



**AGENDA**  
**TAVARES CITY COUNCIL**  
**March 15, 2023**  
**4:00 PM**  
**TAVARES CITY HALL COUNCIL CHAMBERS**  
**201 E MAIN STREET, TAVARES**

(Members of the public wishing to speak on an item that is on the agenda must fill out a Request to Speak form available from the City Clerk or at the Council Meeting prior to the meeting being called to order. In addition, the Mayor will ask for comment under the agenda item titled "Audience to be Heard" for matters not on the Agenda. For further information contact the City Clerk at (352) 742-6209 or [snovack@tavares.org](mailto:snovack@tavares.org))

**I. CALL TO ORDER**

**II. INVOCATION/PLEDGE OF ALLEGIANCE**

Tab 1            Pastor Jamison Elder, Umatilla Baptist Church

**III. APPROVAL OF AGENDA**

**IV. PROCLAMATIONS/PRESENTATIONS**

Tab 2            Citizen Donation Program (Mayor)

Tab 3            Tavares Chamber of Commerce Update

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

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

**VII. CONSENT AGENDA**

Tab 4            Approval of the March 1, 2023, City Council Regular Meeting Minutes (City Clerk)

**VIII. RESOLUTIONS**

Tab 5            Resolution 2023-03– SRF Lake Hermosa Design Loan DW35080 Second Amendment (Finance)

Tab 6            Resolution 2023-04 - Acceptance of United States Department of Justice Edward Byrne Memorial Justice Assistance Grant (Finance)

**IX. ORDINANCES - PUBLIC HEARING**

**First Reading**

**Second Reading**

**X. GENERAL GOVERNMENT**

- Tab 7            Board Appointment - City Representative to the Lake County Arts & Cultural Alliance - Alternate Position (Mayor)
- Tab 8            Updated Interlocal Agreement Between City of Tavares & Lake Technical College (Public Works)
- Tab 9            Award Construction Contract for the New Public Works Operations Center (Public Works)
- Tab 10           Hurricane Nicole Marina Repair Funding (Finance)

**XI. NEW BUSINESS**

**XII. OLD BUSINESS**

**XIII. AUDIENCE TO BE HEARD**

**XIV. REPORTS**

- Tab 11           City Administrator Report
- Tab 12           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  
3/15/2023**

**AGENDA TAB NO.: 1**

**SUBJECT TITLE: Pastor Jamison Elder, Umatilla Baptist Church**

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**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  
3/15/2023**

**AGENDA TAB NO.: 2**

**SUBJECT TITLE: Citizen Donation Program (Mayor)**

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**OBJECTIVE:**

For the Mayor to present a Citizen Donation Program certificate to Carolyn Cox.

**SUMMARY:**

The City Council implemented a departmental Citizen Donation Program that not only recognizes and honors someone special in an individual's life, but also helps others through scholarship programs, purchases of new books for the Tavares Library Book Drive, or by donations to the First Responder Memorial Fountain.

Carolyn Cox is the City's first participant in the Citizen Donation Program in honor of her late husband, Randy Cox. Ms. Cox made her donation in the amount of \$250 to the Tavares Youth Recreation Scholarship Program and a 4-inch nameplate will be placed on the Wall of Appreciation at the Woodlea fields. The Tavares Youth Recreation Scholarship Program provides funding for children who cannot afford participation fees and costs.

Mayor Price will present a Citizens Donation Program certificate of appreciation to Carolyn Cox in recognition of her generous donation and being the first participant of the program.

**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  
3/15/2023**

**AGENDA TAB NO.: 3**

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

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**OBJECTIVE:**

To receive an update from the Tavares Chamber of Commerce.

**SUMMARY:**

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

**OPTIONS:**

N/A

**STAFF RECOMMENDATION:**

N/A

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

N/A

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

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
3/15/2023**

**AGENDA TAB NO.: 4**

**SUBJECT TITLE: Approval of the March 1, 2023, City Council Regular Meeting Minutes (City Clerk)**

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**OBJECTIVE:**

To consider approval of the March 1, 2023, City Council regular meeting minutes.

**SUMMARY:**

Attached are the March 1, 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 the Council's approval.

**FISCAL IMPACT:**

None.

**LEGAL SUFFICIENCY:**

Yes.

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

1. 03-01-2023 CC Minutes

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



**TAVARES CITY COUNCIL  
MEETING MINUTES  
MARCH 1, 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**

**John Drury, City Administrator  
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 Morgan Flagler, First Baptist Church of Tavares**

Pastor Morgan Flagler, First Baptist Church of Tavares, provided the invocation and led those present in the Pledge of Allegiance.

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

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

#### **MOTION**

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

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

#### **Tab 2. Proclamation – Employee Appreciation Day – March 3, 2023**

Mayor Price read a Proclamation declaring March 3, 2023, Employee Appreciation Day. Employee Appreciation Day was created by Dr. Bob Nelson, a founding member of Recognition Professionals International, in 1995 to reward and thank employees for their hard work and dedication to an organization. Employee Appreciation Day is held on the first Friday of March each year.

