



America's Seaplane City™

**AGENDA  
TAVARES CITY COUNCIL  
May 6, 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](mailto:councilmeeting@tavares.org). Access to the agenda is available at [www.tavares.org](http://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**

Tab 2 Proclamation - Women's Lung Health Week, May 11-17, 2020  
(Mayor)

Tab 3 Proclamation - National Public Works Week (Mayor)

Tab 4 Tavares Chamber of Commerce Update (Chamber)

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

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

**VII. CONSENT AGENDA**

Tab 5 Approval of the April 1, 2020 and April 15, 2020 City Council Meeting Minutes (City Clerk)

Tab 6 Continuing Encroachment Agreement - 216 E. Alfred Street (City Attorney)

**VIII. RESOLUTIONS**

Tab 7 Resolution 2020-07, 2020 BUILD Grant Application \$25 Million  
(Public Works)

Tab 8 To Request Council Approve Resolution 2020-09 to Extend CDBG Participation Agreement with Lake County (Finance Department)

**IX. ORDINANCES - PUBLIC HEARING**

**First Reading**

- Tab 9 Ordinance 2020-05 - Amendment to Land Development Regulations Chapter 14 Floodplain Management (Community Development)**

**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 (Economic Development)**

**X. GENERAL GOVERNMENT**

- Tab 11 Request Council's Approval to Issue RPF for FY20 Budgeted Capital Projects with Adjustment (Finance)**
- Tab 12 Concept Plan to Honor THS Graduates (Community Services)**
- Tab 13 City Update on the Affects and Response to COVID-19 (City Administrator)**

**XI. NEW BUSINESS**

**XII. OLD BUSINESS**

**XIII. HISTORICAL PERSPECTIVE**

**XIV. AUDIENCE TO BE HEARD**

**XV. REPORTS**

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

**XVI. ADJOURNMENT**

F.S. 286.0105 If a person decides to appeal any decision or recommendation made by Council with respect to any matter considered at this meeting, he will need record of the proceedings, and that for such purposes he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Individuals with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk at least two (2) working days in advance of the meeting date and time at (352) 742-6209.

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
5/6/2020**

**AGENDA TAB NO.:** 1

**SUBJECT TITLE:** Richard Keith, Tavares Fire Chief

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**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  
5/6/2020**

**AGENDA TAB NO.:** 2

**SUBJECT TITLE:** Proclamation - Women's Lung Health Week, May 11-17, 2020 (Mayor)

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**OBJECTIVE:**

The Mayor will read a Proclamation declaring May 11-17, 2020 as Women's Lung Health Week.

**SUMMARY:**

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 decorating in their signature turquoise color.

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.

**OPTIONS:**

The Mayor will read a Proclamation declaring May 11-17 as Women's Lung Health Week in the City of Tavares.

**STAFF RECOMMENDATION:**

N/A

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

Legally sufficient. (Approved by L. Holt)

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

N/A

**ATTACHMENTS:**

Description	Type
Proclamation	Cover Memo



## ***PROCLAMATION***

***WHEREAS***, lung cancer is the number 1 killer of women in the United States; and,

***WHEREAS***, advocacy and increased awareness will result in more and better treatment for women with lung cancer and other lung diseases and will ultimately save lives and,

***WHEREAS***, LUNG FORCE is the national movement led by the American Lung Association, with the mission of making lung cancer history – uniting women to stand together with a collective strength and determination to lead the fight against lung cancer and for lung health; and,

***NOW, THEREFORE***, the City of Tavares does hereby proclaim May 11 through May 17, 2020 as

### **WOMEN'S LUNG HEALTH WEEK**

And encourages all residents of the City of Tavares to learn more about the detection and treatment of lung cancer.

***PASSED AND DULY ADOPTED***, by the Tavares City Council, on this 6<sup>th</sup> day of May, 2020.

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Amanda Boggus, Mayor

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
5/6/2020**

**AGENDA TAB NO.:** 3

**SUBJECT TITLE:** Proclamation - National Public Works Week (Mayor)

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**OBJECTIVE:**

For the Mayor to read the proclamation declaring May 17 - 23, 2020 National Public Works Week.

**SUMMARY:**

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.

**OPTIONS:**

1. The Mayor will read the National Public Works Week Proclamation
2. The Mayor will not read the National Public Works Week Proclamation.

**STAFF RECOMMENDATION:**

1. The Mayor will read the National Public Works Week Proclamation.

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

N/A

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

N/A

**ATTACHMENTS:**

Description	Type
Proclamation	Exhibit



**PROCLAMATION  
NATIONAL PUBLIC WORKS WEEK  
MAY 17 – 23, 2020**

**WHEREAS**, public works professionals focus on infrastructure, facilities and services that are of vital importance to communities; and

**WHEREAS**, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals; and

**WHEREAS**, it is in the public interest for the citizens, civic leaders and children in the City of Tavares to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs; and

**WHEREAS**, the year 2020 marks the 60<sup>th</sup> annual National Public Works Week sponsored by the American Public Works Association.

**NOW, THEREFORE**, the City Council of the City of Tavares, Florida does hereby proclaim the week of May 17<sup>th</sup> through 23<sup>rd</sup>, 2020 as

**NATIONAL PUBLIC WORKS WEEK**

And, calls upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions that public works officials make every day to our health, safety, comfort, and quality of life.

**PASSED AND DULY ADOPTED** in regular session this 6<sup>th</sup> day of May, 2020.

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Amanda Boggus, Mayor

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
5/6/2020**

**AGENDA TAB NO.:** 4

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

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**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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
5/6/2020**

**AGENDA TAB NO.:** 5

**SUBJECT TITLE:** Approval of the April 1, 2020 and April 15, 2020 City Council Meeting Minutes (City Clerk)

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**OBJECTIVE:**

To consider approval of the April 1, 2020 and April 15, 2020 City Council Meeting Minutes.

