



AGENDA
TAVARES CITY COUNCIL
July 15, 2020
4:00 PM
TAVARES CITY HALL COUNCIL CHAMBERS
201 E MAIN STREET, TAVARES

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

I. CALL TO ORDER

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1 Pastor Mike Ellis, Umatilla Baptist Church

III. APPROVAL OF AGENDA

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2 2020 Election Proclamation (Mayor)

Tab 3 ELKS 90 Year Anniversary Proclamation (Mayor)

V. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EX PARTE COMMUNICATIONS

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO RECORD

VII. CONSENT AGENDA

Tab 4 Approval of the July 1, 2020 City Council Regular Meeting Minutes (City Clerk)

Tab 5 Authorization To Use Forfeiture Funds (Police)

VIII. RESOLUTIONS

Tab 6 Resolution 2020-17 to Support Trail from Tavares to Eustis (City Administrator)

IX. ORDINANCES - PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

- Tab 7 2020 Census Information Gathering Location (Public Communications)**
- Tab 8 Naming of Wooton Park West Brick Road (Economic Development)**
- Tab 9 Approve Award of Financing Bid and Approve Resolution 2020-15 Authorizing Execution of Loan Documents for Cap Imp Rev Note, Series 2020 A & B with Truist Bank (Finance)**
- Tab 10 Approve Resolution 2020-16 - SRF Stormwater Loan SW350940 Amendment Nine and Loan Closeout (Finance)**

XI. BUDGET WORKSHOP

- Tab 11 Budget Workshop - Present Enterprise and Special Fund Budgets, and Discuss the General Fund Budget (Finance)**

XII. NEW BUSINESS

XIII. OLD BUSINESS

XIV. AUDIENCE TO BE HEARD

XV. REPORTS

- Tab 12 City Administrator Report**
- Tab 13 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
7/15/2020**

AGENDA TAB NO.: 1

SUBJECT TITLE: Pastor Mike Ellis, Umatilla Baptist Church

OBJECTIVE:

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

SUMMARY:

Pastor Mike Ellis, 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
7/15/2020**

AGENDA TAB NO.: 2

SUBJECT TITLE: 2020 Election Proclamation (Mayor)

OBJECTIVE:

The Mayor will read a proclamation for the November 3, 2020 Notice of Election.

SUMMARY:

The 2020 Tavares Municipal Election will be held on November 3, 2020 for seats 1, 3, and 5 to serve at large for the two-year term 2020-2022.

The qualifying period begins on August 1, 2020 at 12:00 noon and ends August 15, 2020 at 12:00 noon. According to City Codes, if the 15th of August should fall on a weekend day or holiday the deadline will be extended to the next business day at 12:00 noon.

Candidate election packets are available in the City Clerk's office.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Legally sufficient.

Approved. RQW

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

N/A

ATTACHMENTS:

Description	Type
Notice of Election Proclamation	Backup Material



***PROCLAMATION
BY ORDER OF THE MAYOR OF THE CITY OF TAVARES***

NOTICE OF ELECTION

The 2020 City Election will be held on Tuesday, November 3, 2020 at the City Hall Council Chambers (Precinct 39), First United Methodist Church (Precinct 19), Lake County Agriculture Center (Precinct 42), Lake Frances Estates Clubhouse (Precinct 48), Imperial Terrace (Precinct 69), and Royal Harbor Social Hall (Precinct 99), for the purpose of electing three non-partisan Councilmembers to Seat 1, Seat 3 and Seat 5 to serve at large for 2020-2022.

Voters must be registered with the Lake County Supervisor of Elections on or prior to October 5, 2020 at 5:00 p.m.

Nominations to Seat 1, Seat 3 or Seat 5 shall be by petition signed by at least twenty-five (25) qualified electors of the City of Tavares and must name the individual and the specific Council seat sought. A candidate may qualify for only one seat. The petition, along with all other required election documents, must be filed with the City of Tavares City Clerk within the period beginning August 1, 2020 at 12:00 noon and ending August 15, 2020 at 12:00 noon. If August 15th should fall on a weekend day or holiday the deadline will be extended to the next business day at 12:00 noon. Election packets may be obtained from the City Clerk from 8:00 a.m. to 5:00 p.m. Monday through Friday.

Dated this 15th day of July, 2020.

Amanda Boggus, Mayor

**AGENDA SUMMARY
TAVARES CITY COUNCIL
7/15/2020**

AGENDA TAB NO.: 3

SUBJECT TITLE: ELKS 90 Year Anniversary Proclamation (Mayor)

OBJECTIVE:

For the Mayor to read a Proclamation in appreciation of ELKS Lodge #1578 90th anniversary.

