



AGENDA
TAVARES CITY COUNCIL
March 18, 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 Reverend Kenneth H. Frey, Union Congregational United Church of Christ

III. APPROVAL OF AGENDA

IV. PROCLAMATIONS/PRESENTATIONS

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO RECORD

VII. CONSENT AGENDA

Tab 2 Approval of the March 4, 2020 Regular City Council Meeting Minutes (City Clerk)

VIII. RESOLUTIONS

IX. ORDINANCES - PUBLIC HEARING

First Reading

Second Reading

Tab 3 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)

X. GENERAL GOVERNMENT

Tab 4 Tavares Square, Authorization for RFP Solicitation (Economic

Development)

Tab 5 Agreement with DRMP, Inc.to Facilitate the BUILD Grant
Application (City Administrator)

XI. NEW BUSINESS

XII. OLD BUSINESS

XIII. HISTORICAL PERSPECTIVE

Tab 6 Tavares Historical Society

XIV. AUDIENCE TO BE HEARD

XV. REPORTS

Tab 7 City Administrator Report

Tab 8 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
3/18/2020**

AGENDA TAB NO.: 1

SUBJECT TITLE: Reverend Kenneth H. Frey, Union Congregational United Church of Christ

OBJECTIVE:

Reverend Kenneth H. Frey, Union Congregational United Church of Christ, will provide the invocation and lead those present in the Pledge of Allegiance.

SUMMARY:

Reverend Kenneth H. Frey, Union Congregational United Church of Christ, 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
3/18/2020**

AGENDA TAB NO.: 2

SUBJECT TITLE: Approval of the March 4, 2020 Regular City Council Meeting Minutes (City Clerk)

OBJECTIVE:

To consider approval of the March 4, 2020 Regular City Council Meeting minutes.

SUMMARY:

Attached is the March 4, 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
March 4, 2020 City Council Meeting Minutes	Exhibit



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

COUNCIL MEMBERS PRESENT

**Amanda Boggus, Mayor
Lori Pfister, Vice Mayor - *Absent*
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
Phil Clark, Utilities Director
Crissy Bublitz, Human Resources Director
Mark O'Keefe, Public Communications Director**

TAVARES HISTORICAL SOCIETY

Brenda Smith, President

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 Tom Cavanaugh, First Baptist Church of Mount Dora

Pastor Tom Cavanaugh, First Baptist Church of Mount Dora, 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

Troy Singer moved to approve the Agenda, seconded by Lou Buigas. The motion carried unanimously 4-0.

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2. Tavares Chamber of Commerce Update

Mr. Berry stated a correction to his monthly report to reflect eight new members in February 2020. He noted Council Member Buigas inquired about the number of visitors the Chamber received in 2019 and said there were 1320 visits or calls for the year. Mr. Berry highlighted upcoming events and noted Justin Higa, YMCA Director, will be guest speaker at the Chamber's March business luncheon.

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

Mr. Drury stated there were no quasi-judicial matters before Council.

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Ms. Novack read the following resolution and ordinance by title only:

**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."

ORDINANCE 2020-03

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA AMENDING THE FOLLOWING SECTIONS OF THE CITY LAND DEVELOPMENT REGULATIONS; SECTION 4-45 NOTICE OF HEARING (C) POSTING OF SITE; SECTION 24-2 PLANNING & ZONING DIVISION FEES (C) ADVERTISING FEES; SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING AN EFFECTIVE DATE.

VII. CONSENT AGENDA

Council Member Buigas said she would like to pull Tab 4 for discussion.

MOTION

Troy Singer moved to approve the Consent Agenda with Tab 4 pulled for discussion [Tab 3 – Approval of the February 19, 2020 Regular City Council Meeting Minutes], seconded by Lou Buigas. The motion carried unanimously 4-0.

Tab 3. Approval of the February 19, 2020 Regular City Council Meeting Minutes

Approved on the Consent Agenda.

Tab 4. Utility Easement for Duke Energy for Temporary Water Pump Station

Council Member Buigas said Avalon Park is reflected on the easement and wanted to ensure she did not have a conflict of interest. Attorney Williams said the city is giving Duke Energy an easement for property the city acquired from Avalon Park. He said he spoke with Ms. Buigas and has given her his opinion that there is no conflict of interest. Attorney Williams said he suggested Council Member Buigas pull the item for discussion in order to place his opinion on record.

