



America's Seaplane City™

**AGENDA
TAVARES CITY COUNCIL
June 3, 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

Tab 2 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 3 Approval of the May 20, 2020 City Council Meeting Minutes (City Clerk)

Tab 4 Duke Energy Utility Easement, Marina/Seaplane Base Reconstruction (Economic Development)

VIII. RESOLUTIONS

IX. ORDINANCES - PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

Tab 5 Bid award to Residential Commercial Municipal Utilities, Inc. (RCM) for Water Skid Booster Pump Station (Advent Health Waterman Region) (Utilities)

Tab 6 Approve Time Limit Extension for Planned Development

Ordinance 2018-09 (Community Development)

Tab 7 Debt Management Report for City Council Review (Finance)

Tab 8 Approve update to FY 2020-2021 Budget Workshop and TRIM Calendar (Finance)

XI. CITY COUNCIL ADJOURNS AND RECONVENES AS THE COMMUNITY REDEVELOPMENT AGENCY

Tab 9 Approval of COVID 19 Small Business Relief Grant (Economic Development)

XII. COMMUNITY REDEVELOPMENT ADJOURNS AND RECONVENES AS THE CITY COUNCIL

XIII. NEW BUSINESS

XIV. OLD BUSINESS

XV. HISTORICAL PERSPECTIVE

XVI. AUDIENCE TO BE HEARD

XVII. REPORTS

Tab 10 City Administrator Report

Tab 11 City Council Member Reports

XVIII. 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
6/3/2020**

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
6/3/2020**

AGENDA TAB NO.: 2

SUBJECT TITLE: Tavares Chamber of Commerce Update (Chamber)

OBJECTIVE:

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

SUMMARY:

Mr. Berry will provide an update on Chamber activities.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Chamber COVID Report Card

ATTACHMENTS:

Description

Type

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/3/2020**

AGENDA TAB NO.: 3

SUBJECT TITLE: Approval of the May 20, 2020 City Council Meeting Minutes (City Clerk)

OBJECTIVE:

To consider approval of the May 20, 2020 City Council Meeting Minutes.

SUMMARY:

Attached are the May 20, 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 20, 2020 City Council Meeting Minutes	Exhibit



**TAVARES CITY COUNCIL
MEETING MINUTES
MAY 20, 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.

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1. Richard Keith, Tavares 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 staff had not changes to the Agenda.

MOTION

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

IV. PROCLAMATIONS/PRESENTATIONS

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 Ordinance by title only:

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 anyone wished to pull any item from the Consent Agenda for discussion. Mr. Drury requested that Tab 3 [Hidden River Lakes – Final Plat] be pulled for public comment.

MOTION

Roy Stevenson moved to pull Tab 3 to hear public comment, with approval of the balance of the Consent Agenda [Tab 2. Approval of the May 6, 2020 Regular City Council Meeting Minutes], seconded by Lou Buigas. The motion carried unanimously 5-0.

Tab 2. Approval of the May 6, 2020 Regular City Council Meeting Minutes

Approved on the Consent Agenda.

Tab 3. Hidden River Lakes – Final Plat

Vance Jochim, 12619 Milwaukee Avenue, Lake County, stated his surprise that Hidden River Lakes Final Plat was placed on the Consent Agenda. He said interested parties were not notified, and specific information was not available on the city website. He asked why construction was allowed to commence before approval of the final plat.

Don Kehr, 16833 Deer Island Road, Lake County, asked the Council to consider that he received the agenda information just before the meeting. He said no permits had been issued, and the project is near completion with land clearing allowed before a survey had been initiated. Mr. Kehr said no trees or tall grass remain after Council approved the developer to skip mandatory landscaping to preserve existing natural landscaping. He noted his concern of government overreach and felt it was unconstitutional to allow no public comments to be made in person.

Mr. Drury said the plat is ministerial in nature and includes provisions previously approved by Council in accordance with the City's Land Development Regulations.

