



AGENDA
TAVARES CITY COUNCIL
March 4, 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 Tom Cavanaugh, First Baptist Church of Mount Dora

III. APPROVAL OF AGENDA

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2 Tavares Chamber of Commerce Update (Chamber)

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO RECORD

VII. CONSENT AGENDA

Tab 3 Approval of the February 19, 2020 Regular City Council Meeting Minutes (City Clerk)

Tab 4 Utility Easement for Duke Energy for Temporary Water Pump Station (Utilities)

VIII. RESOLUTIONS

Tab 5 Resolution 2020-04 - Joint Agency Resolution for Rails to Trails Initiative (City Administrator)

IX. ORDINANCES - PUBLIC HEARING

First Reading

Tab 6 Ordinance 2020-03 - Amendment to Land Development Regulations Section 4-45 Notice of Hearing (C) Posting of Site; Section 24-2 Planning & Zoning Division Fees (C) Advertising (Community Development)

Second Reading

X. GENERAL GOVERNMENT

- Tab 7 Board Appointments - Fire Pension Board and Lake County Arts & Cultural Alliance (Mayor)
- Tab 8 Approve FY2020-2021 Budget Workshop and TRIM Calendar (Finance)
- Tab 9 Emergency Notification System (Public Communications)
- Tab 10 Authorization to Enter into Library Design Contract (Community Services)

XI. NEW BUSINESS

XII. OLD BUSINESS

- Tab 11 Tavares Historical Society

XIII. HISTORICAL PERSPECTIVE

XIV. AUDIENCE TO BE HEARD

XV. REPORTS

- Tab 12 City Administrator Report
- Tab 13 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
3/4/2020**

AGENDA TAB NO.: 1

SUBJECT TITLE: Pastor Tom Cavanaugh, First Baptist Church of Mount Dora

OBJECTIVE:

Pastor Tom Cavanaugh, First Baptist Church of Mount Dora, will provide the invocation and lead those present in the Pledge of Allegiance.

SUMMARY:

Pastor Tom Cavanaugh, First Baptist Church of Mount Dora, 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
3/4/2020**

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
3/4/2020**

AGENDA TAB NO.: 3

SUBJECT TITLE: Approval of the February 19, 2020 Regular City Council Meeting Minutes
(City Clerk)

OBJECTIVE:

To consider approval of the February 19, 2020 Regular City Council Meeting minutes.

SUMMARY:

Attached is the February 19, 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
February 19, 2020 City Council Meeting Minutes	Exhibit



**TAVARES CITY COUNCIL
MEETING MINUTES
FEBRUARY 19, 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

Brenda Smith, President, Tavares Historical Society

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 Justin Berger, First Baptist Church of Tavares

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

III. APPROVAL OF AGENDA

Mr. Drury said staff would like to add Tab 9A [Seaplane Base, Marina Reconstruction Budget Allocation] to the Agenda. He said a summary was provided to Council and the audience.

MOTION

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

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2. Proclamation – March 2020 Problem Gambling Awareness Month

Mayor Boggus made the following presentation:

The city received a request from the Florida Council on Compulsive Gambling (FCCG) to pass a proclamation declaring March 2020 as Problem Gambling Awareness Month for its 'Problem Gambling Keeping You from Your Goals?' awareness campaign. The campaign helps bring public awareness not only to problem gambling, but also awareness of the help, resources and treatment available through the FCCG to anyone negatively affected.

MOTION

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

Mayor Boggus read a Proclamation declaring March 2020 as Problem Gambling Awareness Month in its entirety.

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 stated there were no Ordinances or Resolutions before Council for consideration.

VII. CONSENT AGENDA

Lou Buigas said she would like to pull Tab 4 from the Consent Agenda for discussion.

MOTION

Lori Pfister moved to approve the Consent Agenda with Tab 4 pulled for discussion [Tab 3. Approval of the February 5, 2020 Regular City Council Meeting Minutes], seconded by Lou Buigas. The motion carried unanimously 5-0.

Tab 3. Approval of the February 5, 2020 Regular City Council Meeting Minutes

Approved on the Consent Agenda.

Tab 4. Avalon Park Tavares Phase 1 – Preliminary Plat

Council Member Buigas said she would like to declare a Conflict of Interest as she has a close relative that is employed by Avalon Park Tavares. Attorney Williams said he spoke with Council Member Buigas prior to the meeting and recommended she declare a Conflict of Interest. He said Council Member Buigas will file a Conflict of Interest form with the City Clerk.

MOTION

Troy Singer moved to approve [Tab 4 – Avalon Park Tavares Phase 1 – Preliminary Plat], seconded by Roy Stevenson. The motion carried unanimously 4-0, with Lou Buigas abstaining.

VIII. RESOLUTIONS

IX. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

Tab 5. Concept Plan for Tavares History Museum

Ms. Rogers made the following presentation:

By way of background, the City Council approved and entered into an agreement with the Historical Society seven (7) years ago wherein the Historical Society would lease the Alfred Street Train Station, renovate it and run the Tavares History Museum once the Fire Department vacated the building. Two years ago, the Historical Society effectively cancelled the agreement advising it was not able to fund the renovation or run the museum and asked the City Council to consider taking over the project.. The City Council accepted the request and began the due-diligent process of investigating the cost of adding this new city program by budgeting in 2020 \$12,500 to hire an Architectural firm to determine the full cost to properly renovate the Alfred Street Train Station into a History Museum.

After conducting a full inspection of the current condition of the Alfred Street Train Station, meeting with the Historical Society (President, Brenda Smith, and Board Member, Diana Aten) as well as City staff, the Architectural firm, developed a draft plan for both the Historical Society and City Council's review.

It should be noted that this building was constructed in 1925 and the inspection revealed that extensive renovations would be required to make it viable as a Public History Museum. The heating and air conditioning, the plumbing, and the electrical systems, along with a fire sprinkler system, ADA bathrooms and door jams and Hurricane code compliance, windows and vapor barrier walls all need extensive work to address mold, wind loads, safety and adequate conditioned space for fragile paperwork, clothing and other historical artifacts that are to be accepted. Site work would need to include ADA parking and include rebuilding the passenger loading platform so that train guests can visit.

Additionally, there is a costs for the construction of displays, casework, and lighting for the historical displays.

There are two options being presented. The first option is at a higher cost and includes flex space for expanded programming. Also, this option allows for protective areas for delicate objects, a loading platform, quality lighting and furnishings and several additional amenities.

The second option includes rehabilitation of the building with lower-end furnishings, flooring, ceiling treatments, lighting, and it does not include site improvements, such as paved perimeter walkways, outdoor lighting, outdoor performance space, landscaping, outdoor seating, and paved parking lot.