#### **MOTION**

**Troy Singer moved to approve the Proclamation, seconded by Sandy Gamble.**

Council Member Singer said Tavares had the best city employees who go above and beyond daily.

**The motion carried unanimously 5-0**

#### **Tab 3. Proclamation – Florida Government Finance Professional's Week – March 20-24, 2023**

Mayor Price read a Proclamation designating March 20 through March 24, 2023, as Government Finance Professionals Week. Government Finance Professionals Week is an event sponsored by the Florida Government Finance Officers Association (FGFOA) to recognize all government finance professionals who provide vital services to the state and communities.

#### **MOTION**

**Troy Singer moved to approve the Proclamation, seconded by Bob Grenier.**

Ms. Houghton thanked the Council and recognized the following Finance Department staff members in attendance: Purchasing Manager John Rumble, Finance Manager

Brianna Stack, Budget Analyst Brett Jones, Administrative Coordinator Kay Mayes, Staff Accountant Sue Sharp, and Accounting Clerk Judy Reid.

**The motion carried unanimously 5-0.**

**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 said there were no ordinances or resolutions before the Council for consideration.

**VII. CONSENT AGENDA**

Mayor Price asked if anyone wished to pull an item from the Consent Agenda for discussion. Mayor Price asked to pull the February 15, 2023, City Council minutes for discussion.

Mayor Price made the following change: change 'Ribbon on Ruby Street' to 'Rhythm on Ruby Street' where applicable.

**MOTION**

**Troy Singer moved to approve the minutes with corrections, seconded by Sandy Gamble. The motion carried unanimously 5-0.**

**Tab 4. Approval of the February 1 and February 15, 2023, City Council Regular Meeting Minutes**

*Approved on the Consent Agenda with changes.*

**VIII. RESOLUTIONS**

**IX. ORDINANCES – PUBLIC HEARING**

**First Reading**

**Second Reading**

**X. GENERAL GOVERNMENT**

**Tab 5. Fire Station 29 Air Quality Improvement Project**

Chief Keith made the following presentation:

March 1, 2023 – Tavares City Council Regular Meeting Minutes

Page **3** of **10**

*The Fire Department received a FEMA grant to improve air quality which called for the purchase and installation of a MagneGrip Diesel Exhaust Removal System at Fire Station 29. The equipment has been received. To complete the installation of the exhaust system, the Fire Station roof truss system will be retrofitted to support the weight load of the equipment.*

*The City Council has authorized \$103,000 in ARPA grant funds towards completing the roof truss system retrofit project. The project engineer (GatorSkitch) has designed the project and the Public Works Director has negotiated a contract and costs with Johnson-Laux Construction for two options for the City to select from as follows:*

*Option 1: Cost = \$271,162.81. This option strengthens the roof truss system and performs the bare minimum required to support the exhaust system equipment.*

*Option 2: Cost = \$342,230.35. This option includes strengthening the roof truss system plus adding a hard ceiling, lighting improvements, electrical improvements, and installation of air curtain fans at the two doors leading into the interior living spaces. (initial project goal)*

*It should be noted the City's Public Works Director selected Johnson-Laux Construction by utilizing the City's membership in the Sourcewell Local Government Purchasing Coop. Sourcewell provides support to local governments by pre-qualifying contractors for advanced procurement of various goods and services by utilizing a national competitive process. Attached is a letter from the Public Works Director recommending Johnson-Laux Construction to do the work.*

*Staff recommends Option 2: Award contract to Johnson-Laux Construction in the amount of \$342,230.35. Authorize staff to utilize ARPA contingency funds to complete this project.*

Chief Keith said the City engineer initially believed the trusses would hold the system's weight and cost \$103,000.

Mayor Price asked for comments from the Council.

Council Member Pfister asked how the truss issues and costs were missed when reviewing the project. Chief Keith said the City engineer, Gatorskitch, was not under contract and felt, at the time, \$103,000 would complete the project. Chief Keith said costs had increased, and noted securing contractors for small, complicated jobs was difficult.

Mr. Drury said the cost was an estimation by the engineer without utilizing a structural engineer who would have evaluated the actual needs and current conditions of the steel

structure to determine a true cost. Other factors included the increased price of steel construction costs.

Council Member Pfister inquired about selecting Option 1 to bring the air quality to standard and completing the remaining work later when prices decrease. Mr. Drury said engineering plans and permits could be impacted if the project was postponed. The City might also incur the cost of two mobilizations, and construction costs may stay the same or increase

Council Member Pfister asked for confirmation that the historic train station funds would not be utilized. Mr. Drury confirmed and said the funds would come from ARPA reserves. He advised that ARPA reserve funds were designated for project overages; most were complete at or under budget. Mr. Drury said the historic train station HVAC project would come before the Council separately at a future date.