SUMMARY:

The Benevolent and Protective Order of the Elks of the United States of America (ELKS) is a fraternal organization that has been serving people and communities throughout the United States for over 150 years.

The Eustis Elks Lodge #1578 has over 900 members and supports the community through Veteran services, scholarships, Florida Elks Youth campers, LSCO Dare program, are ROTC programs, along with many other causes. Eustis Elks Lodge #1578 celebrated its 90th anniversary on July 11, 2020 and extends a proclamation for their hard work and generosity.

OPTIONS:

1. For the Mayor to read and the Council approve the Proclamation.
2. Do not read or approve.

STAFF RECOMMENDATION:

Option 1 - For the Mayor to read and the Council approve the Proclamation.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

N/A

ATTACHMENTS:

Description	Type
Proclamation	Backup Material



PROCLAMATION

WHEREAS, The Benevolent and Protective Order of Elks of the United States of America (ELKS) is a fraternal organization that serves people and communities throughout the United States; and

WHEREAS, the ELKS was established over 150 years ago and currently has 2000 lodges throughout the country; and

WHEREAS, ELKS Lodge #1578, with over 900 members, celebrated its 90th anniversary on July 11, 2020; and,

WHEREAS, the ELKS Lodge #1578 supports the community through Veteran services, scholarships, Florida Elks Youth campers, LCSO Dare Program, area ROTC programs, along with many other causes;

NOW, THEREFORE, the City of Tavares does hereby proclaim great appreciation to the ELKS Lodge #1578 for the generosity it has bestowed to the citizens of the City of Tavares and surrounding communities.

PASSED AND DULY ADOPTED, by the Tavares City Council on this 15th day of July, 2020

Amanda Boggus, Mayor

**AGENDA SUMMARY
TAVARES CITY COUNCIL
7/15/2020**

AGENDA TAB NO.: 4

SUBJECT TITLE: Approval of the July 1, 2020 City Council Regular Meeting Minutes (City Clerk)

OBJECTIVE:

To consider approval of the July 1, 2020 City Council meeting minutes

SUMMARY:

Attached are the July 1, 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
July 1, 2020 City Council Regular and Budget Workshop Meeting Minutes	Backup Material



**TAVARES CITY COUNCIL
MEETING MINUTES
JULY 1, 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 – *Virtual Attendance*
Roy Stevenson, Council Member

STAFF PRESENT

John Drury, City Administrator
Lindsay Holt, City Attorney
Susie Novack, City Clerk
Bob Tweedie, Economic Development Director
Tamera Rogers, Community Services Director
Lori Houghton, Finance Director
Richard Keith, Fire Chief
Sarah Coursey, Police Lieutenant
James Dillon, Public Works Director
Phil Clark, Utilities 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.

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1. Pastor Brooks Braswell, First Baptist Church of Umatilla

Pastor Brooks Braswell, First Baptist Church of Umatilla, provided the invocation and led those present in the Pledge of Allegiance.

III. APPROVAL OF AGENDA

Mr. Drury noted Council Member Singer would be joining the meeting virtually. He said Staff had no changes to the Agenda.

MOTION

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

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2. Tavares Chamber of Commerce Update

Mr. Berry stated the Chamber gained seven new members in June 2020, and nine new members took advantage of a half price membership promotion. He noted upcoming events including the following highlights:

- The Chamber offices reopened from COVID-19 with limited hours.
- Seaplane Seal of Approval Consumer Confidence Campaign launched with eleven business members, and eleven more waiting for approval.
- Monthly Business luncheon scheduled July 14, 2020 with guest speaker Sheriff Grinnell

Council Member Buigas asked if the Consumer Confidence Campaign members would be noted on the website or if stickers would be placed at business locations. Mr. Scott said members will receive a diploma sized notice.

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

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Ms. Novack read the following Resolution by title only:

RESOLUTION 2020-14

**A RESOLUTION OF CITY OF TAVARES, FLORIDA, RELATING TO THE
STATE REVOLVING FUND LOAN PROGRAM; AUTHORIZING SRF
LOAN AGREEMENT WW350951 FOR THE LIFT STATION 49/LAKE**

FRANCES SEWER IMPROVEMENTS PROJECT; APPROVES AMENDMENT No. 1 OF THE LOAN, EXTENDING THE PROJECT TIMELINE; PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.

VII. CONSENT AGENDA

Mr. Drury said he would like to pull Tab 4 for discussion.

MOTION

Lori Pfister moved to approve the Consent Agenda minus Tab 4 [Tab 3 – Approval of the June 3, 2020 and June 17, 2020 City Council Regular Meeting Minutes], seconded by Roy Stevenson. The motion carried unanimously 5-0.