As additional information, the Historical Board President, Brenda Smith, along with other members of the Historical Society, met with city staff on February 11, 2020 to explore an alternative possibility of opening a History Museum in the Wootton Park train station in the space currently occupied by Polar Express train excursions next to the Chamber.

After a comprehensive walk-through of the Wooton park train station space, it was determined that the current inventory of historical artifacts held by the Society in addition to a large donation of a train village, could be accommodated in the already renovated Wooton Park train station. The cost to retrofit that portion of the Wooton Park Train Station occupied by Polar Express into a History Museum is estimated at \$125,000.00 and would take just a few month to do.

Also, attached is the agenda summary from the previous council meeting whereby the related item was tabled to allow City Council to hear of the cost to renovate the old fire station.

If, after hearing the presentation from the design Architects to renovate the Alfred Street Train station, as well as hearing input from representatives from the Historical Society, the City Council selects the option to pursue a History Museum in the Wooton Park already renovated train station then the following schedule of events would follow:

- 1. The Polar Express train operator would move out of their current leased space and into the Train platform Air-conditioned ticket booth to sell their tickets. (many of their tickets are sold on line).*
- 2. Staff would budget \$125,000 to retrofit the vacated space in next years FY 2021 budget which begins this October for Council to consider along with all the other budgeted items.*
- 3. The Alfred Street Train Station would be placed into the commercial real-estate market for lease by a commercial enterprise who would be responsible for paying for and renovating the building so that it looks like a historic train station on the outside but the inside would be renovated for legitimate commercial business purposes that are viable and complement the down town business environment. (Council would approve the renovation plan and use of the building at such time as an entrepreneur provided their proposal to the Council).*

Staff recommends Option 1 - Hear the two "History Museum" options for the Alfred Street Train Station and then discuss those two options as well as the Wooton Park Train Station option.

Tom Gallagher, Lead Designer and Principal, DLR Group, introduced his team including Vanessa Kassabian, Lead Designer, and Mark Kirby, Lead Engineer. He provided a PowerPoint presentation on two scopes of work with price options. The top tier scope of work included museum standard construction and design at a cost of \$1.85 million dollars or \$250.00 per square foot with a gallery center and outdoor stage for performances. The lower cost option was presented at \$850,000 with no insulation, mechanical system upgrades, finishes or outdoor amenities.

Mayor Boggus asked for questions from Council.

Council Member Buigas inquired about structural components such as ceiling drywall and sound barriers. Mr. Gallagher said the higher cost option includes insulation between the truss holders under existing exposed wood and painted drywall. He said a thermally enclosed environment must be created. Mr. Gallagher noted costs are reflected per square foot and not individually itemized. Council Member Buigas asked for provisions for structural components such as footers or pads. Mr. Gallagher identified a wall with structural elements and noted a truss that is reinforced with a column preserved in the design to preserve the original truss.

Council Member Singer thanked the DLR team for their presentation. He said the City has a responsibility to preserve history and noted his preference to move the museum to the Wooton Park Train Station for greater foot traffic and less financial burden to the citizens.

Mayor Boggus noted her support for moving the museum to the Wooton Park Train Station. She noted support for raising monies for future renovation of the Alfred Street Train Station if private industry does not lease and renovate the building.

Council Member Buigas noted the importance of preserving the city's history. She stated her support for moving the museum to the Wooton Park Train Station so visitors could have quick and easy access.

Council Member Stevenson said he is the Council liaison to the Tavares Historical Society. He noted his support to move the museum to the Wooton Park Train Station for quick access at a reduced cost. He asked if the Historical Society would like to speak on the matter.

Brenda Smith, President, Tavares Historical Society, said she is in support of moving the museum to the Wooton Park Train Station. She thanked Council for their consideration.

MOTION

Troy Singer moved to no longer consider the Alfred Street Train Station as a location for the Tavares Historical Museum; and, put out a Request for Proposals for highest and best use for the Alfred Street Train Station; and, look at relocating the historical museum to the Wooton Park Train Station, seconded by Lori Pfister.

Council Member Buigas said that she would like the concept plan as a testament of how the city would like the building to look for a lessee.

Troy Singer amended his motion to include the RFP will include renovations. The amended motion was seconded by Lori Pfister.

Council Member Stevenson noted a concern that the city may restrict a commercial business by making them comply with the city's vision for the building. Mr. Drury said a commercial business would get extra points the closer any renovation and design follows the concept plan.

The motion carried unanimously 5-0.

Tab 6. Master Plan Ridge Park

Ms. Rogers said Tab 6 and Tab 7 were being presented together as the DLR Group was presenting the Ridge Park Master Plan that includes a conceptual plan reflecting both the Library Expansion Plan and Senior Center to be built in Ridge Park.

Ms. Rogers made the following presentation:

In fiscal year 2020, a budget was approved to contract with an architectural firm to develop a Master Plan of Ridge Park that would reveal the placement and massing of proposed future amenities (library expansion, senior center, bocce and pickle ball courts.). Also, in fiscal year 2020, a budget was approved to contract with an architectural firm to develop a Conceptual Plan and estimated cost to build a Senior Center that would include both Bocce and Pickleball courts in Ridge Park.

The Master Plan being delivered is the culmination of meetings with the consulting firm, the DLR Group, city staff, members of the Library Advisory Board, members of the Friends of the Library, the Lake County Library System Director, and the Project Liaison, Vice-Mayor Pfister.

The premise behind this exercise is to develop Ridge Park in such a way that the proposed future amenities will be in close synchronization with each other to create optimum programming efficiencies and benefits. To seek the guidance of the local senior community, City staff members have distributed a programming survey to the community (attached) and quickly received responses from 174 local seniors requesting a variety of programming if a senior center would be built.

Also attached is a petition from 64 local seniors requesting that Bocce Ball courts be constructed at Ridge Park.

City staff, along with members of the senior community and consultants, the DLR Group, worked together to develop a conceptual plan for this project.

It should be noted that this Senior Center could be built in tandem with the library expansion if funding is secured. City staff will be submitting a Community Development Block Grant in the upcoming funding cycle,

requesting \$600,000.00 for this project. A total cost for the proposed Senior Center will be delivered at this City Council meeting.

In the future, a future approach to naming a Senior Center co-located with sports, courts, and a library may be appropriate to incorporate the intergenerational laboratory of learning aspect of the project.

Parking is currently insufficient and staff has identified two vacant lots located in close proximity to the project site that the Impact Fee program will provide a funding source to purchase the land and to create the needed parking.

Some may wonder why the library expansion is not planned to be larger. The intent is to design and build within the City's budget set at \$1,000,000.00, and it could become \$1.5 million if the state construction grant is awarded in the amount of \$500,000. The library expansion will allow the City to not only create a teen area and conference rooms, but install movable walls so that the areas can be multi-purposed for other groups. The design that you will see illustrates the possibility to move a wall to expand the library conference room into the senior center conference room.

