



AGENDA
TAVARES CITY COUNCIL
February 5, 2020
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 Billy Day, First Baptist Church of Tavares

III. APPROVAL OF AGENDA

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2 Tavares Chamber of Commerce Update (Chamber)

Tab 3 Quilts of Honor Presentation (Fire)

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO RECORD

VII. CONSENT AGENDA

Tab 4 Approval of the January 15, 2020 Regular City Council Meeting Minutes (City Clerk)

Tab 5 Resolution No. 2020-03 - First Budget Amendment for FY2020 (Finance)

VIII. RESOLUTIONS

IX. ORDINANCES - PUBLIC HEARING

First Reading

Second Reading

Tab 6 Ordinance 2020-01 - Annexation & Rezoning of 1.50 Acres located at 12549 Lane Park Cutoff (Community Development)

Tab 7 Ordinance 2020-02 - SSFLUM of 1.50 Acres located at 12549 Lane

Park Cutoff (Community Development)

X. GENERAL GOVERNMENT

- Tab 8 Tavares Historical Society Transition Plan Agreement (Community Services)**
- Tab 9 Economic Development Strategy 2020 Update (Economic Development)**
- Tab 10 Prescription Burn of Tavares Nature Park (Fire)**
- Tab 11 Bid Award for Lake Francis Estates Water and Sewer Replacement Project (Utilities)**
- Tab 12 Establish FY 2021 Broad Budget Priorities (City Administrator)**

XI. NEW BUSINESS

XII. OLD BUSINESS

XIII. HISTORICAL PERSPECTIVE

- Tab 13 Tavares Historical Society**

XIV. AUDIENCE TO BE HEARD

XV. REPORTS

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

XVI. 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
2/5/2020**

AGENDA TAB NO.: 1

SUBJECT TITLE: Pastor Billy Day, First Baptist Church of Tavares

OBJECTIVE:

Pastor Billy Day, First Baptist Church of Tavares, will provide the invocation and lead those present in the Pledge of Allegiance.

SUMMARY:

Pastor Billy Day, First Baptist Church of Tavares, 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:

N/A

**AGENDA SUMMARY
TAVARES CITY COUNCIL
2/5/2020**

AGENDA TAB NO.: 2

SUBJECT TITLE: Tavares Chamber of Commerce Update (Chamber)

OBJECTIVE:

Receive an update on the Chamber from the Executive Director, J. Scott Berry.

SUMMARY:

Mr. Berry 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:

N/A

ATTACHMENTS:

Description	Type
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**AGENDA SUMMARY
TAVARES CITY COUNCIL
2/5/2020**

AGENDA TAB NO.: 3

SUBJECT TITLE: Quilts of Honor Presentation (Fire)

OBJECTIVE:

Tavares resident Mrs. Judy Grow will make a presentation in recognition of Quilts of Honor, honoring veterans of the American military.

SUMMARY:

Mrs. Judy Grow is part of a group of American citizens who create hand-made quilts, and present these quilts to veterans of the American military in recognition of that military service. Mrs. Grow would like to present eight quilts to members of Tavares Police Department and Tavares Fire Department, who are veterans of the American military. Contributing to this project, and attending Council Meeting with Mrs. Grow, are Lisa Mongiovi and Pam Leese.

OPTIONS:

There are not options associated with this agenda item.

STAFF RECOMMENDATION:

FISCAL IMPACT:

There is no fiscal impact.

LEGAL SUFFICIENCY:

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

**AGENDA SUMMARY
TAVARES CITY COUNCIL
2/5/2020**

AGENDA TAB NO.: 4

SUBJECT TITLE: Approval of the January 15, 2020 Regular City Council Meeting Minutes (City Clerk)

OBJECTIVE:

To consider approval of the January 15, 2020 Regular City Council Meeting minutes.

SUMMARY:

Attached is the January 15, 2020 City Council meeting minutes as submitted by the City Clerk.

OPTIONS:

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

STAFF RECOMMENDATION:

For Council approval.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Legally sufficient.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

N/A

ATTACHMENTS:

Description	Type
January 15, 2020 Meeting Minutes	Exhibit



**TAVARES CITY COUNCIL
MEETING MINUTES
JANUARY 15, 2020 – 4:00 PM
TAVARES CITY HALL COUNCIL CHAMBERS
201 EAST MAIN STREET, TAVARES**

COUNCIL MEMBERS PRESENT

**Amanda Boggus, Mayor
Lori Pfister, Vice Mayor
Lou Buigas, Council Member
Troy Singer, Council Member
Roy Stevenson, Council Member**

STAFF PRESENT

**John Drury, City Administrator
Bob Williams, City Attorney
Susie Novack, City Clerk
Mike Fitzgerald, Community Development Director
Bob Tweedie, Economic Development Director
Tamera Rogers, Community Services Director
Lori Houghton, Finance Director
Richard Keith, Fire Chief
Stoney Lubins, Police Chief
James Dillon, Public Works Director
Phil Clark, Utilities Director
Crissy Bublitz, Human Resources Director
Mark O'Keefe, Public Communications Director**

TAVARES HISTORICAL SOCIETY

Betty Burleigh, Librarian/Historian and Board Member

TAVARES CHAMBER OF COMMERCE

J. Scott Berry, Executive Director

I. CALL TO ORDER

Mayor Boggus called the meeting to order at 4:00 p.m.

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1. Pastor Eric Filkin, Bridges Covenant Church

Pastor Eric Filkin, Bridges Covenant Church, provided the invocation and led those present in the Pledge of Allegiance.

III. APPROVAL OF AGENDA

Mr. Drury said staff had no changes to the Agenda.

MOTION

Roy Stevenson moved for approval of the Agenda, seconded by Lou Buigas. The motion carried unanimously 5-0.

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2. Tavares Chamber of Commerce Update

Mr. Berry said the Tavares Chamber of Commerce had a record-breaking year with 103 new members. He noted Mr. Drury was scheduled as guest speaker for the January 22, 2020 Monthly Business Luncheon. He said the Chamber Alliance is forming a coalition to include Lake 100 and Leadership Lake.

Council Member Stevenson thanked Mr. Berry for his efforts.

Tab 3. 2020 Arbor Day Proclamation

Vice Mayor Pfister read a proclamation on behalf of Mayor Boggus proclaiming January 18, 2020 as City of Tavares Arbor Day. Mayor Boggus noted Arbor Day was being celebrated in Wooton Park on Saturday, January 18, 2020 beginning at 10:00 a.m.

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

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Ms. Novack read the following Ordinances and Resolutions by title only:

RESOLUTION NO. 2020-01

A RESOLUTION OF CITY OF TAVARES, FLORIDA; AUTHORIZING THE ACCEPTANCE OF A GRANT FROM THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION; PROVIDING A GRANT SCOPE OF WORK RELATED TO BEST PRACTICES OF ASSET MANAGEMENT PLANNING FOR MEDIUM SIZED WATER SYSTEMS; PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.

RESOLUTION NO. 2020-02

A RESOLUTION OF CITY OF TAVARES, FLORIDA; AUTHORIZING THE ACCEPTANCE OF A GRANT FROM THE FLORIDA DIVISION OF EMERGENCY MANAGEMENT (FDEM); PROVIDING A GRANT SCOPE OF WORK RELATED TO THE PURCHASE AND INSTALLATION OF TWO GENERATORS FOR TWO LIFT STATIONS; PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.

ORDINANCE 2020-01

AN ORDINANCE OF THE CITY OF TAVARES AMENDING THE BOUNDARIES OF THE CITY BY ANNEXING APPROXIMATELY 1.50 ACRES OF LAND LOCATED AT 12549 LANE PARK CUTOFF, REZONING SAID PROPERTY FROM LAKE COUNTY LIGHT INDUSTRIAL DISTRICT (LM) TO CITY OF TAVARES INDUSTRIAL (I); SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 2020-02

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING THE TAVARES COMPREHENSIVE PLAN FUTURE LAND USE MAP 2020, PROVIDING FOR A CHANGE OF FUTURE LAND USE DESIGNATION ON APPROXIMATELY 1.50 ACRES OF LAND LOCATED AT 12549 LANE PARK CUTOFF; FROM COUNTY URBAN LOW DENSITY TO CITY INDUSTRIAL (IND); PROVIDING FOR SEVERABILITY AND CONFLICTS; PROVIDING FOR TRANSMITTAL; AND PROVIDING FOR AN EFFECTIVE DATE.

VII. CONSENT AGENDA

MOTION

Troy Singer moved to approve the Consent Agenda [Tab 4 – Approval of the December 18, 2019 Regular City Council Meeting Minutes; and, Tab 5 – Air Boss

Solutions Agreement for Planes, Trains and Barbeque & Seaplane A Palooza], seconded by Lou Buigas. The motion carried unanimously 5-0.

Tab. 4. Approval of the December 18, 2019 Regular City Council Meeting Minutes

Approved on the Consent Agenda.

Tab 5. Air Boss Solutions Agreement for Planes, Trains and Barbeque & Seaplane A Palooza

Approved on the Consent Agenda.

VIII. RESOLUTIONS

Tab 6. Approval of Resolution 2020-01, FDEP Grant DW35097

Ms. Houghton made the following presentation:

The City of Tavares received notice of award from the Florida Department of Environmental Protection (FDEP) of a grant to develop Best Practices in Asset Management for Medium Sized Water Systems. The Grant award is identified as agreement DW35097.

The Grant requires the collection of data on the City's Wastewater assets, implement asset management technology, and integrate existing SCADA and GIS datasets, to produce an asset management maintenance procedure. The goal is a procedure that a utility can implement in stages if so desired.

Salient details of this grant include the following:

- *The Agreement provides for Federal pass-through source funding in the amount of \$110,000.*
- *The funding is identified through State funding as CSFA 37.039 or 37.052 or 37.075*
- *The Agreement is valid upon execution (reimburse to the City)*
- *The Agreement does not require a match*
- *The Agreement expires on December 20, 2021*
- *The Agreement is subject to Federal compliance as identified in 2 CFR 200.331(a)(1)*

The total budget for the project is \$110,000.00 and therefore no match is budgeted.

Staff recommends Council move to approve Option 1 - Approve Resolution 2020-01 authorizing the City Administrator to execute FDEP Grant

Agreement DW35097 for Asset Management Best Practices for Medium Sized Water Systems.

Mayor Boggus asked for questions from Council. There were none.

MOTION

Lori Pfister moved for approval [Option 1 – Approve Resolution 2020-01 authorizing the City Administrator to execute FDEP Grant Agreement DW35097 for Asset Management Best Practices for Medium Sized Water Systems], seconded by Roy Stevenson. The motion carried unanimously 5-0.

Tab 7. Approval of Resolution 2020-02 for FEMA (sub-award) Hazard Mitigation Grant for Lift Station Generators – Grant H0335, Project DR4337-263-R

Ms. Houghton made the following presentation:

The City of Tavares received notice of award from the Florida Division of Emergency Management of award of a FEMA Hazard Mitigation Grant for the purchase and installation of two generators for two City lift stations. The Grant award is identified as agreement H0335, and the Grant Project Number is 4337-236-R.

