



**AGENDA**  
**TAVARES CITY COUNCIL**  
**August 19, 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](mailto:snovack@tavares.org))

**I. CALL TO ORDER**

**II. INVOCATION/PLEDGE OF ALLEGIANCE**

Tab 1 Pastor Mike Briggs, Tavares First United Methodist Church

**III. APPROVAL OF AGENDA**

**IV. PROCLAMATIONS/PRESENTATIONS**

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

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

**VII. CONSENT AGENDA**

Tab 2 Approval of the July 15, 2020 and July 29, 2020 City Council Regular and Budget Workshop Meeting Minutes (City Clerk)

**VIII. RESOLUTIONS**

Tab 3 Resolution 2020-10 Palmer Property - Vacation of Unnamed Right-of-Way and Release of Easement at the northwest corner of Slim Haywood Ave. & SR-19 (Community Development)

**IX. ORDINANCES - PUBLIC HEARING**

**First Reading**

**Second Reading**

Tab 4 Ordinance 2020-06 Green Property - Annexation & Rezoning of 119.57 Acres located at 27521 SR-19 (Community Development)

Tab 5 Ordinance 2020-08 Palmer Property - Annexation & Rezoning of 01.72 Acres located at the northwest corner of Slim Haywood Ave. & SR-19 (Community Development)

Tab 6 Ordinance 2020-09 Palmer Property - SSFLUM of 01.72 Acres located at the northwest corner of Slim Haywood Ave. & SR-19 (Community Development)

**X. TRANSMITTAL HEARING**

Tab 7 Ordinance 2020-07 Green Property - LSFLUM of 119.57 Acres located at 27521 SR-19 (Community Development)

**XI. GENERAL GOVERNMENT**

Tab 8 Consideration of Collective Bargaining Agreement Between The City and Tavares Professional Firefighters Union, Local # 3245 (FIRE)

Tab 9 Park location of proposed Pickleball Court (Community Services)

**XII. BUDGET WORKSHOP**

Tab 10 Budget Workshop (Finance)

**XIII. NEW BUSINESS**

**XIV. OLD BUSINESS**

**XV. AUDIENCE TO BE HEARD**

**XVI. REPORTS**

Tab 11 City Administrator Report

Tab 12 City Council Member Reports

**XVII. 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  
8/19/2020**

**AGENDA TAB NO.: 1**

**SUBJECT TITLE:** Pastor Mike Briggs, Tavares First United Methodist Church

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**OBJECTIVE:**

Pastor Mike Briggs, Tavares First United Methodist Church, will provide the invocation and lead those present in the Pledge of Allegiance.

**SUMMARY:**

Pastor Mike Briggs, Tavares First United Methodist 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  
8/19/2020**

**AGENDA TAB NO.:** 2

**SUBJECT TITLE:** Approval of the July 15, 2020 and July 29, 2020 City Council Regular and Budget Workshop Meeting Minutes (City Clerk)

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**OBJECTIVE:**

To consider approval of the July 15, 2020 and July 29, 2020 City Council Regular and Budget Workshops meeting minutes.

**SUMMARY:**

Attached are the July 15, 2020 and July 29, 2020 City Council Regular and Budget Workshops 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 15, 2020 City Council Meeting Minutes         | Exhibit |
| July 29, 2020 City Council Budget Workshop Minutes | Exhibit |



**TAVARES CITY COUNCIL  
MEETING MINUTES  
JULY 15, 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  
Bob Tweedie, Economic Development 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.

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

### **Tab 1. Pastor Mike Ellis, Umatilla Baptist Church**

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

## **III. APPROVAL OF AGENDA**

Mr. Drury said staff would like to add Tab 10A, Request to Purchase City Property, to the Agenda.

## **MOTION**

Lori Pfister moved to approve the Agenda with the addition of Tab 10A [Request to Purchase City Property], seconded by Lou Buigas. The motion carried unanimously 5-0.

## **IV. PROCLAMATIONS/PRESENTATIONS**

### **Tab 2. 2020 Election Proclamation**

Mayor Boggus read a 2020 Election Proclamation in its entirety:

#### ***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 15<sup>th</sup> 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.

**Tab 3. ELKS 90 Year Anniversary Proclamation**

Mayor Boggus said 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.