Council Member Pfister asked if all the proposed improvements at the Fire Station pertained to air quality. Chief Keith confirmed. He said the lighting was an upgrade from incandescent bulbs to LEDs which would decrease some long-term costs. Council Member Pfister asked how the truss system was missed when the Fire Station was built. Chief Keith said the building was built in 2003, and he was unsure of the building codes then.

Vice Mayor Gamble said he appreciated Council Member Pfister's comments and supported Option 2 as ARPA reserve funds were available. He stated he felt the market prices might remain the same. He did not want to duplicate services and would be amenable to using historic train station HVAC funding if necessary.

Council Member Grenier said he appreciated Council Member Pfister's questions and concerns. He noted his support for Option 2 and asked how soon the project could begin. Mr. Dillon said the project could start immediately if Council elected Option 2.

Council Member Singer said the project began with Chief Keith seeking a grant to improve the building for the firefighters. He said the improvements were needed, the funds were available utilizing ARPA reserves, most projects were complete, and he favored moving forward with Option 2.

Council Member Singer asked why the project was not put out to bid. Mr. Drury said it would take three to four months to complete the bidding process. He stated the project required a procurement process with a pre-qualified contractor or going out to bid. Mr. Drury said using a pre-qualified contractor expedited the project while following federal procurement rules. Mr. Dillon noted the grant would expire in June 2023. Council Member Singer said Chief Keith believed the project was necessary to improve air quality at the fire station and noted funds were available. He commended Mr. Dillon for obtaining the best option and supported Option 2.

Mayor Price asked if all air quality issues would be addressed with Option 2. Chief Keith confirmed, barring unforeseen circumstances. He said there was a new air conditioning system at the station, and the project before the Council was the last part of the air quality envelope.

Mayor Price asked if Option 1 and Option 2 amounts were in addition to the \$103,000 or included in those amounts. Chief Keith said it is in addition to the \$103,000.

Mayor Price asked if there was another funding source available. Mr. Drury confirmed and said General Fund Reserves. He said ARPA reserves would be the first line of defense, and Option B would use General Fund Reserves.

### **MOTION**

**Sandy Gamble moved to approve Option 2, seconded by Bob Grenier. The motion carried unanimously 5-0.**

### **Tab 6. Utilities Department Update**

Mr. Clark provided a Utility Department update with some of the following highlights:

- Water, sewer, and stormwater were permitted through FDEP, and the City received positive audits in 2022. The wastewater plant was scheduled to obtain a 10-year permit in June 2023, one of the 27% of cities to achieve a ten-year permit out of 4100 agencies.
- Tim Claiter was promoted to the position of Wastewater Plan Manager due to retirement. Mr. Claiter had 11 years of experience with the City, and a succession plan was in place for all management positions.
- Angel Acosta, Wastewater Trainee, would receive his city wastewater license the following week. He met all state requirements and was available on weekends and evenings.
- ARPA projects:
  - \$56,000 improvements to the entrance of Lake Francis Estates had been completed. He thanked the Council for their support.
  - Modification to the parking lot at West Wooton Park was completed.
- Lake Francis Estates was completed with a few administrative items pending. The state inspected the project, which came within or slightly under budget. The Finance Department handled the payments and administration portion of the \$7 million dollar project, and lowering the water crossing St. Clair Abrams would be a future project.
- Lakeview Drive was a top priority for stormwater improvements. Phase 1 was completed in 2022. Phase 2 was identified and designed, and a Notice to Proceed was issued.
- Woodlea Road extension was approved, and a Notice to Proceed was issued. The project would begin by May 1. He said the contractor is contacting Lake

County regarding road lane closures which could include two lanes for 3.5 months or one lane for six months.

- Base Read/Neptune 360 project started 6 or 7 years ago and was 65-70% complete. The project would include three more phases and allows staff to read water meters from their desks.
- To support the Avalon/Hermosa project, Lake Hermosa Booster Pump Station included a temporary booster station to supply pressure. The City and Avalon/Hermosa entered an agreement to provide water capacity for Phases 1 and 2. The Council approved the design of the Booster Pump Station; Avalon/Hermosa gave the City the land. The next phase of the project would be provided to the Council at a future date.
- A \$753,910.00 grant was submitted to the Lake County Water Authority (LCWA) and State Representative Truenow at 100% funding for a pond on St. Clair Abrams. He said the project might include a sidewalk. The LCWA awarded half of the requested funding during their January 2023 meeting, and Mr. Clark hopes to bring back the remaining funding through additional grants.

Mayor Price, Vice Mayor Gamble, and Council Member Singer thanked Mr. Clark for the Utilities Department update.