The Grant requires the purchase of two permanent generators to be installed at City lift station #10 with coordinates 28.801900, -81.719222, and City lift station #16, coordinates 28.823379, -81.723365.

Salient details of this grant include the following:

- *The Project Title: Generator Project*
- *The Grant is further identified as Project No. DR-4337-236-R.*
- *The Grant is awarded as Agreement No. H0335 from the Florida Division of Emergency Management.*
- *The grant is identified under the Federal Catalog No. CFDA 97.039.*
- *The Agreement provides that the Federal Funding Agency as Federal Emergency Management Agency.*
- *The Agreement identifies the pass-through agency as the Florida Division of Emergency Management.*
- *The Grant program is identified as the Hazard Mitigation Grant Program.*
- *The Grant award amount is \$49,867.50 (reimbursable) without a required match.*
- *The grant is valid upon execution of the grant agreement, H0335.*
- *The grant period ends/expires on September 30, 2021*

- *The total grant budget without match is \$49,867.50*
- *The grant is be subject to Federal and State Single Audit Requirements.*
- *The grant is subject to Federal Regulations identified in 2 CFR Part 200 entitled “Uniform Administrative Requirement.”*

The total budget for the project is \$49,867.50 and therefore no match is budgeted.

Staff recommends Council move to approve Option 1 – Approve Resolution 2020-02 authorizing the City Administrator to Execute FDERM Grant Agreement H0335 for Grant Project DR-4337-236-R, Lift Station Grant.

Mayor Boggus asked for questions from Council. There were none.

MOTION

Lori Pfister moved for approval [Option 1 – Approve Resolution 2020-02 authorizing the City Administrator to execute FDERM Grant Agreement H0335 for Grant Project DR-4337-236-R, Lift Station Grant], seconded by Lou Buigas. The motion carried unanimously 5-0.

IX. ORDINANCES – PUBLIC HEARING

First Reading

Tab 8. Ordinance 2020-01 – Annexation & Rezoning of 1.50 Acres Located at 12549 Lane Park Cutoff

No discussion at first reading.

Tab 9. Ordinance 2020-02 – SSFLUM of 1.50 Acres Located at 12549 Lane Park Cutoff

No discussion at first reading.

Second Reading

None.

X. GENERAL GOVERNMENT

Tab 10. Board Appointments – Planning & Zoning Board

Mayor Boggus made the following presentation:

The Planning and Zoning Board consists of seven seats with staggered three year terms. Currently there are two vacant seats on the board for the remainder of terms that will expire June 2022. The city received applications from the following:

- 1. Robert W. Wolfe*
- 2. James E. Sweeza*

The city advertised the vacancies in the Daily Commercial, city website and on social media.

Mayor Boggus appointed Robert Wolfe and James Sweeza to the Planning and Zoning Board for the remainder of terms expiring June 2022.

MOTION

Roy Stevenson moved for approval of the Mayor's appointments to the Planning and Zoning Board for the remainder of terms expiring June 2022 [Robert Wolfe and James Sweeza], seconded by Troy Singer. The motion carried unanimously 5-0.

Tab 11. Community Grant Awards

Ms. Novack made the following presentation:

Council budgeted \$2,000.00 in current Fiscal Year 2020 for Community Grant awards. The city advertised an invitation to submit community grant applications from area not-for-profit organizations with a 501C3 designation for up to \$500 in funding for community and social service projects. Advertisement was made in the Daily Commercial, city website and city social media. Two grant applications were received from the following:

- 1. Tavares Theater, Inc.*
- 2. Mercy Flight Southeast/Angel Flight Southeast*

A ranking committee consisting of the City Clerk, Finance Director and Community Services Director met on January 9, 2020 to review the applications for qualification and ranking. Both applications received met the criteria for selection. As only two applications were received there was no ranking order chosen by the committee.

The current administrative policy states that the City Council provides final approval for grant awards and may, at their discretion, elect to withhold a portion of the full community grant account for future applications. If Council approves both awards there will be \$1,000.00 remaining in the

Community Grant account which would be rolled over to fund next years program if the Council so chooses during the upcoming budget process.

Staff recommends approval of Option 1 - For Council to award two Community Grants in the amount of \$500.00 each to Tavares Theater, Inc. and Mercy Flight Southeast/Angel Flight Southeast.

Mayor Boggus asked for questions from Council.

Council Member Singer asked if there is a deadline for applications. Ms. Novack confirmed. Council Member Singer asked if applications received after would be denied. Mr. Drury confirmed.

Council Member Stevenson inquired about the grant program. Mr. Drury said the Council sets a budget for community grant funding in the amount of \$2,000 for not-for-profits that benefit Tavares residents. The city received two applications and the ranking committee determined the applicants serve the community. He said the requests are in line with the approved budget as well as the grant policy. Council Member Stevenson noted his support for Angel Flight Southeast and inquired if more grant funding can be provided.

Council Member Singer said the application provides an opportunity for \$500 grant awards. Mr. Drury said the two applicants applied for the maximum grant award under city policy. He said Council can award less dollars or change the policy and noted the community grant was advertised under the current policy guidelines for up to \$500.

Vice Mayor Pfister asked about the next fiscal year program funding. Mr. Drury said funding is a Council decision and noted options to level fund at \$2000 or increase the program to \$3000. Vice Mayor Pfister said she would like the city to be more aggressive in getting the word out about the grant opportunity to the community.

Council Member Singer noted his support for granting upon request rather than an application deadline.

MOTION

Troy Singer moved to award community grants to the Tavares Theater, Inc. and Mercy Flight/Angel Flight Southeast in the amount of \$500.00 each, seconded by Lori Pfister.

Mr. Drury said staff can update the policy with a rolling grant application where requests can be accepted throughout the year if Council wishes.

There was a consensus from Council for staff to bring back an amended policy for discussion.

The motion carried unanimously 5-0.

Tab 12. Demolition Request for Building Listed on the Local Register of Historic Places Located at 102 W. Main Street

Mr. Fitzgerald made the following presentation:

On July 5, 2001 City Council adopted Ordinance 2001-18 creating historic preservation regulations that include a historic district boundary, historic preservation guidelines, and a local register of historic places. Included in Ordinance 2001-18 is the requirement for City Council to approve the issuance of a Certificate of Appropriateness for the demolition of any structure listed on the local register of historic places.

City staff has received an application from the owner of the building located at 102 W. Main St. for a Certificate of Appropriateness for the demolition of the building, which is listed on the local register of historic places. The owner has submitted photographic evidence of the building's current state of disrepair and a structural inspection report completed by Engineering Services Group, LLC. The Building Official for the City of Tavares conducted a cursory review of the building and observed some visible structural deficiencies.

Per Ordinance 2001-18 the following guidelines shall be considered concerning applications for a Certificate of Appropriateness that propose demolition of designated historic sites:

- 1) Is the structure of such interest or quality that it would reasonably fulfill criteria for designation for listing on the National Register?*
- 2) Is the structure of such design, craftsmanship or material that it could be reproduced only with great difficulty and/or expense?*
- 3) Is the structure one of the last remaining examples of its kind in the neighborhood, City or designated historic district?*
- 4) Would retaining the structure promote the general welfare of the City of Tavares by providing an opportunity to study local history, architecture and design, or by developing an understanding of the importance and value of a particular culture and heritage?*

At their December 19th meeting the Planning & Zoning Board, acting as the Historic Preservation Board per Ord. 2001-18, voted unanimously to recommend approval of the issuance of a Certificate of Appropriateness for the demolition of 102 W. Main St.

Mr. Fitzgerald presented PowerPoint photographs submitted by the applicant depicting building deterioration and stressed landscaping.

Mayor Boggus asked for questions from Council.

Council Member Buigas said she would like to disclose that she has worked with the demolition and engineering firms professionally. Attorney Williams said Council Member Buigas contacted him in advance of the meeting and said he advised there was no conflict of interest that would prohibit a vote. He said Council Member Buigas must vote on the item.

Council Member Buigas asked what tax implication the city will incur with the property removed from the tax roll. Mr. Drury said revenues before the church purchase was \$2,851.03 and there are no revenues after purchase. Council Member Buigas said it is sad to see a historic building come down and also deterioration when a property owner does not maintain a building.

Vice Mayor Pfister said she asked the city to take some action in the past as the building did not look structurally sound. Mr. Drury said the new owner conducted their own analysis and determined the building is not salvageable. He said the city has never received authorization to enter the property and conduct an engineering analysis. Vice Mayor Pfister noted the property is located in a prime location on Main Street and is not in support of removal from the tax roll.

Council Member Singer asked if Council approval would be required if the building was not listed on the historical registry. Mr. Fitzgerald said no. Council Member Singer said the property has been for sale many years, is an eyesore, and feels the land owner has the right to demolish.

Council Member Stevenson noted a concern for tree removal. Mr. Fitzgerald said tree removal is part of the demolition of the building and a tree could be removed with a permit.

Attorney Williams noted there are differences between a building's that need to be condemned and those that are uninhabitable. He said the city has an unsafe building abatement ordinance that Code Enforcement enforces, and while the building has deficiencies, it does not meet the level required for condemnation which would then allow the city to take steps to bring up to code or demolished. He said Council's review of the building as a Historical Review Board should take into consideration if the building can be reasonably rehabilitated to its former self.

Mayor Boggus asked if the building was once a stable.

Ms. Smith, President, Tavares Historical Society, said the building was the Gardner Garage in the 1920's. She said the Historical Society was contacted by the church. Ms. Smith said there comes a time when buildings are beyond repair or would be too

costly to bring up to standard. She said the Historical Society said they would not object to demolition if the building was beyond repair or too costly to repair.

Larry Bobo, Building Grounds Chairman, First Baptist Church of Tavares, read an executive summary prepared by Engineering Services Group regarding the structural damage of the building. He said the church has determined that the best approach to benefit the city and church is to remove the building, install a black aluminum fence similar to Tavares Square and landscape the grounds. He noted the fencing will include ingress and egress areas.

Gary Ricker, Member First Baptist Church, said the church purchased the building to use as an office and youth center, but due to its deterioration it is not fit to serve as hoped. He reiterated previously commented damage.

MOTION

Lou Buigas moved to approve, seconded by Roy Stevenson. The motion carried unanimously 5-0.

Tab 13. Amendment to Agreement: Fred Stover Complex

Ms. Rogers made the following presentation:

Recently, the Tavares High School Softball Coach approached staff to seek permission to permanently install fencing at the Fred Stover baseball complex to reconfigure the existing softball field to a women's fast-pitch softball field.

An Amendment to the current agreement for use of this complex between the City of Tavares and the Lake County School Board has been crafted to address this request.

Mr. Drury noted the Lake County School Board voted unanimously 5-0 to accept the agreement during their January 13, 2020 Board meeting. He said the agreement is now before Council for consideration. Ms. Rogers said the cost of installation will be borne by School Board including relocation of irrigation heads.

Mayor Boggus said fencing is being added per regulation requirements to enhance scholarship opportunities. She said the agreement includes a provision that the property must be brought back to its original condition or better if the fence is removed.