The original scope of the library a few years ago was planned to double the size by 9000 square feet, which would have increased construction, operations, and staffing budgets significantly. Since this project is being funded through the Impact Fee Program, staff met with the Director of Lake County Library Services, George Taylor, to learn how to proceed with making this change so that this reduced scope would not adversely impact the impact fee award. Mr. Taylor has advised that no amendment to the agreement would be necessary.

Why we would build a senior center along with a library? Why not just build a large library? Through research, by meeting with Tavares seniors and through survey results, the following highlights have been determined:

- Senior Centers are recognized by the Older Americans Act (OAA) as a community focal point. They have become one of the most widely used services among America's older adults. Today, almos 10,000 senior centers serve more than 1 million older adults every single day.*
- Senior centers offer everything from trips and special events to fine arts and crafts, music and dance, lifelong learning, and fitness and health programs.*
- In a quick survey (which is included in your packet) 174 of our Tavares seniors want a center with programming*

- *The median age for Tavares citizens is 52.7. Denny's restaurant offers a senior discount menu for people age 55 and over. So, accordingly, one could say that this city has a predominant senior population*
- *Learning comes in all environments and all shapes and sizes. Learning happens at our library now, but it also happens at the shuffleboard courts, at the TRA room, at the civic center, and it will happen at the senior center.*

Other points of interest are as follows:

- *If the center is built, then 3 rec staffers will move to the property and manage the center, eliminating the need to hire a large number of additional staff members (only 1 is anticipated for the senior center and 1 for the library expansion)*
- *Grants can be obtained to assist with the cost of a senior center whereby the available grants to expand the library have already been secured*
- *The library and rec staff already have overlap in programming duties (the recreation summer camp pairs with the library's summer reading program)*
- *If the center is built, then we believe that library circulation numbers could increase significantly*
- *There is a current international initiative called, "Let's move in libraries," and it is based on getting people of all ages and abilities to move. It aims to support healthy communities*
- *If this project moves forward, the Tavares Public Library will purchase and circulate shuffle board kits, pickle ball kits, and bocce ball kits to all Lake County Library Card Holders and they would become part of this international initiative. For every item circulated, the city receives \$1.00. In America's Seaplane City, where all things are possible and they beg to be Niche and Wow with*
 - *The pairing of recreation staff with library staff;*
 - *Sports courts along with books,*
 - *And teens engaging with seniors.*

Vanessa Kassabian, Lead Designer, DLR Group, presented a PowerPoint presentation of the Ridge Park Master Plan conceptual design including a Senior Center. She said her team worked within a \$1 million dollar budget to determine a square foot target (2600 sq. ft. Library addition; 3650 sq. ft. Senior Center; 6500 sq. ft. Outdoor Spaces) including a café, moveable partition walls, teaching kitchen and multi-purpose theatre.

Mark Kirby, Lead Engineer, DLR Group, noted air conditioner condensers would need to be relocated.

Mayor Boggus asked for questions from Council.

Mayor Boggus asked if the Tavares Historical Society would keep their current building. Mr. Drury said the Tavares Historical Society will continue to operate at their current location and move the museum to the Wootton Park Train Station. He said if the Historical Society vacates the building in the future Council may wish to designate the building as a used book store for the library.

Council Member Singer inquired about the Pickle Ball court. Ms. Kassabian said the concept design reflects one Pickle Ball court, Four Bocce Ball courts, and one Horseshoe court. Council Member Singer said Pickle Ball is a popular activity and asked if there is room to add more courts. Ms. Kassabian confirmed and said the Senior Center, Library, and exterior court elements can programmatically change in the future. She said they would take general direction provided and incorporate in the square footage of the courtyard.

Council Member Buigas said people want activity and noted her support for the concept of a centralized area. She asked if a transportation component could be incorporated to other local amenities such as the YMCA. Ms. Rogers confirmed and said the design is in a conceptual phase. Council Member Buigas said she wants to ensure city residents can enjoy the facility and activities.

Vice Mayor Pfister said she would like to attract visitors from outside of Tavares to also visit the downtown.

MOTION

Lori Pfister moved to adopt the plan, seconded by Roy Stevenson. The motion carried unanimously 5-0.

Tab 7. Concept Plan for Senior Center

Mayor Boggus asked for questions from Council.

Vice Mayor Pfister said the city could offer exercise programs to residents who are not members of the YMCA. Council Member Buigas noted the YMCA has a Silver Sneaker Program that the city can partner at no cost to residents.

MOTION

Lori Pfister moved to accept the Senior Center conceptual plan, seconded by Roy Stevenson.

Mayor Boggus inquired about the teaching kitchen. Ms. Rogers said residents have indicated they would enjoy a teaching kitchen and the idea is to have learning for the entire compound in all buildings.

The motion carried unanimously 5-0.

Tab 8. Community Grant Policy

Ms. Novack made the following presentation:

Council received the current Administrative Policy staff uses to guide, review and make recommendations to Council for Community Grant awards when the program is funded during the budget process. During the January 15, 2020 City Council meeting, Council asked that the policy be brought back for review and possible revision. Discussion by Council included removing the closing date for application's and awarding grants throughout the year as submitted.

Council Member Singer noted he is not in support of a application submittal deadline. Mr. Drury said a motion could be made to accept a rolling application process so funding could be awarded throughout the year until funds are exhausted.

MOTION

Lori Pfister moved to remove application deadlines on the Community Grant Policy, to be awarded until there are no funds available, seconded by Troy Singer. The motion carried unanimously 5-0.

Tab 9. Rails to Trails Update

Mr. Drury said the City formed a partnership with Lake County, City of Tavares, and City of Mount Dora to complete a Rails to Trails project. He said the Horizon Team includes Council Member Buigas, City Administrator, Public Works Director, Economic Development Director, and Communications Director. He said the three entities have partnered to secure grant funding. Mr. Drury provided a PowerPoint Presentation overview of the project with the following highlights:

- Coast to Coast Trail begins in St. Petersburg, Florida to Cape Canaveral, Florida by way of Central Florida
- Most of the Coast to Coast Trail has been completed
- The Heart of Florida trail loop is located in Lake County with the middle of the heart its main artery which is this project and a feeder and receiver for the Coast to Coast recreation trail system
- Communities across the state are funding the project
- The Rails to Trail from Tavares to Mount Dora is the main artery of the loop connecting to the Coast to Coast Rail system
- The main railroad line from Umatilla to Eustis through Tavares to Plymouth to Orlando will remain for current train excursions, freight, storage, and future growth of passenger rail to Orlando
- The goal is to secure a Build Grant from the United States Department of Transportation

- Build Grants are awarded in \$20-25 million dollar increments and the project is approximately \$25 million dollars to purchase the railroad from CSX and build a 14-foot-wide recreational paved trail from Tavares to Mount Dora, Sorrento and Wekiva
- The grant application has a 90 day window and a team has been created including Lake County to submit a competitive application
- The team will meet with state representatives in Washington D.C.
- The following team members are traveling to Washington D.C. to meet with the U.S. Department of Transportation, Secretary Chao and her team and introduce the project showing support between three governmental agencies:
 - Mayor and City Manager of Mount Dora
 - Mayor, City Administrator, and Public Works Director of Tavares
 - Chairman of the County Commission and County Manager
- The Governmental Liaison Team the City hired two years ago in anticipation of the project has been working on the City's behalf to set the meetings up. Mount Dora and Lake County also have teams in Washington D.C. who will also be assisting in making the project a high priority for our Congressmen, Senators, Secretary Chao and her team.