Mayor Boggus read a proclamation in celebration of the Eustis Elks Lodge #1578 90th anniversary on July 11, 2020, and for their hard work and generosity to the Citizens of Tavares and surrounding communities.

**MOTION**

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

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

Attorney Holt said there were no quasi-judicial matters before the Council.

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

Ms. Novack read the following resolutions by title only:

**RESOLUTION NO. 2020-15**

**A RESOLUTION OF THE CITY OF TAVARES, FLORIDA ACCEPTING THE PROPOSAL OF TRUIST BANK TO PURCHASE THE CITY'S \$225,000 CAPITAL IMPROVEMENT REVENUE NOTE, SERIES 2020A AND \$1,690,000 CAPITAL IMPROVEMENT REVENUE NOTE, SERIES 2020B, TO FINANCE THE CITY'S COST OF ACQUIRING EQUIPMENT AND ACQUIRING AND CONTINUING OTHER CAPITAL ASSETS CONSTITUTING THE PROJECT AS DESCRIBED BELOW; AUTHORIZING THE EXECUTION AND DELIVERY OF A LOAN AGREEMENT WITH SAID BANK TO SECURE THE REPAYMENT OF THE 2020 NOTES; PROVIDING FOR THE PAYMENT OF THE 2020 NOTES FROM THE CITY'S COVENANT TO BUDGET AND APPROPRIATE NON AD VALOREM REVENUES, ALL AS PROVIDED IN THE LOAN AGREEMENT; AUTHORIZING THE PROPER OFFICIALS OF THE CITY TO DO ANY OTHER ADDITIONAL THINGS DEEMED NECESSARY OR ADVISABLE IN CONNECTION WITH THE**

**EXECUTION OF THE LOAN AGREEMENT, THE 2020 NOTES, AND THE SECURITY THEREFORE; AUTHORIZING THE EXECUTION AND DELIVERY OF OTHER DOCUMENTS IN CONNECTION WITH THE 2020 NOTES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**RESOLUTION 2020-16**

**A RESOLUTION OF CITY OF TAVARES, FLORIDA, RELATING TO THE STATE REVOLVING FUND LOAN PROGRAM; AUTHORIZING AND APPROVING CLOSEOUT AMENDMENT NINE (9) FOR SRF LOAN AGREEMENT SW350940 FOR CRA STORWATER PHASE 1 IMPROVEMENTS; PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.**

**RESOLUTION 2020-17**

**A RESOLUTION OF THE CITY OF TAVARES, LAKE COUNTY, FLORIDA; REQUESTING PLACEMENT OF THE TAVARES TO EUSTIS PHASE I SECTION OF THE NORTH LAKE RIVER TO HILLS BIKE TRAIL ON THE LAKE-SUMTER METROPOLITAN PLANNING ORGANIZATION'S PRIORITY PROJECT LIST.**

**VII. CONSENT AGENDA**

Council Member Buigas said she would like to pull Tab 5 for discussion.

**MOTION**

**Lori Pfister moved to approve the Consent Agenda with Tab 5 pulled [Tab 4, Approval of the July 1, 2020 City Council Regular Meeting and Budget Workshop Meeting Minutes], seconded by Roy Stevenson. The motion carried unanimously 5-0.**

**Tab 4. Approval of the July 1, 2020 City Council Regular Meeting and Budget Workshop Minutes**

*Approved on the Consent Agenda.*

**Tab 5. Authorization to Use Forfeiture Funds**

Council Member Buigas inquired about forfeiture funding. Ms. Houghton said forfeiture funds are collected as a result of Police activity. The funds collected are held in a liability account until awarded by a court. Once a court awards the funds they are recognized as revenue. When the Police Department wishes to spend the awarded funds it is brought to Council for consideration and the budget is amended at that time.

Council Member Buigas asked if the \$5,800 forfeiture funds in FY 2019-2020 are waiting to see what is acquired and the city will front the dollars. Ms. Houghton confirmed.

Mayor Boggus asked if forfeiture funds are from the Tavares Police Department or a law enforcement pool from state-wide arrests. Chief Lubins said the forfeiture funds are Tavares.