**SUMMARY:**

Attached are the April 1, 2020 and April 15, 2020 City Council meeting minutes as submitted by the City Clerk.

**OPTIONS:**

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

**STAFF RECOMMENDATION:**

For Council approval.

**FISCAL IMPACT:**

None.

**LEGAL SUFFICIENCY:**

Legally sufficient.

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

N/A

**ATTACHMENTS:**

Description	Type
April 1, 2020 Meeting Minutes	Exhibit
April 15, 2020 Meeting Minutes	Exhibit



**TAVARES CITY COUNCIL  
MEETING MINUTES  
APRIL 1, 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 - *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  
James Dillon, Public Works Director  
Phil Clark, Utilities Director  
Crissy Bublitz, Human Resources Director  
Mark O'Keefe, Public Communications Director**

**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. She noted this is the first time the City of Tavares has used video conferencing for a City Council meeting. Mayor Boggus said the meeting was authorized by Governor Ron DeSantis Executive Order 2020-69, regarding emergency management for COVID-19, specifically local government public meetings. She provided information to prepare the public on the virtual meeting venue, including how to access the Agenda and instructions for audience participation.

## **II. INVOCATION/PLEDGE OF ALLEGIANCE**

### **Tab 1. Richard Keith, Fire Chief**

Richard Keith, Tavares Fire Chief, 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 said the Chamber had three (3) new members, in March 2020. He said the Chamber offices closed March 17, 2020, due to COVID-19, and staff continues to work remotely. The Chamber continues to provide visitor information through phone calls and emails.

Mr. Berry provided the following event date changes:

- The April Legislative Wrap Up Breakfast was rescheduled to June 16, 2020
- The Community Services Awards was rescheduled to June 10, 2020

Mr. Berry noted Council Member Buigas, Tavares Fire Chief Keith, and several Tavares businesses would be honored during the Community Services Awards.

Mr. Berry noted the following COVID-19 initiatives the Chamber has implemented:

- Sandwich boards offered to restaurants to promote curb-side services
- 'Let's Eat' campaign for Chamber members

- New web page with COVID-19 updates
- Suspending 60 day rule that suspends membership for non-payment
- 'Hugs to Healthcare Workers' campaign
- 'Tuesday 10 at 10' campaign
- 'Virtual Scavenger Quest'

Mr. Berry noted the 'Tuesday 10 at 10' is a campaign where ten business owners are invited to a virtual meeting at 10:00 a.m. on Tuesday's with himself, Mr. Tweedie, and Tracy Garcia from Elevate Lake, to share experiences, resources, and recreate business in the COVID-19 environment.

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

Mr. Drury commended Mr. Berry on his leadership and thanked both Mr. Berry and Mr. Tweedie for working together and pointing the business community in the right direction to assist with their needs.

**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 Resolution by title only:

**RESOLUTION NO. 2020-06**

**A RESOLUTION OF CITY OF TAVARES, FLORIDA; AUTHORIZING THE APPLICATION FOR PUBLIC ASSISTANCE FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY THROUGH THE FLORIDA DEPARTMENT OF EMERGENCY MANAGEMENT FOR ASSISTANCE RELATED TO THE COVID-19 EMERGENCY; AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE DOCUMENTS RELATED TO FEDERAL PUBLIC ASSISTANCE FOR THE COVID-19 PANDEMIC EMERGENCY; PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.**

**VII. CONSENT AGENDA**

**VIII. RESOLUTIONS**

**Tab 3. Approval of Resolution 2020-06, Application for Federal Public Assistance (FEMA) for COVID-19 Pandemic**

Ms. Houghton provided the following presentation:

*On March 13, 2020, Donald Trump, President of the United States declared the ongoing Coronavirus (COVID-19) Pandemic of sufficient severity and*

*magnitude to warrant a nationwide emergency declaration covering all states, tribes, territories, and the District of Columbia. The Presidential Declaration provides for the availability of Federal Assistance for costs incurred by local governments due to the COVID-19 Pandemic. The incident period for Public Assistance under the Declaration is effective beginning January 20, 2020.*

*The State of Florida has opened the State of Florida PA Website for local agencies to make application to the Florida Division of Emergency Management to receive Federal Public Assistance for costs incurred related to the COVID-19 Pandemic Emergency.*

*The State has begun applicant briefings for cities, counties, school boards, and non-profits to provide guidance on the application process and the eligibility of cost reimbursement from the Federal Emergency Management Agency (FEMA) for costs incurred by local jurisdictions as a result of the pandemic. Eligible costs include (not limited to) over-time, supplies, equipment, emergency management operations, public safety, and telework related costs.*

*The City of Tavares has incurred eligible costs related to the COVID-19 Pandemic Emergency, and therefore Resolution 2020-06 provides authorization for the City Administrator to make application for Federal Public Assistance for the COVID-19 Pandemic (Disaster PA 4486). Resolution 2020-06 also provides authorization for the City Administrator to execute agreements and contracts related to and required by application for Federal Public Assistance.*

*Staff recommends Council move to approve Resolution 2020-06 authorizing the City Administrator to apply for Federal Public Assistance related to the COVID-19 Pandemic, and to execute all documents related to and required by the application for Federal Public Assistance for the COVID-19 Pandemic, PA#4486 / EM3432.*

Mayor Boggus asked for comments from the public. Mr. Drury reiterated public comments or questions could be made by emailing [councilmeeting@tavares.org](mailto:councilmeeting@tavares.org). He said comments will be read into the record and should be no more than three minutes in duration.

Ms. Novack said the city received no public comments. She said any comments received late or separated by the city's spam filtering software would be reviewed after the meeting, and forwarded to each Council member. She said public comments would become part of the public record.