Attorney Williams provided information on the general rules for the plat approval process. He said Council completed the annexation and rezoning process and approved a comprehensive ordinance that was ultimately subject to a consent order and rezoning that all the residents, their Counsel, and City agreed. The ordinance is valid, in effect, and forms the framework of the development. The next step is the platting processes under Florida Statutes Chapter 171 that allow people to divide the land for sale in lot and blocks. The City also has subdivision regulations that say if you want to divide property for sale into lots and blocks, three steps must be accomplished:

1. Preliminary plat showing the general outlines of the development, including setbacks, lot configurations, wetlands, and drainage retention. This schematic has been completed.
2. Construction phase where the developer submits engineered construction drawings showing what the roads will look like, elevations, calculations for drainage, SJRWM permits, size of the water and sewer drainage, and lift station locations. It is a comprehensive review that has been completed. Once completed, a developer can begin to dig dirt, construct roads, and infrastructure. A developer cannot sell lots until the final plat is approved.
3. Final plat approval is the final step with ministerial approval by nature. It is not a quasi-judicial matter that requires noticing as it is not a discretionary review by the City Council. He said it is a staff review and staff professional to ensure the applicant complied with the ordinance and City's subdivision regulations.

Attorney Williams said he reviewed the plat, title, dedications, and when the plat is approved and recorded, the developer can sell lots. The developer cannot construct homes or issue Certificates of Occupancy until the final plat is recorded and permitting has been completed. They are in a position to sell lots subject to the completion of all permitting and infrastructure requirements that have been signed off by staff.

Mr. Fitzgerald provided a PowerPoint presentation of the subject property and plat. He made the following presentation:

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.

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.

Mr. Fitzgerald said the City Planner reviewed the plat and is confident that everything is in place for the final plat's approval. He said the construction plan was previously approved. The site plan was approved on April 15, 2020. The environmental report was submitted to the City as well as SJRWMD and FDEP permits. Mr. Fitzgerald said the project is ready to move forward.

Mayor Buggus asked for comments from the Council.

Council Member Singer asked Mr. Drury to address why the plat was placed on the Consent Agenda and if it is a routine procedure. Mr. Drury said items that are ministerial in nature are placed on the Consent Agenda. He said if someone has an issue or wants to discuss further, then the item would be pulled. He said an opportunity is always provided for the Board and the public to make comments.

Attorney Williams said that the term ministerial is not a rubber stamp. He said this is different from an annexation or rezoning hearing where the Council has discretion whether to approve or not or make particular conditions. The rezoning ordinance has been approved. Now the issue is whether the developer, in preparation of the final plat, complied with all of the terms. The Council has delegated that review to Staff, and they have advised that it meets the requirements. Absence of a technical deficiency the Council does not have the discretion to change the approval requirements. Council Member Singer noted his support for the recommendation of Staff.

MOTION

Troy Singer moved to approve Hidden River Lakes Final Plat, seconded by Roy Stevenson.

Council Member Buigas asked for confirmation that the review has been thorough. Mr. Fitzgerald confirmed, and said it is Staff's opinion the plat has been reviewed thoroughly for Council's approval.

Vice Mayor Pfister said she is not in support and has consistently voted against the project.

Mayor Boggus asked if Hidden River Shores is the project where the neighbors went to court and ended up with a settlement agreement. Attorney Williams confirmed and said the resulting ordinance from the settlement agreement is what Council is enforcing in the plat approval. Mayor Boggus asked if Mr. Kehr was a part of the settlement agreement group. Attorney Williams confirmed and said he believes Mr. Kehr signed the consent agreement. A discussion was held regarding delaying approval.

The motion carried 4-1 as follows:

Amanda Boggus: Yes
Lori Pfister: No
Lou Buigas: Yes
Troy Singer: Yes
Roy Stevenson: Yes

VIII. RESOLUTIONS

IX. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

Tab 4. Ordinance 2020-05 – Amendment to Land Development Regulations Chapter 14 Floodplain Management

Mr. Fitzgerald made the following presentation:

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.

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.