Mr. Drury said Council Member Buigas is the Council liaison for the project and has attended many meetings with the Florida Secretary of Transportation and District 5 representatives. The City has secured a \$430,000 grant to complete preliminary studies and a PD&E for the portion to Sorrento. He said FDOT is funding the Wekiva portion of the project.

Mayor Boggus asked for questions from Council.

Council Member Buigas said she would like to attend the Washington D.C. meetings on behalf of the Mayor if she has a scheduling conflict. Mayor Boggus said if there is a second meeting, and if she is unable to attend, she will ask Council Member Buigas to attend on her behalf.

Tab 9A. Seaplane Base, Marina Reconstruction Budget Allocation

Mr. Tweedie made the following presentation:

On December 18, 2019 the City Council approved a GMP contract amount of \$8,169,300 with Haskell Corporation to rebuild the Seaplane Base and Marina subject to insurance coverage for this cost. Staff submitted the approved GMP package to the insurance carriers. The Insurance carriers have indicated that an approval is forthcoming for 96% of the GMP (\$7.8 million) leaving 4% (\$369,100) for the city to cover. The goal is to reduce that 4% number to 2% or less. The insurance carriers have indicated that they will require additional support information to cover the 4% amount. Once the insurance carrier provides the city with the specific information on which components of the 96% are being covered vs. which components of the 4% not covered, staff will work

with the Haskell team and their engineers to provide that additional information to the insurance carriers and pursue coverage on the remaining 4%.

In the meantime, since no “notice to proceed” has been issued, the bids are becoming dated and there is a concern that if the City does not issue a notice to proceed soon, the project bids will need to be updated and the cost will go up. Additionally, the project schedule will be delayed and therefore completion will be delayed.

It is therefore recommended that the City issue a notice to proceed now in the full amount of the approved GMP to lock in the bids and get the project built sooner rather than later.

Previously the City budgeted \$360,000 for this project out of infrastructure sales tax to be used as Insurance match dollars and reserves for unforeseen items during construction phase.

It is recommended that the city appropriate this previously budgeted amount of \$360,000 for this unforeseen need plus an additional \$9,300 along with the insurance amount of \$7.8 million to total the full amount of the approved GMP of \$8,169,300 so that the construction bids are locked in and a notice to proceed can be issued immediately.

Staff recommends approval of Option 1 - Approve the appropriation of the budgeted \$360,000 plus an additional \$9,300 along with the insurance amount of \$7.8 million to total the full amount of the approved GMP of \$8,169,300 in order to issue a notice to proceed immediately.

Mayor Boggus asked for questions from Council.

Council Member Singer asked why the city's portion increased from 2% to 4%. Mr. Tweedie said the insurance company provided an undisputed amount where the GMP amount was reviewed by 7-8 insurers and approved at \$7.8 million dollars. Mr. Drury said the city's requirement remains 2% of the insurance carrier coverage. The insurance carriers have asked for additional information on items that increase the difference to 4%. Attorney Williams said the city does not agree with the insurance carrier's final numbers. Mr. Drury said funds are allocated for the project and the city's goal was to not use the money and instead place back into reserves. Staff is requesting authorization to use the monies as intended, knowing that the dollars have not been finalized. He said he would normally wait until there is final resolution but due to the GMP that Haskell has agreed becoming stale, waiting longer may require the project to be rebid and delay completion. Council Member Singer said he would like the project to move forward and have staff continue to pursue and recoup the cost.

MOTION

Lori Pfister moved to approve Option 1 [Appropriate the previously budgeted amount of \$360,000 for this unforeseen need plus an additional \$9,300 along with the insurance amount of \$7.8 million to total the full amount of the approved GMP of \$8,169,300 so that the construction bids are locked in and a notice to proceed can be issued immediately], seconded by Roy Stevenson. The motion carried unanimously 5-0.

XI. NEW BUSINESS

XII. OLD BUSINESS

XIII. HISTORICAL PERSPECTIVE

Tab 10. Tavares Historical Society

Brenda Smith, President, Tavares Historical Society, noted the Tavares Museum was the first museum in the state to have a timeline. She provided the following timeline:

- 1875 Major St. Clair Abrams founded Tavares
- 1876 The James Smith Conner homestead was established
- 1883 Post Office established at Lane Park
- 1884 Major St. Clair Abrams laid out the Town of Tavares and built a hotel, three stores, a sawmill, and eight cottages
- 1885 The Union Congregational Church was built
- 1888 The business section was destroyed by a fire that was started from the fire box on a train.
- 1890 The Opera House was built
- 1893 The County Commission built roads connecting Tavares to surrounding communities
- 1898 First telephone connecting Tavares with Eustis was strung on Western Union poles
- 1912 First Boy Scout Troop founded
- 1913 Bank of Tavares was organized and built (current Tavares Square location)
- 1916 Opera House burned, Tavares Mason Lodge 234 was chartered, elementary school was built
- 1919 Tavares was incorporated

David Serdar, Fruitland Park, noted his support for museums.

XIV. AUDIENCE TO BE HEARD

XV. REPORTS

Tab 11. City Administrator Report

Mr. Drury said another date could be added to Tavares history; Tony Jannus landed the first seaplane off the shores of Tavares in 1914. He noted Mr. Jannus was the first pilot and his aircraft was the first airliner.

Mr. Drury said a notice to proceed will be issued to rebuild the storm damaged Seaplane Base and Marina and thanked Council for supporting staff's request. He said staff will work hard to get full insurance coverage as the city deserves.

Tab 12. City Council Member Reports

Council Member Buigas

Council Member Buigas provided a quote of the day: "Life is about accepting the challenges along the way, choosing to keep moving forward, and savoring the journey."
~ Roy T. Bennett

Council Member Singer

Council Member Singer congratulated Battalion Chief Eric Wages for his 27 years of service with the Tavares Fire Department, and being awarded Person of the Year by the American Legion Post 76. He thanked the audience for attending the meeting.