#### **Tab 7. Police K9 Program Update**

Chief Coursey made the following presentation:

*A K9 enclosure for a patrol vehicle has been ordered and will be received and installed in six (6) weeks. Once the enclosure has been installed, the two assigned Police Officers will be dispatched to Southern Coast Kennels, located in New Smyrna Beach, Florida, to select their new K9 partner. A Police Lt. and the Police Chief will accompany the two (2) Officers during this process.*

*The process of selecting the K9 is somewhat unique. The officers will be placed in a kennel with approximately 10 dogs. The trainers will observe and monitor the dog's interactions with these new K9 officers and will select the dog that best fits each respective officer. Once selected, the officer will bring home their new partner to begin the bonding, which will take approximately 1-2 weeks. After the one-on-one bonding process, the officers will then bring their dogs back to Southern Coast Kennel to begin a 4-week handler training course, which will provide instruction on how to utilize the dogs for patrol purposes. The dogs from Southern Coast Kennels will be approximately 15-20 months old at the time of selection and are from Europe.*

*The Department anticipates activating the K9 program to assist citizens late Spring, or early summer.*

**XI. NEW BUSINESS**

**XII. OLD BUSINESS**

**XIII. AUDIENCE TO BE HEARD**

Jed Wolcott, 1150 Lake Dora Drive, Tavares, said he would like assistance to move a dock permit forward that had been under a lengthy review. Mr. Drury said staff would look into the status of the permit.

Gary Santoro, Royal Harbor, thanked Council Member Singer for his comments regarding his appreciation for the City employees. He commended Mr. Drury and the staff for their hard work.

**XIV. REPORTS**

**Tab 8. City Administrator Report**

City Administrator

Mr. Drury said Mr. Dillon had done a great job on a micro surface program for the City to extend the Council's available budget for repaving streets. He said funds remained to repave the west end of Main Street, and the surfacing would be completed in approximately thirty days. Mr. Drury noted the electrical and lighting were complete, and the totality of the incremental improvements was significant.

Department Directors

Chief Coursey commended Ms. Houghton and the Finance Department Team.

Mr. Dillon said the City was able to utilize ARPA funds and catch up on 11 years' worth of road deficits. He thanked the Council.

Mr. Tweedie thanked Mayor Price for joining him and Mr. Drury and Lake County Commissioner Smith in hosting a group from the City of St. Cloud, the newest City in Florida to join the Florida Aviation System to obtain a publicly licensed seaplane base. He said staff had worked with St. Cloud over the past several years, and they visited Tavares to fact-find for their next implementation phase. Mayor Price said they were overwhelmed by how great the Tavares Seaplane Base was.

Mr. Tweedie said Planes Tunes & Barbeque would kick off the event season on March 10 through 11, 2023. He invited those present to the event and said there would be music, entertainment, and the City's first drone show. Mr. Tweedie commended Ms. Houghton and the Finance Team.

Chief Keith said a pinning ceremony for newly promoted and hired employees would be held on March 8, 2023, at 4:00 p.m., at the Public Safety Building. He said the Council

received an email invitation. He noted recent retirements created opportunities for promotions.

Ms. Bublitz said a hotdog tailgate lunch would be held on March 3, 2023, from 11:30 a.m. to 1:30 p.m. at the Civic Center for Employee Appreciation Day.

Mr. Aldrich said Babe Ruth opening day ceremonies would be held on March 4, 2023, beginning at 10:00 a.m. He said on March 11, 2023, at 9:30 a.m., the Tavares Friends of the Library would hold a pet parade around the library and Civic Center Ridge Park area.

Ms. Houghton thanked the Department Directors and their staff for assisting the Finance Department. She noted auditors would be on site the following week and said the Finance and Utilities departments worked together on many projects, including the Base Read/Neptune 360 project. Ms. Houghton said the Utilities Department worked with the hardware, and the Finance Department worked with integrating the finance system. Together utility readings are completed more expeditiously and efficiently moving forward in the future. She said one of the goals of the Council was to work better and not necessarily harder. She thanked the Council for supporting the staff's endeavors to bring technology to fruition.

### **Tab 9. City Council Member Reports**

#### **Vice Mayor Gamble**

- He said he had a scheduling conflict and could not attend the Employee Appreciation Tailgate Lunch.
- He said the Tavares employees were special. He said the departments work together to make the city the best, and he tries to attend all events.

#### **Council Member Singer**

- He said he attended the quarterly B.E.T.T.E.R. meeting hosted by Pastor Watkins. He thanked Pastor Watkins for his efforts and Mayor Price and Vice Mayor Gamble for attending.
- He said he looked forward to the drone show at the Planes, Tunes & Barbeque event, a first of its kind in Lake County.
- He said he looked forward to the Babe Ruth opening day, ceremony, and Employee Appreciation Tailgate Lunch.
- He said he had a scheduling conflict and would not be available for the Fire Department Pinning Ceremony. He asked Chief Keith to congratulate the new firefighters and those who received promotions.
- He said the Finance Team did a fantastic job and thanked Ms. Houghton and the Finance staff.