Council Member Singer asked if the agreement will affect city maintenance or events. Ms. Rogers said there are no issues and noted the men's senior softball program operates out of Woodlea Sports Complex. Ms. Rogers confirmed the fencing is a capital improvement project paid by the School Board with the city continuing to maintaining the fields.

MOTION

Troy Singer moved for approval, seconded by Lori Pfister. The motion carried unanimously 5-0.

XI. NEW BUSINESS

None.

XII. OLD BUSINESS

None.

XIII. HISTORICAL PERSPECTIVE

Tab 14. Tavares Historical Society

Brenda Smith, President, Tavares Historical Society, said she was presenting a report in Ms. Burleigh's absence. She noted the following buildings lost to the city through the years by fire or demolition: first house, first school, Peninsula Hotel, Lake County Abstract Company building (former Lake Region Packing site), Bank building (Tavares Square site), Osceola Hotel (City Hall site), Pioneer building, Train Station and Tally house (Lake County Historical Courthouse site). Ms. Smith noted the city replicated the train station and said it is her hope that the First Baptist Church would replicate or incorporate the façade into any new building.

Mr. Drury noted some of the historic buildings have been replicated in the past ten years including the Pavilion on the Lake, Woodlea House, Train Station, and Duncan House. He said the next project is converting the historic train station on Alfred Street into a museum.

XIV. AUDIENCE TO BE HEARD

Vance Jochim, 12619 Milwaukee Avenue, read a list of transparency concerns including the absence of ADA non-compliant agenda documents on the city website.

Pastor Watkins, 805 Sumerall, thanked Mr. Drury and staff for their efforts to ensure Camp Road was resurfaced after a recently established development was completed.

Midge Fryer, 305 Juniper Way, said 60 to 70 residents of Baytree Subdivision enjoyed a recent tour of the Public Safety Facility. She thanked the Police and Fire Departments and said the facility makes her proud to live in Tavares.

XV. REPORTS

Tab 15. City Administrator Reports

Mr. Drury said the public provided great comments. He noted many cities have been sued and incurred settlement costs for placing documents on their websites that are not ADA compliant.

Mr. Drury said Council will be setting broad budget priorities for the upcoming budget during the February 5, 2020 City Council meeting. He asked Council to think about where the city has been, where it should go, and what should be accomplished in the next fiscal year. He said a budget for the next fiscal year will be built upon the broad budget priorities that are provided.

Mr. Dillon said Camp Road improvements are ahead of schedule with completion expected at the end of January. He noted Arbor Day will be held in Wooton Park on Saturday, January 25, 2020.

Mr. Clark recognized former Council Member Smith in the audience. Mr. Smith said on this day in 1922 Dr. Martin Luther King, Jr. was born.

Mr. Rogers said there will be a concert series program held at the Tavares Public Library on January 16, 2020 at 12:30 p.m. She asked those attending to bring a bag lunch.

Attorney Williams said a judge has ruled that the Americans with Disabilities Act applies to websites and visual impairment. He said visually impaired readers are unable to read scanned pdf documents on websites and must be ADA compliant. He said the city has taken steps to ensure that the city is compliant with ADA laws. Mr. Drury noted documents are always available to the public upon request.

Tab 16. City Council Member Reports

Council Member Buigas

Council Member Buigas extended her condolences to Diana Aten on the recent loss of her husband.

Positive Quote of the Day: Train your mind to see the good in everything. Positivity is a choice. The happiness of your life depends on the quality of your thoughts. ~author unknown

Council Member Singer

- Said he is happy to see the pilings being removed.
- Thanked the audience members for their participation.
- Thanked the Mayor's Youth Council members for attending the meeting.

Council Member Stevenson

Council Member Stevenson recognized former Council Member Smith in attendance.

Vice Mayor Pfister

- Was happy to see the Mayor's Youth Council in attendance.
- Encouraged the audience members to apply for openings on city boards.
- Thanked the audience members for their participation.

Mayor Boggus

Mayor Boggus noted the upcoming African American Heritage Festival. Ms. Rogers said January 31, 2020 is the kick-off for African American Heritage Festival and a Unity Walk will be held on February 1, 2020.

XVI. ADJOURNMENT

There was no further business and Mayor Boggus adjourned the meeting at 5:11 p.m.

Respectfully,

Susie Novack, MMC/FCRM
City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
2/5/2020**

AGENDA TAB NO.: 5

SUBJECT TITLE: Resolution No. 2020-03 - First Budget Amendment for FY2020 (Finance)

OBJECTIVE:

To approve Resolution 2020-03, amending the Fiscal Year 2019-2020 City of Tavares Annual Operating Budget.

SUMMARY:

The attached Resolution 2020-03 represents increases and/or decreases to the Adopted budget for Fiscal Year 2020. Appropriation increases represent capital projects, and prior year/project encumbrance rollovers. In addition, the Resolution also reflects transfers between individual accounts within the adopted budgets for all departments.

This resolution represents the FIRST AMENDMENT to the Adopted Budget for Fiscal Year 2019-2020.

OPTIONS:

1. Approve Resolution 2020-03 amending the FY 2019-2020 City of Tavares Annual Operating Budget.
2. Do not approve Resolution 2020-03.

STAFF RECOMMENDATION:

Option 1. Move to approve Resolution 2020-03 amending the Fiscal Year 2019-2020 City of Tavares Annual Operating Budget.

FISCAL IMPACT:

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

LEGAL SUFFICIENCY:

This resolution has met legal sufficiency.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

Resolution 2020-03
Exhibit A

ATTACHMENTS:

Description	Type
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**AGENDA SUMMARY
TAVARES CITY COUNCIL
2/5/2020**

AGENDA TAB NO.: 6

SUBJECT TITLE: Ordinance 2020-01 - Annexation & Rezoning of 1.50 Acres located at 12549 Lane Park Cutoff (Community Development)

OBJECTIVE:

To consider the annexation and rezoning to Industrial (I) of approximately 1.50 acres of property located at 12549 Lane Park Cutoff, Tavares, FL.

SUMMARY:

The subject property is located at 12549 Lane Park Cutoff and is approximately 1.50 acres in size. The land is presently zoned as County Light Industrial District (LM), and the applicant is proposing that the property be annexed and rezoned to City Industrial (I).

The proposed zoning of Industrial (I) is compatible with the surrounding zoning and the existing industrial use of the property.

The annexation of this property has been reviewed per the City's Annexation Policy. It has been determined by City staff that the property may be properly serviced by the City without undue hardship or significant negative fiscal impact to the City.

The owner is concurrently seeking a Future Land Use Map amendment to Industrial (IND) to be compatible with the proposed Industrial zoning.

OPTIONS:

1. That City Council moves to approve Ordinance 2020-01, the annexation and rezoning to Industrial (I) of approximately 1.50 acres of property located at 12549 Lane Park Cutoff, Tavares, FL.
2. That City Council moves to deny the proposed annexation and rezoning.

STAFF RECOMMENDATION:

At their December 19th meeting the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2020-01.

Staff recommends that City Council moves to approve Ordinance 2020-01, the annexation and rezoning to Industrial (I) of approximately 1.50 acres of property located at 12549 Lane Park Cutoff, Tavares, FL.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

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

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

Ordinance 2020-01

Aerial Map

Zoning Map

Planning & Zoning Board Minutes

ATTACHMENTS:

Description

Type

December 19, 2019 Planning and Zoning Board Minutes

Exhibit

**CITY OF TAVARES
PLANNING AND ZONING BOARD MEETING
TAVARES COUNCIL CHAMBERS
201 E. MAIN STREET, TAVARES
DECEMBER 19, 2019**

BOARD MEMBERS PRESENT

Gary Santoro, Chairman
Gary Koerner, Board Member
Deborah Murphy, Board Member
Morris Osborn, Board Member - *absent*
Dara Treadwell, Board Member

LAKE COUNTY SCHOOL BOARD

Helen LaValley - Absent

STAFF MEMBERS PRESENT

Mike Fitzgerald, Community Development Director
Robert Q. Williams, City Attorney
Susie Novack, City Clerk
Antonio Fabre, Planning Coordinator

I. CALL TO ORDER

Chairman Santoro called the meeting to order at 3:00 p.m. He asked those present to silence their cell phones.

II. PLEDGE OF ALLEGIANCE

Chairman Santoro asked for a moment of silence in honor of Board Member William Stomp. He led those present in the Pledge of Allegiance.

Chairman Santoro said he would like to add Nomination of Vice Chairman to the agenda under Other Business.

MOTION

Deborah Murphy moved to approve the addition of Nomination of Vice Chairman to the agenda, seconded by Gary Koerner. The motion carried unanimously 4-0.

III. APPROVAL OF MINUTES

Chairman Santoro asked if there are any additions or corrections to the November 21, 2019 Planning and Zoning Board meeting minutes. There were none.

MOTION

Deborah Murphy moved for approval of the November 21, 2019 Planning and Zoning Board meeting minutes, seconded by Dara Treadwell. The motion carried unanimously 4-0.

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

Attorney Williams gave the oath to those who wished to provide testimony.

Attorney Williams asked the Board members if they had any ex-parte communications to disclose. Board Member Keorner said he spoke Mr. Greenwood regarding demolition at a park. There were no other ex-parte communications disclosed.

V. PUBLIC HEARING

1) Demolition Request for a Building Listed on the Local Register of Historic Places Located at 102 W. Main Street

Mr. Fitzgerald made the following presentation:

On July 5, 2001 City Council adopted Ordinance 2001-18 creating historic preservation regulations that include a historic district boundary, historic preservation guidelines, and a local register of historic places. Included in Ordinance 2001-18 are requirements for the Planning & Zoning Board, acting as the Historic Preservation Board, to make a recommendation to City Council regarding the issuance of a Certificate of Appropriateness for the demolition of any structure listed on the local register of historic places.

City staff has received an application from the owner of the building located at 102 W. Main St. for a Certificate of Appropriateness for the demolition of the building, which is listed on the local register of historic places. The owner has submitted photographic evidence of the building's current state of disrepair. The Building Official for the City of Tavares conducted a cursory review of the building and observed some visible structural deficiencies.

Per Ordinance 2001-18 the Planning & Zoning Board, acting as the Historic Preservation Board, shall consider the following guidelines in providing a recommendation to City Council concerning applications for a Certificate of Appropriateness that propose demolition of designated historic sites:

- 1) Is the structure of such interest or quality that it would reasonably fulfill criteria for designation for listing on the National Register?*
- 2) Is the structure of such design, craftsmanship or material that it could be reproduced only with great difficulty and/or expense?*

- 3) *Is the structure one of the last remaining examples of its kind in the neighborhood, City or designated historic district?*
- 4) *Would retaining the structure promote the general welfare of the City of Tavares by providing an opportunity to study local history, architecture and design, or by developing an understanding of the importance and value of a particular culture and heritage?*

Mr. Fitzgerald presented a PowerPoint presentation including photographs submitted by the applicant. He noted the following building conditions:

- Appearance of water and termite damage in front section of the building
- Roof of front porch deterioration with risk of collapse
- Cracking on exterior walls
- Rear wall buckling
- Appearance of water damage and ceiling collapse internally

Mr. Fitzgerald said that after the agenda packet was provided to the Board staff received a structural inspection report completed by a third party, Engineering Services Group, LLC, hired by the property owner. Mr. Fitzgerald read the following portion of the executive summary into the record as follows: "In summary it is our opinion that the building has suffered significant structural deterioration due to age, outdated and poor construction methods as well as inadequate maintenance. Due to the extent of repairs required to make this safe and usable space, it is not feasible to repair the structure to meet the current 2017 Florida Building Code in a cost-effective manner."