Tab 3. Approval of the June 3, 2020 and June 17, 2020 City Council Regular Meeting Minutes

Approved on the Consent Agenda.

Tab 4. Rescind the Declaration of a State of Local Emergency Related to COVID-19

Mr. Drury said staff developed a recommendation to end the State of Emergency several weeks ago that was consistent with the city plan to move to full normal operations on July 8, 2020. He noted recent COVID-19 case numbers in Lake County and Florida continue to rise, and said Staff would like to amend the recommendation to continue the State of Emergency until further notice. The State of Emergency keeps Tavares eligible for Cares Act and FEMA reimbursement funding for COVID-19 related expenses.

Mr. O'Keefe concurred with Mr. Drury's comments and noted the Governors Executive order allows the city to incur obligations and quickly take care of acquisition and distributions which would allow the city to obtain reimbursement during the ongoing pandemic.

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

Mayor Boggus asked for comments from the Council.

Council Member Buigas asked if the city will remain in Phase II of the plan. Mr. Drury said the plan will remain the same, the city will move to Phase III and begin full operations July 8, 2020, and Resolution 2020-05 COVID-19 Declaration of Emergency will remain in place until further notice.

Council Member Stevenson commended Mr. Drury and thanked him for pulling the item for discussion. He noted his concern for safety and health during the pandemic.

MOTION

Council Member Stevenson moved to leave the Declaration of Emergency in Place [Resolution 2020-05] and move forward to Phase III [of the Plan], seconded by Lou Buigas. The motion carried unanimously 5-0.

VIII. RESOLUTIONS

Tab 5. Resolution 2020-14, Request approval for Lake Francis Project SRF Loan 350951 to Amend Project Timeline

Ms. Houghton noted that due to COVID-19 there was a backlog with the state and receiving the agreement back for the city's attorneys to review and execute. COVID-19 also slowed the contractors from starting and implementing the project. Ms. Houghton said the project is currently in progress, and made the following presentation:

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 on July 15th and 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.

Staff recommends Council approve Resolution 2020-14 authorizing the Mayor to execute Amendment No. 1 for SRF Loan WW350951.

Mayor Boggus asked for comments from the Council.

Council Member Singer asked for the project construction schedule. Mr. Drury said Staff would provide the current construction schedule and forward to each Council Member. Council Member Singer asked if the Resolution before Council pushed the project dates further. Mr. Drury confirmed and said Resolution 2020-14 pushes the dates for paying the debt service.

MOTION

Lori Pfister moved to approve Option 1 [Approve Resolution 2020-14 authorizing the Mayor to execute Amendment No. 1 for SRF Loan WW350951], seconded by Roy Stevenson. The motion carried unanimously 5-0.

IX. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

Tab 6. Discussion of Sign Ordinance

Mr. Drury referenced Ordinance 2017-01, page 18, Temporary Signs. He said new case law establishes that governments cannot regulate signs based on the content. The size, height, amount, and distance between signs can be regulated and not speech. Mr. Drury provided background information on a Supreme Court ruling for Reed v. Town of Gilbert, Arizona, where there was a ruling that the town's sign ordinance imposes content-based restrictions that does not survive the scrutiny of the First Amendment of the United States Constitution's right to the freedom of speech.

Mr. Drury read Section 21-18 (A), Ordinance 2017-01 and noted item (6) states temporary signs shall not be erected on vacant property, unless associated with a temporary vendor's permit. He discussed the application of the ordinance in regards to the requirement of a 90-day time limit and temporary vendor's permits to real estate and political signs. Mr. Drury said item (6) should be removed from the ordinance. He asked Council for guidance on how many days a sign should be allowed, noting a sign could include any message. He said city's throughout the country are reviewing their ordinances to ensure compliance with the Supreme Court ruling. Mr. Drury asked for

broad direction from the Council and said he would then work with the City Attorney and bring back an amending ordinance. He provided the following options for consideration:

- Temporary signs only allowed on vacant property for one or two years, then come down for thirty days, and then replaced.
- Only one sign every three hundred feet for each vacant property.

Mayor Boggus asked for questions from the Council.

Vice Mayor Pfister asked for the Supreme Courts goal, and if the city could ban signs all property except businesses. Mr. Drury confirmed and said case law does not allow the regulation of speech. Vice Mayor Pfister inquired about placing signs allowed by businesses on vacant property. He said if a sign met all other sign codes a sign could be erected on a business.

Council Member Buigas asked if temporary signs are required. Mr. Drury said Council could allow no temporary signs on vacant property. However, if signs are not allowed on vacant property that would include real estate signs and political signs. Vice Mayor Pfister noted a concern for not limiting the number of signs allowed. She asked what options the city has other than not allowing temporary signs.