#### **Council Member Pfister**

- She said the City of Tavares employees were the best and worked well together.
- She said the volleyball courts at Pontoon Promenade were lighted and busy, and it was nice to see the project complete and enjoyed by the citizens.
- She commended Chief Coursey and said she had heard wonderful comments about her leadership from the community.

Council Member Grenier

- He noted March was Women's History Month. He recognized many past and present women in the City of Tavares.
- He said March 10 was the birth date of Major St. Clair Abrams, who founded Tavares and Lake County.

Mayor Price

- He said he looked forward to the Babe Ruth Opening Ceremony and noted his son played with the league for many years.
- He said he looked forward to the Planes, Tunes & Barbeque event.
- He thanked the staff and said they were the most professional and efficient group.

**XV. ADJOURNMENT**

There was no further business and Mayor Price adjourned the meeting at 5:01 p.m.

Respectfully,

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Susie Novack, MMC, FCRM  
City Clerk

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
3/15/2023**

**AGENDA TAB NO.: 5**

**SUBJECT TITLE: Resolution 2023-03– SRF Lake Hermosa Design Loan DW35080 Second Amendment (Finance)**

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**OBJECTIVE:**

Request Council to approve Resolution 2023-03 and authorize the Mayor to execute Loan Amendment Number Two (2) for State Revolving Loan No. DW350980 from the Florida Department of Environmental Protection (FDEP) which changes the date of the first loan payment from February 15, 2023 to February 15, 2025.

**SUMMARY:**

Previously, the City Council Adopted Resolution 2021-14 authorizing the application and acceptance of a State Revolving Loan for Project DW350980, for design activities for the Lake Hermosa Permanent Booster Pump Project. The original loan document was executed on July 15, 2021 with a disbursable loan amount of \$240,000.

On April 21, 2022, the City Council of the City of Tavares adopted Resolution 2022-07 which provided a term extension for completion of the project, set the first repayment date as February 15, 2023.

This amendment, Amendment Two (2) provides additional time for the completion date for the project, and the Amendment changes the date for the first semi-annual loan payment from February 15, 2023 February 15, 2025. (Changes are shown in italics.)

- Design activities – disbursable amount is \$240,000
- Capitalized interest (non-disbursable) amount is \$500
- Estimated loan service fee is \$4,800
- Semi-annual loan payments are estimated at \$12,972
- The first semi-annual loan payment is due ~~February 15, 2023~~, *February 15, 2025*
- Loan term is Ten (10) years
- Annual loan interest rate is 1.08%

**OPTIONS:**

1. **Move to approve Resolution No. 2023-03 which authorizes** the Mayor to execute SRF Loan DW350980 Amendment Two (2).
  
2. **Do not approve**

**STAFF RECOMMENDATION:**

**1. Move to approve Resolution No. 2023-03 which authorizes** the Mayor to execute SRF Loan DW350980 Amendment Two (2).

**FISCAL IMPACT:**

Semi-Annual Loan repayments will remain unchanged at \$12,972.

Loan amount remains unchanged.

The loan term remains unchanged.

The loan interest rate remains unchanged.

**LEGAL SUFFICIENCY:**

Legally Sufficient.

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

1. Resolution 2023-03 SRF WW 350980 Lake Hermosa-Avalon\_Booster Pump Design Amend 2
2. City of Tavares - DW350980 A2

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
3/15/2023**

**AGENDA TAB NO.: 6**

**SUBJECT TITLE: Resolution 2023-04 - Acceptance of United States Department of Justice Edward Byrne Memorial Justice Assistance Grant (Finance)**

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**OBJECTIVE:**

Consider approval of Resolution 2023-04 authorizing acceptance of the United States Department of Justice JAG Grant.

**SUMMARY:**

The City of Tavares Police Department was awarded a United States Department of Justice (US DOJ) Edward Byrne Memorial Justice Assistance Grant (JAG) to purchase four body-worn cameras, one smart upload station, and five dock charging ports to upgrade the current body camera system in place.

Details of the grant include the following:

- Agreement Number: 8C133.
- Pass-through Entity: Florida Department of Law Enforcement.
- Subrecipient: City of Tavares.
- Grant Award: \$4,062.
- No grant match required.
- Award Period: 10/1/2022 – 9/30/2023.

The grant is subject to all applicable rules, regulations, and conditions, as contained in the Department of Justice Grants Financial Guide, and the Office of Management and Budget Uniform Grant Requirements (2 C.F.R. Part 200).

**OPTIONS:**

**Option 1:** Move to approve resolution 2023-04 authorizing the Chief of Police and Mayor to execute the wireless surveillance camera JAG grant.

