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**AGENDA
TAVARES CITY COUNCIL
May 20, 2020
4:00 PM
VIDEO CONFERENCE MEETING**

Consistent with the State of Florida Governor's Temporary Order on City Council Meetings, the Tavares City Council will be hosting this meeting via teleconference. Members of the public may participate in the meeting by submitting their comment to councilmeeting@tavares.org. Access to the agenda is available at www.tavares.org. Access to livestream the meeting, as well as post-meeting replay is available at <https://www.youtube.com/user/tavarespubcom1>

I. CALL TO ORDER

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1 Richard Keith, Tavares Fire Chief

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 May 6, 2020 Regular City Council Meeting Minutes (City Clerk)

Tab 3 Hidden River Lakes - Final Plat (Community Development)

VIII. RESOLUTIONS

IX. ORDINANCES - PUBLIC HEARING

First Reading

Second Reading

Tab 4 Ordinance 2020-05 - Amendment to Land Development Regulations Chapter 14 Floodplain Management (Community Development)

X. GENERAL GOVERNMENT

Tab 5 Award of Contract for Architectural Design Services - Solid Waste & Public Works Operations Facility (Public Works)

Tab 6 COVID 19 Economic Recovery Plan (Economic Development)

Tab 7 COVID-19 Recovery Plan (City Administrator)

XI. NEW BUSINESS

XII. OLD BUSINESS

XIII. HISTORICAL PERSPECTIVE

XIV. AUDIENCE TO BE HEARD

XV. REPORTS

Tab 8 City Administrator Report

Tab 9 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
5/20/2020**

AGENDA TAB NO.: 1

SUBJECT TITLE: Richard Keith, Tavares Fire Chief

OBJECTIVE:

Richard Keith, Tavares Fire Chief, will provide the invocation and lead those present in the Pledge of Allegiance.

SUMMARY:

Richard Keith, Tavares Fire Chief, 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
5/20/2020**

AGENDA TAB NO.: 2

SUBJECT TITLE: Approval of the May 6, 2020 Regular City Council Meeting Minutes (City Clerk)

OBJECTIVE:

To consider approval of the May 6, 2020 Regular City Council Meeting minutes.

SUMMARY:

Attached is the May 6, 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
May 6, 2020 City Council Meeting Minutes	Exhibit



**TAVARES CITY COUNCIL
MEETING MINUTES
MAY 6, 2020 – 4:00 PM
TAVARES CITY COUNCIL VIDEO CONFERENCE MEETING
<https://www.youtube.com/user/tavarespubcom1>**

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
Scott Aldrich, Interim 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**

I. CALL TO ORDER

Mayor Boggus called the meeting to order at 4:00 p.m. Mayor Boggus provided information on the virtual meeting and asked those who would like to make public comment to email the City Clerk at councilmeeting@tavares.org.

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1. Richard Keith, Fire Chief

Richard Keith, Fire Chief, provided the invocation and led those present in the Pledge of Allegiance.

III. APPROVAL OF AGENDA

Mr. Drury said he would like to add Tab 13A, The Ingraham Park Transition Plan.

MOTION

Roy Stevenson moved to approve the agenda as modified by the City Administrator, seconded by Lori Pfister. The motion carried unanimously 5-0.

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2. Proclamation – Women’s Lung Health Wee, May 11-17, 2020

Mayor Boggus made the following presentation:

The city received a request from Andrea Giggard, American Lung Association in Florida, to pass a Proclamation declaring May 11-17 as "Women's Lung Health Week." The American Lung Association, LUNG FORCE campaign, was launched in May 2014, with over 100 buildings and landmarks across the country.

The American Lung Association in Florida requested a Proclamation to serve as a strong symbolic step to unite Americans to stand together with collective strength and determination to lead the fight against lung cancer and for lung health.

Mayor Boggus read a Proclamation declaring May 11-17, 2020 as Women’s Lung Health Week.

MOTION

Roy Stevenson moved to approve [the Proclamation], seconded by Lori Pfister. The motion carried unanimously 5-0.

Tab 3. Proclamation – National Public Works Week

Mayor Boggus made the following presentation:

The dedicated efforts of public works professionals, who are responsible for the efficient operation of public works systems and programs such as streets and highways, public buildings, solid waste collection, parks and canal maintenance, water and sewers, are of vital importance to the public health, high quality of life and well-being of the people of the City of Tavares.

In recognition of the contributions that public works professionals make every day to our health, safety, comfort, and quality of life, we therefore declare May 17 - 23, 2020 as National Public Works Week.

Mayor Boggus read a Proclamation declaring May 17-23, 2020 as National Public Works Week.

MOTION

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

Tab 4. Tavares Chamber of Commerce Update

Mr. Berry said the Chamber Alliance Legislative Wrap-Up Breakfast was rescheduled as a virtual event on July 14, 2020, at 9:00 a.m. He noted the April 2020 business luncheon was held virtually with Diane Kornegay as guest speaker. He said there were fifty participants. The Chamber received positive feedback in response to the virtual meetings, and all networking events in May will be held virtually.

Mr. Berry noted Congressman Daniel Webster is the guest speaker during the May 27, 2020 business luncheon.

Mr. Drury said Mr. Berry has been in constant communication with the City and has been instrumental in sharing concerns the businesses have, which Mr. Tweedie is incorporating in an economic recovery plan. The economic recovery plan will be presented to Council on May 20, 2020. He thanked Mr. Berry for attending the City Council meetings and noted the Chamber's virtual meetings have been successful. He thanked Mr. Berry for being a leader and involved in the community and City. Mayor Boggus asked for Council comments. There were none.

