America's Seaplane City™

AGENDA
TAVARES CITY COUNCIL
July 1, 2020
4:00 PM
TAVARES CITY HALL COUNCIL CHAMBERS
201 E MAIN STREET, TAVARES

(Members of the public wishing to speak on an item that is on the agenda must fill out a Request to Speak form available from the City Clerk or at the Council Meeting prior to the meeting being called to order. In addition, the Mayor will ask for comment under the agendized item titled "Audience to be Heard" for matters not on the Agenda. For further information contact the City Clerk at (352) 742-6209 or snovack@tavares.org)

I. CALL TO ORDER

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1 Pastor Brooks Braswell, Umatilla Baptist Church

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 June 3, 2020 and June 17, 2020 City Council Regular Meeting Minutes (City Clerk)

Tab 4 Rescind the Declaration of a State of Local Emergency Related to COVID-19 (Public Communications & Emergency Management)

VIII. RESOLUTIONS

Tab 5 Resolution No. 2020-14, Request Approval for Lake Francis Project SRF Loan 350951 to Amend Project Timeline (Finance)

IX. ORDINANCES - PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

Tab 6 Discussion of Sign Ordinance (City Administrator)

XI. BUDGET WORKSHOP

Tab 7 Budget Workshop – General Fund Presentation (City Administrator and Finance)

XII. NEW BUSINESS

XIII. OLD BUSINESS

XIV. AUDIENCE TO BE HEARD

XV. REPORTS

Tab 8 City Administrator Report

Tab 9 City Council Member Reports

XVI. ADJOURNMENT

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

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

AGENDA SUMMARY
TAVARES CITY COUNCIL
7/1/2020

AGENDA TAB NO.: 1

SUBJECT TITLE: Pastor Brooks Braswell, Umatilla Baptist Church

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OBJECTIVE:

Pastor Brooks Braswell, Umatilla Baptist Church, will provide the invocation and lead those present in the Pledge of Allegiance.

SUMMARY:

Pastor Brooks Braswell, Umatilla Baptist Church, 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
7/1/2020

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 Report

ATTACHMENTS:

Description	Type

AGENDA SUMMARY
TAVARES CITY COUNCIL
7/1/2020

AGENDA TAB NO.: 3

SUBJECT TITLE: Approval of the June 3, 2020 and June 17, 2020 City Council Regular Meeting Minutes (City Clerk)

OBJECTIVE:
To consider approval of the June 3, 2020 and June 17, 2020 City Council meeting minutes

SUMMARY:
Attached are the June 3, 2020 and June 17, 2020 City Council meeting minutes as submitted by the City Clerk.

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

STAFF RECOMMENDATION:
For Council approval.

FISCAL IMPACT:
None.

LEGAL SUFFICIENCY:
Legally sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:
None.

ATTACHMENTS:

Description	Type
June 3, 2020 City Council Meeting Minutes	Backup Material
June 17, 2020 City Council Meeting Minutes	Backup Material

TAVARES CITY COUNCIL
MEETING MINUTES
JUNE 3, 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

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. 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 no 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

Tab 2. Tavares Chamber of Commerce Update

Mr. Berry noted a report card was available in the agenda packet reflecting what the Chamber team and Board accomplished during a two-month COVID-19 period. He said their 'Tuesday's 10 at 10' meeting moved to Thursday's and included approximately one hundred (100) participants. Mr. Berry said the Tavares Chamber welcomed two new members earlier in the day. He said the July 14, 2020, Legislative Wrap Up meeting will be held virtually and include discussion on the past legislative session accomplishments.

Mr. Drury thanked Mr. Berry for his leadership and continued meetings with City staff and holding luncheons and meetings virtually during COVID-19. Mr. Berry said the Tavares Chamber intends to resume live meetings in July.

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 2020-11

A RESOLUTION OF THE CITY OF TAVARES, FLORIDA CITY COUNCIL SITTING AS THE COMMUNITY REDEVELOPMENT AGENCY; AMENDING THE FAÇADE GRANT IMPROVEMENT REIMBURSEMENT PROGRAM, PROVIDING TEMPORARY PROVISIONS ALLOWING FOR BUSINESSES TO MAKE IMPROVEMENTS TO MEET COVID-19 RELATED REQUIREMENTS.

VII. CONSENT AGENDA

Mayor Boggus asked if Council wished to pull any items from the Consent Agenda for discussion. Council Member Buigas said she would like to pull Tab 3 [Approval of the May 20, 2020 City Council Meeting Minutes].

MOTION

Troy Singer moved to approve the Consent Agenda with Tab 3 pulled, seconded by Roy Stevenson. The motion carried unanimously 5-0.

Tab 3. Approval of the May 20, 2020 City Council Meeting Minutes

Council Member Buigas said she would like to incorporate a verbatim discussion reflected on page 11.

Mayor Boggus noted her name was misspelled on page 4.

Ms. Novack asked for confirmation that Council Member Buigas wished to include a verbatim transcription of her discussion only. Council Member Buigas confirmed.

MOTION

Roy Stevenson moved to approve Tab 3 [Approval of the May 30, 2020 City Council Meeting Minutes]with the changes as discussed, seconded by Lou Buigas. The motion carried unanimously 5-0.

Tab 4. Duke Energy Utility Easement, Marina/Seaplane Base Reconstruction

Approved on the Consent Agenda.

VIII. RESOLUTIONS

IX. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

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

Mr. Clark made the following presentation:

> *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 Undustries Inc. $203,879.00*
> *A.C. Schultes of Florida Inc. $238,975.00*
> *RCM Utilities, LLC $113,000.00*
>
> *Staff recommends Council approve Option 1 – Award contract to RCM in the amount of $113,000. $150,000 is budgeted in the Water/Wastewater Impact Fee Fund for this project in the FY2020 Adopted Budget.*

Mayor Boggus asked for public comments. There were none.

Mayor Boggus asked for comments from the Council.

Council Member Buigas asked if the bid is lower because the company has less overhead than the other two companies. Mr. Clark confirmed and said RCM branched off from a thirty-year-old Lake County company, Utility Tech. He said the owner of RCM had completed approximately six projects for the City over the past twenty years. He said RCM is a local company, overhead smaller, and extremely involved in researching the bid details.

MOTION

Roy Stevenson moved to award the bid to RCM as stated, seconded by Lou Buigas. The motion carried unanimously 5-0.

Tab 6. Approve Time Limit Extension for Planned Development Ordinance 2018-09

Mr. Fitzgerald made the following presentation:

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.

Staff recommends approval of 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.

Mr. Fitzgerald provided a PowerPoint image map of the subject property.

Mr. Drury noted the owner's representative has joined the meeting and is available for questions.

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

Mayor Boggus asked for comments from the Council.

Council Member Singer asked for the procedure the developer would have to go through if the City denies the request. Mr. Fitzgerald said the developer would have to go through a rezoning of the property for development approval, including approval from the Planning & Zoning Board and City Council.

Council Member Singer said it is his understanding that during the original approval process, the developer made some concessions at the board's recommendation, reducing the number of dwelling units and increasing lot sizes. Mr. Fitzgerald confirmed and said this came before Council, and during the discussion, a decision was made for concessions on the lot sizes. Some of the lots were sixty feet wide; some were fifty feet wide with a 50/50 split of those lot sizes. Council Member Singer said he is comfortable with how the process went and would hate to see this have to go through the whole process again. He said he would be satisfied with a two-year extension, an no additional extension request after that.

Attorney Williams said the applicant's representative will need an opportunity to speak.