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

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

MOTION

Roy Stevenson moved to approve [Ordinance 2020-05 – Amendment to Land Development Regulations Chapter 14 Floodplain Management], seconded by Lori Pfister. The motion carried unanimously 5-0.

X. GENERAL GOVERNMENT

Tab 5. Award of Contract for Architectural Design Services – Solid Waste & Public Works Operations Facility

Mr. Dillon made the following presentation:

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.

Staff recommends approval of Option 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.

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

Mayor Boggus asked for comments from the Council.

Council Member Buigas stated she would like female Directors to be included in Evaluation Committee membership in the future.

MOTION

Lou Buigas moved to approve Option 1 [Award the contract to GatorSkitch Corporation for the Architectural Design Services for the Solid Waste and Public Works Operations Facility], seconded by Roy Stevenson. The motion carried unanimously 5-0.

Tab 6. COVID-19 Economic Recovery Plan

Mr. Tweedie made the following presentation:

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.*

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.

Staff recommends Council approve Option 1. Approve the City of Tavares COVID-19 Economic Recovery Plan.

Mayor Boggus asked for comments from the public.

Vance Jochim, 12619 Milwaukee Avenue, Lake County, inquired about recovery plans for businesses that are located outside the downtown area. He asked why the City did not match reductions like other businesses that implemented layoffs.

Mr. Drury noted the Chamber of Commerce and picnic table program is available for all businesses in Tavares. He said some businesses closed, and their employees were not working. The City ramped up to deliver services, and all employees were working to provide those services, including Police, Fire, repairing roads, and traffic lights. Mr. Drury said the City Council had provided budget priorities. Each department has developed its plans and is in the review process. Budget hearing and workshops with public input will begin in June and ending in September 2020. Mr. Tweedie said the Façade Grant funds could only be used within the TIF district. He said those small independent businesses in the downtown had been most affected.

Mayor Boggus asked for comments from the Council.

Council Member Buigas inquired about the program that will come back to Council. Mr. Tweedie said this is an overview, and a detailed and comprehensive plan and Resolution will come back before Council with exact criteria. Council Member Buigas

said she would like to see in good standing with the landlord for eligibility and cross-checking for funds.

Council Member Stevenson and Vice Mayor Pfister noted their support for the Tavares Square Safe Space program. Council Member Buigas asked for confirmation that Tavares Square would not be assigned to specific businesses. Mr. Tweedie noted restaurants could deliver food to the area, and the program can be defined in multiple ways. He said the Economic Development Team would work with the Chamber of Commerce to get the program information to all of the restaurants in Tavares.

Council Member Stevenson asked about expanding the picnic table program into Wooton Park. A discussion was held regarding existing picnic areas in Wooton Park. Mr. Drury said the concept could be explored, and the Council may wish to determine needs before implementing into Wooton Park.

Council Member Buigas inquired about ADA accessibility in Wooton Park. Mr. Drury said there would be challenges, and an area will be designated as ADA accessible.

Council Member Singer commended Mr. Tweedie and Staff on the recommended programs.

MOTION

Lou Buigas moved to approve Option 1 [Approve the City of Tavares COVID-19 Economic Recovery Plan], seconded by Roy Stevenson. The motion carried unanimously 5-0.

Tab 7. COVID-19 Recovery Plan

Mr. Drury read the following letter placed in the City's recovery plan:

As you know, the onset of this pandemic has truly tested the fiber of the state of Florida. We have, indeed, been living in uncertain times, fighting a faceless opponent, but rising to the occasion thanks to selfless medical professionals, health administrators, first responders, our National Guard, City employees and your unwavering support and leadership.

During this unprecedented health crisis, the City's actions have been thoughtful, measured and critical to minimizing the spread of COVID- 19. Amongst this backdrop we maintained 95% of all of our public services and took care of and protected our employees.

In addition, we were faced with an uptick of criminal activity and took care of that protecting and caring for our resident's safety.

I want to recognize and thank you, our first responders and all our employees for their actions and positive can-do attitudes during this crisis. We have persevered and now are in recovery mode. I offer this plan for your benefit.