### **MOTION**

**Lou Buigas moved to approve as presented, seconded by Lori Pfister. The motion carried unanimously 5-0.**

### **VIII. RESOLUTIONS**

#### **Tab 6. Resolution 2020-17 to Support Trail from Tavares to Eustis**

Mr. Drury said Resolution 2020-17 provides support to the Lake-Sumter Metropolitan Planning Organization (MPO) for a trail north and south of Tavares and through Eustis. He said the bicycle trails can support quality of life and promote economic development. Lake County has implemented and executed a comprehensive bicycle trails development plan.

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

### **MOTION**

**Roy Stevenson moved to approve [Resolution 2020-17], seconded by Lou Buigas. The motion carried unanimously 5-0.**

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

#### **First Reading**

#### **Second Reading**

### **X. GENERAL GOVERNMENT**

#### **Tab 7. 2020 Census Information Gathering Location**

Mr. O'Keefe made the following presentation:

*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 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.*

*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 of all materials daily. Additionally, the Census Bureau indicated they would not be using the space every day.*

*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.*

Council Member Stevenson inquired about the location of the TRA room. Mr. O'Keefe noted the room is located in the Tavares Library complex.

## **MOTION**

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

**Tab 8. Naming of Wooton Park West Brick Road**

Mr. Tweedie made the following presentation:

*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 Council's benefit:*

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

The following suggestions were made by the Council:

Council Member Singer:

- Recreation Way
- Recreation Drive

Council Member Buigas:

- Waterfront Way

Vice Mayor Pfister:

- Landing Lane

Council Member Stevenson:

- Flightline Avenue
- Drury Lane

Mayor Boggus:

- Shoreline Drive
- Park Drive
- West End Way

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

Mayor Boggus asked for comments from the Council.

Vice Mayor Pfister suggested providing an opportunity for citizen input. Discussion was held and each Council Member chose one name each as follows:

1. Recreation Way
2. Waterfront Way
3. Landing Lane
4. Flightline Avenue
5. West End Way

## **MOTION**

**Roy Stevenson moved to place the names on social media for citizen input, seconded by Lou Buigas. The motion carried unanimously 5-0.**

### **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 Trust Bank**

Ms. Houghton made the following presentation:

*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.*

FY2020 Budgeted  
Projects - Debt  
Issuance

10 Yr Note

7 Yr Note

TOTAL

|                                              |                  |                   |                  |
|----------------------------------------------|------------------|-------------------|------------------|
| Wayfinding Signs downtown                    | 43,000.00        |                   |                  |
| Cemetery Restrooms                           | 100,000.00       |                   |                  |
| Seaplane Base/Mariana Rebuild Reconstruction | 360,000.00       |                   |                  |
| Wootton 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 Appropriate*
- 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.*

*Staff recommends Option 1, for the Council 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. 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.*

Mike Williams, Bond Counsel, Akerman, said he is available for questions.

Vance Jochim, 12619 Milwaukee Avenue, Lake County, commended staff for obtaining low interest rates, and said Council should consider deferring until after the November elections or the first of the year [2021] due to COVID.

Mayor Boggus asked for comments from the Council.

Council Member Singer inquired about the benefit of debt vs. pay as you go. Mr. Drury said if the city finances over a 7-10 period, new residents who move into the community contribute to the cost of the items they enjoy. If you 'pay as you go,' the residents of today are paying for a project the residents of tomorrow will enjoy, saddling current residents with the total cost. He said Wooton Wonderland had a wonderful life that far exceeded its expectations. Small low interest loans financed over 7-10 years allow the city to spread the cost among all taxpayers who will benefit. Council Member Singer noted a majority of the loans have been budgeted. He asked if some of the projects

could be deferred if there are budget changes. Mr. Drury said the Council previously approved all of the projects with public input, including seeking low interest debt service. He said staff is coming back with the final results. If Council wishes to defer projects to another year it could be done. However, delaying the loan may result in a higher interest rate. He noted the bid competitors rates came in double the rate. Council Member Singer asked for the annual debt service for the two loans. Ms. Houghton said \$30,108 Note A, and \$161,899 Note B has been included in the FY2021 budget.

Mayor Boggus asked if there would be a penalty for paying the loans early.

Mark Galvin, Hilltop Securities, said the seven-year loan has no prepayment penalty, and the ten-year loan can be prepaid any time in whole with a 1% prepayment penalty in the first four years of the loan and no prepayment penalty afterwards. Mr. Galvin said the closing is scheduled Friday.