Mayor Boggus

Mayor Boggus stated upcoming events including Planes, Trains & BBQ on February 29, 2020.

XVI. ADJOURNMENT

There was no further business and Mayor Boggus adjourned the meeting at 5:46 p.m.

Respectfully,

Susie Novack, MMC/FCRM
City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
3/4/2020**

AGENDA TAB NO.: 4

SUBJECT TITLE: Utility Easement for Duke Energy for Temporary Water Pump Station
(Utilities)

OBJECTIVE:

Consent for Duke Energy to have an easement for Electric Service to the City's proposed Temporary Pump Station for the Advent Hospital, Avalon and Atwater service areas.

SUMMARY:

The City previously approved and budgeted for a drinking water booster pump station in this area. In order for Duke Energy to furnish electric service to this station, they need an easement from the City. This pump station will support growth in that area (Advent Hospital, Avalon, and Atwater service areas) until a permanent station is installed. The City also has an agreement with Avalon to install and operate this booster station to supply adequate water pressure to their development.

OPTIONS:

1. Move to grant easement to Duke Energy to service Temporary Pump Station
2. Move to NOT grant easement to Duke Energy.

STAFF RECOMMENDATION:

1. Move to grant easement to Duke Energy to service Temporary Pump Station.

FISCAL IMPACT:

None

LEGAL SUFFICIENCY:

Legal Sufficient

Approved (L. Holt)

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Duke Energy Easement
2. Sketch

ATTACHMENTS:

Description

Type

**AGENDA SUMMARY
TAVARES CITY COUNCIL
3/4/2020**

AGENDA TAB NO.: 5

SUBJECT TITLE: Resolution 2020-04 - Joint Agency Resolution for Rails to Trails Initiative
(City Administrator)

OBJECTIVE:

Adopt Resolution No 2020-04 A Joint Resolution with Tavares, Lake County and Mount Dora in support of working cooperatively together to secure grants to develop a Rails to Trails project.

SUMMARY:

There exists two rail lines in Tavares. One traverses North and South through Downtown by-passing the Wootton Park Train Station. The other traverses east towards Mount Dora out to Sorrento beginning in Downtown Tavares.

The north-south line which begins in Umatilla traverses through Eustis, Tavares, Apopka and into Orlando recently received upgrades including continuous welded tracks and is slated to remain an active rail road line in the foreseeable future for freight, storage and tourist train excursions.

The east line was never improved with continuous welded tracks and recently was closed down to passenger tourist excursions due to maintenance needs that are not programmed to be done in the foreseeable future. It is now limited to rail car storage only.

Lake County, Mount Dora and Tavares are working together to develop a "Rails to Trails" project as part of the Wekiva Trail where in Lake County would purchase the private rail road line and turn it into a vibrant public recreational trail from Tavares, through Lake County and Mount Dora to Sorrento where it would connect the the Wekiva Trail that is currently under construction. It then connects to the Coast to Coast trail from St. Petersburg to Cape Canaveral.

Currently, the three Governmental partners (Lake County, Tavares and Mount Dora) are exploring the USDOT \$25 million Build Grant as a potential funding source for this project. This Resolution would codify the cooperative initiative between the three governmental agencies for the grant to develop this Rails To Trails project. Any financial contributions needed from Tavares to further this effort as part of grant match or maintenance program of the trail would come back to City Council at a later date in the future for further review and action. At this point the resolution is more symbolic by stating for the record that the three Governmental Agencies are desirous of working together to pursue this rails to trail project.

OPTIONS:

1. Approve the Resolution.
2. Do not approve the resolution

STAFF RECOMMENDATION:

Approve the resolution

FISCAL IMPACT:

None to approve the resolution. It should be noted that the Mayor, City Administrator and Public Works director will travel to Washington DC in March to meet with Build Grant officials for this project and be utilizing budgeted travel dollars for this grant acquisition trip.

LEGAL SUFFICIENCY:

YES

Approved (L. Holt)

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

Joint Cooperative Resolution between Lake County, Mount Dora and Tavares

ATTACHMENTS:

Description	Type
Resolution 2020-04	Exhibit

**LAKE COUNTY RESOLUTION NO. 2020- 17
CITY OF MOUNT DORA RESOLUTION NO. 2020- 29
CITY OF TAVARES RESOLUTION NO. 2020- 04**

A JOINT RESOLUTION OF LAKE COUNTY, FLORIDA, THE CITY OF MOUNT DORA, FLORIDA AND THE CITY OF TAVARES, FLORIDA IDENTIFYING A COOPERATIVE INITIATIVE TO DEVELOP A RAILS TO TRAILS RECREATIONAL TRAIL FROM TAVARES, THROUGH A PORTION OF UNINCORPORATED LAKE COUNTY, THROUGH MOUNT DORA AND INTO UNINCORPORATED SORRENTO WITHIN THE EXISTING RAILROAD BED AS DEPICTED IN THE STATE OF FLORIDA'S 2020 "TAVARES-MOUNT DORA TRAIL CORRIDOR PLANNING STUDY."

Whereas, the Lake County, Florida, Board of County Commissioners and the Councils of the Cities of Mount Dora and Tavares have joined together to pursue a Rails To Trails Project by creating a recreational trail from Tavares, through unincorporated Lake County, through Mount Dora and into unincorporated Sorrento as depicted in the State of Florida's 2020 "Tavares-Mount Dora Trail Corridor Planning Study;" and

Whereas, Lake County, Florida, the City of Mount Dora, and the City of Tavares have a long history of working in partnership for the betterment of residents and visitors of Lake County, including, but not limited to, mutual aid agreements, Interlocal Service Boundary Agreements and funding partnerships to provide health, safety, welfare and recreational services.

Now therefore, be it Resolved by Lake County, Florida, the City of Mount Dora, Florida, and the City of Tavares, Florida, as follows:

Section 1. Cooperative Effort.

Lake County, Mount Dora and Tavares commit to working together to:

- A. Pool appropriate resources to develop a Rails to Trails Project;
- B. Acquire grants for the Rails to Trails Project;
- C. Develop subsequent agreements that are necessary to build, maintain and own the Rails to Trails Project.

Section 2. Implementing Administrative Actions.

The County Manager of Lake County, the City Manager of the City of Mount Dora and the City Manager of the City of Tavares are each hereby authorized and directed by their respective boards and/or councils to take such actions as may be deemed necessary and appropriate in order to implement the provisions of this Resolution, including the delegation of power to such employees as deemed effectual and prudent.