Joanna Browning, Mainframe Real Estate, and Representative property owner Olin Wooten, said DR Horton had the ordinance approved two years ago. She said DR Horton did not move forward with the project, and the property is currently under contract with a different developer who would like to continue the project and move forward. She said she believes the developer will need to submit a new plat, and noted Chuck Hiott remains the engineer. Ms. Browning said the owner requested a five-year extension so that he would not have to make another request. If the Council believes two years is sufficient, then they can try to make that work. She said the zoning remaining PUD is detrimental to the sale. She said Mr. Meadow's property, originally included in the project, is currently being revised to PSP for Mr. Wooten's property, and that plat will need to be revised as well. She said everyone is excited about the project and to see more affordable homes in the area. She said they would need a Certificate of Occupancy before they can close on the sale. Mr. Fitzgerald noted the ordinance has a conceptual plan attached to it. The Council has already reviewed and approved the preliminary subdivision plan for the property. If the new developer submits a plan to the City that is substantially similar to the preliminary plat that has already been approved, the City will be able to move forward with the subdivision construction plan and final platting. He said he does not feel another preliminary plat would go back before Council if it substantially complies with what is already approved.

Attorney Williams asked for clarification from Ms. Browning regarding the additional parcel that is no included in the development and the requirement of a Certificate of Occupancy (CO). He said a CO is not a trigger for the City's land use.

Mr. Fitzgerald said he believes Ms. Browning is referring to the property to the West that is similar in size. It was approved as Summerfield in 2004 and included the Wooten property. He said they are only talking about the Wooten property in the request before the City Council. Attorney Williams stated that it is a different ordinance. Attorney Williams inquired about the Certificate of Occupancy. Ms. Browning said she knows the builders under contract with her seller wish to close as soon as possible and would like their certificate of occupancy. Attorney Williams said if the extension is approved, they will have zoning but not a CO until they build.

Council Member Buigas said Ms. Browning mentioned affordable housing and asked for an elaboration. Ms. Browning said she does not know what the builder specs are, but it is housing that will be affordable to the area. Attorney Williams said he does not believe the term affordable housing is intended in the same vernacular as the Federal Affordable Housing. He said she is talking about houses that people can afford that are relatively entry-level homes.

Vice Mayor Pfister noted concern regarding the intersection at Dead River Road. She said Lake County included intersection improvements in their 2021 budget, but that is no guarantee it will be funded. She said she could not give her support until the intersection improvements have been made. Attorney Williams asked Mr. Fitzgerald if it is a condition of the development that the road has to be improved. Mr. Fitzgerald said there was a condition for DR Horton to make improvements to the intersection for the ordinance to be passed. DR Horton is no longer involved in the property, and Lake County has taken responsibility for making the improvements promised by DR Horton. Attorney Williams said it was his understanding the developer could not go forward with development if the intersection improvements were not made. Mr. Fitzgerald said that was the original approval, and if directed, staff would not approve any site plan unless those improvements are in place beforehand. Attorney Williams said that before Council is an extension of the ordinance, improvements will need to be made before they can plat and sell houses. He said that was Council's concern that led to the condition, and the condition is in the ordinance. Mr. Drury said he had a recent conversation with the County Manager, and Lake County is planning on improving the intersection. Attorney Williams said it should be clear to Ms. Browning and her client that if you vote to extend, the extension and ultimate development of the property is contingent on the intersection improvements.

Council Member Stevenson said he shares Vice Mayor Pfister's concerns and could not approve a five-year extension.

MOTION

Roy Stevenson moved to extend for two years contingent upon the intersection must be repaired in order for the construction to move forward.

Vice Mayor Pfister said she does not believe the corrections to the intersection will support new homes because it does not support existing traffic.

Council Member Singer said he does not feel the developer should be held accountable for an intersection that is the county's responsibility. He said he supports the two-year extension and does not support a five-year extension.

Attorney Williams said there is a motion on the floor and there should be a second before discussion is held.

Lou Buigas seconded the motion.

Council Member Stevenson said on the discussion end this is something we should really think about, I think Vice Mayor Pfister makes a compelling argument. He said not extending would have an affect on the residents on Dead River.

Council Member Buigas asked if the County has a timeline to address the intersection. Mr. Drury said Lake County is designing the intersection this year and will begin construction next year. Council Member Buigas asked if the intersection improvements would be completed in two years. Mr. Drury said that is the County's goal. Council Member Buigas asked if the County could decide not to fund due to a changing economic climate. Mr. Drury said he believes a Council or Commission can do what it wants with its dollars. He said the funds are coming out of impact fees for District 1, and have been programmed for the intersection. He said Vice Mayor Pfister's concerns about the future are valid as a County Commission can always stop a project if they wish to redirect the funds. The County is in the design phase now, and they could theoretically stop the construction phase if they so choose. Council Member Buigas said the City would be protected with the current motion providing a two-year extension with the condition that the developer addresses the intersection before any homes receive a CO. Mr. Drury said the motion requires the intersection needs to be upgraded for the City to issue the final approvals.

Council Member Singer said if it were not for the original developer, that intersection would never have been addressed. He said if Council fails to move forward, there is a possibility the intersection may not be improved.

Mayor Boggus said her family and friends live on the road, and she would like the intersection improvements. Extending the requirement is one way to compel other vested interests to ensure the County or the private industry makes the improvements.

The motion carried 4-1 as follows:

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

Tab 7. Debt Management Report for City Council Review

Ms. Houghton made the following presentation:

> *A Debt Management Report has been prepared and provided 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*

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

Mayor Boggus asked for comments from the public.

<u>Vance Jochim, 12619 Milwaukee Avenue</u>, Lake County, asked the following questions:

1. Why are all Lake County cities reflected in the pie charts and comparisons of city data.
2. Why were comparisons made focusing on total dollars and not metrics like cost per citizen or cost per housing unit.
3. The section showing sales tax and other revenues for 2020 and later totals, is the report before the pandemic?

Mr. Jochim commented that he did not see any discussion of effects on reduced revenues of all types caused by the pandemic, nor were adjustments made in forecasts to show expected impacts of a reduced economy. He said he did not believe the report should be used for decisions related to the upcoming budgets.

Mr. Drury said Mr. Jochim is correct, the report was developed before COVID-19, and the report's intent was not to address COVID-19. The report was to identify the City's debt service levels compared to other cities in the state of Florida so Council could use it as a benchmark for future debt. The report does an excellent job of giving an overview of where debt levels for cities that have gone through ten years of renaissance and made conscious decisions to invest in themselves to spawn economic growth. In Tavares, the tax burden has shifted from the residents paying 90% of the tax down to 65%, with the business community picking up the remainder. The City has invested in itself over the past ten years and has taken some debt for roads, waterfront, infrastructure, and a train station. The report shows how much debt the Tavares has compared to other cities. Tavares has an average amount of debt for a city this size, given that it has invested in itself over the past ten years. Forecasting the future due to the pandemic and the economic impacts of COVID-19 will be presented during the normal budget process beginning in July. We will be using forecasting data on the short term effects that the pandemic may have on the economy based on information received from the state of Florida.

Mayor Boggus asked for comments from Council.

Council Member Singer said it is important for residents and businesses to know the city's financial health, and it appears Tavares is doing as well, if not better than our peers. He thanked Ms. Houghton and the Finance Department for providing the information.

Council Member Buigas said it was a helpful document to review.

Mayor Boggus thanked Ms. Houghton and the Finance Department for providing the information.

Ms. Houghton thanked the Council as well as the Finance Department Staff for their contributions to the report.

Tab 8. Approve Update to FY 2020-2021 Budget Workshop and TRIM Calendar

Ms. Houghton made the following presentation:

> *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).