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

## **MOTION**

**Lou Buigas moved to approve Option 1 [Council move to approve Resolution 2020-06 authorizing the City Administrator to apply for Federal Public Assistance related to the COVID-19 Pandemic, and to execute all documents related to and required by the application for Federal Public Assistance for the COVID-19 Pandemic, PA#4486 / EM3432.], seconded by Troy Singer. The motion carried unanimously 4-0.**

Attorney Williams asked the Council to include raising hands when voting.

## **IX. ORDINANCES – PUBLIC HEARING**

### **First Reading**

### **Second Reading**

## **X. GENERAL GOVERNMENT**

### **Tab 4. State of the City COVID-19 Report**

Mr. Drury provided a report on the State of the City, including four levels of service provided by the City. He said information on COVID-19 was received from several organizations including the following: Center for Disease Control (CDC), World Health Organization (WHO), Department of Homeland Security, Federal Emergency Management Agency, Florida Department of Health, Lake County Board of County Commissioners Office of Emergency Management, and City of Tavares Emergency Management/Public Communications Director. He said items that will be reported will change.

Mr. Drury noted the current amount of COVID-19 cases is 163,000 in the United States as of April 1, 2020, and provided the following information and updates:

- Citizen Frequently Asked Questions
- Update on Federal Initiatives and Guidelines
- Update on State Initiatives and Guidelines
- Update on Lake County Initiatives and Guidelines
- Update on City of Tavares Employee Initiative and Guidelines
- Update on City Services

Mr. Drury said all city employees are essential for the continued operation of the city, and fall into one of the following three categories:

1. On Duty at Designated Work Stations
2. On Duty at a Remote Work Station
3. Cycling in on Staggered Shifts to Perform Duties

The work strategy maintains essential and some non-essential services to the public while significantly reducing the entire city crews contracting COVID-19.

The City operates under the following four (4) Service Levels:

- A) Normal Operations: Service to Public is at a full level “all systems go”. Employees are reporting for duty as normally scheduled.
- B) Curbed Operations: Service to Public is at a curbed level. Some Non-Emergency Services and Non Essential Service to the public are suspended. Some employees who can work remotely may be directed to do so.
- C) Emergency and Essential Service: Service to public is reduced to a minimal level. While many Non-Emergency and Non Essential services are suspended, Emergency and Essential services continue (Public Safety of Police and Fire, Public Utilities of water and sewer, Solid Waste of garbage collection, etc.)” Many Employees are working remotely, Skeleton Crews are deployed providing essential services, and some employees are placed on stand-by ready to serve status and are cycled in when front-line skeleton crews get sick or are in need of relief.
- D) Emergency Services Only: Service to public is Emergency only. All non-emergency services are temporarily on hold. Police and Fire and some front-line employees are deployed to provide Emergency Only Service.

Mr. Drury said Tavares was at a Service Level C - Emergency and Essential Services fully maintained, and some non-essential services have been suspended. Mr. Drury provided the following examples:

Essential Services Maintained - Police, Fire, Ambulance, Hospital, Water, Sewer, Garbage, Roads and Full Capacity, Traffic Lights Operational and Maintained, Website on Covid-19 Updated, Tavares EOC at Level C with Mayor, City Administrator, and Department Directors meet Regularly, and Police Chief, Fire Police, and EOC Director meet Regularly with the County EOC.

Non-Essential Services Maintained – Parks, Boat Ramps, Virtual Library Book Check-Out, Building Permits, Right-of-Way Maintenance, Public Records Requests, Fire Department Car Seat Installation and Inspection.

Suspended Services – Library is Closed, Airport Terminal Building is Closed, Tavares Pavilion on the Lake is Closed, All Special Events are Cancelled, Public Restrooms are Closed, and the Tavares Splash Park is Closed.

Mr. Drury said there is a tremendous amount of work that continues behind the scenes by City employees. He said the following programs continue to move forward:

- The budget is being developed
- Audits continue
- Summer recreation program is being crafted
- Federal stimulus package is being monitored for businesses and the community
- Seaplane Base and Marina reconstruction is moving forward
- Lake Francis Estates Infrastructure Upgrades are moving forward
- CDBG Grant applications are being processed
- All employees are fully engaged at their three levels of employment
- Economic Development Department is working with the Tavares Chamber of Commerce to assist affected businesses and provide updates
- Financial account services including payables and receivables are fully maintained
- Preparations for upcoming elections are underway
- Public records requests are being processed
- Public information updates continue on the website and with local media
- City Council meetings are held virtually and live-streamed
- Vacant positions are being filled through virtual communication with two new Police Officers recently hired
- City Hall phone is answered Monday through Friday from 8:00 a.m. to 5:00 p.m.
- All buildings are being maintained
- The Council is updated regularly

Mr. Drury thanked the Council for being fully engaged throughout the emergency as well as the citizens who are watching and participating in the meeting. He thanked the First Responders, Tavares Leadership Team, and all employees for staying engaged without reservation. Mr. Drury commended Mr. O'Keefe for his assistance in making the virtual Council meeting come to fruition.

Mayor Boggus asked for public comment. There was none.

## **XI. NEW BUSINESS**

Council Member Singer asked what more in the future can the City do to assist the residents and business community. Mr. Drury said the first item would be to find out what the problem and needs are. He said the City is working with the Tavares Chamber of Commerce, Lake County, and the State of Florida to identify needs and match with assistance programs. He said the President of the United States issued a stimulus package that is the greatest the Nation has ever received. To distribute the stimulus dollars, the Federal Government will utilize entities that are in place and ready to assist with distribution. Tavares will act as a conduit to assist businesses in getting back on their feet.