Joint Resolution related to a Recreational Trail from Tavares to Sorrento between Lake County, the City of Mount Dora and the City of Tavares

This Resolution is hereby passed and adopted and shall take effect immediately upon the approval of Lake County, Florida, the City of Mount Dora, Florida, and the City of Tavares, Florida.

Lake County, Florida
Board of County Commissioners

Leslie Campione, Chairman

This ____ day of _____, 2020.

Attest:

Gary J. Cooney, Clerk of the Board
of County Commissioners of
Lake County, Florida

Approved as to form and legality:

Melanie Marsh, County Attorney

{Remainder of page is left intentionally blank.}

Joint Resolution related to a Recreational Trail from Tavares to Sorrento between Lake County, the City of Mount Dora and the City of Tavares

City of Mount Dora

Catherine T. Hoechst, Mayor

This _____ day of _____, 2020.

Attest:

Approved as to form and legality.

Gwen Keough-Johns, City Clerk

Sherry G. Sutphen, City Attorney

{Remainder of page is left intentionally blank.}

Joint Resolution related to a Recreational Trail from Tavares to Sorrento between Lake County, the City of Mount Dora and the City of Tavares

City of Tavares

Amanda Boggus, Mayor

This 4th day of March, 2020.

Attest:

Susie Novack, City Clerk

Approved as to form and legality:

Robert Q. Williams, City Attorney

**AGENDA SUMMARY
TAVARES CITY COUNCIL
3/4/2020**

AGENDA TAB NO.: 6

SUBJECT TITLE: Ordinance 2020-03 - Amendment to Land Development Regulations Section 4-45 Notice of Hearing (C) Posting of Site; Section 24-2 Planning & Zoning Division Fees (C) Advertising (Community Development)

OBJECTIVE:

To consider amending the City's Regulations Section 4-45 Notice of Hearing (C) Posting of Site; Section 24-2 Planning & Zoning Division Fees (C) Advertising Fees.

SUMMARY:

At the November 20, 2019 meeting, City Council discussed Notice of Hearing – Posting of Site regulations outlined in Chapter 4 of the City's Land Development Regulations. Currently the City requires signage at properties subject to annexation, rezoning, and land use changes every 100 feet of property abutting road frontage notifying the Public of the date, time, and place of the Public hearing, and a brief description of the proposed action. City Council directed staff to draft an ordinance to amend Notice of Hearing – Posting of Site regulations to require one (1) sign with generic message content regarding Public hearings, the City's contact phone number and website address, and a QR code for information access with a mobile device. The City would provide one (1) metal real estate type sign, two (2) square feet in size, with information tubes for property less than five (5) acres and would require a deposit from the applicant to pay the anticipated cost of replacement of the sign if not returned to the City. The approximate cost of the metal signs including information tubes is \$75.00 each. City Council directed staff to amend the regulations to require that property five (5) acres or greater is posted with one (1) large sign mounted on 4"x4" posts. The applicant would provide and post signs for property five (5) acres or greater, and no deposit will be collected by the City.

At their February 20th meeting the Planning & Zoning Board moved to approve Ordinance 2020-03 subject to the deletion of the requirement for large signs being posted at property five (5) acres or larger. The Planning & Zoning Board's sentiment during discussion was that the two (2) square foot sign would be sufficient, and that the regulation should be consistent for all property owners regardless of the size of the property.

Per the direction of the City Attorney, staff is presenting two versions of Ordinance 2020-03. One version proposes changes that reflect City Council's original directive to staff, and the second version proposes changes that reflect the recommendation of the Planning & Zoning Board to eliminate the large sign requirement.

OPTIONS:

1. That City Council moves to approve Ordinance 2020-03 amending the City's Regulations Section 4-45 Notice of Hearing (C) Posting of Site; Section 24-2 Planning & Zoning Division Fees

(C) Advertising Fees as per Council's original directive to staff.

2. That City Council moves to approve Ordinance 2020-03 amending the City's Regulations Section 4-45 Notice of Hearing (C) Posting of Site; Section 24-2 Planning & Zoning Division Fees (C) Advertising Fees as per the recommendation of the Planning & Zoning Board.

3. That City Council moves to deny the proposed ordinance.

STAFF RECOMMENDATION:

Staff recommends that City Council moves to approve Ordinance 2020-03 amending the City's Regulations Section 4-45 Notice of Hearing (C) Posting of Site; Section 24-2 Planning & Zoning Division Fees (C) Advertising Fees.

FISCAL IMPACT:

Purchase of signs at \$75 each. Initial purchase of four (4) signs - \$300.

LEGAL SUFFICIENCY:

This ordinance has been reviewed by the City Attorney and approved for legal sufficiency.
Approved (L. Holt)

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Ordinance 2020-03 - Original
2. Ordinance 2020-03 - With PZ Recommendations

ATTACHMENTS:

Description	Type
February 20, 2020 Planning and Zoning Board Minutes	Exhibit

**CITY OF TAVARES
PLANNING AND ZONING BOARD MEETING
TAVARES COUNCIL CHAMBERS
201 E. MAIN STREET, TAVARES
FEBRUARY 20, 2020**

BOARD MEMBERS PRESENT

Gary Santoro, Chairman
Morris Osborn, Vice Chairman
Gary Koerner, Board Member
Deborah Murphy, Board Member
Richard Root, Vice Chairman
James Sweezed, Board Member
Dara Treadwell, Board Member
Robert Wolfe, Board Member - Absent

LAKE COUNTY SCHOOL BOARD

Helen LaValley - Absent

STAFF MEMBERS PRESENT

Bob Williams, City Attorney
Mike Fitzgerald, Community Development Director
Antonio Fabre, Planning Coordinator
Jillian Roberts, Deputy City Clerk

CALL TO ORDER

Chairman Santoro called the meeting to order at 3:00 p.m. and asked those present to silence their cell phones. He led those present in the Pledge of Allegiance.

APPROVAL OF MINUTES

Chairman Santoro asked if there are any additions or corrections for December 19, 2019 Planning and Zoning Board Meeting minutes. There were none.

MOTION

Deborah Murphy moved to approve the minutes of the December 19, 2019 Planning and Zoning Board Meeting, seconded by Gary Koerner. The motion carried unanimously 6-0.

SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EXPARTE COMMUNICATIONS

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

PUBLIC HEARING

1) Ordinance 2020-03 – Amendment to City’s Notice of Hearing – Posting of Site Regulations

Mr. Fitzgerald provided the following staff report;

At the November 20, 2019 meeting, City Council discussed Notice of Hearing – Posting of Site regulations outlined in Chapter 4 of the City’s Land Development Regulations. Currently the City requires signage at properties subject to annexation, rezoning, and land use changes every 100 feet of property abutting road frontage notifying the Public of the date, time, and place of the Public hearing and a brief description of the proposed action. City Council directed staff to draft an ordinance to amend Notice of Hearing – Posting of Site regulations to require one (1) metal real estate type sign with information tubes, generic message content regarding Public hearings, the City’s contact phone number and website address, and a QR code for information access with a mobile device. The City will provide these signs for property less than five (5) acres and will require a deposit from the applicant to pay the anticipated cost of replacement of the sign if not returned to the City. The approximate cost of the metal signs including information tubes is \$75.00 each. City Council directed staff to amend the regulations to require that property five (5) acres or greater is posted with one (1) large sign mounted on 4”x4” posts. The applicant shall provide and post signs for property (5) acres or greater, and no deposit will be collected by the City. Ordinance 2020-03 proposes the changes to City regulations that reflect City Council’s directive to staff.

Staff recommends that the Planning & Zoning Board moves to recommend approval of Ordinance 2020-03 amending the City’s Regulations Section 4-45 Notice of Hearing (C) Posting of Site; Section 24-2 Planning & Zoning Division Fees (C) Advertising Fees.

Chairman Santoro asked if the board had any questions.

Ms. Murphy asked if the City will continue to send notices to the residence. Mr. Fitzgerald confirmed the City will send letters to property owners within a 300 foot radius for quasi-judicial matters and advertise per Florida Statute.

Attorney Williams noted under Chapter 166 of the Florida Statutes, the state law does not require notice of posting on the property. Most cities have a posting requirement to give notice to people that are in the vicinity. Council became concerned that the notice and signage was not remaining up for the full time of the pending hearing and that people were not being noticed properly.

Chairman Santoro asked Attorney Williams if it is recommended that the requirements for City Council and Planning & Zoning Board meetings be deleted from the "posting of site" section in the Land Development Regulations. Attorney Williams stated that the requirements for City Council to hold Public hearings is covered under Florida Statutes 166. In addition, Attorney Williams stated that the requirements for Planning & Zoning Board meetings may be deleted from the "posting of site" section, if powers and duties appear elsewhere in the Land Development Regulations.

Attorney Williams stated under the Planning & Zoning Board section it has a description of the powers and duties of the Board. State law does not require a city to have a Planning & Zoning Board. When there is no Planning & Zoning Board, state law requires that amendments be adopted by the Ordinances. In addition, when there is no Planning & Zoning Board the Ordinance goes straight to City Council. He also stated that there is a prerequisite and a City has to have two (2) readings, when there is a rezoning or annexation it has to be done by Ordinance. Under Chapter 166 an ordinance requires two (2) public hearings.

Mr. Fitzgerald confirmed that it is the recommendation from Attorney Williams to put Paragraph 4 back into the Ordinance if necessary and remove the strike thru and it should be included in the motion. Attorney Williams said he wanted it clear that a P&Z rezoning or an application for a rezoning has to go before the Planning & Zoning Board for a recommendation.

Chairman Santoro stated he prefers standardizing the sign for annexing or developing properties and that he is not in favor of the larger/billboard size sign.

Mr. Fitzgerald stated the City will not be providing the signs and the applicant will have the sign made.

Chairman Santoro asked the letter size that will be on the sign. Mr. Fitzgerald stated it will be 8" lettering as stated in Paragraph 1.

Ms. Treadwell asked the reasoning for the billboard size sign. Chairman Santoro referred to Hidden Acres and the natural elements destroying the signs and some signs disappearing. He stated the property was properly posted, and a resident had a concern that if property before the Board is a larger piece of property it should have a larger sign. Therefore, it was a recommendation from Council to bring this Ordinance back before the Board.

A discussion was held and there was a consensus and favor of the following:

- The sign be orange in color

- A Real-estate size sign
- An attached information tube
- QR Code for information
- The board is not supporting the portion that says “property 5 acres or greater is posted with 1 large sign mounted on a 4”x4” post”

Mr. Fitzgerald confirmed to amend the Ordinance and add in paragraph 4 and remove the requirement for the larger sign.

MOTION

Deborah Murphy moved to recommend approval of Ordinance 2020-03, subject to the deletion of the larger sign requirement and keeping Paragraph 4, Seconded by James Sweeza. The motion carried unanimously 6-0.

OTHER BUSINESS

None.

PUBLIC COMMENT

None.

ADJOURNMENT

Deborah Murphy moved to approve to adjourn the meeting at 3:17 p.m., seconded by James Sweeza. The motion carried unanimously 6-0.

Respectfully submitted,

Jillian Roberts,
Deputy City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
3/4/2020**

AGENDA TAB NO.: 7

SUBJECT TITLE: Board Appointments - Fire Pension Board and Lake County Arts & Cultural Alliance (Mayor)

OBJECTIVE:

For the Mayor to make an appointment to the Fire Pension Board and select a City Representative to the Lake County Arts & Cultural Alliance.

SUMMARY:

The City currently has one seat available on the Fire Pension Board for the remainder of a term that will expire November 2022, and one seat available on the Lake County Arts & Cultural Alliance - City Representative for a three year term beginning the date of appointment. Both the Fire Pension Board and Lake County Cultural Alliance meet on a quarterly basis. The following applications were received:

Fire Pension Board

- Gary Santoro

Lake County Arts & Cultural Alliance

- J Scott Berry

- Margaret Brock

The City advertised the positions in the Daily Commercial, City website (multiple locations), and on City social media accounts.

OPTIONS:

1. For the Mayor to make appointments to the Fire Pension Board and appoint a City Representative to the Lake County Arts & Cultural Alliance.
2. For the Mayor to make appointments at a later date.

STAFF RECOMMENDATION:

Option 1 - For the Mayor to make appointments to the Fire Pension Board and appoint a City Representative to the Lake County Arts & Cultural Alliance.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Legally sufficient.
Approved (L. Holt)

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Fire Pension Board Application - Gary Santoro
2. LCACA Application - J Scott Berry
3. LCACA Application - Margaret Brock

ATTACHMENTS:

Description

Type

**AGENDA SUMMARY
TAVARES CITY COUNCIL
3/4/2020**

AGENDA TAB NO.: 8

SUBJECT TITLE: Approve FY2020-2021 Budget Workshop and TRIM Calendar (Finance)

OBJECTIVE:

To approve budget workshop calendar for the City Council for the 2020/2021 Operating Budget and TRIM (Truth in Millage) Requirements.

SUMMARY:

Attached is the proposed comprehensive calendar for the 2020-2021 TRIM and Budget process.

The calendar includes presentations for the General Fund Budget at a Regular City Council meeting, the Enterprise Funds at another Regular City Council Meeting, and an additional non-regularly scheduled City Council meeting to set the Tentative Maximum Millage Rate. In addition budget workshops will be included with Regular August City Council Meetings. Finally, the calendar includes two Public Hearings for adoption of the FY2020/2021 Budget and Millage Rate (September).