Staff recommends approval of Option 1 – Move to approve the Updated Fiscal Year 2021 TRIM Calendar as submitted which meets the requirements of TRIM.

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

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

MOTION

Lou Buigas moved to approve Option 1 [Approve the Updated Fiscal Year 2021 TRIM Calendar as submitted which meets the requirements of TRIM], seconded by Troy Singer. The motion carried unanimously 5-0.

XI. CITY COUNCIL ADJOURNS AND RECONVENES AS THE COMMUNITY DEVELOPMENT AGENCY (4:50 p.m.)

Tab 9. Approval of COVID 19 Small Business Relief Grant

Mr. Tweedie made the following presentation:

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 provided an overview of the plan including a Tavares Downtown CRA Small Business Relief Grant, Consumer Confidence Campaign, Creating a Safe

Space in Tavares Square, and Chamber of Commerce, Business Membership Assistance.

Staff recommends approval of Option 1 - Approve the attached resolution and funding authorization for the temporary facade grant expansion. 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 including unencumbered travel and per diem, unencumbered sponsored events, and FY2020 façade grant unencumbered balance.

Mayor Boggus asked for public comment. There was none.

Mayor Boggus asked for comments from the Council.

Council Member Buigas noted the $40,000 grant is only for the small business relief grant within the CRA. The allocation does not include the Tavares Square, Consumer Confidence, or Chamber Membership programs. Mr. Tweedie said Council previously approved the other items in the Economic Recovery Plan. He stated 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

Council Member Singer commended Mr. Tweedie. He asked for clarification that the grant is a 50% match with a $5,000 cap. Mr. Tweedie confirmed. Council Member Singer asked how the grant opportunity would be advertised to the business community. Mr. Tweedie said the City would work with the Tavares Chamber of Commerce, advertise on the city website, and through social media platforms.

MOTION

Lou Buigas moved to approve Resolution 2020-11, seconded by Troy Singer. The motion carried unanimously 5-0.

XII. COMMUNITY REDEVELOPMENT AGENCY ADJOURNS AND RECONONVENES AS THE CITY COUNCIL (5:00 p.m.)

XIII. NEW BUSINESS

None.

XIV. OLD BUSINESS

None.

XV. HISTORICAL PERSPECTIVE

XVI. AUDIENCE TO BE HEARD

David Serdar, 66 Wintergreen Drive, Fruitland Park, noted he attended public meetings throughout the county. He noted concern regarding current events in the Country.

Vance Jochim, 12619 Milwaukee Avenue, Lake County, commended Council for their questions and in recognizing action is need for the Dead River Road intersection. He also commended Ms. Houghton and her staff for their work on the debt report. He recommended the Council include providing video of City Council and Planning & Zoning Board meetings during the budget process.

XVII. REPORTS

Tab 10. City Administrator Report

Mr. Drury noted a peaceful march had been scheduled to be held in Wooton Park following the meeting, and a prayer vigil at the County Historical Museum on Friday, June 5, 2020. On June 17, 2020, City Hall and the Tavares library will open. The next scheduled City Council meeting is June 17, 2020, and will be held in the City Hall Council Chambers. He thanked the city's first responders who kept the City safe during COVID-19, peaceful marches that pop up in our various communities and during the upcoming hurricane season. He also thanked all city employees who have returned to open up the City buildings and get Tavares back to normal in the next 30-60 days.

Chief Keith said hurricane season began June 1st, and reminded everyone to review storm plans.

Tab 11. City Council Member Reports

Council Member Buigas

- Thanked Mr. Tweedie for his efforts on the business relief program. She said Tavares is one of the first cities to implement a program.
- Thanked Mr. Dillon and Ms. Rogers for their efforts on the Tavares Square banner program for the Tavares High School graduates. She said she has received many wonderful texts and comments.

Quote of the day: "We are more alike, my friends, than we are unalike." ~Maya Angelou

Council Member Stevenson said the banners in Tavares Square look great.

Council Member Singer

- Congratulated the Tavares High School graduates. He thanked Tim Totten for donating banners to all of the Lake County students. He said the banners in Tavares square look great.
- Looks forward to the next City Council meeting to be held in the City Hall Council Chambers, and looks forward to the City and State opening back up.
- Wished for all to be safe, stay healthy, and be kind.

Vice Mayor Pfister said she has received nothing but positive remarks about the banners in Tavares Square, and she has enjoyed watching students, parents, and families taking pictures next to them. She thanked all who were involved in implementing the program.

Mayor Boggus said she is looking forward to the next City Council meeting to be held in the City Hall Council Chambers, and wished all to be safe and kind.

XVIII. ADJOURNMENT

There was no further business and Mayor Boggus adjourned the meeting at 5:14 p.m.

Respectfully,

____
Susie Novack, MMC/FCRM
City Clerk

TAVARES CITY COUNCIL
MEETING MINUTES
JUNE 17, 2020 – 4:00 PM
TAVARES CITY HALL COUNCIL CHAMBERS
201 EAST MAIN STREET, TAVARES

COUNCIL MEMBERS PRESENT

Amanda Boggus, Mayor
Lori Pfister, Vice Mayor
Lou Buigas, Council Member
Troy Singer, Council Member
Roy Stevenson, Council Member

STAFF PRESENT

John Drury, City Administrator
Bob Williams, City Attorney
Susie Novack, City Clerk
Mike Fitzgerald, Community Development Director
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

I. CALL TO ORDER

Mayor Boggus called the meeting to order at 4:00 p.m.

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1. Pastor Mike Watkins, Friendship C.M.E. Church

Pastor Mike Watkins, Friendship C.M.E. Church, 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 for approval of 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 Resolutions by title only:

RESOLUTION 2020-12

A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, AMENDING THE 2020 FISCAL YEAR ADOPTED BUDGET FOR THE CITY OF TAVARES, REPRESENTING THE SECOND AMENDMENT TO THE ADOPTED BUDGET, AND PROVIDING FOR A REPEALER, SEVERABILITY AND AN EFFECTIVE DATE.

RESOLUTION 2020-13

A RESOLUTION ESTABLISHING AN AUTHORIZED ORGANIZATIONAL REPRESENTATIVE AND DIRECTING THEM TO APPLY FOR FEDERAL GRANT FUNDING AND COMMITTING MATCHING FUNDS.

VII. CONSENT AGENDA

Mayor Boggus asked if anyone in the audience wished to pull an item on the Consent Agenda for discussion. There were none.

Mayor Boggus asked if Council wished to pull an item on the Consent Agenda for Discussion. There were none.

MOTION

Lori Pfister moved to approve the Consent Agenda [Tab 2. Resolution 2020-12 – Second Budget Amendment for FY 2020], seconded by Lou Buigas. The motion carried unanimously 5-0.

Tab 2. Resolution 2020-12 – Second Budget Amendment for FY 2020

Approved on the Consent Agenda.