MOTION

Lou Buigas moved to approve, seconded by Roy Stevenson. The motion carried unanimously 4-0.

VIII. RESOLUTIONS

Tab 5. Resolution 2020-04 – Joint Agency Resolution for Rails to Trails Initiative

Mr. Drury made the following presentation:

There exists two rail lines in Tavares. One traverses North and South though 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 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.

Staff recommends Council approve Resolution 2020-04.

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

MOTION

Lou Buigas moved to approve Resolution 2020-04, seconded by Troy Singer. The motion carried unanimously 4-0.

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

No discussion at First Reading.

Second Reading

None.

X. GENERAL GOVERNMENT

Tab 7. Board Appointments – Fire Pension Board and Lake County Arts & Cultural Alliance

Mayor Boggus made the following presentation:

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.

Mayor Boggus appointed Gary Santoro to the Fire Pension Board.

MOTION

Lou Buigas moved to approve the appointment of Gary Santoro to the Fire Pension Board, seconded by Troy Singer.

Attorney Williams asked if the motion could be amended to make the approval be contingent on confirming the appointment does not conflict with the Florida Constitution dual officeholding prohibition. Mr. Drury said if the City Attorney deems there is a conflict then the motion would be null and void. Mr. Santoro said he would like to remain on the Planning and Zoning Board.

Lou Buigas amended the motion that the appointment is subject to the City Attorney confirming it does not conflict with the dual office law, seconded by Troy Singer. The motion carried unanimously 4-0.

Mayor Boggus said she would like to appoint J. Scott Berry to the Lake County Arts and Cultural Alliance, City Representative.

MOTION

Troy Singer moved to approve the recommendation of J. Scott Berry to the Lake County Arts and Cultural Alliance, City Representative, seconded by Roy Stevenson.

Council Member Buigas inquired about the alternate position. Mr. Drury said Ms. Rogers is the alternate who will remain in the position.

The motion was carried unanimously 4-0.

Tab 8. Approve FY2020-2021 Budget Workshop and TRIM Calendar

Mr. Drury noted Council was provided with an updated agenda summary and TRIM calendar to reflect a corrected meeting date. [Correction: Item 3. 5-Year Capital Improvement Plan Workshop to discuss the FY2020-2021 Maximum Tentative Millage Rate will be held July 15, 2020]

Ms. Houghton made the following presentation:

The 2020 TRIM 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 15, 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).

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

MOTION

Lou Buigas moved to approve Option 1 [Approve the Fiscal Year 2021 TRIM Calendar as submitted which meets the requirements of TRIM.], seconded by Troy Singer. The motion carried unanimously 4-0.

Tab 9. Emergency Notification System

Mr. O'Keefe made the following presentation:

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, firewarning, hazardous materials warning, local area emergency, 911 telephone outage emergency, and radiological hazard warning.

Staff recommends approval of Option 1 – Approve the Interlocal Agreement “Memorandum of Agreement (MOA)” with Lake County BCC for Emergency Notification System

Mayor Boggus asked for questions from Council.

Council Member Singer asked if the city budgeted an alert system in the past. Mr. O’Keefe confirmed. He said technology has surpassed the previous systems usability. He said Lake County and State have a system the city can piggy-back with a contract at no cost. Several other cities including the Lake County Sheriff’s Office currently take advantage of the no cost agreement. Council Member Singer asked if the past software was budgeted in the current fiscal year. Mr. Drury confirmed and said the city is cancelling the contract. He said the next fiscal year will reflect a reduction in the amount of \$10,000.

Mayor Boggus asked how alert system information gathered and distributed to the citizens. Mr. O’Keefe said the State of Florida Division of Emergency Management Services has a public communications plan that encourages citizens to sign up. The software uses readily available white and yellow pages phone numbers, and there is a sign-up component for cell phones. The city will create a webpage called Alert Tavares. Through the city newsletter, social media and other communication tools the city will encourage citizens to participate.