**Option 2:** Do not approve resolution 2023-04.

**STAFF RECOMMENDATION:**

**Option 1:** Move to approve resolution 2023-04 authorizing the Chief of Police and Mayor to execute the wireless surveillance camera JAG grant.

**FISCAL IMPACT:**

\$4,062 will be budgeted in the Fiscal Year 2023 Budget.

**LEGAL SUFFICIENCY:**

Legally Sufficient

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

1. Resolution 2023\_04 Acceptance of Jag Grant

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

## **RESOLUTION 2023-04**

### **A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, AUTHORIZING THE ACCEPTANCE OF A JUSTICE ASSISTANCE GRANT FROM THE UNITED STATES DEPARTMENT OF JUSTICE TO PURCHASE FIVE DOCK CHARGING PORTS FOR THE BODY CAMERA SYSTEM**

**WHEREAS**, the Florida Department of Law Enforcement as a pass-through entity for the United States Department of Justice has awarded the City of Tavares an Edward Byrne Memorial Justice Assistance Grant (JAG).

**WHEREAS**, the grant awarded by the Florida Department of Law Enforcement represents a program to assist municipal law enforcement agencies in their effort to combat crime.

**WHEREAS**, the Justice Assistance Grant provides funding to purchase four body-worn cameras, one smart upload station, and five dock charging ports to upgrade the current body camera system in place in the amount of \$4,062.

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

**SECTION I.** The Chief of Police and Mayor are hereby authorized to execute an award Agreement with the Florida Department of Law Enforcement for award of an Edward Byrne Memorial Justice Assistance Grant. Elements of the award include:

- Agreement Number: 8C133
- Pass-through Entity: Florida Department of Law Enforcement.
- Subrecipient: City of Tavares.
- Grant Award: \$4,062.
- No grant match required.
- Award Period: 10/1/2022 – 9/30/2023.
- The grant is subject to all applicable rules, regulations, and conditions, as contained in the Department of Justice Grants Financial Guide, and the Office of Management and Budget Uniform Grant Requirements (2 C.F.R. Part 200).

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

**SECTION III.** This Resolution shall become effective immediately upon its passage and adoption.

**PASSED AND ADOPTED this 5th day of March 15, 2023, by the City Council of the City of Tavares, Florida.**

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

ATTEST:

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Susie Novack  
City Clerk

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Approved as to form:  
Lindsey Holt  
City Attorney

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
3/15/2023**

**AGENDA TAB NO.: 7**

**SUBJECT TITLE: Board Appointment - City Representative to the Lake County Arts & Cultural Alliance - Alternate Position (Mayor)**

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**OBJECTIVE:**

For the Mayor to recommend the appointment of the Alternate City Representative to the Lake County Arts & Cultural Alliance Committee, for Council's approval.

**SUMMARY:**

An opportunity is provided for the Mayor to recommend the appointment of an Alternate City Representative to the Lake County Arts & Cultural Alliance Committee. The appointment is for a three-year term from March 2023 through March 2026. Currently, Iliana Buigas serves as the City Representative. An application has been received from Erika Buigas to serve as the Alternate. No other applications have been received. The City advertised the open position in the Daily Commercial and on the City website.

**OPTIONS:**

1. For the Mayor to recommend the appointment of Erika Buigas as the Alternate City Representative to the Lake County Arts & Cultural Alliance Committee, with approval from the Council.
2. Do not make an appointment at this time.

**STAFF RECOMMENDATION:**

Option 1, for the Mayor to recommend the appoint of Erika Buigas as the Alternate City Representative to the Lake County Arts & Cultural Alliance Committee, with approval from the Council.

**FISCAL IMPACT:**

None.

**LEGAL SUFFICIENCY:**

Yes.

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

1. Erika Buigas Application
2. Proof of Publication - LCACA

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



**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
3/15/2023**

**AGENDA TAB NO.: 8**

**SUBJECT TITLE: Updated Interlocal Agreement Between City of Tavares & Lake Technical College (Public Works)**

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**OBJECTIVE:**

Council to approve the revised agreement and funding program with Lake Technical College to codify the partnership in developing and maintaining a joint-use Lake Technical Educational Facility co-located with the new proposed City Public Works Facility.

**SUMMARY:**

On May 4th, 2022, Council approved the interlocal agreement for Lake Technical College to co-locate their student educational, instructional, and certification transportation programs at the City of Tavares' new Public Works Operations Center. Over the past year, Lake Technical College and the City secured an additional \$4 million in State Appropriations and a \$105,000 non-matching grant from Lake County Water Authority. The original agreement describes and agrees to an \$18,875,497 funding program which was depicted in Exhibit B. The revised budget currently equates to \$22,980,497, which reflects the additional \$4,105,000.00 in non-matching grants. Therefore, City Staff is seeking Council Approval of the updated agreement and funding program depicted in Exhibit B. The attached agreement has been developed by City and Lake Tech. Administration and reviewed, edited, and finalized by the two respective City and Lake Tech. attorneys.