Mr. Fitzgerald said if the demolition is approved the applicant plans to clean the property including tree removal. He said staff is presenting the information to the board and has no recommendation.

Chairman Santoro asked the applicant to the podium.

James L. Bobo, 1532 Schult Court, Lake Francis Estates, said he is representing the First Baptist Church of Tavares as the Chairman of the Building and Grounds Committee. He said the church purchased the property with aspiration to use the existing building. The building has deteriorated and is not practical to use as intended when purchasing. The church has voted and is requesting approval to demolish the building in order to landscape the site and install a black fence similar to Tavares Square with development at a later date if there is an opportunity for expansion. Mr. Bobo noted there is a concern that inclement weather such as a hurricane would worsen the state of the building. He said the First Baptist Church has been assured that all tanks were removed since the time the building was used as a Gulf Service Station. Board Member Treadwell asked if the First Baptist Church had any discussion with the Tavares Historical Society regarding the demolition request. Mr. Bobo said no as it is a city registry. Board Member Treadwell asked if the Tavares Historical Society would

need to be contacted. Mr. Fitzgerald said the ordinance notification requirements includes posting on the building and the Planning and Zoning Board acts as the Historic Preservation Board with the authority to act on the request.

Board Member Koerner said the building is part of a district and not included in the registry on its own merits. Mr. Bobo said only a portion of the building is historic including the brick façade with additions in the rear made in the 1950's. He said the safety and welfare of the city, cost of maintaining the building as well as aesthetic appearance of Main Street is the main concern of the First Baptist Church.

Board Member Murphy asked if the trees located on the property would be removed. Mr. Bobo said the contractor, Glenn Greenwood, has provided a proposal to remove all debris and trees while preserving the sidewalk. He said the area will be landscaped with a fence.

Chairman Santoro asked for an estimated time for project completion and inquired about adjacent parking on both sides of the building. Mr. Bobo said it would take two weeks to remove the building and parking will be available during demolition. A fence will be placed inside the sidewalk and debris staging will be located on N. Joanna Avenue. Chairman Santoro said his main concern is safety and that businesses and pedestrians incur minimal disruption. He noted a concern for asbestos. Mr. Bobo said there will be a review for asbestos but there are no signs of asbestos tiles.

Chairman Santoro inquired about the approval process. Mr. Fitzgerald said that the Planning and Zoning Board acting as the Historic Preservation Board will make a recommendation to City Council. Chairman Santoro said that while he supports historic preservation he understands the condition of the building. He said the building has become an eyesore with safety issues and noted his support.

Board Member Murphy asked if the building will need to be taken off of a list of historic buildings prior to action. Attorney Williams said no. He noted the Tavares Historic Society is a group that is friendly to the city but has no official function with the city.

Chairman Santoro asked for comments from the audience.

Gary Ryker, 25714 Ebersol, Eustis, provided his professional background and said he is a member of the First Baptist Church of Tavares. He said the extensive damage and condition of the building was determined after purchase. He said a beam was placed to shore up the ceiling and the façade is sagging. He said the church is concerned that the façade will fall on a pedestrian. Mr. Ryker said the church would like to build a sanctuary life center on the property in the future.

Chairman Santoro inquired about underground tanks. Mr. Ryker said the church has an environmental study indicating tank removal. He confirmed that any discovered contamination would be removed. Mr. Ryker said the church is using the contractor that

removed the bank that was located at Tavares Square. He said the windows are wood with no lead or asbestos caulking.

MOTION

Deborah Murphy moved for demolition approval, seconded by Dara Treadwell.

Chairman Santoro asked that the project be completed as expeditiously as possible to minimize the down time for parking spaces and sidewalks. He said the Planning and Zoning Board is recommending approval for issuance of a Certificate of Appropriateness for Demolition of the building listed on the local register of historic places located at 102 West Main Street.

The motion carried unanimously 4-0.

2) Ordinance 2020-01 - Annexation Approximately 1.5 Acres of Land Located at 12549 Lane Park Cutoff, Rezoning Property from Lake County Light Industrial District (LM) to City of Tavares Industrial (I)

Mr. Fitzgerald made the following presentation:

The subject property is located at 12549 Lane Park Cutoff and is approximately 1.50 acres in size. The land is presently zoned as County Light Industrial District (LM), and the applicant is proposing that the property be annexed and rezoned to City Industrial (I).

The proposed zoning of Industrial (I) is compatible with the surrounding zoning and the existing industrial use of the property.

The annexation of this property has been reviewed per the City's Annexation Policy. It has been determined by City staff that the property may be properly serviced by the City without undue hardship or significant negative fiscal impact to the City.

The owner is concurrently seeking a Future Land Use Map amendment to Industrial (IND) to be compatible with the proposed Industrial zoning.

Staff recommends that the Planning & Zoning Board moves to recommend approval of Ordinance 2020-01, the annexation and rezoning to Industrial (I) of approximately 1.50 acres of property located at 12549 Lane Park Cutoff, Tavares, FL.

Chairman Santoro asked if the applicant is present.

Victoria Senia, 11340 Dead River Road, said she is available for questions.

Board Member Koerner inquired about the owners plans. Ms. Senia said her company is in the wastewater industry which conducts warehouse light assembly. She said that she is currently renting space at a location off Southridge Industrial Drive and is outgrowing the space.

MOTION

Dara Treadwell moved for the Planning and Zoning Board to recognize the annexation of 12549 Lane Park Cutoff and Rezone from Lake County Light Industrial to City of Tavares (I) Industrial, seconded by Gary Koerner. The motion carried unanimously 4-0.

3) Ordinance 2020-02 - SSFLUM Providing for a Change of Future Land Use Designation on Approximately 1.5 Acres of Land Located at 12549 Lane Park Cutoff; from County Urban Low Density to City Industrial (IND)

Mr. Fitzgerald made the following presentation:

The subject property is located at 12549 Lane Park Cutoff, and is approximately 1.50 acres in size. The land presently has a land use designation of County Urban Low Density, and the property owner is requesting an amendment to the Tavares Comprehensive Plan Future Land Use Map 2020 to change the designation of said property from Lake County Urban Low Density to City of Tavares Industrial (IND).

Ordinance 2020-02 proposes a small scale amendment to the Future Land Use Map 2020 of the Comprehensive Plan from County Urban Low Density to City Industrial (IND).

The subject property is adjacent to industrial and commercial uses. An application to annex and rezone this property to an Industrial (I) designation is concurrently under consideration.

The city is required to place a future land use designation on annexed property. The subject property is currently designated County Urban Low Density. A City Industrial (IND) designation is compatible with surrounding property and the existing County Future Land Use.

Lands surrounding this property are industrial and commercial in nature.

An industrial / commercial building is currently on the property.

The City's Concurrency Management System will ensure that Levels of Service (LOS) will not be degraded beyond the adopted levels of service for all regulated public facilities. Adverse impacts on Levels of Service are not implicated.

This amendment request is considered to be in compliance with the Comprehensive Plan Goals, Objectives and Policies with the following findings:

- 1. An Industrial (I) Future Land Use designation would serve as the most appropriate land use for the subject property in accordance with Future Land Use policy 1-1.1.6.*
- 2. Impacts of the subject property shall be monitored through the City's Concurrency Management System. (Comp Plan, Chapter 8)*

Staff recommends that the Planning & Zoning Board moves to recommend approval of Ordinance 2020-02, a Small Scale Future Land Use Map amendment from County Urban Low Density to City Industrial (I) for 1.50 acres of property located at 12549 Lane Park Cutoff, Tavares, FL.

MOTION

Dara Treadwell moved to approve Ordinance 2020-02, seconded by Gary Koerner. The motion carried unanimously 4-0.

Mr. Fitzgerald said the Planning and Zoning Board made a recommendation to the City Council to approve the ordinances. Both ordinances will go before City Council for two readings with final approval at second reading to be held February 5, 2020.

VI. OTHER BUSINESS

4) Election of Vice Chairman

Chairman Santoro asked for a nomination for the Vice Chairman position. He noted the position was held by Lou Buigas who was elected to City Council.

MOTION

Deborah Murphy moved to nominated Morris Osborne.

Attorney Williams said Mr. Osborne is a land use attorney with a firm in Orlando and will be a good member.

The motion was seconded by Dara Treadwell. The motion carried unanimously 4-0.

VII. AUDIENCE TO BE HEARD

Chairman Santoro asked for comments from the audience. There was none.

VIII. ADJOURNMENT

There was no further business and the meeting was adjourned at 3:40 p.m.

Respectfully submitted,

Susie Novack, MMC/FCRM
City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
2/5/2020**

AGENDA TAB NO.: 7

SUBJECT TITLE: Ordinance 2020-02 - SSFLUM of 1.50 Acres located at 12549 Lane Park Cutoff (Community Development)

OBJECTIVE:

To consider a Small Scale Future Land Use Map amendment from County Urban Low Density to City Industrial (IND) for 1.50 acres of property located at 12549 Lane Park Cutoff, Tavares, FL.

SUMMARY:

The subject property is located at 12549 Lane Park Cutoff, and is approximately 1.50 acres in size. The land presently has a land use designation of County Urban Low Density, and the property owner is requesting an amendment to the Tavares Comprehensive Plan Future Land Use Map 2020 to change the designation of said property from Lake County Urban Low Density to City of Tavares Industrial (IND).

Ordinance 2020-02 proposes a small scale amendment to the Future Land Use Map 2020 of the Comprehensive Plan from County Urban Low Density to City Industrial (IND).

The subject property is adjacent to industrial and commercial uses. An application to annex and rezone this property to an Industrial (I) designation is concurrently under consideration.

Future Land Use Amendment

The city is required to place a future land use designation on annexed property. The subject property is currently designated County Urban Low Density. A City Industrial (IND) designation is compatible with surrounding property and the existing County Future Land Use.

Compatibility

Lands surrounding this property are industrial and commercial in nature.

Site Conditions

An industrial / commercial building is currently on the property.

Impact on City Services

The City's Concurrency Management System will ensure that Levels of Service (LOS) will not be degraded beyond the adopted levels of service for all regulated public facilities. Adverse impacts on Levels of Service are not implicated.

FINDINGS

This amendment request is considered to be in compliance with the Comprehensive Plan Goals, Objectives and Policies with the following findings:

1. An Industrial (I) Future Land Use designation would serve as the most appropriate land

use for the subject property in accordance with Future Land Use policy 1-1.1.6.