VIII. RESOLUTIONS

Tab 3. Resolution 2020-13 – Pursue EDA Grant funds for Future Solid Waste and Public Works Operations Facility

Mr. Dillon made the following presentation:

> *Lake Technical College (LTC) in partnership with the City of Tavares seeks approval from Tavares City Council for Resolution 2020-13 to submit to the U.S. Economic Development Administration (EDA) a $2.8 million grant. The purpose of the project is to co-locate the LTC Diesel Technology Technician program from the Lake Technical College main campus in Eustis to the proposed new Solid Waste and Public Works Operations Facility. The co-location will add additional bay space to our Fleet Management division without adding additional cost to the city and will support the city's 20-year projected growth as well as address the student capacity needs for Lake Technical College. These funds may be used for up to 80% of the project cost and will require a 20% match in the amount of $567,000.*
>
> *The partnership of LTC and City of Tavares will allow for a first of its kind, authentic environment where students will work side-by-side with our technicians on city vehicles. This institutional innovation will enrich classroom learning with real-world content and values offering applied and work-based learning experiences as a way to better prepare individuals for high-wage, high-skill jobs. Job shadowing, internships, apprenticeships, and cooperative work experiences will be part of the training. Not only will the city's workforce needs be met, but a skilled workforce will be prepared for Lake County and the region. We are confident this project will aid our regional economic development challenges and address our growing workforce, economic, and community needs as well as keeping our essential services going.*
>
> *The project is being undertaken with the following three goals developed based on several factors including Florida's Statewide Demand Occupation list:*
>
> *1. To provide preparation for the skilled workforce including diesel and automotive technicians as well as collision repair technicians in an authentic environment where the students will be able to work side-by-side with the city's technicians on the City's critical equipment. Job shadowing, internships, apprenticeships, and cooperative work experiences will be part of the training.*

2. To create the development of a NATEF (National Automotive Technicians Education Foundation) certified Diesel Technician program and an Emergency Vehicle Technician (EVT) certification program. A Certified Public Manager program as well as a CDL training program are in the infancy stages, posed to become part of this project which will also meet the needs of industry in the region.

3. Create a regional training center/transportation hub to foster better alignment of programming to meet the workforce demands of all the cities in Lake County and the surrounding areas for workforce preparation, upskilling of the current workforce, and appropriate certifications necessary for employment and in the field.

The U.S. Economic Development Administration (EDA) is a bureau within the U.S. Department of Commerce providing grant funding that supports the implementation of economic development strategies that advance new ideas and creative approaches to providing workforce development opportunities, leading to the creation and retention of jobs and advancing innovation.

Staff recommends Option 1. Move to Approve Resolution 2020-13 authorizing staff in partnership with Lake Technical College to submit to the U.S. Economic Development Administration (EDA) a $2,837,132 million grant with a 20% match in the amount of $567,426 for the planned Solid Waste and Public Works Operations Facility.

The fiscal impact is as follows: Submit application to receive $2,837,132 million grant from U.S. Economic Development Administration (EDA). If awarded, these funds may be used for up to 80% of the project cost and will require a 20% match in the amount of $567,426. At this time the Public Works Facility Project is anticipated to provide match requirements.

Should grant be awarded, the Council will review for final approval.

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

Mayor Boggus asked for comments from the Council.

Vice Mayor Pfister asked if Lake Technical College has entered into partnerships with other municipalities.

<u>Dr. Diane Culpepper, Executive Director, Lake Technical College,</u> said no. She said the partnership with the City of Tavares would be the first of its kind in the State of Florida and possibly the Nation. She said while Lake Technical College has partnerships with other agencies, they are nothing like this. She said it is an exciting and innovative partnership.

Council Member Buigas asked if the school will receive and accept applications. Dr. Culpepper confirmed. She noted there will be a 99 year partnership.

MOTION

Lori Pfister moved to approve Option 1 [Approve Resolution 2020-13 authorizing staff in partnership with Lake Technical College to submit to the U.S. Economic Development Administration (EDA) a $2,837,132 million grant with a 20% match in the amount of $567,426 for the planned Solid Waste and Public Works Operations Facility], seconded by Roy Stevenson. The motion carried unanimously 5-0.

Dr. Culpepper thanked Mr. Drury and Mr. Dillon for their hard work and dedication to the project.

IX. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

Tab 4. Board Appointments – Library Board and Planning & Zoning Board

Mayor Boggus made the following presentation:

> *There are four expiring seats on the Library Board for the term June 2020-2022 (2 year terms), and three expiring seats on the Planning & Zoning Board for the term June 2020-2023 (3 year terms).*
>
> *The City received the following requests for reappointment and new applications:*
>
> *Library Board - 4 Seats Expiring in June - New Term June 2020-2022*
>
> - *Mary Ellen Drees - Request for Reappointment*
> - *Charles Fox - Request for Reappointment*
> - *Lurlene Lawton - Request for Reappointment*
> - *June Sheppard - Request for Reappointment*
>
> *No new applications were received for the Library Board*
>
> *Planning & Zoning Board - 3 Seats Expiring in June - New Term June 2020-2022*
>
> - *Dian Joy - New Application*
> - *Deb Murphy - Request for Reappointment*
> - *Gary Santoro - Request for Reappointment*
>
> *The City advertised the open positions in the Daily Commercial, City website, and City social media.*

Mayor Boggus asked the Council if they had any comments for the re-appointments of Mary Ellen Drees, Charles Fox, Lurlene Lawton, and June Sheppard to the Library Board. There were none.

MOTION

Lori Pfister moved to approve the Library Board re-appointments [Mary Ellen Drees, Charles Fox, Lurlene Lawton, and June Sheppard], seconded by Troy Singer. The motion carried unanimously.

Mayor Boggus asked the Council if they had any comments for the re-appointments and appointments of Dian Joy, Deb Murphy, and Gary Santoro to the Planning & Zoning Board. There were none.

MOTION

Lori Pfister moved to approve the Planning & Zoning re-appointments and appointments [Dian Joy, Deb Murphy, and Gary Santoro], seconded by Roy Stevenson. The motion carried unanimously 5-0.

Tab 5. Library Design Contract

Mr. Aldrich made the following presentation:

> *Staff is requesting Council approval for a professional design services contract with the DLR Group for the expansion of the Tavares Public Library and to issue a Notice to Proceed*
>
> *At the March 4th City Council meeting, authorization was provided to staff to proceed with negotiating a professional design services contract with the DLR Group.*
>
> *Attached to this agenda summary is the contract in the amount of $142,162.00 which has been reviewed and approved by the City Attorney, the City Administrator, the Finance Director, the Project Manager, and the Purchasing Manager,*
>
> *This project is being funded through the Lake County Library Impact Fee program.*

Mr. Aldrich noted the firm understands the 1 million dollar project limit.

Mr. Drury thanked the Lake County Library Director for recommending the 1 million dollar grant.

Mayor Boggus asked for comments from the audience.

David Serdar, 66 Wintergreen Drive, Fruitland Park, noted his support.

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

MOTION

Lori Pfister moved to approve Option 1 {Approve this contract and to issue a Notice to Proceed], seconded by Troy Singer. The motion carried unanimously 5-0.

Tab 6. Florida Department of Health Grant for Computer Technology

Chief Keith noted he is happy to be back for a live meeting in the Council Chambers and made the following presentation:

> *Tavares Fire Department is currently using Surface Pro hand-held electronic devices as part of our emergency medical program. These devices are used in the cab of the truck as part of the radio-interface equipment, and adds the additional benefit of GIS and map overlays. These Surface Pro devices are also used by our personnel to do documentation and reporting on incident scenes. Unfortunately, the Surface Pro devices are not constructed of sufficient ruggedness to make them appropriate for this use. They work in this capacity, but they are too fragile to be dependable.*
>
> *Tavares Fire Department applied for a (75%) grant from the Florida Department of Health, the Division of Emergency Preparedness and Community Support, the Bureau of Emergency Medical Oversight for three (3) ruggedized "Toughbook" computers that would replace the Surface Pros. On June 1, 2020, we received notification from the Florida Department of Health that our grant application had been successful and identified for State of Florida funding at the 75% level (award notification attached).*
>
> *We had to have, and we did have, the support of the Lake County Medical Director, Desmond Fitzpatrick, M.D. for this grant application.*
>
> *The total vendor quote for the three (3) Toughbook computers is $12,704.00. The State of Florida grant award is for 75% of that amount, or $9,528.00 payable to the City of Tavares. The grant match required for this grant is $3,176.00 from the Fire Department. The Fire Department has identified a funding source from current fiscal year budget lines.*
>
> *The three Toughbook computers will be assigned as follows - one computer on each of these vehicles: Engine-28; Engine-29; and the Battalion Chief vehicle.*
>
> *Staff recommends approval of Option 1. to approve the acceptance of the Florida Department of Health grant award of $9,528.00 for three (3) Toughbook computers*

to be used in the City of Tavares Fire Department emergency medical service program.