**XII. OLD BUSINESS**

**XIII. HISTORICAL PERSPECTIVE**

**XIV. AUDIENCE TO BE HEARD**

*No public comment received.*

**XV. REPORTS**

**Tab 5. City Administrator Report**

Mr. Drury said the next City Council meeting is scheduled April 15, 2020, at 4:00 p.m. The meeting can be viewed at [www.youtube.com/user/tavarespubcom1](http://www.youtube.com/user/tavarespubcom1). He noted the following meetings were canceled until further notice: Library Board, Planning and Zoning Board, and Code Enforcement Special Magistrate Hearing. The 4th of July Celebration continues to be planned for July 4, 2020. He provided outside agency meeting cancellations and noted the Mayor's Youth Council would hold their Mock Meeting on April 15, 2020, at 3:00 p.m. He said the meeting would also be available for viewing on Youtube.

Chief Lubins said the investigation at Ingraham Park is active and progressing well. He said the Police Department is performing full law enforcement service in keeping with CDC guidelines. Phone calls may be utilized for less urgent requests for safety. He said this would not impede the service level provided by the Police Department. Chief Lubins noted two new Police Officer's are onboarding and will begin serving soon.

Mr. O'Keefe thanked the Council for the opportunity to bring the meeting to Livestream on YouTube. He noted 33 audience members were viewing the meeting and thanked them for their participation.

Mr. Tweedie said the Economic Development team is working closely with the Tavares Chamber of Commerce, Lake County Office of Economic Prosperity. When resources become available through the State and Federal Government, the information will be provided to all affected local businesses. He thanked Mr. Berry with the Tavares Chamber of Commerce and the Executive Director partners at Lake County and Elevate Lake. He said the City of Tavares might have issued the first stimulus in the Nation in the form of a Notice to Proceed to Haskell for the Marina and Seaplane Base reconstruction. He said the city expects to receive a revised construction schedule and project renderings over the next few weeks.

Mr. Clark said the Utility Department is rotating 100% of the staff and continue to meet all EPA and FDEP requirements for testing in water analysis.

Ms. Bublitz said the city is continuing to recruit and accept applications through the city website. All interviews will be conducted virtually.

Ms. Rogers said the library remains vibrant with twenty calls received during the week, and online library material continues to be checked out by citizens. She noted the Pavilion remains closed and staff continues to respond to clients including rescheduling events. The Community Services Department will be recruiting nine summer camp counselors.

Ms. Houghton said the city continues to suspend utility account disconnects and penalties for all delinquent accounts. Payments for utility accounts may be made by the dropbox, online, or phone utilizing the city's innovative voice response system. She said staff is available daily by emailing [utilitybilling@tavares.org](mailto:utilitybilling@tavares.org) or by telephone. Customers may leave messages after 12:00 p.m. for the next day's call back. New accounts may be requested by email or phone. Ms. Houghton said the Finance Department is coordinating with the Community Development Department to ensure that permitting payment processes continue. She thanked the Finance Department staff and said all reporting continues to be timely and transaction posted for budget review.

Mr. Fitzgerald said the Community Development Department is committed to maintaining services remotely for development review and the issuance of permits. A new Building Official started on Monday, and the department continues to move forward.

Attorney Williams said the Governors Stay at Home order was signed prior to the Council meeting, and is available by contacting the City Clerk. The Order includes a 12-15 page attachment of what constitutes essential services. Attorney Williams said he has been the City Attorney since April 1, 1984, and this has been a historic meeting where it is occurring over distant places over the internet, which had not been invented when he began his tenure. He commended Mr. Drury, Mr. O'Keefe, and the staff for putting the meeting together.

## **Tab. 6. Council Member Reports**

### **Council Member Singer**

Council Member Singer said that working together; we will all come out stronger. He thanked Mr. Drury, Mr. O'Keefe, and the staff for facilitating the meeting. Council Member Singer thanked those in the medical field, first responders, and educators. He said to be kind, be well, be safe, and God Bless.

### **Council Member Buigas**

Council Member Buigas thanked Mr. Drury, Mr. O'Keefe, and staff for facilitating the meeting. She noted Ms. Laratta was safe and enjoying her cruise. She thanked Mayor Boggus for her leadership.

Quote of the Day: "You can't calm the storm, so stop trying. What you can do is calm yourself. The storm will pass." ~Timber Hawkeye

Council Member Stevenson

Council Member Stevenson thanked Mr. Drury, Mr. O'Keefe, and staff for facilitating the meeting. He said this is a time for us to care and treat each other well.

Mayor Boggus

Mayor Boggus thanked everyone for their efforts in setting up the meeting.

**XVI. ADJOURNMENT**

There was no further business and Mayor Boggus adjourned the meeting at 4:59 p.m.

Respectfully,

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Susie Novack, MMC/FCRM  
City Clerk



**TAVARES CITY COUNCIL  
MEETING MINUTES  
APRIL 15, 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  
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**

**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](mailto: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 there were changes to agenda from staff.

**MOTION**

Lou Buigas moved to accept the agenda as presented, seconded by Lori Pfister. The motion carried unanimously 5-0.

**IV. PROCLAMATIONS/PRESENTATIONS**

**Tab 2. Proclamation – April 2020 – Water Conservation Month**

Mayor Boggus read a Proclamation declaring April 2020 as Water Conservation Month.

**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 Resolution and Ordinance by title only:

**RESOLUTION NO. 2020-08**

**A RESOLUTION OF CITY OF TAVARES, FLORIDA; AUTHORIZING THE EXECUTION OF A RAILROAD REIMBURSEMENT AGREEMENT FOR THE INSTALLATION OF GRADE CROSSING TRAFFIC CONTROL DEVICES AND FUTURE MAINTENANCE AND ADJUSTMENT OF SAID DEVICES; PROVIDING FOR THE EXPENDITURE OF FUNDS; AND 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.**

**VII. CONSENT AGENDA**

**Tab 3. Approval of the March 13, 2020 and March 18, 2020 City Council Meeting Minutes**

Mayor Boggus asked if Council wished to pull any item from the Consent Agenda for discussion.