2. Impacts of the subject property shall be monitored through the City's Concurrency Management System. (Comp Plan, Chapter 8)

OPTIONS:

1. That City Council moves to approve Ordinance 2020-02, a Small Scale Future Land Use Map amendment from County Urban Low Density to City Industrial (I) for 1.50 acres of property located at 12549 Lane Park Cutoff, Tavares, FL.

2. That City Council moves to deny the proposed Small Scale Comprehensive Plan Amendment.

STAFF RECOMMENDATION:

At their December 19th meeting the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2020-02.

Staff recommends that City Council moves to approve Ordinance 2020-02, a Small Scale Future Land Use Map amendment from County Urban Low Density to City Industrial (I) for 1.50 acres of property located at 12549 Lane Park Cutoff, Tavares, FL.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

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

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

Ordinance 2020-02

FLU Map

Planning & Zoning Board Minutes

ATTACHMENTS:

Description

December 19, 2019 Planning and Zoning Board Minutes

Type

Cover Memo

**CITY OF TAVARES
PLANNING AND ZONING BOARD MEETING
TAVARES COUNCIL CHAMBERS
201 E. MAIN STREET, TAVARES
DECEMBER 19, 2019**

BOARD MEMBERS PRESENT

Gary Santoro, Chairman
Gary Koerner, Board Member
Deborah Murphy, Board Member
Morris Osborn, Board Member - *absent*
Dara Treadwell, Board Member

LAKE COUNTY SCHOOL BOARD

Helen LaValley - Absent

STAFF MEMBERS PRESENT

Mike Fitzgerald, Community Development Director
Robert Q. Williams, City Attorney
Susie Novack, City Clerk
Antonio Fabre, Planning Coordinator

I. CALL TO ORDER

Chairman Santoro called the meeting to order at 3:00 p.m. He asked those present to silence their cell phones.

II. PLEDGE OF ALLEGIANCE

Chairman Santoro asked for a moment of silence in honor of Board Member William Stomp. He led those present in the Pledge of Allegiance.

Chairman Santoro said he would like to add Nomination of Vice Chairman to the agenda under Other Business.

MOTION

Deborah Murphy moved to approve the addition of Nomination of Vice Chairman to the agenda, seconded by Gary Koerner. The motion carried unanimously 4-0.

III. APPROVAL OF MINUTES

Chairman Santoro asked if there are any additions or corrections to the November 21, 2019 Planning and Zoning Board meeting minutes. There were none.

MOTION

Deborah Murphy moved for approval of the November 21, 2019 Planning and Zoning Board meeting minutes, seconded by Dara Treadwell. The motion carried unanimously 4-0.

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

Attorney Williams gave the oath to those who wished to provide testimony.

Attorney Williams asked the Board members if they had any ex-parte communications to disclose. Board Member Keorner said he spoke Mr. Greenwood regarding demolition at a park. There were no other ex-parte communications disclosed.

V. PUBLIC HEARING

1) Demolition Request for a Building Listed on the Local Register of Historic Places Located at 102 W. Main Street

Mr. Fitzgerald made the following presentation:

On July 5, 2001 City Council adopted Ordinance 2001-18 creating historic preservation regulations that include a historic district boundary, historic preservation guidelines, and a local register of historic places. Included in Ordinance 2001-18 are requirements for the Planning & Zoning Board, acting as the Historic Preservation Board, to make a recommendation to City Council regarding the issuance of a Certificate of Appropriateness for the demolition of any structure listed on the local register of historic places.

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- 3) *Is the structure one of the last remaining examples of its kind in the neighborhood, City or designated historic district?*
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Mr. Fitzgerald presented a PowerPoint presentation including photographs submitted by the applicant. He noted the following building conditions:

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- Roof of front porch deterioration with risk of collapse
- Cracking on exterior walls
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Mr. Fitzgerald said that after the agenda packet was provided to the Board staff received a structural inspection report completed by a third party, Engineering Services Group, LLC, hired by the property owner. Mr. Fitzgerald read the following portion of the executive summary into the record as follows: "In summary it is our opinion that the building has suffered significant structural deterioration due to age, outdated and poor construction methods as well as inadequate maintenance. Due to the extent of repairs required to make this safe and usable space, it is not feasible to repair the structure to meet the current 2017 Florida Building Code in a cost-effective manner."

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Chairman Santoro asked the applicant to the podium.

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need to be contacted. Mr. Fitzgerald said the ordinance notification requirements includes posting on the building and the Planning and Zoning Board acts as the Historic Preservation Board with the authority to act on the request.

Board Member Koerner said the building is part of a district and not included in the registry on its own merits. Mr. Bobo said only a portion of the building is historic including the brick façade with additions in the rear made in the 1950's. He said the safety and welfare of the city, cost of maintaining the building as well as aesthetic appearance of Main Street is the main concern of the First Baptist Church.

Board Member Murphy asked if the trees located on the property would be removed. Mr. Bobo said the contractor, Glenn Greenwood, has provided a proposal to remove all debris and trees while preserving the sidewalk. He said the area will be landscaped with a fence.

Chairman Santoro asked for an estimated time for project completion and inquired about adjacent parking on both sides of the building. Mr. Bobo said it would take two weeks to remove the building and parking will be available during demolition. A fence will be placed inside the sidewalk and debris staging will be located on N. Joanna Avenue. Chairman Santoro said his main concern is safety and that businesses and pedestrians incur minimal disruption. He noted a concern for asbestos. Mr. Bobo said there will be a review for asbestos but there are no signs of asbestos tiles.

Chairman Santoro inquired about the approval process. Mr. Fitzgerald said that the Planning and Zoning Board acting as the Historic Preservation Board will make a recommendation to City Council. Chairman Santoro said that while he supports historic preservation he understands the condition of the building. He said the building has become an eyesore with safety issues and noted his support.

Board Member Murphy asked if the building will need to be taken off of a list of historic buildings prior to action. Attorney Williams said no. He noted the Tavares Historic Society is a group that is friendly to the city but has no official function with the city.

Chairman Santoro asked for comments from the audience.

Gary Ryker, 25714 Ebersol, Eustis, provided his professional background and said he is a member of the First Baptist Church of Tavares. He said the extensive damage and condition of the building was determined after purchase. He said a beam was placed to shore up the ceiling and the façade is sagging. He said the church is concerned that the façade will fall on a pedestrian. Mr. Ryker said the church would like to build a sanctuary life center on the property in the future.

Chairman Santoro inquired about underground tanks. Mr. Ryker said the church has an environmental study indicating tank removal. He confirmed that any discovered contamination would be removed. Mr. Ryker said the church is using the contractor that

removed the bank that was located at Tavares Square. He said the windows are wood with no lead or asbestos caulking.

MOTION

Deborah Murphy moved for demolition approval, seconded by Dara Treadwell.

Chairman Santoro asked that the project be completed as expeditiously as possible to minimize the down time for parking spaces and sidewalks. He said the Planning and Zoning Board is recommending approval for issuance of a Certificate of Appropriateness for Demolition of the building listed on the local register of historic places located at 102 West Main Street.

The motion carried unanimously 4-0.

2) Ordinance 2020-01 - Annexation Approximately 1.5 Acres of Land Located at 12549 Lane Park Cutoff, Rezoning Property from Lake County Light Industrial District (LM) to City of Tavares Industrial (I)

Mr. Fitzgerald made the following presentation:

The subject property is located at 12549 Lane Park Cutoff and is approximately 1.50 acres in size. The land is presently zoned as County Light Industrial District (LM), and the applicant is proposing that the property be annexed and rezoned to City Industrial (I).

The proposed zoning of Industrial (I) is compatible with the surrounding zoning and the existing industrial use of the property.

The annexation of this property has been reviewed per the City's Annexation Policy. It has been determined by City staff that the property may be properly serviced by the City without undue hardship or significant negative fiscal impact to the City.

The owner is concurrently seeking a Future Land Use Map amendment to Industrial (IND) to be compatible with the proposed Industrial zoning.

Staff recommends that the Planning & Zoning Board moves to recommend approval of Ordinance 2020-01, the annexation and rezoning to Industrial (I) of approximately 1.50 acres of property located at 12549 Lane Park Cutoff, Tavares, FL.

Chairman Santoro asked if the applicant is present.

Victoria Senia, 11340 Dead River Road, said she is available for questions.

Board Member Koerner inquired about the owners plans. Ms. Senia said her company is in the wastewater industry which conducts warehouse light assembly. She said that she is currently renting space at a location off Southridge Industrial Drive and is outgrowing the space.

MOTION

Dara Treadwell moved for the Planning and Zoning Board to recognize the annexation of 12549 Lane Park Cutoff and Rezone from Lake County Light Industrial to City of Tavares (I) Industrial, seconded by Gary Koerner. The motion carried unanimously 4-0.

3) Ordinance 2020-02 - SSFLUM Providing for a Change of Future Land Use Designation on Approximately 1.5 Acres of Land Located at 12549 Lane Park Cutoff; from County Urban Low Density to City Industrial (IND)

Mr. Fitzgerald made the following presentation:

The subject property is located at 12549 Lane Park Cutoff, and is approximately 1.50 acres in size. The land presently has a land use designation of County Urban Low Density, and the property owner is requesting an amendment to the Tavares Comprehensive Plan Future Land Use Map 2020 to change the designation of said property from Lake County Urban Low Density to City of Tavares Industrial (IND).

Ordinance 2020-02 proposes a small scale amendment to the Future Land Use Map 2020 of the Comprehensive Plan from County Urban Low Density to City Industrial (IND).

The subject property is adjacent to industrial and commercial uses. An application to annex and rezone this property to an Industrial (I) designation is concurrently under consideration.

The city is required to place a future land use designation on annexed property. The subject property is currently designated County Urban Low Density. A City Industrial (IND) designation is compatible with surrounding property and the existing County Future Land Use.

Lands surrounding this property are industrial and commercial in nature.

An industrial / commercial building is currently on the property.

The City's Concurrency Management System will ensure that Levels of Service (LOS) will not be degraded beyond the adopted levels of service for all regulated public facilities. Adverse impacts on Levels of Service are not implicated.

This amendment request is considered to be in compliance with the Comprehensive Plan Goals, Objectives and Policies with the following findings:

- 1. An Industrial (I) Future Land Use designation would serve as the most appropriate land use for the subject property in accordance with Future Land Use policy 1-1.1.6.*
- 2. Impacts of the subject property shall be monitored through the City's Concurrency Management System. (Comp Plan, Chapter 8)*

Staff recommends that the Planning & Zoning Board moves to recommend approval of Ordinance 2020-02, a Small Scale Future Land Use Map amendment from County Urban Low Density to City Industrial (I) for 1.50 acres of property located at 12549 Lane Park Cutoff, Tavares, FL.

MOTION

Dara Treadwell moved to approve Ordinance 2020-02, seconded by Gary Koerner. The motion carried unanimously 4-0.

Mr. Fitzgerald said the Planning and Zoning Board made a recommendation to the City Council to approve the ordinances. Both ordinances will go before City Council for two readings with final approval at second reading to be held February 5, 2020.