Council Member Buigas asked if the information under the current contract transfer to the new system. Mr. O’Keefe said no and noted the current information and system is antiquated.

Mayor Boggus asked if she will need to sign up for Tavares Alert and the Lake County Alert System separately. Mr. O’Keefe said the city would likely send out the same information that Lake County would during an emergency, and there are standard operating guidelines to prevent double and triple messaging on the same topic from multiple agencies.

MOTION

Troy Singer moved to approve, seconded by Roy Stevenson. The motion carried 4-0.

Tab 10. Authorization to Enter into Library Design Contract

Ms. Rogers said during 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. Ms. Rogers said staff is requesting Council to authorize staff to negotiate a contract with DLR Group for professional design service for the library expansion project, and bring a contract back to Council for final approval. She said contracting with the DLR Group complies with the city's purchasing policy as they are under a continuing services agreement.

Mayor Boggus asked for questions from Council.

Council Member Buigas inquired about the contract. Ms. Rogers said a contract will come back to Council for consideration, and once a contract has been executed the design phase of the project will begin.

Mayor Boggus asked for clarification on why the city is not putting out a bid on the design firm. Ms. Rogers said the DLR Group has an existing continuing service agreement with the city. She said staff has been working with the DLR Group and looks forward to working with their team. She said the city has already gone through the bidding phase through the continuing contract agreement.

MOTION

Roy Stevenson moved to approve authorization to enter into a contract with the DLR Group, seconded by Lou Buigas. The motion carried unanimously 4-0.

XI. NEW BUSINESS

None.

XII. OLD BUSINESS

Attorney Williams said he was able to quickly access the Florida Attorney General's Opinion regarding dual office holding laws. He said the Planning and Zoning Board is an advisory board and there is no conflict for Mr. Santoro to be appointed to the Fire Pension Board as he can serve in both positions.

Mayor Boggus extended her congratulations to Mr. Santoro.

XIII. HISTORICAL PERSPECTIVE

Tab 11. Tavares Historical Society

Brenda Smith, President, Tavares Historical Society, asked if a drive through book return could be incorporated in the Library design. She provided a historical perspective on the April 1888 fire that destroyed the downtown, including an eyewitness account.

XIV. AUDIENCE TO BE HEARD

Marcel Demaria, 1881 College Park Drive, said he lives on Lake Elsie and noted a concern for recent algae blooms. He said he believes the algae blooms are exacerbated by fertilizer runoff from new home construction. Mr. Demaria asked Council to consider increasing setback minimums for future construction, and amend Land Development Regulations Chapter 14-1 to allow electric trolling motors only on Lake Elsie.

Pastor Mike Watkins, 805 Summerall, commended Ms. Buigas for her recent recognition by the Lake County Board of County Commissioners as the first elected Hispanic-American female elected to office in Lake County. Pastor Watkins asked for an update on lighting Slim Haywood Road. Mr. Clark said he identified lighting locations and provided Duke Energy with pole numbers.

Brenda Smith, 1250 Smith Avenue, noted her concern for narrow roads restricting access to emergency vehicles. Mr. Drury noted some roads are not city-owned and said residents could begin a petition process to restrict parking to one side of the road.

XV. REPORTS

Tab 12. City Administrator Report

Mark O'Keefe provided an update on the city's preparation for the coronavirus and scheduled prescription burn in Tavares Recreation Park. He noted the city has established a web page on the coronavirus to provide public safety efforts, helpful links to the Florida Department of Health and other agencies, and a resources section with downloadable materials for best health practices. He said the staff leadership team has created an advisory group that is creating a plan for employees and citizens.

Chief Keith said he believes the prescription burn will be postponed to the week of March 2, 2020 due to inclement weather.

Ms. Rogers noted the opening day for Babe Ruth sports is scheduled March 7, 2020.

Tab 13. City Council Member Report

Council Member Stevenson

Council Member Stevenson inquired about language in the proposed sign ordinance. Mr. Drury noted ordinances are not discussed at first reading, and asked Council Member Stevenson to contact him directly with any questions.

Council Member Buigas

- Thanked Mr. Berry for the update on the Chamber of Commerce visitor numbers.
- Thanked Pastor Watkins for his kind words and support.
- Said Planes, Trains and BBQ was a wonderful event.