Mr. Drury asked if any public comments have been received. There were none.

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

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

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

RESOLUTION No. 2020-07

A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, AUTHORIZING STAFF TO SUBMIT IN PARTNERSHIP WITH LAKE COUNTY AND THE CITY OF TAVARES A 2020 BETTER UTILIZING INVESTMENTS TO

LEVERAGE DEVELOPMENT (BUILD) GRANT APPLICATION FOR THE WEKIVA TRAIL EXTENSION PROJECT- SEGMENT1 AND SEGMENT 5 TO THE UNITED STATES DEPARTMENT OF TRANSPORTATION.

RESOLUTION NO. 2020 - 09

A RESOLUTION OF CITY OF TAVARES, FLORIDA; AUTHORIZING PARTICIPATION IN THE LAKE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FOR FISCAL YEARS 2021, 2022, AND 2023; AND AUTHORIZING THE CITY ADMINISTRATOR TO CONFIRM PARTICIPATION, and AUTHORIZE THE MAYOR TO EXECUTE AN URBAN COUNTY COOPERATION AGREEMENT WITH LAKE COUNTY, FLORIDA FOR PARTICPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM; PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.

ORDINANCE 2020-04

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA AMENDING THE FOLLOWING SECTIONS OF THE CITY LAND DEVELOPMENT REGULATIONS; CHAPTER 23, SECTION 23- 14(b) IMPACT FEE DEFERRALS; SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING AN EFFECTIVE DATE.

ORDINANCE 2020-05

AN ORDINANCE BY THE CITY COUNCIL AMENDING THE CITY OF TAVARES LAND DEVELOPMENT REGULATIONS CHAPTER 14 FLOODPLAIN MANAGEMENT, TO MAKE MODIFICATIONS TO BRING THE REGULATIONS INTO CONFORMANCE WITH THE MOST CURRENT FEMA- APPROVED, FLOODPLAIN MANAGEMENT ORDINANCE FOR FLORIDA COMMUNITIES THAT IS COORDINATED WITH THE FLORIDA BUILDING CODE; PROVIDING FOR APPLICABILITY AND SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

VII. CONSENT AGENDA

Mayor Boggus asked if any Council members wished to pull an item from the Consent Agenda for discussion. Council Member Buigas said she would like to pull Tab 6 [Continuing Encroachment Agreement – 216 E. Alfred Street] as she has a Conflict of Interest.

MOTION

Troy Singer moved to approve the Consent Agenda with Tab 6 pulled [for discussion], seconded by Lori Pfister. The motion carried unanimously 5-0.

Tab 5. Approval of the April 1, 2020 and April 15, 2020 City Council Meeting Minutes

Approved on Consent Agenda.

Tab 6. Continuing Encroachment Agreement – 216 E. Alfred Street

Attorney Williams made the following presentation:

The office building owned by Lee Humphrey located at 216 E. Alfred recently sold. A survey disclosed part of the building overhangs the 80-foot Alfred Street ROW by approximately six (6) inches. The encroachment has been there for many years.

Clayton H. Blanchard, P.A. is the Legal Representative for United Southern Bank (USB), the lender on the transaction. Mr. Blanchard has stated USB is willing to close on the sale, provided the City executes a Continuing Encroachment Agreement (attached). The City has provided similar agreements in the past for many older structures in the historic downtown. This agreement acknowledges and allows the encroachment to continue in place, but does not allow it to be changed or expanded. The agreement terminates if and when the building is demolished or altered.

Attorney Williams asked Council Member Buigas to state her basis for her conflict for the record. Council Member Buigas said the company she is contracted with had been contracted by the new property owners to provide construction services on the property.

Mr. Drury asked for public comments. There were none.

MOTION

Troy Singer moved to approve Tab 6 [Continuing Encroachment Agreement – 216 E. Alfred Street], seconded by Roy Stevenson. The motion carried unanimously 4-0, with Lou Buigas abstaining.

VIII. RESOLUTIONS

Tab 7. Resolution 2020-07, 2020 BUILD Grant Application \$25 Million

Mr. Dillon made the following presentation:

Tavares City Council authorized the pursuit of a \$25 million BUILD grant for the planned Wekiva Trail Extension Project - Segment 1 and Segment 5.

In order to apply for the BUILD grant, a resolution is required authorizing staff in partnership with Lake County Florida and City of Mount Dora to submit to

the U.S. Department of Transportation (DOT) a \$25 million 2020 Better Utilizing Investments to Leverage Development (BUILD) Grant Application for the planned Wekiva Trail Extension Project - Segment 1 and Segment 5.

The Further Consolidated Appropriations Act, 2020 (Pub. L. 116-94, December 20, 2019) appropriated One Billion Dollars (\$1,000,000,000) to be awarded by The United States Department of Transportation (US DOT) for National Infrastructure Investments on a competitive basis for projects that will have a significant impact on the nation, a metropolitan area or a region.

Staff recommends approval of Option 1 - Approve Resolution No. 2020-07 to apply and accept, in partnership with Lake County and the City of Mount Dora a \$25 million 2020 Better Utilizing Investments to Leverage Development (BUILD) Grant Application for the planned Wekiva Trail Extension Project - Segment 1 and Segment 5 and to share the cost of the operation and maintenance of the trail project once completed.

Mr. Drury said Mr. Dillon had done a fantastic job moving the grant application forward, receiving letters of support from State Representatives and the Constitutional Officers from Lake County. The application is due in a few weeks, and great work and effort were made to secure the grant. He said the Council liaison is Council Member Buigas has assisted in reaching out to representatives to obtain support and thanked her for assistance in getting the grant application together.