VI. OTHER BUSINESS

4) Election of Vice Chairman

Chairman Santoro asked for a nomination for the Vice Chairman position. He noted the position was held by Lou Buigas who was elected to City Council.

MOTION

Deborah Murphy moved to nominated Morris Osborne.

Attorney Williams said Mr. Osborne is a land use attorney with a firm in Orlando and will be a good member.

The motion was seconded by Dara Treadwell. The motion carried unanimously 4-0.

VII. AUDIENCE TO BE HEARD

Chairman Santoro asked for comments from the audience. There was none.

VIII. ADJOURNMENT

There was no further business and the meeting was adjourned at 3:40 p.m.

Respectfully submitted,

Susie Novack, MMC/FCRM
City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
2/5/2020**

AGENDA TAB NO.: 8

SUBJECT TITLE: Tavares Historical Society Transition Plan Agreement (Community Services)

OBJECTIVE:

To approve a Transition Plan Agreement between the Tavares Historical Board (HB) and the City of Tavares

SUMMARY:

Previously, City Council approved the idea for the City to take over the management and operations of the Tavares History Museum. A Transition Plan Agreement has been developed between the Historical Board members and City staff with review by the City attorney.

Highlights of the Agreement are as such:

- Lease agreement made on April 17, 2013 giving train station to Historical Board (HB) terminated resulting from HB turning over operation to city
- Transfer of historical artifacts to the city once the rehabilitation of the fire/train station project is funded and city has issued Certificate of Occupancy (CO)
- HB continues to operate in current location; to care for inventory; and to accept any new items
- City will provide some annual funding support
- City will not accept new donations until inventory is transferred to city
- Once CO is issued, City will own, operate, and manage museum and historical inventory and HB will serve as advisors
- Old museum will serve as long term storage
- Once CO is issued, the Society will reconstitute itself as an Advisory Board to the City

OPTIONS:

- 1) To approve this agreement
- 2) To not approve the agreement

STAFF RECOMMENDATION:

That City Council moves to approve agreement

FISCAL IMPACT:

n/a

LEGAL SUFFICIENCY:

meets legal sufficiency

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Memorandum of Understanding between Historical Society of Tavares, Inc. and City of Tavares

ATTACHMENTS:

Description

Type

**AGENDA SUMMARY
TAVARES CITY COUNCIL
2/5/2020**

AGENDA TAB NO.: 9

SUBJECT TITLE: Economic Development Strategy 2020 Update (Economic Development)

OBJECTIVE:

To provide Council with an overview of the City's 2020 Economic Development Strategic plan update and receive Council input.

SUMMARY:

The City's Economic Development team has developed a long term economic development strategy, which is updated each year. The plan is both geographical and component specific focusing on twelve (12) specific Economic Development focus components throughout five (5) City geographical quadrants. Although the overall vision and objectives remain focused in the same direction, it is prudent to update the plan on a regular basis to expand upon successes and milestones achieved and seek opportunities for new ones. The Economic Development Horizon Team has met recently to discuss, review and update the plan for 2020.

The Economic Development Director will provide a brief review of the strategic plan update (attached) highlighting areas of focus where objectives have been achieved and receive input from Council.

OPTIONS:

Not applicable, no action required.

STAFF RECOMMENDATION:

No Council action is required for this item.

FISCAL IMPACT:

No fiscal impact, informational purposes only.

LEGAL SUFFICIENCY:

Legally sufficient.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. City of Tavares Economic Development Strategy 2020 Update.
2. City of Tavares Economic Development Strategy Focus Area Map 2020 Update.

ATTACHMENTS:

Description

Type

**AGENDA SUMMARY
TAVARES CITY COUNCIL
2/5/2020**

AGENDA TAB NO.: 10

SUBJECT TITLE: Prescription Burn of Tavares Nature Park (Fire)

OBJECTIVE:

To inform City Council of an opportunity to conduct a prescription burn on the City of Tavares owned Tavares Nature Park, and provide City Council with the opportunity to support or restrict this activity.

SUMMARY:

An important part of responsible and effective land management in Florida is the Prescription burn. Prescription burns are conducted on wild land. These burns will thin out fuel load from the affected area, which decreases the chance of uncontrolled wild fire, while creating a healthier growing medium for the remaining indigenous plants.

City of Tavares Public Works and Fire Departments are working the Florida Forest Service, to conduct a prescription burn on the Tavares Nature Park area and surrounding property. The Florida Forest Service will take the lead on this prescription burn. They will be assisted by Tavares Public Works and Fire Departments. Additionally, this prescription burn will be further useful as a wildland firefighting training platform for Tavares and Eustis Fire Departments.

A prescription burn of the Tavares Nature Park has a added benefit of clearing out the underbrush in that area that screens and hides homeless camps and other inappropriate or illegal activities.

The greatest, and most visible nuisance to the public is the smoke created by the prescription burn. The Forest Service work diligently to inform the public of the prescription burn through a variety of mediums, including site signs, pre-burn notices, and social media notifications.

Florida Forest Service is also coordinating with Far Reach Ranch (the blueberry farm) to also conduct prescription burn on portions of the Far Reach Ranch property that have direct border with Tavares Nature Park.

The prescription burn can only take place when certain weather conditions, including wind directions and speeds and humidity levels, are within acceptable limits. For that reason, a long-range declaration of a date or dates for the prescription burn, is not possible. It might be the case that very little advance and specific notice can be published, because the conditions for a premium burn may appear suddenly, and the burn takes place with little notice or fanfare. The Forest Service will do our best to get the appropriate notifications out as early as possible.

OPTIONS:

Option 1: Approve the prescription burn of Tavares Nature Park area.

Option 2: Deny the prescription burn of Tavares Nature Park area.

STAFF RECOMMENDATION:

Staff recommends that City Council move to approve the prescription burn of the Tavares Nature Park area.

FISCAL IMPACT:

There is no direct fiscal impact to the City for this prescription burn. The Florida Forest Service is not charging a fee for this service.

There will be some indirect fiscal impact as the Public Works and Fire Departments participate with on-duty personnel, and the efforts taking place in advance of the burn for the notification of citizens.

LEGAL SUFFICIENCY:

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Tavares Prescription Burn Mitigation Plan
2. DRMP Tavares FLUCCS Map
3. Wildfire Mitigation Agreement

ATTACHMENTS:

Description

Type

**AGENDA SUMMARY
TAVARES CITY COUNCIL
2/5/2020**

AGENDA TAB NO.: 11

SUBJECT TITLE: Bid Award for Lake Francis Estates Water and Sewer Replacement Project (Utilities)

OBJECTIVE:

To award the low bid for the City of Tavares Lake Francis Water and Sewer Project and execute a contract with PCW Joint Venture in the amount of \$6,718,402.15 after FDEP approval.

SUMMARY:

This project is to replace all the water and sewer piping in the Lake Francis distribution and collection systems as well as make improvements to Lift Station 49. The piping that will be replaced is some of the oldest in the City and has outlived its life expectancy and is failing. Over the years, the City has incurred a high number of call-outs due to infrastructure failing; and the City replacing individual lines to "limp" the system along.

Previously, the City Council approved documents related to this project. the timeline is as such:

- April 14, 2016 - Executed Loan 350950 for preliminary planning of the project.
- October 18, 2017 - Amendment 1 was approved for additional time to complete the activities funded by the loan.
- November 1, 2017 - City Council approved Resolution 2017-11 authorizing a loan application to FDEP for the Lake Frances / LS 49 Project.
- November 1, 2018 - City Council approved Resolution 2018-24, authorizing SRF Loan 350351 for Lake Frances and Liftstation 49 improvements with the FDEP for construction, oversight, and contingency activities.
- November 1, 2018 - City Council approved Resolution 2018-25, authorizing SRF Loan 350360 for Lake Francis Water Distribution Piping Design.
- December 19, 2019 - City Council approved Resolution 2018-28 authorizing execution of loan 350361 with the FDEP.

SRF Loan Approval Table

SRF LOAN		Disbursable Loan Amount
Lake Francis Pre-planning loan	Planning	20,000.00
Lake Francis Water Design Loan	Design	72,472.00
Lake Francis Water Piping	Construction	829,780.00
Lake Francis Lift Station 49 & related Sewer improvements	Construction	6,624,350.00
Total approved laon for Project		7,546,602.00

The Bid results were as follows:

PCW Joint Venture	\$ 6,718,402.15
SanPik Inc	\$ 7,764,515.00
Intercounty Engineering inc	\$ 8,422,486.00
Lanzo Construction Co	\$ 9,143,199.00
Pospiech Construction Inc	\$ 9,313,328.42
Prime Construction Inc	\$ 9,480,940.00
Cathcart Construction Inc	\$ 10,314,412.00

The recommended bid of \$6,719,405 is \$735,724 less than the approved State Revolving loan amount of (\$6,624,350 + \$829,780) for construction and technical services.

OPTIONS:

1. Award the bid and execute a contract for the project to **PCW Joint Venture** in the amount of **\$6,718,402.15**.
2. Do **NOT** award the bid and execute a contract for the project to **PCW Joint Venture** in the amount of **\$6,718,402.15**.

STAFF RECOMMENDATION:

Award the bid and execute a contract for the project to **PCW Joint Venture** in the amount of **\$6,718,402.15**.

FISCAL IMPACT:

SRF Loan has been factored into the City's 5 year rate structure.

LEGAL SUFFICIENCY:

This summary and bid met legal sufficiency.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Bid Evaluation
2. Bid Opening - Minutes
3. Proof of Publication

ATTACHMENTS:

Description

Type

**AGENDA SUMMARY
TAVARES CITY COUNCIL
2/5/2020**

AGENDA TAB NO.: 12

SUBJECT TITLE: Establish FY 2021 Broad Budget Priorities (City Administrator)

OBJECTIVE:

To establish the City Council's broad budget priorities for the City Administrator to use in developing the FY 2021 budget (October 1, 2020 through September 30, 2021)

SUMMARY:

It has been the practice of the Council to set the broad budget priorities for the City Administrator to use as guiding principles in developing a budget that is commensurate with the Council's overall budgetary goals.

By way of background, the City operates six (6) governmental operations as follows:

1. **General Government** (revenues derived by property taxes, other taxes and fees)
2. **Utilities** - Water, Waste Water (Sewer), Reclaimed Water, Stormwater (Revenues derived by fees – no property taxes)
3. **Solid Waste (Garbage Collection)** (revenues derived from fees – no property taxes)
4. **Seaplane and Marina Enterprise** (revenues derived from fuel sales, prop shop sales, rental income from seaplane operator and others, general fund (taxes) and CRA TIF Fund (Incremental property tax revenues within the CRA District).
5. **Pavilion on the Lake**. (revenues derived from rental income and general fund taxes)
6. **Capital Projects**. (revenues are derived from grants, impact fees, special tax revenues like "Infrastructure Sales Tax" and property taxes).