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

Mayor Boggus asked for comments from the Council.

Council Member Singer asked for additional funding information. Chief Keith said this is an opportunity to receive $10,000 in funding with a $3,000 match. He said the $3,000 would come out of uniforms, surveillance, with the bulk of the match of $2,186 from training. Due to COVID-19, the department was unable to utilize training opportunities that cannot be made up. Chief Keith noted the funding was included in the next year's budget and then removed to fund in the current fiscal year. Council Member Singer stated his support and thanked Chief Keith for providing the funding information. He said it is difficult to predict the future and wanted to ensure funds were available.

MOTION

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

Tab 7. Lake County Animal Shelter Water & Sewer Impact Fee Waiver

Mr. Fitzgerald made the following presentation:

Lake County and the Sheriff's Office provides animal control services for Tavares at no cost to Tavares. Lake County operates and is replacing the Animal Shelter located at 28123 County Road 561. The new Animal Shelter building will be located at 12280 County Road 448 and will be connecting to City water and sewer utility services. The County will be paying the city for the water and sewer services they use.

Although the existing inter-local agreement between Lake County and the City of Tavares calls for new County buildings to pay impact fees, City regulations do provide City Council the flexibility to enter into agreements pertaining to payment of required fees.

Due to a limited construction budget for the new Animal Shelter, Lake County has made a request for the city to consider waiving the water/sewer impact fee for the new building.

If the council approves the request, the City attorney would develop a water/sewer utility waiver agreement for the Mayors execution.

Staff recommends approval of Option 1 to approve the waiver request and authorize Mayor to execute the water/sewer utility waiver agreement developed by the City Attorney.

Whitney Boylston, Animal Services Director, Lake County Animal Shelter, noted Lake County is the most successful animal shelter in the State. She said they are celebrating over 6,000 live outcomes with a 95% success rate. Ms. Boylston noted the animal shelter has 25-30 thousand visitors each year, which frequent Tavares businesses and restaurants. Ms. Boylston said she is available for questions.

Mayor Boggus asked for comments from the audience.

David Serdar, 66 Wintergreen Drive, Fruitland Park, noted his support.

Mayor Boggus asked for comments from the Council.

Council Member Singer asked where the impact fees would be utilized if the City collected. Mr. Fitzgerald said the impact fees would be used for infrastructure improvements for increased development impact. Council Member Singer asked if the City would suffer by not receiving the impact fees. Mr. Drury said no. Council Member Singer asked what benefits the county offers the City. Mr. Drury said Lake County and the Sheriff's Office provide animal services to the City. He noted other cities such as Mount Dora handle and staff their animal services departments. He said the City had received no animal service complaints in the past twelve years, and noted that Lake County has been a great partner to Tavares including a 1 million dollar library expansion grant, 100% funding for a PD&E study, and is lead applicant for the Tavares to Mount Dora Trail. He stated the county is also funding the intersection improvements at SR19 and Dead River Road. Council Member Singer said the City needs to be careful in taking care of infrastructure as well as continuing a great relationship with the county. Ms. Boylston said every dollar supports the animals, and they appreciate the City's support.

Vice Mayor Pfister commended Ms. Boylston on her efforts at the Lake County Animal Shelter.

Mayor Boggus inquired about the shelter's unmet needs for the animals. Ms. Boylston noted the Animal Shelter does not have funding for a large animal barn, dog play yards, and landscaping.

MOTION

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

Tab 8. City's Library of Engineering & Professional Services List

Ms. Houghton made the following presentation:

By way of background, the City maintains a Library of Engineering & Professional Services Firm List for a variety of professional disciplines needed to manage and maintain the city and develop various projects. Approximately every five (5) years the City updates the list by re-advertising a solicitation for proposals from the professional services community to get on the City's Library of Engineering & Professional Services list. Services include but are not limited to Civil Engineering, Planning services, Environmental services, Storm water permitting services, traffic studies and the like.

There were 22 responses to this solicitation. The following Department Directors were appointed to review the qualifications of each proposal for consideration to be placed on the City's Library For Engineering and Professional Services list: James Dillon, Public Works Director, Tamera Rogers, Community Services Director, and Phil Clark, Utilities Director.

The submittals and their areas of expertise are as follows

1. *Arcadis – Utilities Consultant-Multi*
2. *ATC – Geo-Environmental*
3. *Avcon – Airport-Civil*
4. *BESH – Utilities-Civil*
5. *Chen-Moore and Associates – Civil-Utilities-Multiple*
6. *CivilSurv – Utilities-Watewater-Stormwater*
7. *CPWG – Traffic-Landscaping*
8. *DRMP – Engineering Multi-Civil*
9. *ETM – Utilities – Civil Multi*
10. *GAI Consultants – Multi-Utilities-Civil*
11. *GatorSktch – Architectural*
12. *Kimly Horn – Multi-Civil Planning*
13. *Kleinfelder – Stormwater-Hydrological*
14. *KPI – Civil-Rec Parking Facilities*
15. *Mead & Hunt – Utilities*
16. *NADIC – Environmental-Civil-Multi*
17. *Neel Schaffer – Multi-Utilities-Civil*
18. *SBE – Civil-Utilities-Multi*
19. *Southeast Surveying – Surveying*
20. *TEDS – Traffic-Site Planning*
21. *UES – Environmental-Civil-Multi*
22. *Woodard & Curran – Scada-Utilities*

Staff has carefully reviewed the submittals and determined that all submitters were qualified to be placed on the City's Library of Engineers & Professional Services list, and therefore recommends approval of all 22 firms.

When a firm is needed over the ensuing five (5) years for a specific project, the Purchasing Manager for the city works with the Department Director and City Administrator to match up a firm from the approved list with the discipline needed for the project. After a match is identified and agreed upon, and a contract is negotiated and then sheparded through the City's contact approval process.

Staff recommends Option 1 to approve the the list of 22 firms recommended by the Department Directors who reviewed the qualifications.

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

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

MOTION

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

Tab 9. Project Status Update

Mr. Drury made the following presentation:

Previously the City budgeted for and approved a number of projects. Among the backdrop of the COVID-19 event, protests, Hurricane season kicking off, Zoom City Council meetings, the budget creation and managing the day to day City operations, important projects were kept on track and moved along. Mr. Drury provided an update on the following projects:

- *Seaplane Base/Marina Reconstruction: Project is fully designed and has been let. Fabrication of docks in manufacturing facility is underway and expected to take about 90 days with installation/site work to commence October/November this year. Bob Tweedie – Project Manager*

- *History Museum: The train operator has ceased operations and moved out of the train station. Community Services Director Tamera Rogers is developing a plan to clean up the space including painting, shelving and developing a limited budget for next fiscal year to get the History Museum open. The Historical Society looks forward to donating their artifacts to the city as soon as the space is ready for occupancy which will be some time during the next fiscal year after the new budget is reviewed by and approved by the City Council this fall.*