Mr. Drury provided the following options:

- Temporary signs are limited to six months with a permit. The six-month period could be extended to one year or any time frame the Council establishes as reasonable.
- Temporary signs are permitted on vacant property.
- Temporary signs must be 300 feet apart on a single parcel of land.
- Temporary signs must not be erected for more than one year.
- Temporary signs must have a permit.
- Temporary signs must be down for 30 days before another permit is issued.

Vice Mayor Singer inquired about offensive signs. Mr. Drury said the Council should consider temporary signs as a blank piece of plywood and not consider the content. He said temporary signs are usually used for selling real estate, political advertising, temporary sales such as fireworks or Christmas trees, and noted some communities do not allow real estate signs.

Council Member Buigas noted real estate contracts generally have a six-month term. She noted a concern for policing temporary signs if allowed and permitted with a fee. Mr. Drury said there could or could not be a fee and governments should have costs reimbursed for a reasonable nominal fee of the actual cost to have staff inspect a sign. Vice Mayor Pfister noted a concern for the owner's property rights and asked if a property owner would have to pull a permit. Mr. Drury said the Council could require permitting if they wished, and said the current ordinance allows to signs of a certain size

on residential properties. The content of those signs also falls under the recent Supreme Court ruling regarding content.

Council Member Singer said while he is in favor of taking the property owners rights into consideration, he also receives comments from the citizens who do not like signs placed all around the city and would be in favor of limiting the number and duration of allowed signs.

Council Member Stevenson noted the Supreme Court makes no comment on regulating the number of days in their ruling, only the speech contained herein. Mr. Drury said the current ordinance is compliant with case law. However, the city would need to code enforce all properties that have signs beyond 90 days including real estate signs and political signs. Council Member Stevenson noted a concern for the real estate market. Mr. Drury said the city received calls for signs have been up for 90 days and the current ordinance says they must come down and he wanted to check in with the Council to ensure that is the direction they would like before moving forward. Under the current ordinance you have to obtain a vendor's permit to put up a real estate sign on vacant property. He said removing the requirement to pull a vendor's permit would solve the problem. Council Member Stevenson asked if other cities have dealt with the issue effectively since the new case law was established.

Attorney Holt said yes and noted Tavares could face a challenge if it carves out exceptions based on content. Council Member Stevenson asked if the item could be tabled to allow time for research to discover a city post Gilbert who has effectively constructed an ordinance that will deal with the issues being presented. Attorney Holt confirmed and said the most feasible and legally sufficient ordinances are ones that have blinders on as to content. Mr. Drury confirmed and said staff can come back with an ordinance for Council to modify.

Vice Mayor Pfister noted if permits are required to be obtained by a property owner then it would affect political signs. She noted her preference to allow no signs.

Mayor Boggus suggested requiring a permit for signs over 90 days.

Vice Mayor Pfister noted her preference for a break period with signs allowed only 6 months out of a year.

XI. BUDGET WORKSHOP

Tab 7. Budget Workshop – General Fund Presentation

Mr. Drury made the following presentation:

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, Wootton 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.

Mr. Drury reviewed the agenda attachments regarding individual Council Member budget goals, deferred budget items and cut budget items. He said one of the Council's goals is to maintain a similar level of service. Enhanced budget were identified as cut or deferred. Those items can be reviewed in April to see if revenues exceeded forecasts, due to current economic conditions, to place back in the budget. He said there are approximately 13 million dollars in cuts in order to achieve a balanced budget.

Lori Houghton provided a high-level overview PowerPoint presentation for the General Fund budget.

Mr. Drury said one goal is to maintain a transparent and detailed budget of any city in Lake County by providing a zero-based line item budget to ensure each taxpayer knows where each tax dollar is allocated. He said budgets across the state do not create line item budget details like Tavares provides down to \$25 dollars. He said it is a detailed budget that is available to the public.

Vance Jochim, 12619 Milwaukee Avenue, Lake County, referenced a handout he provided to the Council prior to the meeting. He said the budget does not reflect the changed environment and drop in revenues due to COVID-19. He asked for an explanation of wage increases and other benefits included as well as an analysis of economic impact on residents and businesses. He said video equipment and software should be included in the budget even though it would be an enhancement to the level of service.

Council Member Buigas asked Mr. Jochim if he is a resident and tax payer of Tavares. Mr. Jochim said no, he said he pays sales taxes and is a representative for all tax payers.

Council Member Singer thanked Ms. Houghton for her presentation, as well as the entire Finance Team and Department Directors for the efforts on the budget. He said the millage rate was lowered, reserves increased, and good projects are included in the budget.