(Note: in addition to the above are debt service costs associated with prior capital projects)

Attached to this summary are:

Exhibit A: Recent Historical Information regarding the City Budget

Exhibit B: Future Budgetary Information

Exhibit C: Current Projects and Initiatives underway

OPTIONS:

OPTIONS:

1. Council to provide its collective broad budget priorities to the City Administrator
2. Discuss and bring back to the next meeting meeting for finalization.

STAFF RECOMMENDATION:

That Council discusses and then establishes broad budget priorities for the City Administrator to incorporate into the FY 2020 budgets for all funds including a discussion on:

1. Maintaining or not maintaining a similar level of service?
2. Adding or not adding new programs and services?
3. Employee compensation and benefits?
4. Capital Projects

FISCAL IMPACT:

None to establish budget priorities. The budget will be developed this spring and provided to Council this summer for deliberation and then adoption this fall.

LEGAL SUFFICIENCY:

yes

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

Exhibit A - Economic Conditions 2020
Exhibit B - Budget Considerations for FY2021
Exhibit C - Projects and initiatives 2020

ATTACHMENTS:

Description	Type
Exhibit A - Economic Conditions 2020	Exhibit
Exhibit B - Budget Considerations for FY2021	Exhibit
Exhibit C - Projects and initiatives 2020	Exhibit

Exhibit A

Recent Historical Information Regarding the City Budget

The ebbs and flows of the economic conditions of the United States and Florida are well beyond the control of Tavares. These economic conditions have affected all cities in Lake County creating some challenges to overcome. Each city has taken a different approach to working in these economic realities. Tavares took a calculated risk approach of investing in itself by creating America's Seaplane City, developing a Seaplane base and virtual runway in Lake Dora, creating a marina with docking and fuel service and now rebuilding that hurricane destroyed investment with insurance proceeds. Tavares also created a downtown entertainment district, recreational Seaplane Themed Splash Park for children, professionalized its Public Safety operation of Police and Fire service by constructing a new "state of the art" Public Safety Complex as a gateway feature, added many unique events to the downtown, punctuating its 4th of July and Christmas parades as Lake County's "go to" parades and events, developed The Pavilion on the Lake (Lake County's premier events venue) to host conferences and weddings, expanded its sewer, water and reclaimed systems throughout the city, secured \$18 million in Rail Road grants to upgrade the Rail Line spine that goes through Tavares and Lake County and established an Economic Development Department to recruit companies to Tavares and develop an "open for business" friendly environment for investors. Economic Development cannot occur without strategically placed water and sewer infrastructure to service that economic investment. The city took an aggressive posture on the expansion of its wastewater and water plant to encourage private investment into the City of Tavares. That investment in itself along with its "Civic Entrepreneurial" approach to governance, resulted in attracting tens of millions of new private dollars invested into the City of Tavares as well as the creation of many new high-wage jobs. That private investment includes: Sea Rey Seaplane Manufacturing Company, Wipaire Seaplane Pontoon manufacturing company, Jones Brothers Seaplane Flight Training and Scenic Tour operations, Osprey Assisted Living and Alzheimer's Care Lodge, Publix Shopping Center, the Big House Indoor Regional Sporting Facility, The Polar Express Train, Tavares first Professional Workforce Apartment Complex - Atwater Luxury Apartments and a second one now programmed on Alfred Street, the Hospital's new Heart Care Center, an expanded Hospital ER facility and modern assisted living facility, an influx of medical related companies to Tavares Medical Park (outpatient surgical centers, multiple medical clinics specializing in a range of medical specialties and a VA Clinic), An upscale day Spa, many new residential sub-divisions and retirement communities that not only drive short term construction trade work but long term maintenance, landscaping and operational jobs, many new restaurants and bars, three new down town hotels, the complete sell out of the professional park on SR 19 (just south of the Ace Hardware Store) and the 448 Lake Ridge Industrial/Commerce Park continued expansion of new buildings and business.

Exhibit A

Recent Historical Information Regarding the City Budget

In summary, the economic conditions in Tavares are very good in terms of business expansion, Business retention, Business start-ups, jobs, prosperity and increased tax base to support the public services the community enjoys.

The fruits of the City Council's, staff's and citizen's labor have not come without challenges. While the City was investing in itself, it did it amongst the back drop of some very challenging national and state economic realities. This, however led to very favorable pricing structures when securing the contractors to build the public infrastructure. All this new public infrastructure attracted private investment and also increased cost to the City to staff and maintain. In addition to this increased cost to maintain this new public infrastructure, the city also added many new services (Advanced Life Support provided by the Fire Department First Responders, enhanced 911 service provided by the Sheriff's Office, a seaplane base and virtual runway, marina, pavilion, train station, many special events, reclaimed water, street beautification/irrigation and landscaping, street re-paving program, alleyway brick overlay program, Wooton Park improvements, the new Ecological Park, new boat ramps and restrooms and additional recreational ball fields. This has expanded the level of service offered to the community as well as the cost to the community.

This cost, when benchmarked against other communities of similar size in Florida, reveals that Tavares comes out on top in terms of efficiencies including number of employees per capita for various services offered like police and fire protection which make up a significant part of any city's General Fund budget.

The positive economic conditions that Tavares is beginning to enjoy today did not materialize without hard work by the City Council, all of its employees and a civic entrepreneurial approach to governing, taking calculated risks, being creative and overcoming fiscal challenges.

Exhibit B

Future Budgetary Formation

1. **Utilities: Water, Sewer, Reclaim and Storm Water:** The City has conducted a rate study that calls for reasonable growth and increases on the expense and revenue side of the budget. Rate increases are capped at Consumer Price Index (CPI) for water, sewer and reclaimed water.
2. **Garbage Collection:** Council previously addressed moderate growth on the expense side and revenue side of the budget. Rate increases are capped at Consumer Price Index (CPI).
3. **Seaplane base and Marina Enterprise:** Hurricane Irma destroyed the seaplane base and marina. Insurance proceeds are paying 98% of the cost to rebuild this. The project has commenced with the removal of the pilings and Phase II, reconstruction should be completed by the end of 2020.
4. **Pavilion On The Lake:** The facility is exceeding expectations with weddings and “events”. It has become one of Lake County’s signature venues. There are two primary goals: 1) Continue to have a positive effect on the local economy by filling up hotels, patronizing restaurants, and supporting niche wedding/conference support businesses (photography, florist, catering companies, hair/make up, wedding planners, limo service etc. And 2) self-sufficiency. We can expect annual revenues to be approximately \$425,000 in rental income and expenses to be approximately \$470,000 to staff, operate, promote and maintain the facility. The annual economic impact on the local community per year is in excess of \$2.5 million.
5. **Capital Improvement Projects:** The City Council previously developed and maintains a five-year Capital Improvement program. This plan will need to be updated based on what has occurred and what this Council desires for future capital items. The downtown Master Plan has been updated and is also a good resource for identifying upcoming capital needs. A new Comprehensive plan is underway and may drive additional capital needs.
6. **Debt Service Costs:** A debt service schedule was provided in the current year’s budget and it will be updated for the next budget cycle. A Debt Service Management Report will be presented to Council as part of the next budget cycle.

Exhibit B

Future Budgetary Formation

7. General Fund: At this early point in time, it is not possible to predict with precision the actual revenue or expenses that will occur for next Fiscal Year 2021 (Beginning October 1, 2020 through September 30, 2021) because the city does not know:

1. How many new properties have been added to the tax rolls nor how much property values will increase? (The Property Appraiser issues that report in May).
2. What the State shared revenues will be? (State sets that in June)
3. What the increased operational cost will be? (fuel, electricity, Healthcare, payroll etc. – Staff bases this on economic indicators)

However, “possible” scenarios for the purpose of starting the discussion on the Council’s broad budget priorities based on staff following trends and conducting research could result in the following possible budget scenarios:

Revenues:

1. Property Tax revenue collections increasing due to an increase in property values and new construction.
2. All other revenues increasing over current year due to positive economic conditions.

Expenses:

1. Personnel expenses increasing
2. Operational expense increasing
3. Employee Healthcare cost increasing

**Tavares Projects and Initiatives
Underway Current Fiscal Year 2020
Exhibit C**

1) PROJECTS:

Seaplane Base/Marina Reconstruction: Design complete. Phase 1 piling removal complete. Phase II – reconstruction awaiting final Insurance approval to issue Notice To Proceed.

Historical Society Building: Relocation of Historical Society from existing shuffleboard court location to the Old Rail Road Station (Vacated Fire Department Building) is programmed and under preliminary design.

Tavares-Mount Dora (YMCA) Recreation Trail along Old 441: Study underway to determine best location and supporting documentation for Federal “Build America Grant”. Study funded 100% by FDOT Grant. \$233,626.

Library Expansion: Library Expansion Plan underway. Expansion funded by Lake County Library Impact fees at \$1 million.

Senior Center: Bocce Ball & Pickle Ball Courts at Ridge Park next to Library under preliminary design. No funding identified for this project.

Public Works Facility: Council selected property off Captain Haynes Road next to Water Administration Building and cleared portions of the land. Project out for Request For Qualifications to design.

Lake Francis utility line replacement and upgrades: This project is designed, bids have been received and scheduled to be awarded.

State Road 19/561 and 448 Corridor Master Planning: This project is at a “Horizon Team” level where the team is incorporating its work into the Comprehensive Plan for the City.

Comprehensive Plan Update: The 18-year-old City Comp Plan is being updated with presentations to the P&Z Board and City Council programmed this Spring.

Land Development Regulations Update: These will be updated after the Comprehensive Plan is adopted.

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.

Howey Bridge: The State Bridge between Tavares and Howey-In-The Hills is under reconstruction. Project is almost complete. \$22 million. Funded by the State of Florida.

**Tavares Projects and Initiatives
Underway Current Fiscal Year 2020
Exhibit C**

Tavares Nature Park Fishing Pier: A CDBG and Fish and Wildlife grant being sought.

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

West Main Street Improvements: This project is preliminary designed. Final design and construction subject to funding. Includes, paving, sidewalk improvements, parking, lighting, landscaping etc.

- No funding identified for this project. Remains on hold. Estimated cost is \$1.2 million

Chris Daniels Memorial/FDOT Triangle Fountain Gateway: FDOT Landscaping grant funding secured for landscaping improvements. Project engineering and design has been completed and submitted to FDOT for approval. Improvements will begin upon approval by FDOT. Funded by the State of Florida DOT \$260,575 and \$78,000 city.

Wooton Wonderland Replacement: Antiquated Children's playground to be replaced at an estimated cost of \$650,000. Project is out for solicitation of proposals. Proposals due back in March 2020 for award.

Cemetery Restrooms: Under design with construction to follow.

Avalon Water Temporary Booster Station: The temporary portable booster station has been installed for the new School. The permanent station is under design for funding and construction sometime in the future.

City Hall Hardening: Hazard Mitigation Grant Program funding by the Florida Dept. of Emergency Management for hardening protection of City Hall (roof, windows, doors, etc.) against 140mph hurricane wind speeds. Engineered structural analysis has been completed and project awarded. Project starting first week of February 2020.

City Hall Building Permit Office Renovations: This project utilizes restricted permit fee funds to rehabilitate the vacated Police Department area in City Hall into the Building Permit Department area. Project is under final design.