## **MOTION**

Lou Buigas moved to accept the Consent Agenda, Seconded by Troy Singer. The motion carried unanimously 5-0.

## **VIII. RESOLUTIONS**

### **IX. ORDINANCES – PUBLIC HEARING**

#### **First Reading**

#### **Tab 4. Ordinance 2020-04 – Amendment to Land Development Regulations Chapter 23, Section 23-14(b), Impact Fee Deferrals for Large, Multi-Family Rental Developments**

*No discussion at first reading.*

#### **Second Reading**

### **X. GENERAL GOVERNMENT**

#### **Tab 5. Resolution 2020-08 – Railroad Grant Award \$226,064**

Mr. Dillon provided the following presentation:

*Mansfield Road is located within the City of Tavares and currently has an un-signalized railroad crossing. When an intersection is not signalized the trains are required to use their whistle to alert everyone in the area of their approach.*

*FDOT has funding available the City of Tavares may request for the installation of railroad Automatic Grade Crossing Signals Type III Class III to maintain a safe crossing. Residents will benefit from increased safety and noise reduction with signalization at the intersection.*

*The cost to install the railroad Automatic Grade Crossing Signals Type III Class III will be \$226,064.00 and will be reimbursed 100% by FDOT. The responsibility for maintenance of the signal will be assigned by FDOT to the City of Tavares at an annual cost of \$3,600.00, subject to future revision, once installed.*

*FDOT will require the City of Tavares to re-align the existing sidewalk and meet ADA compliance. The cost for Survey and Engineering Design will be \$4,050 and estimated construction cost of \$10,000.*

*Staff recommends Council move to approve Option 1 - Approve Resolution 2020-08, authorizing the City to apply and accept a non-matching grant in the amount of \$226,064.00 for the installation of railroad Automatic Grade Crossing Signals Type III Class IIII at Mansfield Road, to re-align the existing sidewalk meeting ADA compliance in the amount of \$14,050, and to assume the annual railroad signal maintenance cost of \$3,600.00, subject to future revision, once installed.*

Mayor Boggus asked for comments from the public. Ms. Novack said no public comments were received. She said any public comments submitted late or caught in the city's spam filtering system would be reviewed, sent to each Council member, and become part of the public record.

Mayor Boggus asked for comments from Council.

Council Member Singer asked for the funding source for ADA compliant sidewalks. Mr. Dillon said the funding would come from the sidewalk account as well as other accounts within the Streets Division budget. Council Member Singer asked if the City or FDOT would perform the annual maintenance. Mr. Dillon said Florida Central Railroad would provide maintenance.

## **MOTION**

**Troy Singer moved to approve [Option 1], seconded by Lori Pfister.**

Council Member Buigas asked if the sidewalk is continuous. Mr. Dillon confirmed and said the sidewalk upgrades are in the ADA transition plan.

Council Member Stevenson asked if the cost for the sidewalk upgrades will divert funds for other paving projects. Mr. Dillon said no, it would not impede any paving projects.

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

## **Tab 6. City Attorney Contract**

Attorney Williams made the following presentation:

*The City Attorney is requesting a change to the City Attorney contract where he would continue to be the "Lead City Attorney" as he has for the past 30 plus years while he transferred some legal counsel services to attorney Lindsay Holt who currently works with him out of his office on Alfred Street.*

*A draft amendment to that contract is attached. Private practice City Attorneys generally bill their cities by a flat monthly retainer fee plus an hourly fee. During most of the City Attorney's tenure with the City, he has used this method which currently reflects a flat retainer fee of \$29,952 which covers all routine*

*meetings with the Council, P&Z Board, Code Enforcement Board, and other City Committees and routine consultation with staff and Councilmembers on city business. The hourly fee has been \$213 for all other services. The City previously budgeted \$185,385 as the estimated annual cost for City attorney services.*

*The City Attorney's proposed amendment would change his compensation to a flat retainer of \$5,000/month, effective February 1, 2020 (He has not billed the City since January, 2020). The proposed amendment would eliminate hourly billing from him while he continued to provide legal counsel to the city as lead attorney under a flat fee only.*

*He would utilize Lindsay Holt to handle litigation, routine contract review and other matters at the same hourly billable rate of \$213. The City Attorney will continue to attend all Council meetings and be available, as usual, for meetings, consults, phone calls and other legal matters.*

*Although the City Attorney is now 66 (He was 31 when first engaged!) and is limiting his practice somewhat, he would like to continue to represent the City for a while longer and work with Council, the City Administrator, and staff on the many projects that are underway. The City Attorney believes the flat retainer will fairly compensate him for his time as well as Lindsay Holt while keeping expenses for City Attorney services within the established budget.*

Mayor Boggus asked for questions from Council.

Vice Mayor Pfister asked if the associate attorneys will invoice the city separately. Attorney Williams confirmed and said they are subcontractors who agree to the same terms and conditions for compensation, itemization, and hourly billing within the City Attorney contract. Vice Mayor Pfister inquired about vacation time. Attorney Williams said he would continue all routine work as the City Attorney, including attending meetings, availability by phone at all times, and significant projects. He said he would no longer be performing court litigation.

Council Member Stevenson asked Mr. Drury if he is comfortable with the agreement. Mr. Drury confirmed.

Mayor Boggus asked if Attorney William's hourly rate is \$213.00. Attorney Williams confirmed and said an escalator is built-in for inflation. Mayor Boggus noted that it is a low billable hourly rate. Attorney Williams said he enjoys working for the city and looks forward to seeing some of the city's major projects come to fruition.

Council Member Singer said the city is fortunate to have Attorney Williams insight, knowledge, and expertise. He said he would like to see the city keep Attorney Williams on board as long as possible.