Mayor Boggus asked for public comment. There was none.

Mayor Boggus asked for comments from Council.

Council Member Singer noted his support and said he looks forward to getting the project application submitted, approved, and moving forward with construction. He referenced language in the Resolution and asked for confirmation that it is a 100% grant with no matching funds. Mr. Dillon confirmed. Mr. Drury said the city has been identified, requested, and qualifies for 100% funding as a 'rural area' in the application.

MOTION

Lou Buigas moved to approve Option 1 [Approve Resolution No. 2020-07 to apply and accept, in partnership with Lake County and the City of Mount Dora, a \$25 million 2020 Better Utilizing Investments to Leverage Development (BUILD) Grant Application for the planned Wekiva Trail Extension Project - Segment 1 and Segment 5 and to share the cost of the operation and maintenance of the trail project once completed], seconded by Troy Singer. The motion carried unanimously 5-0.

Tab 8. To Request Council Approve Resolution 2020-09 to Extend CDBG Participation Agreement with Lake County

Ms. Houghton made the following presentation:

On August 2017, the City Council authorized participation in the Lake County Community Development Block Grant Program for Fiscal Years 2018, 2019, and 2020, and the City of Tavares entered into an Urban County Cooperation Agreement with Lake County.

The Agreement automatically renews unless the City Council wishes to terminate the agreement. An amendment to the agreement may be required to meet cooperation agreement requirements as required by HUD upon continuation in the program.

The City has a long history of participation in the program, and in the prior three-year period, the City received funding for street paving, alleyway construction, sidewalk construction and park restroom construction. All projects funded with Community Development Block Grants are intended to benefit low to moderate income areas, and eliminate blight conditions within the community.

The Lake County Community Planning & Development Division has requested confirmation from the City of Tavares for continued participation for Fiscal Years 21, 22, and 23 in the Lake County Community Development Block Grant Program.

Staff recommends approval of Option 1 – Approve Resolution 2020-09 authorizing the City Administrator to notify Lake County Community Planning & Development Division that the City of Tavares wishes to continue participation in the Lake County CDBG Program, and to authorize the Mayor to execute Amendments to the current agreement if required.

Mayor Boggus asked for comments from the public. There were none.

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

MOTION

Lori Pfister moved to approve [Option 1 – Approve Resolution 2020-09 authorizing the City Administrator to notify Lake County Community Planning & Development Division that the City of Tavares wishes to continue participation in the Lake County CDBG Program, and to authorize the Mayor to execute Amendments to the current agreement if required], seconded by Lou Buigas. The motion carried unanimously 5-0.

IX. ORDINANCES – PUBLIC HEARING

First Reading

**Tab 9. Ordinance 2020-05 – Amendment of Land Development Regulations
Chapter 14 Floodplain Management**

No discussion at first reading.

Second Reading

**Tab 10. Ordinance 2020-04 – Amendment to Land Development Regulations
Chapter 23, Section 23-14(b), Impact Fee Deferrals for Large, Multi-Family Rental
Developments**

Mr. Tweedie made the following presentation:

On January 20, 2016, City Council approved Ordinance 2015-25 creating an impact fee deferral program as an economic incentive for the construction of large, multi-family rental developments consisting of over 100 dwelling units. Under the current regulation, developers that permit 100 multi-family dwelling units simultaneously may make an upfront payment of 50% of applicable city impact fees at the time of permit issuance, and may submit an irrevocable letter of credit to the city to defer 50% of the impact fees for two (2) years. In an effort to enhance the economic incentive that this program provides, Ordinance 2020-04 proposes allowing developers to submit payment of 50% of the impact fees prior to the issuance of the Certificate of Occupancy or Certificate of Completion for each issued permit rather than requiring an upfront payment of 50% of the fees at the time of permit issuance. This change would serve to reduce a developer's financial encumbrance by allowing incremental payments of impact fees as completed buildings receive a Certificate of Occupancy. The remaining 50% of fees would still be due and payable within a two (2) year timeframe. All other aspects of the deferral program that pertain to payment, timing, interest rate, and collateral shall remain unchanged.

Staff recommends approval of Option 1 - Approve Ordinance 2020-04 amending the City's Land Development Regulations, Chapter 23, Section 23-14(b) Impact Fee Deferrals for large, multi-family rental developments.

Mayor Boggus asked for comments from the public. There were none.

Mayor Boggus asked for comments from the Council.

Mayor Boggus asked when the two years begin. Mr. Tweedie said the starting time would start at the time of the submittal of the first 50% of the impact fee, which is when the Certificate of Occupancy is issued.

Vice Mayor Pfister asked for the recourse if payment is not received within the two years. Mr. Tweedie said the irrevocable letter of credit is a submittal requirement that

provides the City recourse. Attorney Williams said a bank letter of credit is similar to a bond that is an irrevocable commitment on the part of a lending institution. The city holds the bond as security that the work will perform. He said there is a change to the time due. Vice Mayor Pfister asked what the cost will be to retrieve the funds that are due. Attorney Williams said the letter of credit is a bond and provided to the lender. He said it is the best cash security available.

MOTION

Lori Pfister moved to approve, [Option 1 - Approve Ordinance 2020-04 amending the City's Land Development Regulations, Chapter 23, Section 23-14(b) Impact Fee Deferrals for large, multi-family rental developments], seconded by Roy Stevenson. The motion carried unanimously 5-0.