Peninsula Water and Sewer line: This project has been designed. Construction programed at such time as Developer moves forward on abutting project.

Roadway Intersection Improvements: The following intersections are programmed to be improved over the next two years.

Tavares Projects and Initiatives
Underway Current Fiscal Year 2020
Exhibit C

- Dead River Road and SR 19 \$650,000 (Lake County Funded)
- David Walker and New 441 \$1.4 million (Lake County)
- Alfred Street and SR 19 \$600,000 (Lake County)
- Main Street and SR 19 \$200,000 (Lake County)
- Alfred Street and David Walker (Lake County - under preliminary review)
- SR 500A and SR441 \$746,060 (FDOT – Under design)
- \$3.6 million - TOTAL ROADWAY IMPROVEMENTS UNDERWAY IN TAVARES!

2) INITIATIVES:

Benchmarking: The City participates in the Florida Benchmarking Consortium which compares like 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 bench marking modules which make comparative sense.

Police Department Accreditation: Now that the Police Department is in a proper facility, it can and has begun the two (2) year process of Florida Accreditation and thus will become a Florida State Accredited Police Agency.

Police Department Social Media Presence: The Police Department continues to expand and refine its social media presence. It recently was recognized for running a great program in Central Florida.

Police Department Community Out Reach: This program sends officers out into the community for Coffee and doughnuts at the many HOA monthly meetings and meet and greets with neighborhood leaders where HOA's do not exist as well as the business community.

Fire Department Paramedic Program: After transitioning from a Basic Life Support (BLS) to and 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 and continues to maintain that and work towards improving it which contributes greatly to lower insurance premiums for buildings.

Tavares Projects and Initiatives
Underway Current Fiscal Year 2020
Exhibit C

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 dining, music and entertainment options.
5. **Commerce Park:** located at the “Lake Ridge Industrial Park”.
6. **Ecotourism & Sports Tourism:** by full engaging the Marina facilities at Wooton Park, Hickory Point Park and Tavares Recreation Park extension of the Tav-Lee Trail connecting Wooton Park with South Sinclair Avenue.
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 Wooton Park waterfront.
9. **Arts, Culture & History:** by building on the City’s historical ties to the railroad industry, enhancement of railroad.
10. **Highway Commercial/Retail:** along the City’s “gateway” entrance roadways (SR19, SR441, Old 441, and CR561 & 448).
11. **Quick Service/Fast Casual Dining:** growing and developing additional options and concepts 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.

Special Events Facilitating and managing:

- Crappie USA Fishing Tournament
- Arbor Day Celebration
- African American Heritage Festival
- Planes, Trains and Barbecue
- Florida Vintage Raceboat Regatta
- O’Keefe’s St. Patrick’s Day

**Tavares Projects and Initiatives
Underway Current Fiscal Year 2020
Exhibit C**

- Sunnyland Antique & Classic Boat Show
- Seaplane-A-Palooza
- Kayakathon
- Hydro Drag Nationals
- Powerboat P1 USA Jetski Races
- Lake County Pride
- Red for ED
- Rocktoberfest
- Advent Health Waterman Pink Out 5K Run
- Monster Splash Seaplane Fly In
- Lake Renaissance Faire
- Buster Tubbs We Stand
- Santa Shuffle 5K Run
- Buster Tubbs Country Christmas

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 tax payer dollars farther 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.

Paving City Streets: Master Plan identifying every streets condition, grade and recommended annual budget to address roads complete. Road paving program funded at \$325,000 is underway and alleyway brick paving project of Cromartie Alleyway completed. Camp Road paving is complete. As part of our maintenance and pavement preservation program, the plan identified 3.8 miles of roads to be micro-resurfaced starting January 28, 2020:

1. Baytree Boulevard
2. Baywater Road
3. Juniper Way
4. Magnolia Ridge Avenue
5. Hunterwood Lane
6. Park Glen Place
7. Windridge Place
8. Marsh Harbor Drive
9. Antigua Avenue
10. Abaco Drive
11. Treasure Cay Road
12. Siesta Key Avenue

Tavares Projects and Initiatives
Underway Current Fiscal Year 2020
Exhibit C

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

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

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.

Agenda Management: The Clerk recently launched a state-of-the-art software system for City Council 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: In addition to the duties of Public Communications, the Communications Director is also the City's Emergency Management Director and, in this capacity, continues to prepare the new City's EOC to be most effective when needed.

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.

America In Bloom: This new and expanded level of service has put Tavares on the map in terms of being recognized as participating city in this initiative. This program continues to grow each and every year.

Tavares Projects and Initiatives
Underway Current Fiscal Year 2020
Exhibit C

Finance & Technology

Last-minute Text Messaging: This will allow the City Utility Billing to send customers a last-minute text message when their bill is delinquent. This will allow customers to get a reminder before penalties accrue and/or the account is shut off. This feature will implement for operation through the Innovative Voice Response System (IVR).

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 on-line through Click2Gov.

FY2019 Annual Audit and CAFR: The Annual audit and Comprehensive Annual Financial Report (CAFR) will incorporate all the new Governmental Accounting standards in the State of Florida so as to be completely up to date.

Community Services Department: The Department continues to move forward with several initiatives that will set up future projects for funding including:

- Master Plan of Ridge Park to determine the placement and massing of the library expansion, the senior center, and sports courts is nearing completion
- Conceptual Plan and Rough Order of Magnitude for the future History Museum is nearing completion
- Conceptual Plan and Rough Order of Magnitude for the future Senior Center is underway
- An architectural firm has been hired to design the library expansion project

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)

**Tavares Projects and Initiatives
Underway Current Fiscal Year 2020
Exhibit C**

- 12 Monday Mingles (Pavilion is open to guests who are under contract)

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 Shakedown – a year-round monthly program for our senior population that has singing, dancing, games and food
- Bow-Tie Gala – a bi-annual dinner and dance for the senior population
- Young At Heart game day once per month at the library for Seniors

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
- Camp Walkabout – 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
- Wacky World of Sports Program – a 12-week youth program that introduces kids to 6 different sports and activities
- Ready, Set, Run Program – a youth training program that features a 12-week curriculum for kids to work up to and participate in a 5K race
- 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 Whiffle Ball League – an initiative to bring the fun and competitive spirit of playing a child’s game into the downtown Tavares Square
- Skate Park Event – a musical night held at the Skate Park to encourage kids to learn skating

Events

- Fourth of July Celebration – an Independence Day celebration featuring musical and other entertainment, a community parade, games, activities, kids’ zone and fireworks
- BOO! Festival – a community trunk-or-treat for kids of all ages featuring carnival games, spooky tent, costume contest and tons of candy

Tavares Projects and Initiatives
Underway Current Fiscal Year 2020
Exhibit C

- Christmas Celebration – a holiday celebration featuring musical and other entertainment, a community parade, games, activities, ice skating, fireworks and Santa
- 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

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
- Monthly Library Poetry Series with Lake County Poet Laureate
- Frayed Knot: Knitting and Crochet: Meets first and third Tuesday of every month
- Young @ Heart: Games for 55 plus: meets Second and third Tuesday of every month
- Page Turners Adult Book Club: Monthly book club centered on a specific book
- Share a Title Book Club: Meets once a month to discuss books in general
- Golden Years Conversation Hour: Monthly discussion group for older adults, topics range from brain health, scams, to Medicare
- Story Time: every Monday and Wednesday
- Reader of the Pack: Children practice reading with Therapy Dogs
- Roots and Branches Genealogy Group
- Adult Lady Teas, covering various themes; this year's tea honors the 100th anniversary of the 19th amendment
- 1000 Books Before Kindergarten, a National Early Literacy initiative
- Welcome Baby
- Book a Librarian
- Story Time for Children's Learning House
- Census 2020 Information Table

**Tavares Projects and Initiatives
Underway Current Fiscal Year 2020
Exhibit C**

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 commemorating cultural heritage months, such as:

- Black History Month
- Women's History Month

Programming commemorating National Library and/or Literacy initiatives:

- Read Across America Day: Dr. Seuss Birthday Story Time
- International Gaming Week
- Banned Book Week

Holiday Themed programming:

- Santa Story Time
- Elf on the Shelf Story Time,
- Holiday Concert
- History of Fruitcake Program
- Winter Solstice Poetry Reading
- Blind Date with a Book
- History of St. Patrick's Day
- Halloween Children's Parade and Story Time
- Teen Valentine's Day Pizza Party and Craft

Library Outreach:

- Advent Health
- Osprey
- Brookdale
- Little Free Library
- Tavares Summer Camp
- Tavares Elementary School
- Girl Scouts meet twice a month at library

**AGENDA SUMMARY
TAVARES CITY COUNCIL
2/5/2020**

AGENDA TAB NO.: 13

SUBJECT TITLE: Tavares Historical Society

OBJECTIVE:

For the Tavares Historical Society to present a historical perspective.

SUMMARY:

The Tavares Historical Society will present a historical perspective.

OPTIONS:

1. Receive the Tavares Historical Society perspective.
2. Do not receive the Tavares Historical Society perspective.

STAFF RECOMMENDATION:

Option 1. Receive the Tavares Historical Society perspective.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Legally sufficient.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

N/A

**AGENDA SUMMARY
TAVARES CITY COUNCIL
2/5/2020**

AGENDA TAB NO.: 14

SUBJECT TITLE: City Administrator Report

OBJECTIVE:

To inform Council on city related matters.

SUMMARY:

The City Administrator will provide a summary at the meeting.

UPCOMING MEETINGS:

City Council Regular Meeting	February 19, 2020 – 4 pm – City Council Chambers
Library Board	February 19, 2020 – 2:30pm – Tavares Library Conference Room
Planning and Zoning Board	February 20, 2020 – 3 pm – City Council Chambers – Cancelled (Next scheduled meeting February 20, 2020)
Code Enforcement Hearing	February 25, 2020 – 5 pm – City Council Chambers – Cancelled (Next scheduled hearing February 25, 2020)

UPCOMING EVENTS:

Planes, Trains & BBQ	February 29, 2020 – 12 pm to 10 pm – Wooton Park
FL Vintage Race Boat	March 14-15, 2020 – Details to be Announced
Sunnyland Boat Show	March 19-22, 2020 – Details to be Announced
Seaplane-A-Palooza	March 28, 2020 – 10 am to 3 pm – Tavares Seaplane Base

OUTSIDE AGENCY MEETINGS:

Lake County League of Cities	February 14, 2020 – 12-1:30 pm - Lake Receptions
Lake Sumter MPO Executive Board Meeting	February 26, 2020 – 2 pm – 225 W. Guava St., Lady Lake
Tavares Chamber Business Luncheon	February 26, 2020 – 11:30 am – Tavares Civic Center, 100 E Caroline Street

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

N/A

**AGENDA SUMMARY
TAVARES CITY COUNCIL
2/5/2020**

AGENDA TAB NO.: 15

SUBJECT TITLE: City Council Member Reports

OBJECTIVE:

To inform Council on city related matters.

SUMMARY:

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:

N/A