## **MOTION**

**Troy Singer moved to accept the contract with Attorney Williams, seconded by Lori Pfister. The motion carried unanimously 5-0.**

### **Tab 7. CDBG Grant for Senior Center and Improvements to Ingraham Park**

Ms. Rogers made the following presentation:

*The Community Development Block Grant (CDBG) is a competitive Federal funding program that is administered by Lake County which provides grants for Urban County Partners that represent low to moderate income constituents in a particular geographic area.*

*Over the past several years, CDBG funds have been used to construct public restrooms and improve other amenities at City parks such as Summerall, Aesop's, Ingraham, and Tavares Nature Park.*

*The grant applications are due on April 24, 2020.*

*Staff recommends Council move to authorize staff to apply for the Community Development Block Grant (CDBG) to use toward the new construction of a Senior Center to be located next to the Public Library in Ridge Park and for improvements to Ingraham Park.*

Mayor Boggus asked for comments from the public. Ms. Novack said no public input was received. Mayor Boggus asked if the city received public input for Tab 6, City Attorney Contract. Ms. Novack said no.

Mayor Boggus asked for comments from the Council.

Vice Mayor Pfister asked if they are two separate grants. Ms. Rogers confirmed and said they are two different applications placed on one agenda item.

Council Member Stevenson asked if the \$200,000 grant locks the city into specific upgrades at Ingraham Park. Ms. Rogers said the city would seek public input from the community to bring back to Council for final consideration, approval, and allocation.

Council Member Buigas asked if she could serve as Council liaison for the direction of Ingraham Park.

**There was a consensus from Council for Council Member Buigas to act as Council Liaison for Ingraham Park Project.**

## **MOTION**

**Lori Pfister moved to approve to apply for the two grants, seconded by Roy Stevenson. The motion carried unanimously 5-0.**

## **XI. NEW BUSINESS**

Vice Mayor Pfister noted her concern that the Tavares High School Senior Class was not able to have their graduation due to the COVID-19 pandemic. She asked if Council would like to offer the Tavares Pavilion on the Lake facility at no charge to the Tavares High School 2020 Seniors on an appropriate date that would fit within the city and High School schedule for a celebration event. Mayor Boggus asked if it would be for a belated graduation or prom event. Vice Mayor Pfister said the Senior Class could determine what type of event they would like to have, with the city providing the facility only. The High School would pay for any other event costs.

Council Member Stevenson noted his support and said he would like to offer the facility on an off day. He asked for confirmation that any event would take place when the community returns to regular schedules. Vice Mayor Pfister confirmed.

Mayor Boggus asked if staff would be able to look into the request further. Mr. Drury said the idea is creative, and he could also envision a beautiful Senior photograph with the Pavilion in the background. He said that with the Council's approval, staff could reach out to the High School Principal to identify a date and an event that would fit with their plans. Vice Mayor Pfister said she would like to have a meeting with the Principal and be the Council Liaison for the project.

Council Member Singer said it is a wonderful idea and noted his support.

## **MOTION**

**Lori Pfister moved to provide the Tavares Pavilion on the Lake to the Tavares High School Senior Graduating Class of 2020, with the city paying the cost of facility use rental from the General Fund, to be scheduled on an off-day when the city will not experience a large revenue loss, seconded by Roy Stevenson. The motion carried unanimously 5-0.**

Council Member Buigas said a group that creates banners for veterans contacted her. She said the group is working with a neighboring city to provide the 2020 Senior Class members with banners throughout their city. She asked the Council if they would be interested in placing banners along the Main Street and Ruby Street light poles. The banners will be available at a discounted rate for the parents. Mr. Drury said the city's cost would be to purchase metal brackets that affix to poles. He said the school or student would provide the banner, which would be on display until July 4th in recognition of the graduating student.

Council Member Stevenson asked if there are enough light poles available for three hundred student banners. Council Member Buigas said she does not anticipate all students participating in the program. Council Member Stevenson said his only

hesitation would be a child denied an opportunity to participate. Mr. Drury said staff could bring back an estimated number of students who would participate, cost, and source of funding. He said the estimated cost for brackets is \$175.00 each or \$25,000 for 150 students. Mr. Drury said brackets would last approximately three years and could also be used during the holiday season. Vice Mayor Pfister asked if Council would be interested in six banners with 50 names each on the pier at the Pavilion on the Lake. She said the city might be able to gift those banners to the Senior class. She noted a concern for the expense to parents to purchase individual banners. Council Member Buigas noted her support in recognizing the students and said all options are excellent. Vice Mayor Pfister asked if staff could get cost estimates for both banner scenarios. Mr. Drury said two separate programs could be offered to the students. The use of the Pavilion with banners or banners along the streets. Mr. Drury said staff would bring back an agenda item for two programs for Council's consideration.

Mayor Boggus asked if any public comments were received under New Business. Ms. Novack said no public comments were received.

## **XII. OLD BUSINESS**

Vice Mayor Pfister said she received a public comment from Barbara Price who suggested the banners could be given to the Tavares High School senior class to use for their class reunions.

## **XIII. HISTORICAL PERSPECTIVE**

## **XIV. AUDIENCE TO BE HEARD**

*No public comment received.*

## **XV. REPORTS**

### **Tab 8. City Administrator Report**

Mr. Drury noted the City Council agenda is posted at City Hall and on the website [www.tavares.org]. He said the Agenda is posted the Friday before the meeting and public comment can be provided any time after posting. He encouraged the public to forward public comments to the City Clerk at councilmeeting@tavares.org.

Mr. Drury asked Mr. O'Keefe to provide a high-level update on COVID 19. Mr. O'Keefe said the President of the United States is working on a plan to get the country back to work. He said the development of the program is ongoing. The method includes three phases for three types of community mitigation categories, including low mitigation areas (first to open), moderate mitigation areas (locations based on indicators), and significant mitigation areas (remain in shelter for a period until safe). The CDC and health officials are planning the Nation's reopening in three phases that include preparing the Nation through May 1, 2020, using a National communications campaign,

innovation, and ingenuity applied plan to the pandemic through May 15, 2020, and a stage reopening varied by local conditions and not before May 1, 2020.