XII. NEW BUSINESS

None.

XIII. OLD BUSINESS

None.

XIV. AUDIENCE TO BE HEARD

None.

XV. REPORTS

Tab 8. City Administrator Report

Mr. Drury said he is proud of all city employees who worked through COVID-19. He commended the City's first responders who were on the front line protecting the public through parades and marches as well as emergency situations. He noted the first responders and general employees were on the front lines when people were in

isolation working hard to keep the city business moving forward. He noted Tavares staff is lean compared to other cities of similar size.

Ms. Rogers noted a new art collection in City Hall. She said Clyde Butcher is a world-renowned environmental photographer and his work is an important collection for the city to obtain. She noted upcoming events including the Folk Festival that will feature over one hundred musical performers.

Ms. Houghton thanked the Finance Team, Brett Jones, Finance Analyst, Mr. Drury, and City Council for their support.

Attorney Holt said it was nice to attend the meeting.

Tab 9. City Council Member Reports

Council Member Singer thanked the Mayor and Council for allowing him to attend the meeting virtually. He thanked Mr. O'Keefe for his assistance to enable participation.

Council Member Buigas

- Congratulated Lieutenant Coursey for her promotion.
- Wished Council Member Singer well.

Quote of the day: "You can, you should, and if you're brave enough to start, you will."
~Steven

Mayor Boggus thanked Ms. Houghton for the budget presentation.

XVI. 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
7/15/2020**

AGENDA TAB NO.: 5

SUBJECT TITLE: Authorization To Use Forfeiture Funds (Police)

OBJECTIVE:

To obtain authorization to utilize forfeiture funds to purchase Tasers for the department.

SUMMARY:

The department issues Tasers to all sworn personnel. Over time the Tasers begin to experience problems such as the display screens are blank preventing the officer to see current battery charge. Since they are an integral part of the less than lethal approach for officers, they must be in top operating condition. The purchase of these Tasers is currently under quote discussions with the manufacturer. With the granting of this authorization, the department will flexibility to purchase the 11 needed Tasers at the best price.

Forfeiture funds are derived from assets from criminal activity. Florida state statute governs the use of the funds. This request is within those guidelines.

OPTIONS:

1. Authorize staff to utilize forfeiture funds to purchase Tasers up to the the amount of \$17,000.00
2. Do not authorize the use of forfeiture funds to purchase Tasers.

STAFF RECOMMENDATION:

Staff recommends Option 1

FISCAL IMPACT:

The forfeiture fund balance is \$17,000.00.

LEGAL SUFFICIENCY:

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

**AGENDA SUMMARY
TAVARES CITY COUNCIL
7/15/2020**

AGENDA TAB NO.: 6

SUBJECT TITLE: Resolution 2020-17 to Support Trail from Tavares to Eustis (City Administrator)

OBJECTIVE:

To approve Resolution 2020-17 in support of a trail from Tavares to Eustis

SUMMARY:

The MPO looks for support resolutions prior to placing projects on its list. Attached is a resolution supporting a trail from Tavares to Eustis along with maps showing its locations.

OPTIONS:

1. Adopt Resolution 2020-17
2. Do not adopt the resolution

STAFF RECOMMENDATION:

Adopt Resolution 2020-17

FISCAL IMPACT:

None

LEGAL SUFFICIENCY:

Yes

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Resolution 2020-17
2. Trail Maps

ATTACHMENTS:

Description

Type

**AGENDA SUMMARY
TAVARES CITY COUNCIL
7/15/2020**

AGENDA TAB NO.: 7

SUBJECT TITLE: 2020 Census Information Gathering Location (Public Communications)

OBJECTIVE:

For City Council to consider granting the U.S. Census Bureau a use of city facility space at the TRA room for Census taking.

SUMMARY:

The U.S. Census Bureau has asked the City to provide interior table space for use by the Census Bureau to assist residents in completing forms. The 2020 Census will mark the 24th time the country has counted its population since 1790.

The count is mandated by the Constitution and conducted by the U.S. Census Bureau, a nonpartisan government agency. The 2020 Census counts the population in the United States and five U.S. territories (Puerto Rico, American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands).

The census is only taken once every ten years and this year 2020, is the year.