Mr. Drury provided the following plan highlights:

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 25th*

Staff recommends Council approve Option 1. Approve the draft plan.

Mayor Boggus asked for comments from the public:

Alex Cook, 199 West Ruby Street, Tavares, stated his support to move forward with fireworks on July 4th.

John Aramino, 111 West Ruby Street, Tavares, stated his support to move forward with fireworks on July 4th.

Vance Jochim, 12619 Milwaukee Avenue, Lake County, inquired about recovery plans for businesses that are located outside the downtown area. He asked why the City did not match reductions like other businesses that implemented layoffs.

Mr. Drury noted the City of Mount Dora has cancelled its 4th of July fireworks.

Vice Mayor Pfister, inquired about diverting the façade grant funds to pay for a firework display on the 4th of July. Mr. Drury said he believes the funds could be spent on fireworks within the TIFF district and would require legal review.

Council Member Singer asked how many visitors attended July 4th firework displays and celebrations in the past. Ms. Rogers said approximately 5,000 to 10,000. However, without gating an event, attendance numbers would be a guess. Council Member Singer said he understands the business community's struggles and said it is a difficult decision. He noted a concern for attendees that would typically attend other events that were canceled to descend into Tavares. Council Member Singer said there are uncertain variables. He said the City is not canceling the event and is instead postponing. He stated his support for the step by step plan provided by Staff with fireworks postponed until Labor Day.

Council Member Buigas said it is a difficult decision and noted her support for a conservative approach. She wants to move forward with fireworks and noted her concern for showing the City when unprepared. She said the restaurants have staffing issues.

Council Member Stevenson said he shares the concerns previously stated. He said he would love to move forward with fireworks and noted a concern for the health and safety of the citizens.

Vice Mayor Pfister said people could make their own decisions to attend and social distance. She noted her support for moving forward with fireworks and said it is not her intent to have a full event, noting attendees have the option to remain in their cars.

Council Member Buigas asked for the impact on the Police Department. Chief Lubins said the 4th of July is a logistics event and confirmed the Tavares Police do not enforce social distancing.

Attorney Williams said he would need to research further to ensure the funds could be spent on fireworks but believes the Council can move forward.

Mayor Boggus asked if all Police staff could potentially be affected if exposed to COVID-19, and possibly be under quarantine. Chief Lubins confirmed. Mr. Dillon confirmed that his staffing could be impacted if exposed to COVID-19, including garbage, facilities, fleets, parks, and right-of-way to support the event. Mr. Tweedie said his entire team would also provide support for the event. Ms. Rogers said her department staffing would be limited during the event. Mayor Boggus asked if the event could be postponed on Labor Day due to hurricane season. Mr. Drury said any event held through May through November could be affected by a hurricane. He said each event has back-up plans in place due to inclement weather. He noted few events had been postponed in the past, and if so, usually by a few hours. Mayor Boggus noted her concern safety with no safety measures implemented. She stated her support to postpone the event to Labor Day.

MOTION

Troy Singer moved to approve staff's recommended plan, seconded by Roy Stevenson.

Mayor Boggus said it is her understanding that the 4th of July fireworks and celebration is postponed, and nothing is determined for July 4th other than a postponement. Mr. Drury confirmed. Council Member Singer noted there would be no benefit to the business community if attendees remained in their cars.

The motion carried 4-1 as follows:

Amanda Boggus: Yes
Lori Pfister: No
Lou Buigas: Yes
Troy Singer: Yes
Roy Stevenson: Yes

XI. NEW BUSINESS

Vice Mayor Pfister said she would like to see the City make a preference to purchase products made from the United States.

There was consensus from the board to preference purchasing products made in the United States.

Mr. Drury said that could be accomplished. Attorney Williams noted the City's purchasing policy would need to be amended.

XII. OLD BUSINESS

Vice Mayor Pfister asked if Tavares High School will be able to accommodate parking in the practice field for graduation. Mr. Drury said he has not seen the school boards plan for graduation.