X. GENERAL GOVERNMENT

Tab 11. Request Council's Approval to Issue RFP for FY20 Budgeted Capital Projects with Adjustment

Ms. Houghton made the following presentation:

The Current Fiscal Year 2020 City Council Adopted Budget includes budgeted projects to be funded through debt issuance including Wayfinding Signs in the Downtown, Cemetery Restrooms, Seaplane Base/Marina Rebuild 2% Match, Wooton Wonderland Reconstruction, Hazard Mitigation Grant Match, and Splash Pad Resurface (\$1,260,000).

By including additional identified small projects now the City will be able to save debt issuance costs. Staff will work with the City's Financial Advisor, Mark Galvin of Hilltop Securities to prepare and issue the RFP. Additional projects include Police Vehicles, Splash Pad Rehabilitation at Splash Park, Bocce Ball Courts, Pickle Ball Courts, and History Museum.

The loan will be issued as a Covenant to Budget and Appropriate (CBA) issuance. A CBA issue requires the City to budget debt service annually for the loan from available non-pledged revenues. The City does not anticipate pledge revenues for this obligation.

Staff estimates that the timeline for the issuance, approval and closing for the loan to be as follows (preliminary timeline):

- Issue RFP on or before May 15, 2020*
- Bring RFP award recommendation to the City Council for approval August 19, 2020*
- Loan closing soon after Resolution and Loan Document Approval*
- Award of each project this September*
- Construction/purchase of each project following award.*

There is no fiscal impact to issue an RFP. Debt service will be included in the FY 21 budget.

Staff recommends Council approve Option 1 - Direct the Finance Director to work with the City Financial Advisor to issue an RFP for debt issuance in the amount of \$1,925,000 to fund identified projects.

Mr. Drury said the Council previously approved the projects during budget goal-setting in January. He said the projects work well with the economic recovery program, with many located in the downtown area. The projects will bring contractors and subcontractors to the downtown, who also frequent local establishments. The projects will also bring citizens and visitors to the downtown and community. He said if this passes, and we do go forward with the projects in September, we envision awarding the projects in October and ramping up construction in November and December and creating vibrancy to the downtown and will be a long term economic engine to the downtown.

Mayor Boggus asked for comments from the public. There were none.

Mayor Boggus asked for comments from the Council.

MOTION

Lori Pfister moved to approve, seconded by Roy Stevenson.

Council Member Singer asked for conformation that some projects have been in the current budget, and others discussed for the upcoming budget. Ms. Houghton confirmed. Council Member Singer asked how much the city will save in moving the projects forward on the debt issuance. Ms. Houghton said each issue would be a savings of \$60,000. Additional audit fees will also be a savings of approximately \$2,000-\$3,000. Council Member Singer said Council has discussed putting some of these items on the upcoming budget, but they were not approved. He said he would like the projects to compete with others during the budget process. He asked if the Splash Pad resurfacing would not move forward in favor of the full splash park rehabilitation. Mr. Tweedie said the city programmed \$60,000 for pad replacement/resurfacing. The features also need replacement. The useful life of the features has been exceeded, and industry experts recommend installing new features before a pad. Vice Mayor Singer asked for confirmation that resurfacing would not require debt to be issued. Ms. Houghton confirmed and said the hazard mitigation would also not be needed.

Council Member Buigas noted concern in the additional \$500,000 for projects and said the items for bocce ball and pickleball courts are they part of the library program. Mr. Drury said there are several projects programmed in the future, including bocce ball and pickleball courts, library expansion, and a Senior Center. The concept was to move forward with the outdoor projects that are consistent with the developed master plan. He said the courts would not interfere with the library expansion and Senior Center. He

said the courts would be part of the entire Senior Center services. Other projects, such as the Senior Center, will come before Council during the budget process. The cost savings and timing issue with the market allows the City to get reasonable pricing. In addition to the cost of issuing debt, proper pricing will be received, which may not be the case a year from now. He said by bundling projects, getting contractors, people, reasonable pricing, and the issuance of debt are considerations for the Council. Council Member Buigas noted a concern that the courts may deteriorate by the time the library expansion and Senior Center are built. She said the Ingraham Park upgrades would also be an additional cost and perhaps require more urgency. Mr. Drury said the courts should not deteriorate as a result of the construction project, and working around all courts would be part of the project. The City applied for a CDBG grant for Ingraham Park that is being reviewed this month for a 100% grant. The cost savings aspect might go beyond the issuance of debt, it is a timing issue with the current market, and we can get reasonable pricing on all of the projects.

Vice Mayor Pfister said it had been her experience that the City receives better savings when you bundle projects. She said most of the projects had been discussed and approved, and the bocce ball courts were in the approved plans for the library expansion and Senior Center. Vice Mayor Pfister noted her support. She said Wooton Park, cemetery restrooms, and wayfinding are projects discussed often, and she is ready to complete the projects with a cost-saving.

Council Member Singer noted his concern for projects not approved in the current budget. Vice Mayor Pfister asked if the projects will come back to Council for final approval. Mr. Drury confirmed and said the projects would come back to Council two to three times as they go through the procurement process. Attorney Williams said Council could deny until the bonds are issued.

Mayor Boggus asked if Council approves the request, can the amount borrowed be reduced at a later date. Mr. Drury confirmed. He said the pricing structure would come back before Council. Attorney Williams said until the debt is issued Council can control the amount borrowed, with borrowing based on the cost of the projects. The banks and lenders will confirm each project cost. If a project is pulled, the loan will be adjusted accordingly. Mayor Boggus asked if the money could be reallocated to other projects or if it had to be used solely for the listed projects. Ms. Houghton said if staff reprogrammed for another project, it would come back to Council for approval. Attorney Williams said Council would ultimately have to select the projects. Council Member Singer asked for a time frame for a decision on which projects will move forward. Attorney Williams said this would be a phased project kicking off in August. Mr. Drury said it would be half-way into the budget season when the funding comes back to Council. He confirmed at that time Council can review the projects.