The Census Bureau began mailing paper questionnaires in mid-April to homes that had not yet responded. Responses have been low in our area. As a result, the Census Bureau is seeking:

1. Use of inside space as a 2020 U.S. Census Questionnaire Assistance Site - where, on an extended, temporary basis between **August 3rd and September 18th** a Census worker may be assigned there, weekly or every few days (**Monday through Friday 8-5**); to assist those needing help in filling out the 2020 Decennial Survey. This can be as simple as setting up a card table. It is generally promoted so the public knows they can go there for assistance with the survey.
2. Holding a Recruiting Event - The U.S. Census Bureau is still seeking workers to assist in completing all the many tasks that go in compiling the many thousands of surveys coming in this year. The pay rate is 14.50 per hour, and is meant for 10 hours a week, or up to 35 or 40 hours. You only have to be at least 18 years old or older and it is ideal for those retired, still in school, or someone desiring to supplement their existing income.

Note: The calendar indicates the TRA room is available from 8 to 5, Monday through Friday during the requested dates, however some evenings are scheduled for other groups. This would necessitate the Census Bureau to remove all materials daily. Additionally, the Census Bureau indicated they would not be using the space every day.

OPTIONS:

1. Grant the Census Bureau use of the TRA room space request under the government rate

- (no fee) on a temporary basis between August 3, 2020 and September 18, 2020 between 8-5 with the Census Bureau removing all materials daily.
2. Deny use request.

STAFF RECOMMENDATION:

Staff recommends granting the Census Bureau use of the TRA room space request under the government rate (no fee) on a temporary basis between August 3, 2020 and September 18, 2020 Monday through Friday between the hours of 8 to 5 with the Census Bureau removing all materials daily.

FISCAL IMPACT:

De minimis

- Government rate = no fee
- Nonprofit rate =\$10/hr
- All other rate =\$15/hr

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

No attachments

**AGENDA SUMMARY
TAVARES CITY COUNCIL
7/15/2020**

AGENDA TAB NO.: 8

SUBJECT TITLE: Naming of Wooton Park West Brick Road (Economic Development)

OBJECTIVE:

For Council to select a name for the recently constructed brick road connecting South Joanna Street to the Boat Ramp at Wooton Park West.

SUMMARY:

In 2018, the Wooton Park West enhancement project was completed with the previously planned addition of new sand volleyball courts; new double wide boat ramp with paved and non-paved boat trailer parking; new restrooms; new recreational trail.

Thanks to the successful efforts of the Utilities Department in seeking additional FDEP grant funding, the additional construction of a red brick roadway connecting the property at the South End of Joanna, adjacent to Kaluah Hale Beach Bar to the West boat ramp parking area was added (see attached aerial photo).

This one way, west bound road provides egress from the lower portion of Joanna, pocket parking areas and future marina vehicle drop off/pick up cul-de-sac area, as well as providing a means of circulating vehicle & boat trailer traffic through the overflow grass boat trailer parking area.

As the City approaches the beginning of construction of the new marina facilities, it will be necessary to provide a name for this road in order to facilitate accurate and current GPS navigation for drivers and potential emergency response needs. Staff is requesting that Council choose and approve an appropriate name for this public road. Below is a short list of names as a point of beginning to get the discussion going for Councils benefit:

1. Marina Cove Street
2. Flight Line Avenue
3. Eco Street
4. Air Boss Ally
5. Waypoint Avenue

OPTIONS:

1. For Council to select a name for the referenced roadway.
2. For Council to postpone and bring back this item at the next meeting.

STAFF RECOMMENDATION:

Option #1

FISCAL IMPACT:

Cost of street signs will be diminimus with funding from the Seaplane Base and Marina budget.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

Aerial Photograph

ATTACHMENTS:

Description

Type

**AGENDA SUMMARY
TAVARES CITY COUNCIL
7/15/2020**

AGENDA TAB NO.: 9

SUBJECT TITLE: Approve Award of Financing Bid and Approve Resolution 2020-15 Authorizing Execution of Loan Documents for Cap Imp Rev Note, Series 2020 A & B with Truist Bank (Finance)

OBJECTIVE:

Approval of Resolution No. 2020-15, and the execution of loan documents for Capital Improvement Revenue Note, Series 2020A in the amount of \$225,000, and Capital Improvement Revenue Note Series 2020B in the amount of \$1,690,00 with Truist Bank (BB&T)

SUMMARY:

On May 6, 2020 the City Council authorized the issuance of an RFP for debt financing in the amount of \$1,925,000. The table below reflects the authorized projects, and the terms for each project group. \$60,000 was originally estimated for Cost of Issuance. Final estimated cost of issuance is reduced to \$50,000. The table below provides a summary of the projects to be funded from the note.