Salient points include:

1. Identifying the Public Works Director as the project manager and providing an opportunity for Lake Tech to appoint its Project manager.
2. The Architectural Site Plan (Exhibit A) depicting the project has been approved by both parties.
3. Describes the payment process that both parties agree to for architectural and construction services.
4. Describes the collaborative process between City and Lake Tech on approval of the Architectural plans.
5. Describes and agrees to the \$22,980,497 funding program depicted in (Exhibit B).

**OPTIONS:**

Option #1. Move to approve the revised interlocal agreement, and authorize the City's Administrator to execute the same.

Option #2. Make changes and then approve the agreement.

**STAFF RECOMMENDATION:**

Option #1. Move to approve the revised interlocal agreement, and authorize the City's Administrator to

execute the same.

**FISCAL IMPACT:**

See Exhibit B of the attached Agreement which reflects and breaks down the \$22,980,497 joint-use facility as follows:

\$17,480,497 Grants (76% of project costs)

\$ 5,500,000 Previously approved City funding (24%)

\$22,980,497 (Total Project Cost for joint use of new Public Works Operations Center)

**LEGAL SUFFICIENCY:**

Legally Sufficient.

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

1. First Amendment to Agreement
2. Exhibit A Tavares Site Plan - reduced-labeled
3. Exhibit B - Lake Tech MOU Amendment

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
3/15/2023**

**AGENDA TAB NO.: 9**

**SUBJECT TITLE: Award Construction Contract for the New Public Works Operations Center  
(Public Works)**

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**OBJECTIVE:**

For the Council to award the negotiated construction contract to DE Scorpio Corporation, who submitted the lowest responsive Construction Bid for the new Public Works Operations Center, and issue an Intent of Award.

**SUMMARY:**

On November 19th, 2022, An Invitation to Bid for the construction of the new Public Works Operations Center (ITB No. 2023-0005) was opened publicly and closed on January 18th, 2023, at 2:00 pm, resulting in the receipt of three (3) bids. On February 1st, 2023, Council selected DE Scorpio Corporation, who submitted the lowest responsive Construction Bid for the new Public Works Operations Center, and authorized staff to negotiate a contract that is within budget for Council's consideration and approval at a subsequent meeting. At that time, the budget for the construction portion of this project was \$19,489,517, placing Scorpio's bid of \$21,327,007 at 8% above budget (\$1,837,489). City staff is pleased to report that the newly negotiated contract equates to \$19,300,000.00, placing the project below budget. Therefore, City staff as well as the Architect on record, is seeking Council's approval to award the contract to DE Scorpio Corporation and authorize the City's Administrator to execute the attached Letter of Intent Award and Contract.

**OPTIONS:**

Option #1. Council moves to award the contract to De Scorpio for the construction of the multi-phase Public Works Operations Center including the Lake Tech - Tavares Transportation Facilities in the amount of \$19,300,000.00 and authorize the City's Administrator to execute all pertinent agreements.

Option #2. Council does not approve.

**STAFF RECOMMENDATION:**

Option #1. Council moves to award the contract to De Scorpio for the construction of the multi-phase Public Works Operations Center including the Lake Tech - Tavares Transportation Facilities in the amount of \$19,300,000.00 and authorize the City's Administrator to execute all pertinent agreements.

**FISCAL IMPACT:**

Previously, the total budget for the construction portion of this project was \$19,489,517\*. The newly negotiated contract equates to \$19,300,000.00, placing the project below budget.

City Council approved revenues for the project are:

|                                   |                |
|-----------------------------------|----------------|
| 1. State of Florida DEO Grant     | \$6,000,000.00 |
| 2. State Appropriations Grant     | \$4,000,000.00 |
| 3. LC Workforce Development Grant | \$3,500,000.00 |
| 4. Lake County CDBG Grant         | \$775,497.00   |
| 5. ARPA Grant                     | \$3,100,000.00 |
| 6. Solid Waste Savings Revenue    | \$1,000,000.00 |
| 7. City Portion                   | \$4,500,000.00 |
| 8. LCWA Grant                     | \$105,000.00   |

**Total Revenue: \$22,980,497.00**

Expenses:

|                                                             |                 |
|-------------------------------------------------------------|-----------------|
| 1. GatorSkitch Design Services                              | \$2,102,861.60  |
| 2. Southeastern Surveying                                   | \$12,651.00     |
| 3. Universal Engineering                                    | \$3,400.00      |
| 4. Universal Engineering GeoTech                            | \$14,850.00     |
| 5. Seco Site Power Build                                    | \$70,081.63     |
| 6. Kimley-Horn PO 212677                                    | \$7,500.00      |
| 7. *Furniture, Fixtures, and Equipment                      | \$1,469,152.77  |
| 8. The amount available for Construction* and Contingencies | \$19,300,000.00 |

**Total Expenses: \$22,980,497.00**

\*Note: Amount available includes the construction of buildings, site work, infrastructure, and reserves for contingencies.