XIII. HISTORICAL PERSPECTIVE

XIV. AUDIENCE TO BE HEARD

Vance Jochim, 12619 Milwaukee Avenue, Lake County, asked how much capacity will be reduced when live meetings resume. He asked what plans were in place to ensure audience participation and if it is time for the city to provide videos for all meetings.

Mr. Drury said capacity in the Council Chambers was reduced at the beginning of COVID-19. The city will follow social distancing guidelines, which will limit attendees. He said speakers could be utilized for areas outside the Chambers, and the city has a good plan in place that follows the Governor's orders, which provides guidance and new laws on implementing public meetings.

XV. REPORTS

Tab 8. City Administrator Report

Mr. Drury said he is excited about the BUILD Grant submitted to the United States Department of Transportation and commended Mr. Dillon on his efforts. He said grant application to build a recreational trail from Tavares to Mount Dora to Sorrento connected to the Wekiva Trail had been submitted. Mr. Drury noted the City's state and local representatives had sent letters of support.

Mr. Tweedie provided an update on the Seaplane Base and Marina Project. He said 3/4ths of the project is complete, including procurement, design, and funding. A notice to proceed for construction was issued, and the end of permitting is nearing. Construction will begin mid-June to early July with completion in early 2021.

Mr. Clark said the Lake Francis Estates project should begin within the next several weeks.

Tab 9. City Council Member Reports

Council Member Buigas

- Enjoyed the City newsletter including the new format and provided information.
- Thanked Mr. Dillon for his efforts on the BUILD Grant.

Quote of the day: "To put everything in balance is good, to put everything in harmony is better." ~Victor Hugo

Council Member Singer

- Glad to hear Lake Francis project moving forward.
- Thanked Mr. Dillon for his efforts on the BUILD Grant. He said he knows it was a team effort and appreciates everyone's contributions.
- Gave a shout out to teachers, medical professionals and first responders.
- Asked everyone to be healthy, safe and kind to each other.

Mayor Boggus

- Said she looks forward to seeing the economic stimulus package.
- Noted the June 3, 2020 City Council meeting will be the last virtual meeting.

XVI. ADJOURNMENT

There was no further business and Mayor Boggus adjourned the meeting at 5:45 p.m.

Respectfully,

Susie Novack, MMC/FCRM
City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/3/2020**

AGENDA TAB NO.: 4

SUBJECT TITLE: Duke Energy Utility Easement, Marina/Seaplane Base Reconstruction
(Economic Development)

OBJECTIVE:

For Council to approve a utility easement agreement with Duke Energy for Seaplane Base & Marina electrical service.

SUMMARY:

The Seaplane Base & Marina reconstruction project will require installation of a new Duke Energy electric service installation. In order to move forward with this, Duke will require that the City enter into the attached utility easement for installation of lines and equipment necessary to fulfill the service order.

OPTIONS:

1. Approve the attached utility easement agreement and authorize its execution.
2. Do not approve the attached utility easement agreement.

STAFF RECOMMENDATION:

Move to approve option 1

FISCAL IMPACT:

None

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Easement

ATTACHMENTS:

Description

Type

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/3/2020**

AGENDA TAB NO.: 5

SUBJECT TITLE: Bid award to Residential Commercial Municipal Utilities, Inc. (RCM) for Water Skid Booster Pump Station (Advent Health Waterman Region) (Utilities)

OBJECTIVE:

To award a bid to install a Booster Pump Station in the Hospital area.

SUMMARY:

Last year, the City Council approved funds from the Utility Impact Fee Budget for the purchase and installation of a booster pump station for the Hospital area. This station will supply the necessary water pressure to support Pinecrest Academy Tavares Charter School, Atwater Apartments Tavares Phase II and approximately 200 new homes from Avalon Park Tavares. Both the City's Engineer and City Staff have reviewed and approved the bids and recommend award to Residential Commercial Municipal Utilities, Inc. (RCM as the lowest most responsive bidder for this project.