<u>FY2020 Budgeted Projects - Debt Issuance</u>	<u>10 Yr Note</u>	<u>7 Yr Note</u>	<u>TOTAL</u>
Wayfinding Signs downtown	43,000.00		
Cemetery Restrooms	100,000.00		
Seaplane Base/Mariana Rebuild			
Reconstruction	360,000.00		
Wooton Wonderland Reconstruction	650,000.00		
Splash Pad Rehabilitation at Splashpark	275,000.00		
Bocce Ball Courts	72,000.00		
Pickle Ball Courts	30,000.00		
History Museum	100,000.00		
Contingency	<u>16,000.00</u>		
	1,646,000.00		1,646,000.00
Police Vehicles -5		<u>219,000.00</u>	
		219,000.00	219,000.00
Total - Final Request for Debt Issuance			Total
Projects cost	1,646,000.00	219,000.00	1,865,000.00
Cost of issuance - estimated	<u>44,000.00</u>	<u>6,000.00</u>	<u>50,000.00</u>
	1,690,000.00	225,000.00	1,915,000.00

RFP 2020-0018 for debt financing to be secured by a Covenant to Budget and Appropriate in the

amount of \$1,925,000 was issued on May 15, 2020. RFP 2020-0018 was advertised on the City website, DemandStar.com, and the Orlando Sentinel.

On May 15, 2020, the City issued RFP No. 2020-0018 for short term financing for the purchase of five police vehicles, wayfinding signs, cemetery restrooms, Seaplane Base reconstruction, splashpad rehabilitation at the Splashpark, bocce ball courts, pickle ball courts, and history museum improvements. \$16,000 was included for capital project contingency. The RFP stated that the debt would be issued as a CBA (covenant to budget and appropriate). The RFP included the following requested elements:

- Amount: not to exceed \$1,925,000
- Security: CBA – Covenant to Budget and Appropriat
- Rate: fixed
- Term: 7 years for police vehicle
- Term: 10 years for the capital projects

On June 18, 2020, all received bids were opened publicly. Four proposals were received. BB&T was selected for submittal to the City Council for award of proposal and for request of approval to execute a loan in the amount of \$1,915,000 (reduced from \$1,925,000 due to decrease in issuance costs).

1. **BB&T (Truist Bank)– 1.48% (7 year); 1.79% (10 year)**
2. Key Government Finance - 2.65% (7 year); 2.376% (10 year)
3. Pinnacle Public Finance - 2.80% (7 year); 2.90% (10 year)
4. Bank Funding, LLC – **no bid** for 7 year; 1.65% (10 year);

The bids were reviewed and evaluated by the City's Financial Advisor, Mark Galvin, of Hilltop Securities, and City Staff. Proposals were ranked according to RFP requirements and overall benefit to the City of Tavares. It was determined that BB&T provided the best overall benefit to the City of Tavares. A copy of the bid review and recommendation from the City's Financial Advisor, Mark Galvin, of Hilltop Securities is attached for your review.

Resolution 2020-15 and the Loan Agreement for Capital Improvement Note have been prepared by the City's Bond Council, Mike Williams, Esq. of Akerman. The City Attorney (Bob Williams), and City staff have reviewed the documents for any required changes.

OPTIONS:

1. **Move** to award Bid No. 2020-0018 to Branch Banking & Trust Co. (BB&T), **and Approve** Resolution No. 2020-15, **and authorize** the execution of the Capital Improvement Revenue Note, Series 2020 A & B with Truist Bank (BB&T) in the amount of \$1,915,000.
2. Do not approve.

STAFF RECOMMENDATION:

1. **Move to award** Bid No. 2020-0018 to Branch Banking & Trust Co. (BB&T), **and Approve** Resolution No. 2020-15, **and authorize** the execution of the Capital Improvement Revenue

Note, Series 2020 A & B with Truist Bank (BB&T) in the amount of \$1,915,000.

FISCAL IMPACT:

This will be a CBA Lease/Loan Obligation (Covenant to Budget and Appropriate) requiring Lease Payments to be budgeted and appropriated for annually. Lease Payments for Fiscal Year 2020 have been appropriated and budgeted.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Resolution 2020-15
2. Loan Document
3. City Attorney Opinion Letter
4. Financial Advisor Recommendation Letter
5. Bid Proposal
6. Legal Ad

ATTACHMENTS:

Description

Type

**AGENDA SUMMARY
TAVARES CITY COUNCIL
7/15/2020**

AGENDA TAB NO.: 10

SUBJECT TITLE: Approve Resolution 2020-16 - SRF Stormwater Loan SW350940
Amendment Nine and Loan Closeout (Finance)

OBJECTIVE:

Request Council to approve Resolution 2020-16 and authorize the Mayor to execute Loan Closeout Amendment Number Nine (9) for State Revolving Loan No. SW350940 from the Florida Department of Environmental Protection (FDEP).