- *Tavares- Mount Dora (YMCA) Recreation Trail along Old 441: Lake County, Mount Dora and Tavares have worked together to submit a grant to the United States Department of Transportation to complete a rails to trails project from downtown Tavares to downtown Mount Dora and beyond with a connection to* *the YMCA. Notice of Grant award would be in September if successful. The state funded feasibility study of this trail was placed on hold during COVID-19 and will resume this fall with a public meeting. Lake County is evaluating next steps including the funding of a PD&E for the trail. Senator Rubio, Congressman Webster, Congressman Waltz and Congressman Spano have all provided letters of support to U.S. Secretary of Transportation Chao as have Lake County's five Constitutional Office holders (Property Appraiser, Tax Collector, Supervisor of Elections and Clerk of the Courts). Lake County's MPO has also provided its support as has Lake County, Mount Dora and Tavares elected bodies. Both the Railroad Operator (Florida Central Railroad) and the track owner CSX have provided letters of support too. Florida's Secretary of Transportation has also provided support for the project as has FDOT District 5 in Deland. The current study is funded 100% by FDOT in the amount of $233,626 and the federal grant application is in the amount of $25 million. James Dillon – Project Manager*

- *<u>Library Expansion</u>: Library Expansion is going into the design phase which will be followed by construction. The Expansion is funded by Lake County Library Impact fees. Tamera Rogers – Project Manager*

- *<u>Public Works Facility</u>: The Public Works facility is under design with construction to follow. EDA grant for an educational component with Lake County Vocational Technical School is being pursued. James Dillon – Project Manager*

- *<u>Paving City Streets/Sidewalk Grinding program</u>: This year paving program is now complete and the sidewalk grinding program has commenced. James Dillon – Project Manager*

- *<u>Lake Francis utility line replacement/Lift Station 49:</u> This project is designed and under construction contract with contractor mobilization to the site to occur within the next 30 days. $7 million. Phil Clark – Project Manager*

- *<u>Comprehensive Plan Update</u>: The City Comprehensive Plan is being updated with presentations to the P&Z Board next month followed by City Council. - Mike Fitzgerald – Project Manager*

- *<u>Land Development Regulations Update</u>: These will be updated after the Comprehensive Plan is adopted by the City Council. Mike Fitzgerald – Project Manager*

- *<u>Howey Bridge:</u> The new bridge between Tavares and Howey-In-The Hills is now open. $22 million. Funded by the State of Florida. James Dillon – Project Manager*

- *<u>Chris Daniels Memorial/FDOT Triangle Fountain Gateway:</u> FDOT Landscaping grant funding secured for landscaping improvements. Project engineering and design has been completed and submitted to FDOT for approval. Improvements will begin upon approval by FDOT. James Dillon – Project Manager*

- *<u>Wooton Wonderland Replacement:</u> This project will go under design this August when funding has been put in place followed by construction. James Dillion – Project Manager*

- *<u>Cemetery Restrooms:</u> To be constructed this August when funding has been put in place. James Dillion – Project Manager*

- *<u>Senior Center</u>, Phase 1 (Bocce Ball & Pickle Ball Courts at Ridge Park next to Library) will be constructed this August as soon as funding is put in place. Phase 2 (The Building) will be constructed one a grant has been secured. Tamera Rogers – Project Manager*

- *<u>Avalon Water Booster Station</u>: Under Construction. Phil Clark – Project Manager*

- *<u>City Hall Hardening project:</u> Hazard Mitigation Grant Program funding by the Florida Dept. of Emergency Management for hardening protection of City Hall (roof, windows, doors, etc.) against 140mph hurricane wind speeds. Roof is completed. Doors and Windows to commence in next 30 days.. Funded by State of Florida grant in the amount of $425,625. James Dillon – Project Manager*

- *<u>City Hall Building Permit Space Renovations</u>: This project utilizes restricted permit fee funds to rehabilitate the vacated Police Department area in City Hall that was vacated by the Police Department into the Community Development Department area. This is out for bids with Council to award the bid on July 15th. James Dillion – Project Manager*

- *<u>Roadway Intersection Improvements</u>. The following intersections are programmed to be improved over the next three years – James Dillon – Project Manager*

    - *Dead River Road and SR 19 $650,000 (Lake County Funded and under design with construction in one year).*
    - *David Walker and New 441 $1.4 million (Lake County programed)*
    - *Alfred Street and SR 19 $600,000 (Lake County programed)*
    - *Main Street and SR 19 $200,000 (Lake County programed)*

- *<u>Ingraham Park: A</u>ttributes to complement its “Neighborhood Pocket Park” size* *and intended use are being finalized (fencing, landscaping and parking). A survey of residents and users of the park is being developed with a follow-up community meeting and then presentation to City Council this fall. Tamera Rogers on survey/community meeting - James Dillion on Park Improvements.*

- *Old Fire station/Train station: A request for proposals has been put into the market place to lease the building out as a brewery. Interest has been shown. Upon receipt of the proposals, Council will decide on the best one to lease the building to. Bob Tweedie – Project Manager*

- *Tavares Square tables: Installed*

Mayor Boggus asked for questions from the audience.

David Donor, Wooden Boat Club Member, asked for an update on the waterfront project, including the docks. Mr. Drury said the project is under construction in the manufacturing facilities. In October or November, he said the contractors would arrive to install docks with an expected eight to nine months completion. Mr. Donor asked if the docks will be ready for the wooden boat show. Mr. Drury said the goal is to have the docks available for the boat show.

Mayor Boggus asked for comments from the Council.

Vice Mayor Pfister inquired about America in Bloom. Mr. Dillon said America in Bloom had been cancelled due to COVID-19.

Tab 10. City Council Goals for City Administrator

Mr. Drury made the following presentation:

Each year City Council members conduct their individual performance evaluation of the City Administrator (see attached) during which they review the prior year goals and set new goals for him to achieve over the ensuing year. Below are the suggested goals each Council member has submitted for Councils consideration in developing the final list for the City Administrator to work on.

Mayor Amanda Boggus

1. *West Main Street*
2. *Public Works*
3. *St. Clair Abrams*
4. *Same or lower millage rate*
5. *Parking Plan for future downtown*
6. *Plan to back/amplify 2021 events*
7. *Continue looking into golf cart crossing for safe travel within City*

Vice Mayor Lori Pfister

1. *Reduce Spending. Less revenue because of COVID-19*
2. *Roll Back millage if possible without reduction of services*
3. *Completion of Marina and docks*
4. *Move forward with research and plans for city overnight RV Park*
5. *Move forward on research & donors for Tavares Square fountain*
6. *Complete remainder employees to FRS*
7. *Move forward with Library expansion and Senior Center*
8. *Re-visit Mayors Youth Council to bring back to original requirements if not more. It is losing the created intention*
9. *Economic Development. Creating that small-town destination.*
10. *Smart Growth. Future LDR more restricted to enhance that small-town ambiance…not destroy it.*

Council Member Troy Singer

1. *Lower the city millage rate.*
2. *Maintain and improve infrastructure, with a focus on road re-surfacing.*
3. *Provide assistance to local businesses community.*
4. *Community Safety.*
5. *Protect our precious resources*

Council Member Roy Stevenson

1. *Corona Safety*
2. *Safety @ Ingraham Park*
3. *Economic Recovery*
4. *Road Improvements*
5. *Review Land Development Regulations*

Council Member Lou Buigas

1. *Millage rate same or lower*
2. *Move grants and projects along on timely basis*
3. *West end of main street more welcoming*
4. *Continue promoting the brand "America's Seaplane City"*
5. *Maintain or improve the level of service*

Vice Mayor Pfister asked if it is time to send another letter of request for crossing US441. Mr. Drury said it had been at least two years since the last letter of request was sent.