Quote of the day: "You cannot control the behavior of others, but you can always choose how to respond to it." ~Roy T. Bennett

Council Member Singer

- Thanked the audience for their participation.
- Thanked the Mayor's Youth Council for their attendance.
- Said Planes, Trains and BBQ was a wonderful event and the city has the hardest working staff in the country. He asked Mr. Tweedie to commend Ms. Moan, Events Coordinator, on a job well done.

Mayor Boggus

Mayor Boggus noted upcoming events.

XVI. ADJOURNMENT

There was no further business and Mayor Boggus adjourned the meeting at 4:57 p.m.

Respectfully,

Susie Novack, MMC/FCRM
City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
3/18/2020**

AGENDA TAB NO.: 3

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.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Ordinance 2020-03 - Original
2. Ordinance 2020-03 - With PZ Recommendation
3. Planning & Zoning Board Minutes - February 20, 2020

ATTACHMENTS:

Description

Type

**AGENDA SUMMARY
TAVARES CITY COUNCIL
3/18/2020**

AGENDA TAB NO.: 4

SUBJECT TITLE: Tavares Square, Authorization for RFP Solicitation (Economic Development)

OBJECTIVE:

To authorize staff to develop Request for Proposals (RFP) for the potential commercial development of the City owned Tavares Square property.

SUMMARY:

The property now known as Tavares Square located on Main Street between Rockingham Avenue and New Hampshire Avenue, was purchased by the City from Lake County in 2015. The property was purchased for the purpose of removing and relocating the County Clerk of Courts Records Center which occupied the property and converting the space into a use more compatible with the vision of the City's downtown master plan.

Upon the City purchase of the property, the Clerk of Courts relocated the records center to the County's Government Campus at West Main Street and the City removed the building and converted it to green space. Council then authorized an RFP solicitation for sale of the property to a private developer to create a mixed use commercial development with components of open space, residential and commercial spaces as depicted in the then current downtown master plan. Although the RFP solicitation was heavily marketed locally, statewide, nationally and even internationally receiving some interest and inquiries, ultimately there were no proposals submitted after extending the deadline and continued efforts to market the RFP.

The Council subsequently authorized an RFP solicitation for a commercial real estate broker to market the property and a broker was selected and placed under contract. After two years of marketing the property, no qualifying offers were received and the real estate contract expired. It has been approximately two years since these efforts were completed and market conditions have changed.

The Economic Development Horizon Committee met recently and discussed the current status of the property, market conditions and potential opportunities for a broad based RFP solicitation which would seek creative private sector proposals to enhance the vibrancy of our downtown and stimulate further economic growth.

OPTIONS:

1. Authorize staff to develop an RFP solicitation for the potential commercial development of Tavares Square.
2. Do not authorize staff to develop an RFP solicitation for the potential commercial development of Tavares square.

STAFF RECOMMENDATION:

Staff recommends that Council moves to approve option 1.

FISCAL IMPACT:

No fiscal impact.

LEGAL SUFFICIENCY:

Legally sufficient.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

N/A

**AGENDA SUMMARY
TAVARES CITY COUNCIL
3/18/2020**

AGENDA TAB NO.: 5

SUBJECT TITLE: Agreement with DRMP, Inc. to Facilitate the BUILD Grant Application (City Administrator)

OBJECTIVE:

To authorize a contract with DRMP, Inc. in the amount of \$42,500 to facilitate the \$25 million Better Utilizing Investments to Leverage Development (BUILD) grant application and submittal for the planned Rails To Trails project (Wekiva Trail Extension - Segment 5).

SUMMARY:

Lake County Florida, City of Tavares, and City of Mount Dora are working together to obtain a \$25 million Rails To Trails grant through the BUILD grant program for the design, engineering, right-of-way acquisition and construction of the planned Rails To Trails project beginning in Tavares traversing to the east through Lake County and into Mount Dora and out to Sorrento which will then connecting to the Wekiva Trail. The BUILD grant application submission deadline is 5:00pm on May 18, 2020.

