall Inc. - \$6,500
3. The Spivey Group, Inc. - \$7,450

Staff is seeking council authorization to move forward with the lowest price quote from Pomeroy Appraisal Associates of Florida in order to proceed with the purchase & sale agreement negotiations. Funds for the appraisal are available in the City Administrator's FY23 Contingency line item for miscellaneous purchases. Once the appraisal is complete, staff will bring the purchase & sale agreement back to council with the negotiated sale price for approval.

OPTIONS:

1. Authorize staff to move forward with the lowest price quote from Pomeroy Appraisal Associates of Florida
2. Do not authorize staff to move forward with Pomeroy Appraisal Associates of Florida

STAFF RECOMMENDATION:

1. Authorize staff to move forward with the lowest price quote from Pomeroy Appraisal Associates of Florida

FISCAL IMPACT:

\$4,800 budgeted in the City Administrator's FY23 Contingency line item for miscellaneous purchases

LEGAL SUFFICIENCY:

Meets legal sufficiency

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Superintendent Letter of Intent to Purchase

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
2/1/2023**

AGENDA TAB NO.: 10

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 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	February 28, 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	February 22, 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_1.23.2023

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
2/1/2023**

AGENDA TAB NO.: 11

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.