Council Member Singer inquired about West Main Street funding. Mr. Drury said the city conducted a preliminary schematic design with funding. The next phase would include engineering and construction at the cost of approximately 1 million dollars. He said the project will need to be reviewed during the upcoming budget and may be deferred to COVID-19. Mayor Boggus asked if CDBG grant funds could be used for the project. Mr. Drury confirmed and noted CDBG grants are usually under $500,000. Council Member Buigas asked if the project could be phased. Vice Mayor Pfister said a previous discussion was held regarding combining the West Main Street with other projects through a bond issue. Mr. Drury said upcoming projects and options would be provided during the budget process.

Vice Mayor Pfister and Council Member Buigas expressed their preference to revisit the Mayor's Youth Council's agenda with increased programming.

Mr. Drury said the Council's initiatives with be implemented in the work plan for the upcoming year.

Mayor Boggus asked for comments from the audience.

Gary Santoro, Royal Harbor, commended Mr. Drury, Council, and staff. He said the city has a great staff and asked the Council to take care of the employees.

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

XII. NEW BUSINESS

None.

XIII. OLD BUSINESS

None.

XV. AUDIENCE TO BE HEARD

David Serdar, 66 Wintergreen Drive, Fruitland Park, stated he had fifteen hours of flight experience, did not qualify as a candidate in a local election, and has visited many government agencies.

XVI. REPORTS

Tab 11. City Administrator Report

Mr. Drury said he is proud of the Council, Staff, and the City throughout COVID-19. He said the city moved forward, projects moved forward, public meetings were held, new technology was implemented, and everyone adapted on the run. He thanked the Council for their support.

All staff members present stated they were happy to be back in the Council Chambers for live meetings.

Tab 12. City Council Members Reports

Vice Mayor Pfister said she was happy to be back in the Council Chambers for a live meeting.

Council Member Stevenson said he is impressed with the Lake Technical Institute partnership and is glad to see the Fire Department receive new equipment.

Council Member Singer

- Thanked the medical professionals and first responders. He noted his appreciation for the hard work of the Police and Fire Departments.
- Said he would like to echo Mr. Santoro's comments and ensure the employees are taken care. He noted the hard work of staff behind the scenes during COVID-19.
- Stated he would not be attending the next City Council meeting due to a medical procedure and noted he would like to participate. After consulting with Attorney Williams, he was provided a legal opinion that he would be able to participate remotely by video conference.

There were no objections from Council for Council Member Singer to attend the upcoming meeting by video conference.

- Commended Pastor Watkins and thanked him for making the community better.

Council Member Buigas

- Said she was happy to be back in the Council Chambers for a live meeting.
- Extended her condolences to the family of Richie Zemeda. She said Mr. Zemeda had been a proponent of the city.

Quote of the day: "Do what is right, not what is easy nor what is popular." ~Roy T. Bennett

Mayor Boggus noted Lake Technical College has also partnered with the Lake County Animal Shelter, as well as Police and Fire Training.

XVII. ADJOURNMENT

There was no further business and Mayor Boggus adjourned the meeting at 5:10 p.m.

Respectfully,

____
Susie Novack, MMC/FCRM
City Clerk

AGENDA SUMMARY
TAVARES CITY COUNCIL
7/1/2020

AGENDA TAB NO.: 4

SUBJECT TITLE: Rescind the Declaration of a State of Local Emergency Related to COVID-19 (Public Communications & Emergency Management)

OBJECTIVE:

Effective July 8th, 2020, Tavares shall rescind Resolution 2020-05, the declaration of a state of local emergency consistent with the Tavares COVID-19 Recovery Plan.

SUMMARY:

On May 20, 2020, the City of Tavares implemented a three phased City of Tavares COVID-19 Recovery Plan "Safe. Smart. Step-by-Step. Phase 3 ends on July 8th and City services transition from 95% to 100% on Thursday, July 9th, 2020.

On March 18, 2020 the City Council passed and adopted Resolution 2020-05 a resolution of the City of Tavares, Florida, relating to the declaration of state of local emergency which is no longer needed.

OPTIONS:

1. Approval effective July 8th, 2020, Tavares shall rescind Resolution 2020-05, the declaration of a state of local emergency consistent with Tavares COVID-19 Recovery Plan.
2. Do not approve rescinding

STAFF RECOMMENDATION:

Staff recommends approval effective July 8th, 2020, Tavares shall rescind Resolution 2020-05, the declaration of a state of local emergency consistent with Tavares COVID-19 Recovery Plan.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

Resolution 2020-05
Tavares COVID-19 Recovery Plan

ATTACHMENTS:

Description	Type

AGENDA SUMMARY
TAVARES CITY COUNCIL
7/1/2020

AGENDA TAB NO.: 5

SUBJECT TITLE: Resolution No. 2020-14, Request Approval for Lake Francis Project SRF Loan 350951 to Amend Project Timeline (Finance)

OBJECTIVE:

Request Council to Approve Resolution No. 2020-14 authorizing the Mayor to execute Amendment No. 1 (Project Timeline Extension) with the Florida Department of Environmental Protection (FDEP) for State Revolving Loan Fund (SRF) Project No. WW 350951 which provides construction activity funding for Lake Frances Collection and Transmission LS 49 Project.

SUMMARY:

On November 1, 2018, the City Council authorized acceptance of a State Revolving Loan Application for Project WW 350951 for the Lake Frances/LS 49 Project for Collection and Transmission. The SRF Loan Document, WW350951 for construction activities was executed on November 6, 2018 in the amount of $6,624,350 excluding capitalized interest or loan service fees. The loan financing rate for the construction activities was set at 0.57% per annum.

Resolution 2020-14 authorizes Amendment 1 to SRF Loan WW 359051 which provides an extended timeline for construction activities for the project. Amendment 1 includes the following changes to the loan terms:

- An extension of the project construction timeline, therefore, completion of the Project construction is scheduled for January 15, 2022.
- The First Semi-Annual loan payment is due July 15,2022
- Semi-annual loan payments are due thereafter on July 15th and January 15th each year until all amounts due under the agreement have been made.
- The first Semiannual Loan Payment in the amount of $179,743 shall be due on July 15, 2022

Resolution 2020-14 authorizes the Mayor to execute loan documents for Amendment 1 for SRF Loan 350951 for Lake Frances Collection and Transmission/LS 49 Project with the Florida Department of Environmental Protection (FDEP) for construction activities which extends the construction time, and delays the first semi-annual debt service payment to July 15, 2022. Semi-annual debt services payments are due thereafter un July 15thand January 15th each year until all amounts due under the agreement have been made. The interest rate remains unchanged at 0.57% per annum. Loan term is unchanged and remains at 20 years.

OPTIONS:

1. **Move to approve Resolution 2020-14 authorizing the Mayor to execute Amendment**

No. 1 for SRF Loan WW350951

2. **Do Not Approve Resolution 2020-14.**

STAFF RECOMMENDATION:

1. **Move to approve Resolution 2020-14 authorizing the Mayor to execute Amendment No. 1 for SRF Loan WW350951.**

FISCAL IMPACT:

Annual Loan payments remain unchanged at $179,743.

LEGAL SUFFICIENCY:

The City Attorney has reviewed the resolution for legal sufficiency.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Resolution 202-14
2. Offer Letter
3. Loan Document

ATTACHMENTS:

Description	Type

AGENDA SUMMARY
TAVARES CITY COUNCIL
7/1/2020

AGENDA TAB NO.: 6

SUBJECT TITLE: Discussion of Sign Ordinance (City Administrator)

OBJECTIVE:
To discuss the current sign ordinance as it pertains to vacant property.