Truth in Millage statutes require that the first public hearing for the budget and millage rate (Tentative Budget Hearing) be held not less than 65 days after the first day of TRIM, July 1st. The City anticipates receiving the Certification of Taxable Value from the Property Appraiser for determining the 2020 (FY 2021) millage rate calculations on May 31, 2020.

1. June 17, 2020 - Budget Workshop with Regular City Council Meeting to present the proposed FY 2021 General Fund Budget.
2. July 1, 2020 - Budget Workshop with Regular City Council Meeting to present the Enterprise Funds and Special Revenue Funds, and to discuss General Fund and Millage Rate.
3. July 17, 2020 - Budget Workshop - Present Five Year Capital Improvement Plan (CIP). Workshop to discuss the FY 2020-2021 Maximum Tentative Millage Rate.
4. July 29, 2020 - Budget Workshop to set the Tentative Maximum Millage Rate.
5. August 5, 2020 - City Council Budget Workshop (Same date as Regular Council Meeting).
6. August 19, 2020 - City Council Budget Workshop (Same Date as Regular Council Meeting).
7. September 3, 2020 - First Public Hearing to adopt Tentative Budget and Tentative Millage Rate for FY 2020-2021 Budget (**this is the THURSDAY after the regular City Council Meeting on September 2**).
8. September 16, 2020 - Final Public Hearing to adopt 2020-2021 Budget and Millage Rate (same date as regular City Council Meeting).

OPTIONS:

1. Move to approve the Fiscal Year 2021 TRIM Calendar as submitted which meets the requirements of TRIM.

2. Move for further discussion of the Proposed Fiscal Year 2021 Proposed TRIM Calendar

STAFF RECOMMENDATION:

1. Move to approve the Fiscal Year 2021 TRIM Calendar as submitted which meets the requirements of TRIM.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Legally sufficient.
Approved (L. Holt)

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Proposed FY 2021 TRIM Calendar

ATTACHMENTS:

Description

Type

**AGENDA SUMMARY
TAVARES CITY COUNCIL
3/4/2020**

AGENDA TAB NO.: 9

SUBJECT TITLE: Emergency Notification System (Public Communications)

OBJECTIVE:

For Council to consider the approval of an Interlocal Agreement "Memorandum of Agreement ("MOA")" with Lake County BCC for Emergency Notification System.

SUMMARY:

The City desires to utilize (at no cost) the emergency notification system administered by the Florida Division of Emergency Management and Lake County Division of Emergency Management to transmit emergency alerts, notifications, and other authorized public safety messaging to residents, businesses, and visitors located in or transiting through the City of Tavares.

Staff is requesting Council enter into an Interlocal Agreement with Lake County BCC pursuant to Sections 252.35(2)(a)6 and 252.38, Florida Statutes, and allow the City Administrator and Mayor to sign a Memorandum of Agreement ("MOA") with the Lake County for the utilization of the notification system provided by the Florida Division of Emergency Management known as AlertLake and branded by the City as AlertTavares.

The purpose of the Emergency Notification System is to enable the City to send messages via landlines, cell phones, text messages and email.

The City shall utilize the AlertLake Standard Operating Guidelines (SOGs) which set forth the use of the emergency notification system when sending outbound messages, which would be limited to Tavares city residents only. Emergency messages include, but are not limited to: population protective actions; emergency preparedness and response information; disaster recovery information; notification of emergency preparedness exercises; law enforcement searches for a missing person or a manhunt for an escaped convict or suspects evading arrest; automated severe weather warnings; notification and recall of employees, contractors, and other response partners; emergency non-weather messages such as Civil Danger Warning, fire warning, hazardous materials warning, local area emergency, 911 telephone outage emergency, and radiological hazard warning.

OPTIONS:

1. Approve the Interlocal Agreement "Memorandum of Agreement ("MOA")" with Lake County BCC for Emergency Notification System.
2. Do not approve.

STAFF RECOMMENDATION:

Staff recommends approval of option 1.

FISCAL IMPACT:

No Cost

LEGAL SUFFICIENCY:

Legally Sufficient.

Approved (L. Holt)

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Interlocal Agreement with Lake County BCC
2. Exhibit A for AlertFlorida Emergency Notification System

ATTACHMENTS:

Description

Type

**AGENDA SUMMARY
TAVARES CITY COUNCIL
3/4/2020**

AGENDA TAB NO.: 10

SUBJECT TITLE: Authorization to Enter into Library Design Contract (Community Services)

OBJECTIVE:

To authorize staff to negotiate a contract with the DLR Group for professional design services for the library expansion project and to bring the contract back to City Council for final approval.

SUMMARY:

At the June 19, 2019 City Council meeting, a Continuing Services contract was approved between the City of Tavares and the DLR Group for professional design services.

At this juncture in the expansion of the library, the next step is to begin the final design of the project.

OPTIONS:

- 1) To authorize staff to negotiate a contract and to bring the contract back to City Council for final approval
- 2) To not authorize staff to enter into a contract

STAFF RECOMMENDATION:

That City Council moves to authorize staff to negotiate a contract with the DLR Group for professional design services for the library expansion project and to then bring the contract back to City Council for final approval

FISCAL IMPACT:

n/a (contract amount will be delivered to City Council at the March 18th City Council meeting.)

LEGAL SUFFICIENCY:

meets sufficiency
Approved (L. Holt)

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

None.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
3/4/2020**

AGENDA TAB NO.: 11

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
3/4/2020**

AGENDA TAB NO.: 12

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	March 18, 2020 – 4 pm – City Council Chambers
Library Board	March 18, 2020 – 2:30pm – Tavares Library Conference Room
Planning and Zoning Board	March 19, 2020 – 3 pm – City Council Chambers
Code Enforcement Hearing	March 10, 2020 – 5 pm – City Council Chambers (February 25 Hearing Rescheduled to March 10)

UPCOMING EVENTS:

FL Vintage Race Boat	March 14-15, 2020 – 9 am to 5 pm – Tavares Seaplane Base
Sunnyland Boat Show	March 19-22, 2020 – 9 am to 5 pm (Th – Sa) 9 am to 2 pm (Su) – Wootton Park
Seaplane-A-Palooza	March 28-29, 2020 – 10 am to 3 pm – Tavares Seaplane Base

OUTSIDE AGENCY MEETINGS:

Lake County League of Cities	March 13, 2020 – 12-1:30 pm – Mount Dora Golf Club, Highland Street
Lake Sumter MPO Executive Board Meeting	No Committee or Board Meetings Scheduled in March 2020
Tavares Chamber Business Luncheon	March 25, 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
3/4/2020**

AGENDA TAB NO.: 13

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