The motion carried unanimously 5-0.

Tab 12. Concept Plan to Honor THS Graduates

Mr. Aldrich made the following presentation:

Previously Council discussed staff reaching out to the High School to offer assistance in honoring graduates as the Class of 2020 graduation has been postponed due to COVID-19. Council was interested in exploring the use of the Pavilion on The Lake and hanging banners in the community. Below is an update addressing the concept plan for Council's benefit and action.

Vice – Mayor Lori Pfister's suggestion of Pavilion On The Lake use: *This has been paired with a "Senior Sunset Parade" that the school would like to put on the day before graduation (Graduation date not set yet). Community Services Department continues to work the details out with the School on how the Pavilion would be incorporated into the Senior Sunset Parade program and will provide a more detailed plan once the School identifies a graduation date. Possibly photo opportunities on pier and stair case and punch and D.J. A meeting with the School principle indicated a positive reception to this idea.*

Council Member Lou Buigas Senior Banner Program: *City is working with the Eustis vender who makes these for the students. Since brackets are expensive to purchase, complicated to affix to street lights, providers are not returning phone calls and fixtures may or may not arrive depending upon supply chains from manufacturing companies that make them, staff recommends that banners be hung in Tavares Square with zip ties and a larger banner be affixed at the Lime Light. Student and parents could come down anytime and take a photo in the lime light. Light remain on until 11:00 pm. Staff is coordinating this program with the High School and banner vender.*

Council has been provided a concept rendering on how the banner(s) would look in Tavares Square. Staff recommends approval of the Concept Plan.

The fiscal impact is minimal as supplies have been donated by the vendor.

Mayor Boggus asked for public comment. There was none.

Mayor Boggus asked for comments from the Council.

Council Member Buigas thanked Mr. Dillon and his team for working with the vendor and securing donations. She said she would like to purchase and donate the banner ties, so the city does not have to incur any additional costs.

Vice Mayor Pfister asked if the banners could be given to the High School Seniors at the end of the program. Mr. Drury said it is a great idea, and he will confirm with the vendor. She asked if the banners will have the city logo. Mr. Drury said he had not seen the final artwork, and asked Council if they would like to include the logo. Mr. Dillon said he would contact the vendor and follow up. Council Member Singer thanked Mr. Dillon for his efforts. He said it is his understanding the vendor is donating banners

for all schools in Lake County. He asked if the city could reach out to the middle school eighth-graders to see if they would like a banner to be placed, possibly at the library. Mr. Drury said staff could contact the middle school for one banner.

Mayor Boggus inquired about the cost and asked if the items have were included in the budget. Mr. Drury said there are no costs as Council Member Buigas is donating the banner ties, other than staff time to coordinate the parade and oversee Pavilion activities.

MOTION

Lori Pfister moved to approve the concept plan, seconded by Lou Buigas. The motion carried unanimously 5-0.

Mr. Drury said staff would need direction on the 8th and 5th-grade classes. Mayor Boggus said staff could contact the schools to see if they have any requests to celebrate their promotions. Council Member Singer noted his support in contacting the middle school. Mr. Drury said staff would reach out to the middle school leadership team.

Tab 13. City Update on the Affects and Responses to COVID-19

Mr. Drury said we are in constant contact with Federal, State, and County partners on where to go with COVID-19.

Mr. O'Keefe to provide an overview of Federal, State, and local COVID-19 efforts. He thanked the city's partners, citizens, businesses and staff. He gave special thanks to first responders, and hospital and medical staff.

Mr. Drury said Tavares continues to provide 95% of the level of services. He noted while many businesses closed, the City has remained open to provide the following services: Fire, Police, emergency medical, hospital care, clean water, garbage collection, stormwater treatment, transportation services with a full network of roads, public records requests, city council meetings, public communication through web and social media updates, human resources with interviewing and hiring, economic development initiatives and programs, financial accounting and budgeting, library services, comprehensive plan, GIS services, parks, boat ramps, right of ways, fleet vehicles, and capital construction programs. Over the next two months, the City will be transitioning from a 95% service level to a 98% service level over the next 30 days, and then 100% service level the following 30 days. Mr. Drury said he would provide a comprehensive plan to go from a 95% service level to a 100% service level over the next 60 days during the May 20, 2020, City Council meeting. Until that time, the City will continue to provide the services that are currently provided as presently provided.

Mayor Boggus asked for public comment. There were none.

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

Tab 13A. Ingraham Park Transition Plan

Mr. Drury said the Council previously instructed staff to work with the community to improve conditions at Ingraham Park. He noted the Council appointed Council Member Buigas as a liaison to assist with the plan. He said the staff was working on a community meeting to discuss improvements when COVID-19 postponed those plans. The ability to hold an assembly for public input ceased. He said those meetings would move forward after the next sixty-day transition to normal operations. He said there had been recent incidents in the park, and Chief Lubins has developed a transitional plan. Mr. Drury asked Chief Lubins to share the transition plan for Ingraham Park.