SUMMARY:

Previously, the City Council authorized application and acceptance of a State Revolving Loan Application for Project SW350940, the downtown Stormwater Improvement Project. The original loan document was executed on March 31, 2014 (disbursable amount \$247,416).

A timeline summary of previously approved amendments for this loan are as follows:

- Amendment One (1) was executed on June 10, 2015 which provided for additional time for project completion.
- Amendment Two (2) was executed on March 11, 2016 which provided for additional funding and amended the disbursable loan amount by \$1,697,194.
- Amendment Three (3) was executed on October 19, 2016 which provided for additional funding and amended the disbursable loan amount by \$2,107,035.
- Amendment Four (4) was executed on December 16, 2016 changing the term of the loan from 20 years to 30 years.
- Amendment Five (5) was executed on November 14, 2017 which provided for additional funding and amended the disbursable loan amount by \$999,245.
- Amendment Six (6) was executed on January 23, 2018 which provided for additional funding and amended the disbursable loan amount by \$193,213
- Amendment seven (7) was executed on June 6, 2018 which provided for addition funding and amended the disbursable loan amount by \$412,569.
- Amendment Eight (8) was executed on September 5, 2018 which provided for additional funding and amended the disbursable loan amount by \$2,398,224.

This amendment, Amendment Nine (9) finalizes the loan for the downtown CRA Stormwater Project, Phase 1, and sets the final disbursable loan funding at \$6,986,411, excluding capitalized interest. Amendment Nine (9) reflects a decrease in the total disbursable loan amount of \$1,068,485. The amendment provides for the following final loan elements:

- Disbursable funding for the project in the amount of \$6,986,411, excluding capitalized interest (a decrease of \$1,068,485)

- Capitalized Interest (non-disbursable) in the amount of \$29,188
- Loan service fee of \$139,728 (a decrease of \$21,369)
- Semi-Annual loan payments of \$123,563.84 (decrease of \$19,872)
- Semi-Annual loan payments are due on June 15th and December 15th each year until all amounts due have been fully paid.

OPTIONS:

1. **Move to approve Resolution No. 2020-16 which authorizes** final SRF Loan SW350940 Amendment Nine (9) which decreases the final disbursable loan principal from \$8,054,896 to \$6,986,411, and authorizes the Mayor or Vice Mayor to execute the loan amendment documents.
2. **Do not approve**

STAFF RECOMMENDATION:

Option 1

Move to approve Resolution No. 2020-16 which authorizes final SRF Loan SW350940 Amendment Nine (9) which decreases the final disbursable loan principal from \$8,054,896 to \$6,986,411, and authorizes the Mayor or Vice Mayor to execute the loan amendment documents.

FISCAL IMPACT:

Semi-Annual Loan payments will decrease by \$19,872.16, from \$143,436 to \$123,563.84. Annual decrease is \$39,744.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Resolution 2020-16
2. Loan Document
3. Amortization
4. Financial Offer Letter

ATTACHMENTS:

Description

Type

**AGENDA SUMMARY
TAVARES CITY COUNCIL
7/15/2020**

AGENDA TAB NO.: 11

SUBJECT TITLE: Budget Workshop - Present Enterprise and Special Fund Budgets, and Discuss the General Fund Budget (Finance)

OBJECTIVE:

To deliver, present and discuss the Utility Funds & Special Funds Budgets for Fiscal Year 2021 (October 1, 2020 through September 30, 2021) and discuss the General Fund budget.

SUMMARY:

Previously, at the July 1st City Council meeting, Council was presented the General fund budget, and staff will now deliver the Utility Funds and Special Funds Proposed Budgets for FY2021 after which an opportunity will be provided to discuss the previously delivered General Fund budget as well as the Utilities and Special Fund budgets.

The Utility funds include: Water, Wastewater, Stormwater, Solid Waste, and the Seaplane Base/Marina. Special Funds include Community Redevelopment (TIF), Infrastructure Sales Tax, Grants, Debt Service, and the Pavilion Fund.

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

OPTIONS:

1. Finance Director present the Enterprise and Special Funds after which the General Fund budget discussion may continue.
2. Do not receive presentation from the Finance Director.

STAFF RECOMMENDATION:

It is recommended that the Finance Director present the Enterprise and Special Funds after which the council discuss the previously delivered General Fund budget.

FISCAL IMPACT:

Budget is balanced as presented.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

N/A

**AGENDA SUMMARY
TAVARES CITY COUNCIL
7/15/2020**

AGENDA TAB NO.: 12

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	August 5 – 4 pm – City Council Chambers August 19 – 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	August 14, 2020 – 12:00 noon – Mount Dora Golf Course – 1100 S. Highland St.
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 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
7/15/2020**

AGENDA TAB NO.: 13

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