Mr. Drury said there are three types of communities per infection rates, and when the City receives guidance, the information would be provided to the citizens. He said communities with low infection rates would reopen sooner than communities identified high infected rates. Mr. Drury said each Council Member has stayed in constant communication and been supportive of the City's mitigation efforts, including working with the hospital, providing first responders with protective equipment, and providing essential services to citizens. There are employees on the front line each day, working remotely, and cycling in and out in shifts. The City operates lean and mean, and all hands are on deck with everyone serving a vital role in keeping the City safe and well responded. Mr. Drury thanked the Council for being engaged throughout the process and said it is a marathon and not a sprint. He said there is an end which is within a month or two, and the City continues to work on budgets, plans to reopen the City, and assisting businesses and the community so they can get back up to speed as quickly as possible. Mr. Drury thanked the Council for being unified with the Tavares team, and each Department Director for leading their teams and coming in each day. He said all of the employees are doing a fantastic job.

Attorney Williams thanked the Council for their support.

Ms. Novack noted the Mayor's Youth Council Mock Meeting was rescheduled to May 6, 2020 at 3:00 p.m. She said the public can view the meeting at [www.youtube.com/user/tavarespubcom1](http://www.youtube.com/user/tavarespubcom1).

Ms. Rogers said summer camp registration begins the following week with plans to open June 1, 2020, if there are no mandates. The first Simply Married program wedding is scheduled the next week with social distancing practices. The July 4th celebration continues to move forward. The library is active on social media, including competitions. She thanked the Council for their support.

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

### **Council Member Buigas**

Council Member Buigas offered the following positive quote of the day:

"Always find opportunities to make someone smile, and to offer random acts of kindness in everyday life." ~ Roy T. Bennett

### **Council Member Singer**

- Thanked staff for adapting and overcoming the challenges during the pandemic.
- Noted Council's support for the employees, business community, and residents.

- Thanked the first responders, teachers, and medical professionals for their hard work during COVID 19.
- Said we will get through the challenges together.

#### Council Member Stevenson

Council Member Stevenson said he recently had a cookout at Summerall Park, where he encountered an 11 year old who was riding his bicycle in the area who stopped to pick up trash. He said Aden indicated he was cleaning the park because he spent time at the park and wanted to keep it beautiful. Council Member Stevenson noted Aden aspires to attend the Naval Sea Cadet Corp as a recruit in the future and said he is a remarkable young man. Council Member Stevenson commended Aden for his citizenry.

Mayor Boggus thanked Aden.

#### Vice Mayor Pfister

Vice Mayor Pfister thanked Aden. She said she looks forward to the community returning to normal operations.

#### Mayor Boggus

Wished everyone well and said she looks forward to the community reopening soon.

### **XVI. ADJOURNMENT**

There was no further business and Mayor Boggus adjourned the meeting at 5:12 p.m.

Respectfully,

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Susie Novack, MMC/FCRM  
City Clerk

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
5/6/2020**

**AGENDA TAB NO.:** 6

**SUBJECT TITLE:** Continuing Encroachment Agreement - 216 E. Alfred Street (City Attorney)

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**OBJECTIVE:**

For Council to approve a Continuing Encroachment Agreement at 216 E. Alfred Street.

**SUMMARY:**

The office building owned by Lee Humphrey located at 216 E. Alfred recently sold. A survey disclosed part of the building overhangs the 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.

**OPTIONS:**

1. Council approve the request for a Continuing Encroachment Agreement at 216 E. Alfred Street, and have the Mayor execute the agreement.
2. Council deny the request.

**STAFF RECOMMENDATION:**

Staff recommends approval of Option 1. Council approve the request for a Continuing Encroachment Agreement at 216 E. Alfred Street, and have the Mayor execute the agreement.

**FISCAL IMPACT:**

None.

**LEGAL SUFFICIENCY:**

Legally sufficient. (Approved by L. Holt)

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

1. Continuing Encroachment Agreement.

**ATTACHMENTS:**

Description

Type

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
5/6/2020**

**AGENDA TAB NO.:** 7

**SUBJECT TITLE:** Resolution 2020-07, 2020 BUILD Grant Application \$25 Million (Public Works)

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**OBJECTIVE:**

To request Council approval for Resolution 2020-07 authorizing staff in partnership with Lake County Florida and City of Mount Dora to submit to the 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.

**SUMMARY:**

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.

**OPTIONS:**

1. **Move to Approve Resolution No. 2020-** 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.
  
2. **Do Not Approve Resolution 2020-07**, City Council does not authorize the City 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.

**STAFF RECOMMENDATION:**

1. **Move to 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.

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

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

**ATTACHMENTS:**

Description

Type

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
5/6/2020**

**AGENDA TAB NO.:** 8

**SUBJECT TITLE:** To Request Council Approve Resolution 2020-09 to Extend CDBG Participation Agreement with Lake County (Finance Department)

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**OBJECTIVE:**

Consider approval of Resolution 2020-09 authorizing continued participation in the Lake County Block Grant Program (CDBG), and authorized execution of agreement.

**SUMMARY:**

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.

**OPTIONS:**

1. **MOVE TO APPROVE RESOLUTION NO. 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 execution of Amendments to the current agreement if required.

1. MOVE TO NOT APPROVE Resolution 2020-09

**STAFF RECOMMENDATION:**

1. **MOVE TO APPROVE RESOLUTION NO. 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.

**FISCAL IMPACT:**

Confirmation to continue participation in the Lake County CDBG Program requires no financial impact.