Bid Tabulation (see attached and below)

Aerex Industries Inc. \$203,879.00
A.C. Schultes of Florida Inc. \$238,975.00
RCM Utilities, LLC \$113,000.00

OPTIONS:

1. Award contract to RCM in the amount of \$113,000
2. Award to another bidder
3. Do not award

STAFF RECOMMENDATION:

Staff recommends option #1

FISCAL IMPACT:

\$150,000 is budgeted in the Water/Wastewater Impact Fee Fund for this project in the FY2020 Adopted Budget.

LEGAL SUFFICIENCY:

Has been reviewed for Legal Sufficiency

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Bid Advertisement
2. Bid Tabulation
3. Engineers recommendation
4. Contract

ATTACHMENTS:

Description

Type

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/3/2020**

AGENDA TAB NO.: 6

SUBJECT TITLE: Approve Time Limit Extension for Planned Development Ordinance 2018-09 (Community Development)

OBJECTIVE:

To extend the time limit for completion of all public facilities (Roads, Water, Wastewater, Storm Water etc...) associated with a previously approved Planned Development under Ordinance 2018-09

SUMMARY:

On June 6, 2018 City Council approved Ordinance 2018-09 rezoning 41.24 acres of property located on the northern side of Dead River road, 0.3 miles west of SR-19, to Planned Development zoning allowing the construction of 105 single family homes. The timing provision of Ordinance 2018-09 (Section 8) required the completion of all onsite public facilities (Roads and utilities etc) within two (2) years of the approval of the ordinance. Construction of the residential subdivision did not commence, and the owner of the property is requesting that City Council approve extending the time limit of Ordinance 2018-09 for completion of all public facilities for a reasonable period as determined by City Council. If approved, the extension of the time limit of Ordinance 2018-09 does not automatically extend the normal expiration date of any concurrency requirements, site plan approval, preliminary plat approval, or other related development order.

Of special note: Lake County has included improvements to the intersection of Dead River Road and SR-19 in their Transportation Improvement Plan with construction scheduled to begin in 2021.

OPTIONS:

1. Approve the request to extend the time limit for completion of all public facilities as required by Ordinance 2018-09 by two (2) years to June 6, 2022.
2. Approve the request to extend the time limit for completion of all public facilities as required by Ordinance 2018-09 to a specific date determined by the City Council that is either more or less than two (2) years.
2. City Council denies the request.

STAFF RECOMMENDATION:

Staff recommends Option 1 - Approve the request to extend the time limit for completion of all public facilities as required by Ordinance 2018-09 by two (2) years to June 6, 2022..

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

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

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Ordinance 2018-09

ATTACHMENTS:

Description	Type
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**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/3/2020**

AGENDA TAB NO.: 7

SUBJECT TITLE: Debt Management Report for City Council Review (Finance)

OBJECTIVE:

To provide a Debt Management Report to the City Council for their review.

SUMMARY:

The attached Debt Management Report has been prepared as an informational report for the City Council. This report will provide the City Council with information about City of Tavares debt obligations.

The report includes two sections with various Information that may assist Council Members.

Section I provides an overview of debt for the City of Tavares. Included information is as follows:

- An overview of City debt obligations for Governmental Activities (Governmental Funds) and for Business-Type Activities (Enterprise Funds).
- For each debt activity type - information is provided for debt obligation type - (general obligation, revenue, special assessment, covenant to budget and appropriate, and state revolving loans)
- Detail list of debt obligations as of 9-30-2018
- Peer comparisons for debt obligations
- Years to maturity for each debt obligation

Section II provides a debt capacity overview. Included information is as follows:

- Comparison of Tavares debt to that of other Florida cities
- Operating comparisons for Florida cities with reported debt
- General debt capacity indicators and debt capacity for Governmental Activities debt
- Debt capacity indicators and debt capacity for Business-type Activities debt

OPTIONS:

No action is needed. This is an informational report prepared for the City Council.