Chief Lubins made the following transition plan:

GOALS

- 1. Reduce violent crime*
- 2. Reduce acts that affect the quality of life (alcohol drinking, noise, and litter)*
- 3. Bookend the park system with two family friendly, child-oriented parks*
- 4. Increase property values*
- 5. Provide a safe environment for all*
- 6. Enhance tie in with Ingraham Center*
- 7. Empower the community to take back their local park*

STEP ONE (Currently in process)

- 1. Temporary closure of Ingraham Park to assess the ongoing improvements and conduct a security review as well as continue installation of infrastructure.*
- 2. Continue intensive patrol of Ingraham Park.*
- 3. Continue appropriate police actions for the recent criminal incidents.*

STEP TWO (Currently in process)

- 1. The maintenance of Oak trees to remove branches to increase visibility and reduce shadowy areas.*
- 2. The Placement of additional video cameras and high-speed fiber cable to monitor and record activity within the park.*
- 3. The removal of parking spaces that do not have asphalt, to improve the swales and reduce the ability to overwhelm the occupancy of the park.*
- 4. Installation of attractive posts with rope/chain to block the current grassy parking spaces.*
- 5. Prohibit "back in" parking on the asphalt spaces.*
- 6. Moving of picnic bench closer to street for security and to thwart concealment by those with bad intentions.*
- 7. Removal of BBQ grill, prohibit open flames*
- 8. Daylight hours of operation*

9. *Fencing off area behind restrooms*
10. *Improve lighting for after-hours patrols*
11. *Install more trash receptacles*
12. *No Parking signs for right of way on Ruby Street*

STEP THREE (Hold a community meeting to discuss the following)

1. *Removal of basketball courts*
2. *Installation and/or rearrangement of child rides*
3. *Convert park into neighborhood walk up park*

STEP FOUR

4. *Present community feedback to city council.*
5. *Provide council an opportunity to ask questions.*
6. *Have the council decide on the park's future.*

Mr. Drury said the goal is to reshape the park into a neighborhood pocket park. He said it is a small park and should not be used as a regional park. He said staff would meet with the community as soon as social distancing is allowed to receive public input. The park currently remains closed.

Mayor Boggus asked for comments from the public. There were none.

Mayor Boggus asked for comments from the Council.

Vice Mayor Pfister said she supports the Police Chief and City Administrator to implement the transition plan. She noted a concern for public safety in the park.

Council Member Buigas noted her support, and said she looks forward to working with the community.

Council Member Stevenson noted his support, and suggested placing grills and tables in the park. He discussed community policing.

Council Member Singer noted his support, and safety needs to be the city's first priority. He said he looks forward to hearing from the community.

Mr. Drury thanked Council for their comments and said information brought back to Council would be statistically based on previous events in communities of similar size throughout the country.

XI. NEW BUSINESS

None.

XII. OLD BUSINESS

Vice Mayor Pfister asked for an update on the Seaplane Base and Marina rebuild. Mr. Drury said the insurance coverage had been settled, and 80% of the funding has been received to date. A notice to proceed has been issued to Haskell. The manufacturer is manufacturing the docks off-site. Permits have been submitted, and the City is waiting for final approval. Mr. Tweedie said state agencies are moving forward with the permitting process, and the contractor is creating a schedule. Mr. Drury said the schedule would be brought back to Council once completed.

XIII. HISTORICAL PERSPECTIVE

XIV. AUDIENCE TO BE HEARD

David Serdar, 66 Wintergreen Drive, Fruitland Park, noted recent public meetings he attended in Orlando and Lake County, and stated his concern regarding gun safety.

Sandy Gamble, Lake County School Board Member, District 4, thanked Council for their approval to recognize the Tavares High School Senior Class as well as efforts for the Elementary 5th grade and Middle School 8th grade classes.

XV. REPORTS

Tab 14. City Administrator Report

Mr. Drury said he is proud of the City Council and Leadership Team that works every day for the citizens of Tavares. When COVID-19 hit we continued to provide services, and had to do it in different and creative ways. He said Tavares never missed a Council meeting and continued to move the city forward. He said he is looking forward to add the remaining 5% that were reduced.

Mr. O'Keefe thanked Council for their support.

Ms. Houghton said she is proud of the Finance Department staff.

Tab 15. City Council Member Reports

Council Member Buigas

- Thanked Mr. Drury and staff and said Tavares has a great team.

Quote of the day: "It's only after you've stepped outside your comfort zone that you begin to change, grow, and transform." ~ Roy T. Bennett

Council Member Singer

- Said the Mayor's Youth Council had a successful Zoom meeting prior to the Council Meeting. He said the students did a great job.
- Noted it is Teacher Appreciation Week.

- Noted May 6 is National Nurses Day.

Council Member Stevenson

- Thanked everyone for their efforts during COVID-19.
- Noted his concern for COVID-19 and said we will all have to create a new normal. He wished safety for everyone.

Vice Mayor Pfister

- Said the new City Hall roof is beautiful.
- Said the Leesburg Partnership rescheduled Bike Week to November, 2020.
- Thanked everyone for their efforts during COVID-19.

XVI. ADJOURNMENT

There was no further business and Mayor Boggus adjourned the meeting at 5:44 p.m.

Respectfully,

Susie Novack, MMC/FCRM
City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/20/2020**

AGENDA TAB NO.: 3

SUBJECT TITLE: Hidden River Lakes - Final Plat (Community Development)

OBJECTIVE:

To approve the Final Plat for the Hidden River Lakes Subdivision located at the intersection of Shirley Shores Road & East Shirley Shores Road.