**LEGAL SUFFICIENCY:**

Legally Sufficient

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

1. Resolution 2020-09
2. Letter from Lake County Community Planning & Development Division

**ATTACHMENTS:**

Description	Type
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**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
5/6/2020**

**AGENDA TAB NO.:** 9

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

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**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.

Approved. RQW

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

Ordinance 2020-05

Newspaper Advertisement

**ATTACHMENTS:**

Description

Type

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
5/6/2020**

**AGENDA TAB NO.:** 10

**SUBJECT TITLE:** Ordinance 2020-04 - Amendment to Land Development Regulations Chapter 23, Section 23-14(b) Impact Fee Deferrals for Large, Multi-Family Rental Developments (Economic Development)

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**OBJECTIVE:**

To consider amending the City's Land Development Regulations, Chapter 23, Section 23-14(b) Impact Fee Deferrals for large, multi-family rental developments.

**SUMMARY:**

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.

**OPTIONS:**

1. That City Council moves to 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.
2. That City Council moves to deny Ordinance 2020-04.

**STAFF RECOMMENDATION:**

Staff recommends that City Council move to 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.

**FISCAL IMPACT:**

Delayed receipt of city impact fees.

**LEGAL SUFFICIENCY:**

This ordinance has been approved for legal sufficiency.  
Approved. RQW

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

1. Ordinance 2020-04
2. Legal Advertisement

**ATTACHMENTS:**

Description

Type

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
5/6/2020**

**AGENDA TAB NO.:** 11

**SUBJECT TITLE:** Request Council's Approval to Issue RPF for FY20 Budgeted Capital Projects with Adjustment (Finance)

---

**OBJECTIVE:**

Approval to issue an RFP for Bank Qualified Capital Improvement Note for debt financing to fund design, engineer, permit, acquire, install, construct, and any incur other related costs for identified projects.

**SUMMARY:**

The Current Fiscal Year 2020 City Council Adopted Budget includes budgeted projects to be funded through debt issuance. During the Fiscal Year 2021 preliminary budget process additional needs were identified. Projects for the requested debt to be issued are as follows:

**FY2020 Budgeted Projects - Debt Issuance**

Wayfinding Signs downtown	43,000.00
Cemetery Restrooms	100,000.00
Seaplane Base/Mariana Rebuild 2% match	360,000.00
Wooton Wonderland Reconstruction	650,000.00
Hazard Mitigation Grant Match	52,000.00
Splash Pad Resurface	55,000.00
	<u>1,260,000.00</u>

**Changes**

*Hazard Mitigation Grant Match - not needed	(52,000.00)
*Splash Pad Resurface (moved to Rehab. Proj.)	(55,000.00)
**Police Vehicles	219,000.00
**Splash Pad Rehabilitation at Splash Park	275,000.00
**Bocce Ball Courts	72,000.00
**Pickle Ball Courts	30,000.00
**History Museum	100,000.00
	<u>589,000.00</u>

**Total - Final Request for Debt Issuance**

Projects cost	1,849,000.00
Cost of issuance - estimated	60,000.00
Contingency	16,000.00
	<u><u>1,925,000.00</u></u>

\* Denotes a change of the dollar amount to the Council Approved project

\*\* Is an new added project requiring Council approval to include.

By including the 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.

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.

**OPTIONS:**

1. Move to 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.
2. Move to Direct the Finance Director to work with the City Financial Advisor to issue an RFP for debt issuance in a different amount then proposed for different projects then identified.
3. Move to not issue RFP for debt issuance.

**STAFF RECOMMENDATION:**

1. **Move to 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.

**FISCAL IMPACT:**

There is not fiscal impact to issue an RFP. Debt service will be included in the FY 21 budget.

**LEGAL SUFFICIENCY:**

Legally Sufficient

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
5/6/2020**

**AGENDA TAB NO.:** 12

**SUBJECT TITLE:** Concept Plan to Honor THS Graduates (Community Services)

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**OBJECTIVE:**

To approve a concept plan for the City to assist in honoring the Tavares High School Graduates.

**SUMMARY:**

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:pm. Staff is coordinating this program with the High School and banner vender.

Attached is a concept rendering on how the banner(s) would look in Tavares Square.

**OPTIONS:**

1. Approve the Concept Plan
2. Do not approve the Concept Plan

**STAFF RECOMMENDATION:**

Option 1, Approve the Concept Plan.

**FISCAL IMPACT:**

Deminimus (Zip ties, Pavilion set-up labor and staffing during event)

**LEGAL SUFFICIENCY:**

Legally sufficient.

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

1. Concept Rendering

**ATTACHMENTS:**

Description

Type

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
5/6/2020**

**AGENDA TAB NO.:** 13

**SUBJECT TITLE:** City Update on the Affects and Response to COVID-19 (City Administrator)

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**OBJECTIVE:**

The City Administrator will provide an update on the affects and City's response to COVID-19.

**SUMMARY:**

The City Administrator will provide an update on the affects and City's response to COVID-19 including Federal, State, County, and City's current situation as it relates to COVID-19.

**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  
5/6/2020**

**AGENDA TAB NO.:** 14

**SUBJECT TITLE:** City Administrator Report

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**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	May 20, 2020 – 4 pm – available for viewing at <a href="https://www.youtube.com/user/tavarespubcom1">https://www.youtube.com/user/tavarespubcom1</a>
Library Board	Cancelled until further notice
Planning and Zoning Board	May 21, 2020 - Cancelled
Code Enforcement Hearing	Cancelled until further notice

**UPCOMING EVENTS:**

4 <sup>th</sup> of July Celebration	July 4, 2020 - Downtown Tavares – Details to be Announced
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 – Tavares Civic Center, 100 E Caroline Street (meetings cancelled through April 30, 2020)

**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  
5/6/2020**

**AGENDA TAB NO.:** 15

**SUBJECT TITLE:** City Council Member Reports

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**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