Staff solicited interest from two firms who are on the City's Library list of Consultants who have past experience with BUILD grants (Kimley Horn Inc. and DRMP Inc.). In order to get on the City's Library list, both firms previously had submitted their qualifications, were vetted by an In-House City selection team and approved by the City Council. These two firms were the only firms that had BUILD Grant experience on the Library List the City maintains. Kimley Horn declined to submit a proposal due to the short time frame on application deadline and amount of work required to put a BUILD grant application together. DRMP, Inc. agreed to take the project on. Staff negotiated a contract in the amount of \$42,500 (see attached) and finds the cost commensurate with the scope of work and deliverables negotiated. DRMP will facilitate the application with Tavares, Mount Dora, Lake County, CSX, the Rail Road, State of Florida DOT, MPO and the United States Department of Transportation located in Washington DC. DRMP has extensive experience with these types of Federal Grants. DRMP will handle the coordination and collection of data between all entities and develop a complete and concise representation of the needs, benefits and goals required by the BUILD grant application. The cost proposal for services from DRMP, Inc. is \$42,500.00 and the City Manager of Mount Dora will be recommending to her Council a cost share participation of 50/50 with the City of Tavares there by reducing the Tavares amount down to \$21,250. Lake County Manager is recommending to his Commission a \$500,000 contribution to this project in the form of conducting the PD&E study that is a requirement for the project if the grant is awarded.

Although this Grant does not require a grant match, those grant applications that have a grant match score higher than those that do not. If this agenda item is approved and DRMP is retained to put the application together, the City of Mount Dora, Lake County and Tavares will discuss a collective appropriate grant match amount to remain competitive and bring that amount back to this City Council for consideration in the near future.

OPTIONS:

1. Council approve a contract with DRMP, Inc. to facilitate the \$25 Million BUILD Federal Grant application in the amount of \$42,500 subject to reimbursement by City of Mount Dora in the amount of \$21,250 for the Rails to Trails Project (Wekiva Trail Extension - Segment 5).

2.. Council not approve a contract with DRMP, Inc. to facilitate the \$25 Million BUILD Federal Grant application.

STAFF RECOMMENDATION:

1. Council approve a contract with DRMP, Inc. to facilitate the \$25 Million BUILD Federal Grant application in the amount of \$42,500 subject to reimbursement by City of Mount Dora in the amount of \$21,250 for the Rails to Trails Project (Wekiva Trail Extension - Segment 5).

FISCAL IMPACT:

Funds to be derived from the currently budgeted Streets Division Engineering 001-4102-541.31-15 line item in the amount of \$21,250.

LEGAL SUFFICIENCY:

Yes

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Proposal
2. Grant Application
3. RFQ

ATTACHMENTS:

Description

Type

**AGENDA SUMMARY
TAVARES CITY COUNCIL
3/18/2020**

AGENDA TAB NO.: 6

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
3/18/2020**

AGENDA TAB NO.: 7

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 Meetings	April 1, 2020 – 4 pm – City Council Chambers April 15, 2020 – 4 pm – City Council Chambers
Library Board	April 15, 2020 – 2:30pm – Tavares Library Conference Room
Planning and Zoning Board	March 19, 2020 – 3 pm – City Council Chambers - <i>Cancelled</i>
Code Enforcement Hearing	April 28, 2020 – 5 pm – City Council Chambers

UPCOMING EVENTS:

Sunnyland Boat Show	March 19-22, 2020 – 9 am to 5 pm (Th – Sa) 9 am to 2 pm (Su) – Wooton Park
Seaplane-A-Palooza	March 28-29, 2020 – 10 am to 3 pm – Tavares Seaplane Base
Harris Chain of Lakes Steamboat Meet	April 6-10, 2020 – Details Pending
Lake Co. Sheriff's Office 5K	April 18, 2020 – Details Pending

OUTSIDE AGENCY MEETINGS:

Lake County League of Cities	April 10, 2020 – 12:00 noon – Mount Dora Golf Club, Highland Street
Lake Sumter MPO Executive Board Meeting	April 22, 2020 – 2:00 pm – 225 W. Guava St., Lady Lake
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
3/18/2020**

AGENDA TAB NO.: 8

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