SUMMARY:

Hidden River Lakes is a proposed residential subdivision located at the intersection of Shirley Shores Road & East Shirley Shores Road. The subject property is 222+- acres in size and the proposed Final Plat subdivides the land into 68 lots for the construction of single family dwellings as permitted under the existing Planned Development zoning. This Final Plat document has been reviewed by City staff and meets the requirements of Planned Development Ordinance 2019-03, the City of Tavares Land Development Regulations, and the City's Comprehensive Plan.

OPTIONS:

1. City Council approves the Final Plat
2. City Council denies the Final Plat

STAFF RECOMMENDATION:

Staff recommends that City Council moves to approve the Final Plat for the Hidden River Lakes Subdivision located at the intersection of Shirley Shores Road & East Shirley Shores Road.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

This Final Plat document has been reviewed by the City Attorney and approved for legal sufficiency.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

Final Plat
HOA Articles of Incorporation, Bylaws, and Declaration of Covenants and Restrictions
Performance Bond
School Capacity Reservation
Title Opinion
Concurrency Application
Boundary Survey
Conservation Easement

ATTACHMENTS:

Description

Type

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/20/2020**

AGENDA TAB NO.: 4

SUBJECT TITLE: Ordinance 2020-05 - Amendment to Land Development Regulations Chapter 14 Floodplain Management (Community Development)

OBJECTIVE:

To consider amending the City's Land Development Regulations Chapter 14 Floodplain Management to bring the City of Tavares' floodplain management regulations into conformance with the most current Model Floodplain Management Ordinance approved by FEMA.

SUMMARY:

The City of Tavares was among the first communities to adopt local floodplain management regulations using the State model ordinance that is written to coordinate with the Florida Building Code. The Florida Division of Emergency Management contacted City staff and identified corrections required by the Federal Emergency Management Agency to bring the City of Tavares' floodplain management regulations into conformance with the most current Model Floodplain Management Ordinance approved by FEMA. Ordinance 2020-05 proposes the required changes to the City's Land Development Regulations Chapter 14 Floodplain Management.

OPTIONS:

1. That City Council moves to approve Ordinance 2020-05 amending the City's Land Development Regulations Chapter 14 Floodplain Management to bring the City of Tavares' floodplain management regulations into conformance with the most current Model Floodplain Management Ordinance approved by FEMA.
2. That City Council moves to deny the proposed Ordinance.

STAFF RECOMMENDATION:

This Ordinance has been reviewed by the City Attorney, City Engineering Consultant, and the City Building Official.

Staff recommends that City Council moves to approve Ordinance 2020-05 amending the City's Land Development Regulations Chapter 14 Floodplain Management to bring the City of Tavares' floodplain management regulations into conformance with the most current Model Floodplain Management Ordinance approved by FEMA.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

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

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

Ordinance 2020-05

Newspaper Ad

ATTACHMENTS:

Description

Type

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/20/2020**

AGENDA TAB NO.: 5

SUBJECT TITLE: Award of Contract for Architectural Design Services - Solid Waste & Public Works Operations Facility (Public Works)

OBJECTIVE:

To request City Council to award and authorize staff to negotiate a contract for the Architectural Design Services for the Solid Waste and Public Works Operations Facility.

SUMMARY:

A Request for Qualifications (RFQ) 2020-0011 was developed based on the findings from the charrette for the Planning, Design, and Engineering for the Tavares Solid Waste and Public Works Operations Facility. The RFQ was advertised in the Orlando Sentinel newspaper on January 26, 2020, and complete bid packets were available in Tavares City Hall at 201 E Main Street and through DemandStar by phone and online. Receipt of submittals was closed at 2:00 pm on March 5, 2020, with seven (7) submittals received.

An Evaluation Committee comprised of the following members was selected to independently review the 7 submittals: James Dillon, Public Works Director; Chief Richard Keith, Fire Chief; Chief Stoney Lubins, Police Chief; Jeff Henderson, Solid Waste Manager; Charlie Pell, Fleet Manager; Jerad Purvis, Facilities Manager. Submission packages were provided by Purchasing to each member of the committee with a score sheet based on the matrix provided in the RFQ. Each submittal was evaluated based on Experience and Ability, Past Performance, Volume of Municipal Work, and Approach and Method. The score sheets were returned to Purchasing with each of the submittals and a final tally of the Evaluation Committee determined the award of the selection to go to GatorSkitch Corporation.

Founded in 1996, GatorSkitch Corporation is an architectural and design firm located in Lake County that provides design, renderings and construction phase services. They have worked with multiple municipalities throughout Central Florida and previously conducted work for the City of Tavares, most recently the Public Safety Building (PSB). The success of the PSB project has given rise to GatorSkitch Corporation and they have been recommended for several awards based upon their quality of design and work.

OPTIONS:

1. City Council moves to award RFQ to GatorSkitch Corporation for the Architectural Design Services for the Solid Waste and Public Works Operations Facility, and authorize staff to negotiate contract.

2. City Council does not award the contract to GatorSkitch Corporation for the Architectural Design Services for the Solid Waste and Public Works Operations Facility.

STAFF RECOMMENDATION:

1. City Council moves to award the contract to GatorSkitch Corporation for the Architectural Design Services for the Solid Waste and Public Works Operations Facility.

FISCAL IMPACT:

A contract/agreement will be negotiated with the successful Consultant based upon agreed rates.