**LEGAL SUFFICIENCY:**

Legally Sufficient.

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

1. A101-2017 - TavaresPW-Genera ConstructionContract\_3-03-23 - Scorpio(1) - Final - (1)
2. A201-2017 - TavaresPW-Genera ConstructionContract\_3-2-23 - Final - (1)
3. Letter of Intent - Scorpio

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
3/15/2023**

**AGENDA TAB NO.: 10**

**SUBJECT TITLE: Hurricane Nicole Marina Repair Funding (Finance)**

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**OBJECTIVE:**

To reallocate available proceeds from City of Tavares Capital Improvement Note, Series 2020 A&B for marina repairs due to damage from Hurricane Storm Nicole.

**SUMMARY:**

Hurricane Nicole made landfall in the early morning hours of November 10, 2022 on the East Coast of Florida and tracked Northwest into Central Florida impacting all of Lake County, including Tavares and our Marina at the Lake Dora waterfront, with sustained tropical storm and hurricane force winds. The high sustained winds created waves of 5 to 6 feet continuously for several hours which resulted in significant, but not catastrophic, damage to sections of the marina floating docks.

Damages to the marina docks include the separation of 8 separate floating dock float compartments from the underside of the docks, (1) one of which requires complete replacement and (7) seven others that need to be reinstalled. In addition, there was approximately 200' of rub rail that was damaged and needs to be replaced as well. This physical damage requires specialized labor involving divers and other certified personnel. Replacement of these floating units are essential and required to maintain the physical integrity of the entire floating dock system.

Rush Marine LLC, the company that built the Marina, is able to repair the damage at a cost of \$75,944. The City received an insurance settlement of \$33,975 to pay for the repairs. An additional \$44,019 will be required from other available funding sources to complete the repair.

In 2020, Capital Improvement Note 2020 A & B (\$1,915,000) was approved by the City Council for various capital projects. Approximately \$79,679 remains unappropriated and available for use on capital projects. This money must be spent to close out the note; therefore, it is recommended that the City Council appropriate \$44,019 of available funding from Capital Improvement Note 2020 A & B towards the Marina repairs.

**OPTIONS:**

**Option 1:** Authorize staff to award the contract to Rush Marine LLC and appropriate \$44,019 in available funding from Capital Improvement Note 2020 A & B.

**Option 2:** Do not appropriate \$44,019 in available funding from Capital Improvement Note 2020 A & B and provide staff with an alternative funding solution for the repairs.

**STAFF RECOMMENDATION:**

**Option 1:** Authorize staff to award the contract to Rush Marine LLC and appropriate \$44,019 in available funding from Capital Improvement Note 2020 A & B.

**FISCAL IMPACT:**

Marina Repair Cost: \$77,994.

Insurance Proceeds: \$33,975.

Amount Required from Other Funding Sources: \$44,019.

Amount Available from Capital Improvement Note 2020 A&B: \$79,679.

Amount Remaining from Capital Improvement Note 2020 A&B After Appropriating \$44,019 for the Repair: \$35,660.

**LEGAL SUFFICIENCY:**

Legally Sufficient

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

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
3/15/2023**

**AGENDA TAB NO.: 11**

**SUBJECT TITLE: City Administrator Report**

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**OBJECTIVE:**

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

**SUMMARY:**

The City Administrator will provide a summary at the meeting.

**UPCOMING MEETINGS:**

|                                             |                                                                                                                         |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| City Council Meetings                       | April 5, 2023, 4:00 p.m., Tavares City Council Chambers<br><br>April 19, 2023, 4:00 p.m., Tavares City Council Chambers |
| Planning and Zoning Board Meeting           | March 16, 2023, 3:00 p.m., Tavares City Council Chambers                                                                |
| Library Board Meeting                       | April 12, 2023, 4:00 p.m., Tavares Library Conference Room                                                              |
| Code Enforcement Special Magistrate Hearing | March 28, 2023, 4:00 p.m., Tavares City Council Chambers                                                                |

**OUTSIDE AGENCY MEETINGS:**

|                                              |                                                                                   |
|----------------------------------------------|-----------------------------------------------------------------------------------|
| Lake County League of Cities Meeting         | April 14, 2023, 12:00 noon, Mount Dora Golf Course                                |
| Lake Sumter MPO Governing Board Meeting      | April 26, 2023, 2:00 p.m., Conference Room 206, 1300 Citizens Boulevard, Leesburg |
| Tavares Chamber of Commerce Business Meeting | March 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\_2.23.2023

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
3/15/2023**

**AGENDA TAB NO.: 12**

**SUBJECT TITLE: City Council Member Reports**

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**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.*