Vice Mayor Pfister noted her support for the quality of life projects and said the city has been working on the projects for a long time. She thanked the Finance Department for their hard work.

## **MOTION**

**Lori Pfister moved to approve Option 1 [Award Bid No. 2020-0018 to Branch Banking & Trust Co. (BB&T), and approve Resolution 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], seconded by Lou Buigas. The motion carried unanimously 5-0.**

## **Tab 10. Approve Resolution 2020-16 – SRF Stormwater Loan SW350950 Amendment Nine and Loan Closeout**

Ms. Houghton made the following presentation:

*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 disburseable 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 disburseable loan amount by \$999,245.*
- *Amendment Six (6) was executed on January 23, 2018 which provided for additional funding and amended the disburseable loan amount by \$193,213*
- *Amendment seven (7) was executed on June 6, 2018 which provided for addition funding and amended the disburseable loan amount by \$412,569.*

*Amendment Eight (8) was executed on September 5, 2018 which provided for additional funding and amended the disburseable 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 disburseable loan funding at \$6,986,411, excluding capitalized interest. Amendment Nine (9) reflects a decrease in the total disburseable loan amount of \$1,068,485. The amendment provides for the following final loan elements:*

- *Disburseable funding for the project in the amount of \$6,986,411, excluding capitalized interest (a decrease of \$1,068,485)*
- *Capitalized Interest (non-disburseable) 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 15<sup>th</sup> and December 15<sup>th</sup> each year until all amounts due have been fully paid.*

*Staff recommends approval of Option 1, approve Resolution No. 2020-16 which authorizes final SRF Loan SW350940 Amendment Nine (9) which decreases the final disburseable loan principal from \$8,054,896 to \$6,986,411, and authorizes the Mayor or Vice Mayor to execute the loan amendment documents.*

Mayor Boggus asked for comments from the Council.

Vice Mayor Pfister asked if the savings could be passed on to the Utility customers. Ms. Houghton said a rate study previously presented to Council changed some of the rates. The rate study and the changes included the expected decrease for the project. The rate payers will receive a benefit for the next five years due to the decrease.

Mayor Boggus asked where the \$1 million dollar savings came. Ms. Houghton said during the finalization of the project several grants were leveraged. Staff went back to the grant agencies to ensure they honored the full grant amounts that they agreed which allowed the City to borrow less than anticipated.

Council Member Singer said the debt service reduction helps offset the previous loan resolution approved. He thanked Ms. Houghton and the Finance Department Team.

## **MOTION**

**Lori Pfister moved to approve Option 1 [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], seconded by Roy Stevenson. The motion carried unanimously 5-0.**

## **10A. Request to Purchase City Property**

Mr. Drury said the City received a request from Rick Gonzalez, Commercial Real Estate Broker, to purchase City property on Caroline Street that is currently designated to be the future site of the downtown short term RV campground to support special events. Mr. Drury read the request into the record as follows:

*I am a commercial real estate broker currently working with a client who is interested in evaluating the city property on Caroline Street for an apartment complex. My client would be interested in purchasing at a fair market value based on appraisal and subject to due diligence period. Prior to entering into a purchase and sales agreement and putting down earnest money, my client wishes to know if the city is interested in selling the property. Thanks for your consideration.*

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

Mayor Boggus asked for comments from the Council.

Council Member Singer asked how much would be added to the tax base for apartments. Mr. Drury said it would depend on the value of the apartments. He said an estimate can not be calculated because the dollars that will be invested and what the appraised value is unknown.

Council Member Buigas said she would like to know the value and expressed her preference that all requests be considered. Mr. Drury said land is usually worth 20% more than the Property Appraiser's calculated value and the subject property is five acres. The developer would then build an apartment complex which would have a different value after the investment.

Vice Mayor Pfister noted her support for the property's original intent as a downtown short-term RV park. She said it will set Tavares apart from other cities and is a service needed in the downtown and would like to move forward with the original plan and not sell the property.

Mayor Boggus said she believes downtown real estate will become a premium. She noted her support to use city property that is downtown for the best purpose for most citizens, and stated the property would be better suited to be an RV campground.

Council Member Stevenson said that once the property is sold you cannot get it back and noted his caution to move forward.