SUMMARY:
The City's sign ordinance, 2017-01 (attached), prohibits signs on vacant property unless a vendor permit has been issued. An opportunity is presented to City Council to discuss the sign ordinance and whether or not it should be updated to reflect signage that presents itself from time to time on vacant property, such as real estate signs and political signs that are technically prohibited under the existing sign ordinance.

OPTIONS:
1. Discuss the sign ordinance.
2. Do not discuss the sign ordinance.

STAFF RECOMMENDATION:
Option 1. Discuss the sign ordinance.

FISCAL IMPACT:
N/A

LEGAL SUFFICIENCY:
Legally sufficient.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:
1. Ordinance 2017-01

ATTACHMENTS:

Description	Type

AGENDA SUMMARY
TAVARES CITY COUNCIL
7/1/2020

AGENDA TAB NO.: 7

SUBJECT TITLE: Budget Workshop – General Fund Presentation (City Administrator and Finance)

OBJECTIVE:

To deliver, present, and discuss the General Fund Budget for Fiscal Year 2021 (October 1, 2020 through September 30, 2021).

SUMMARY:

Prior to COVID-19, the City Council developed broad budget priorities for the City Administrator to use as guiding principles in developing next year's FY 21 budget. COVID-19 hit America and Florida very hard, shutting down many Florida businesses which significantly reduced sales and gas tax revenue projections from the state for next years proposed FY 21 budget. This will make it challenging to achieve some of the Council's pre-COVID-19 budgetary goals. It will also prevent the City from adding staff to keep up with the growth of Tavares.

Attached are those pre-COVID-19 Council Goals and identified next to each one, is a notation as to whether that specific goal was achieved or not in the budget that is before Council.

As it relates to forecasting a reduced revenue program from the state for next fiscal year, there are two (2) schools of thought –one is that City revenues from the State of Florida will be significantly reduced and budgets and programs need to reflect this. The other school of thought is that the reduction is temporary, short lived and the economy will come back strong and quickly producing enough state revenues to adequately fund city budgets and programs as originally contemplated. Based on this information, the City Administrator has developed two (2) budgets. One is a reduced and balanced budget reflecting reduced revenue projections which funds the City Government for the entire fiscal year 2021. The other budget defers some items for six (6) months until April 2021 that were in Council's budget priorities along with needed positions to keep up with this growing city. In April of 2021, Council would look at how realized revenues tracked for the prior six (6) months. If forecasted revenues remain reduced, then the budget is left alone. If revenues exceed the forecast based on an aggressive economic recovery, then City Council could place back into the budget some of those deferred items while still keeping the lower millage rate that is proposed.

Attached is the FY 21 proposed cut list. In previous budgets the cut list was broken up into two categories: "Reduced" and "Cut". The amounts categorized as "reduced" means that the item is still in the proposed FY 21 budget and the City Administrator has reduced the amount that was requested by the Department Director. Those items listed as "Cut" means the City Administrator has removed the entire item from the budget. This year, an additional category has been identified and referenced as "Deferred". This means the item is not currently in the reduced balanced budget, it will however be reconsidered, in six months (April 2021) by the City Council after the budget has realized six (6) months of revenues.

A reduced balanced budget reflecting a reduced revenue forecast from the state has been produced for the City Council's consideration. What follows are some "high level" highlights of this proposed budget:

1. A Similar Level of Service is achieved.
2. The FY 21 budget has decreased from the current year's adopted budget (FY 20).
3. The General Fund millage rate has decreased.
4. The Debt Service millage rate has decreased.
5. Reserve appropriations have increased.
6. The Fire Assessment on properties is level funded (no rate increase).
7. Employee raises are established at 2%.
8. Healthcare increased costs are shared by employee and employer.
9. The two new Police Officers that were added this year are reflected in the FY 21 proposed budget.
10. One new Fire Fighter position has been added in FY21 in the latter part of the fiscal year.
11. All other new positions are either cut or deferred.
12. Where Street paving is funded, it has been reduced from the current year.
13. Where the History Museum is funded, it will be staffed by volunteers.
14. Replacement of some of the aging Police cars are funded.
15. Christmas lighting program is level funded
16. Expanded programs deferred and or cut.
17. Projects that are currently approved by City Council in the current fiscal year (2020) and are fully funded that are underway and under construction and design including the Seaplane Base and Marina re-build, Wooton Wonderland Playground Re-build, Public Works building and Splash Park reconstruction continue and are scheduled to be completed in FY 2021.

This proposed budget is balanced and reflects a property tax millage rate decrease that is lowered from 6.95 mills down to 6.9 mills and a proposed debt service rate decrease that is lowered from .2932 to .2623. At the proposed lower millage rates, homeowners with a house valued at $150,000 and standard homestead exemption would pay $716 per year or $60 per month in City Ad Valorem Taxes for the budget that is before Council in FY 2021.

This first budget workshop is on July 1st, 2020 to deliver, present and discuss the General Fund budget. The second budget work shop on July 15th, 2020 is to deliver, present and discuss the enterprise funds (Water, Wastewater, Reclamation, Stormwater, Solid Waste, Seaplane Base/Marina, and the Pavilion on the Lake) and discuss the General Fund Budget that was presented at the last Council meeting.

The maximum tentative millage rate will be set at a third budget workshop on July 29th , 2020. A fourth and fifth Council budget workshop is scheduled for August 5th and August 19th to discuss all budgets followed by two Public Hearings on the budget on September 3rd, 2020 (**this is the THURSDAY after the regular City Council Meeting on September 2nd**) and September 16th, 2020. The Five (5) Year Capital Plan will be delivered, presented and discussed at the August 5th, 2020 budget workshop.

It is recommended that the Finance Director present the details of the General Fund to the Council, Department by Department.

OPTIONS:

1. Receive the General Fund Budget
2. Do not receive the General Fund Budget

STAFF RECOMMENDATION:

It is recommended that the Finance Director present the General Fund budget (Expenses and Revenues), department by department during which and/or after which the Council can ask pertinent questions or make pertinent comments related to the budget or the current budget cuts, reductions or deferrals.

FISCAL IMPACT:

Budget is balanced as presented

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Pre-Covid-19 Council Goals
2. FY 2021 Proposed Cut List

ATTACHMENTS:

Description	Type

AGENDA SUMMARY
TAVARES CITY COUNCIL
7/1/2020

AGENDA TAB NO.: 8

SUBJECT TITLE: City Administrator Report

OBJECTIVE:
To inform Council on city related matters.

SUMMARY:
The City Administrator will provide a summary at the meeting.

UPCOMING MEETINGS:

City Council Meetings and Budget Workshops	July 15 – 4 pm – City Council Chambers
City Council Budget Workshop to set the Tentative Maximum Millage Rate	July 29, 2020 – 4 pm – City Council Chambers
Library Board	October 21, 2020 – 2:30 pm – Library Conference Room (No meetings June through September)
Planning and Zoning Board	July 16, 2020 – 3 pm – City Council Chambers (No meeting in June)
Code Enforcement Hearing	July 28, 2020 – 5 pm – City Council Chambers (No meeting in June)

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	July 10, 2020 – Details to be Announced
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	July 22, 2020 – 11:30 am – Tavares Pavilion on the Lake (RSVP – limited to 50 persons) – Speaker Sheriff Grinnell

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
7/1/2020

AGENDA TAB NO.: 9

SUBJECT TITLE: City Council Member Reports

OBJECTIVE:
To inform Council on city related matters.

SUMMARY:
Council will be offered an opportunity to provide a report at the meeting.

OPTIONS:
N/A

STAFF RECOMMENDATION:
N/A

FISCAL IMPACT:
N/A

LEGAL SUFFICIENCY:
N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:
N/A