LEGAL SUFFICIENCY:

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

RFQ 2020-11 Architectural and Design Services - Tavares Solid Waste and Public Works Operations Facility

Advertisement Proof for RFQ 2020-0011 Architectural and Design Services - Tavares Solid Waste and Public Works Operations Facility

Minutes of Bid Opening 2020-11 Tavares Solid Waste & Public Works Operations Facility Planning, Design and Engineering

Final Score Sheet for RFQ 2020-0011 - Tavares Solid Waste and Public Works Operations Facility

Minutes of Selection for RFQ 2020-0011 Solid Waste and Public Works Operations Facility

ATTACHMENTS:

Description

Type

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/20/2020**

AGENDA TAB NO.: 6

SUBJECT TITLE: COVID 19 Economic Recovery Plan (Economic Development)

OBJECTIVE:

For Council to review and approve the attached COVID-19 Economic Recovery Plan.

SUMMARY:

Staff has developed the attached City of Tavares COVID-19 Economic Recovery Plan as a means to assist our small business community to recover from the adverse impacts of the Federal and State imposed COVID-19 mitigation measures. This plan consists of the following four (4) components developed as a "tool kit" to provide resources focused particularly on the small businesses within the downtown entertainment district, which has been impacted the most severely:

1. Downtown CRA small business relief grant, which is proposed as an extension of the existing facade grant program, which would allow small businesses to receive matching funds for improvements and equipment necessary to meet safe social distancing and sanitary requirements. (If approved staff will need to bring back a detailed, Facade Grant revision resolution for approval at the next Council meeting)
2. Tavares Square "Safe Space" - enhancements such as picnic tables, market lighting, pop up shade covers etc. to create additional safe social distancing dining and enjoyment for patrons of the downtown restaurant establishments.
3. Consumer Confidence Campaign - A cooperative program with the Chamber of Commerce to increase consumer confidence while giving restaurants and related hospitality businesses tools to help advertise and be recognized and rated for their post COVID-19 safety efforts.
4. Chamber of Commerce, Membership Assistance program for businesses, allowing businesses to benefit from chamber membership with financial assistance from both the Chamber and City.

OPTIONS:

1. Approve the City of Tavares COVID-19 Economic Recovery Plan
2. Do not approve the City of Tavares COVID-19 Economic Recovery Plan

STAFF RECOMMENDATION:

Staff recommends that Council moves to approve option 1.

FISCAL IMPACT:

The proposed **small business grant**, (facade grant extension) would increase the current level of funding in the facade grant fund to \$40,000 through a re-allocation of funds currently budgeted within the CRA TIF fund for this fiscal year, as specified per the plan. Expenses for the proposed **Tavares Square "safe space" enhancements** are still being determined, however it

is estimated to be around \$1,500, which are also available within the appropriated FY2020 TIF fund budget. The expense of the proposed **Consumer Confidence Campaign** will be diminimus, mainly consisting of staff time and some minor printing and graphics expenses. The expense of the proposed **Chamber Membership Business Assistance** program is \$10,00 which would be re-allocated from un-used, un-encumbered FY2020 travel expenses.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

Economic Recovery Plan

ATTACHMENTS:

Description

Type

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/20/2020**

AGENDA TAB NO.: 7

SUBJECT TITLE: COVID-19 Recovery Plan (City Administrator)

OBJECTIVE:

To discuss the attached City Of TAVARES COVID-19 Recovery Plan

SUMMARY:

As most are aware, due to the country's COVID-19 flattening strategy, a "steady as she goes" approach to getting back to normal is underway. Many things have been postponed like Jury Trials, Major League Baseball and July 4th Celebrations. Attached is a three phased plan putting the Tavares City Governmental service levels back to 100% as indicated below:

Council meetings:

Next two City Council meetings remain virtually on Zoom consistent with Governors orders with first City Hall Council Chamber meeting Wednesday June 17th with social distancing measures in place (Audience chairs six feet apart).

City Hall/Library:

Re-open on June 17th with social distancing measures in place (six feet apart indicators – designated entrance and exit doors etc.....)

Special Events

1. Memorial Day celebration will be linked on the City website to live national celebrations.
2. July 4 postponed until Labor Day Saturday, September 5th
3. All private/sponsored "special events" (over 300 persons) requiring a City permit are not authorized until after July 8th

OPTIONS:

1. Approve the draft plan
2. Modify the draft plan

STAFF RECOMMENDATION:

1. Approve the plan

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

YES

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

COVID-19 Recovery Plan

ATTACHMENTS:

Description	Type
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**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/20/2020**

AGENDA TAB NO.: 8

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 Video Conference Meeting	June 3, 2020 – 4 pm – available for viewing at https://www.youtube.com/user/tavarespubcom1
Library Board	June 17, 2020 – 2:30 pm – Library Conference Room
Planning and Zoning Board	June 18, 2020 – 3 pm – City Council Chambers
Code Enforcement Hearing	June 23, 2020 – 5 pm – City Council Chambers

UPCOMING EVENTS:

4 th of July Celebration	Date Pending - Downtown Tavares – Details to be Announced May 21st
Hydro Drag Nationals	July 25-26, 2020 – Details to be Announced
Hydro Drag Nationals	August 15-16, 2020 – Details to be Announced
Powerboat P1 USA Jet Ski Races	August 29-30 – Details to be Announced

OUTSIDE AGENCY MEETINGS:

Lake County League of Cities	Meetings Cancelled April, May, and June 2020
Lake Sumter MPO Executive Board Meeting	August 26, 2020 – 2:00 pm – 225 W. Guava St., Lady Lake (April Meeting Cancelled, No meeting scheduled in June or July)
Tavares Chamber Business Luncheon	May 27, 2020 – 11:30 am – Virtual Business Luncheon http://www.tavareschamber.com/events/details/monthly-chamber-luncheon-05-27-2020-118

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
5/20/2020**

AGENDA TAB NO.: 9

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