STAFF RECOMMENDATION:

Council review the report and ask any pertinent questions they may have of staff.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Debt Management Report

ATTACHMENTS:

Description

Type

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/3/2020**

AGENDA TAB NO.: 8

SUBJECT TITLE: Approve update to FY 2020-2021 Budget Workshop and TRIM Calendar (Finance)

OBJECTIVE:

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

SUMMARY:

Due to the COVID-19 Pandemic Emergency, adjustments to many scheduled events, meetings, and proceedings have been needed nationally, statewide, and locally. Local budget calendars have also experienced some updates to scheduling. An updated Budget/Trim Calendar is attached.

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

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

1. July 1, 2020 - ~~June 17, 2020~~ - Budget Workshop with Regular City Council Meeting to present the proposed FY 2021 General Fund Budget.
2. July 15, 2020 - ~~July 1, 2020~~ - Budget Workshop with Regular City Council Meeting to present the Enterprise Funds and Special Revenue Funds, and to discuss General Fund and Millage Rate.
3. July 29, 2020 - Budget Workshop to set the Tentative Maximum Millage Rate.
4. August 5, 2020 ~~July 15, 2020~~ - Budget Workshop - Present Five-Year Capital Improvement Plan (CIP). Workshop to discuss the FY 2020-2021 Maximum Tentative Millage Rate.
5. August 19, 2020 - City Council Budget Workshop (Same Date as Regular Council Meeting).
6. September 3, 2020 - First Public Hearing to adopt Tentative Budget and Tentative Millage Rate for FY 2020-2021 Budget (this is the THURSDAY after the regular City Council Meeting on September 2).
7. September 16, 2020 - Final Public Hearing to adopt 2020-2021 Budget and Millage Rate (same date as regular City Council Meeting).

OPTIONS:

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

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

STAFF RECOMMENDATION:

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

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Updated TRIM Notice

ATTACHMENTS:

Description

Type

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/3/2020**

AGENDA TAB NO.: 9

SUBJECT TITLE: Approval of COVID 19 Small Business Relief Grant (Economic Development)

OBJECTIVE:

For Council, acting in their capacity as Community Redevelopment Agency (CRA) Board, to approve a small business relief grant, temporary expansion of the existing facade grant and approve funding.

SUMMARY:

At the previous meeting, Council approved a comprehensive COVID-19 Economic Recovery Plan (attached). One of the four major components of that plan is a Downtown CRA Small Business Relief Grant providing businesses a one time relief grant to mitigate the expenses necessary to meet the requirements of creating a safe, clean and healthy environment for themselves, employees and patrons per the Federal and State guidance and mandates.

Based on that approval, staff has developed the attached resolution (and application), temporarily amending the existing CRA facade grant and providing a funding mechanism within the current FY 20 approved budget allocation. Under this program eligible businesses would receive a fifty percent (50%) matching grant for improvements to meet social distancing and sanitation requirements necessary to meet Federal and State guidance and mandates. The Economic Development Director will provide a detailed overview of the grant program provisions, requirements and process.

OPTIONS:

1. Approve the attached resolution and funding authorization for the temporary facade grant expansion.
2. Do not approve the attached resolution and funding authorization for the temporary facade grant expansion.

STAFF RECOMMENDATION:

Move to approve option 1

FISCAL IMPACT:

No additional funding is required within the current approved FY20 Community Redevelopment Agency(CRA) Tax Increment Financing (TIF) budget. The \$40,000 program budget would be funded through the following re-allocation of currently appropriated funds:

- Unencumbered Travel & Per diem = \$3,500
- Unencumbered Sponsored Events = \$30,600
- FY 2020 façade grant unencumbered balance = \$5,900

TOTAL \$40,000

LEGAL SUFFICIENCY:

Legally sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Economic Recovery Plan
2. Resolution
3. Small Business Grant Application

ATTACHMENTS:

Description

Type

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/3/2020**

AGENDA TAB NO.: 10

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 Meeting	June 17, 2020 – 4 pm – City Council Chambers
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:

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	June 24, 2020 – 11:30 am – Virtual Business Luncheon (subject to change from virtual to in person meeting) 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
6/3/2020**

AGENDA TAB NO.: 11

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