Council Member Buigas said she would like more information.

Mr. Drury said it is his understanding the Council is not willing to move forward with the request. He said he would advise Mr. Gonzalez that the Board is not willing to sell at this time but will research and discuss in the future.

### **MOTION**

**Lori Pfister moved to not entertain selling the property, seconded by Roy Stevenson.**

Council Member Singer asked if this a one-time consideration to sell the property. Vice Mayor Pfister said the Council made plans for the property and voted on those plans. She said she would like to move forward with the existing plans. Mr. Drury said it was a priority identified by the Council and asked Staff to move forward during the budget process.

Council Member Buigas asked if the city has explored hookups with the Health Department and if permits can be obtained. Mr. Drury said he believes the property would accommodate an RV park and tie into the city's existing water and sewer lines. Vice Mayor Pfister said a lot of the work can be completed in-house.

Council Member Singer said he is comfortable not accepting the offer right now, but does not want to move forward on a motion eliminating future opportunities. Mayor Boggus asked for clarification that the Council wishes to reject the current offer but not all potential offers. Vice Mayor Pfister said the motion is to reject the offer on the table and move forward with the original plans. Mayor Boggus said that does not prohibit future offers. Vice Mayor Pfister confirmed.

Council Member Singer asked if a motion is needed. Mr. Drury said a motion is appropriate to dispose of this item so the broker and individual can seek other properties for purchase. The campground concept will come back to Council 2-3 times in the future.

**The motion carried unanimously 4-1 as follows:**

|                       |            |
|-----------------------|------------|
| <b>Amanda Boggus:</b> | <b>Yes</b> |
| <b>Lori Pfister:</b>  | <b>Yes</b> |
| <b>Lou Buigas:</b>    | <b>Yes</b> |

Troy Singer: No  
Roy Stevenson: Yes

## **XI. BUDGET WORKSHOP**

### **Tab 11. Budget Workshop – Present Enterprise and Special Fund Budgets, and Discuss the General Fund Budget**

Ms. Houghton made the following presentation:

*Previously, at the July 1<sup>st</sup> 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 29<sup>th</sup>, 2020 budget workshop. The Five Year Capital Plan will be delivered, presented and discussed at the August 5<sup>th</sup>, 2020 budget workshop. An additional Council budget workshop is scheduled for August 19<sup>th</sup> to discuss all budgets followed by two Public Hearings on the budget on September 3<sup>rd</sup> 2020 (this is the THURSDAY after the regularly scheduled City Council meeting on Wednesday September 2<sup>nd</sup> 2020) and September 16<sup>th</sup>, 2020.*

Ms. Houghton presented a PowerPoint presentation on the Utility Funds and Special Funds proposed Budget for FY2021.

Vance Jochim, 12619 Milwaukee Avenue, Lake County, said the Stormwater Department shows two transfers of money to the General Fund and SRF. He said the transfer to the General Fund is \$390,000 or 9.61% which is profit of the operations for stormwater. Mr. Drury said all enterprise funds are managed by General Fund staff and equipment. There is a transfer from those funds to the General Fund to offset those costs. Ms. Houghton said the General Fund does the billing for stormwater. Mr. Drury said each city in the state uses a formula to offset the costs to manage facilities and it is appropriate for the Utility Funds to pay their proportionate fair share of the cost to manage. Mr. Jochim suggested adding a line for overhead charges. Mr. Drury said the city uses general government standard accounting principles (GFOA) and terminology that the auditors look for.

Mr. Jochim said the Pavilion reflects revenues and then a \$214,000 contribution from the General Fund. He said the revenues and expenses balance out at \$682,000. It is not clear to most that the city subsidizes the Pavilion by \$214,000 which is 31. Mr. Drury said the Pavilion Fund is close to break even when it comes to operating and

expenses. The debt service is handled by the General Fund. The economic impact of the downtown by the Pavilion as an economic driver fills the hotels, restaurants, hotels, flower shops, hair dressers, and catering companies, and particularly during the off-season with weddings and events. The Pavilion generates an economic impact and creates jobs for the downtown. Operationally revenues and expenses break even.

Mayor Boggus asked for comments from the Council.

Council Member Singer thanked the Finance Department for a fantastic job. He said he would like to see road resurfacing fund increased.

Council Member Buigas inquired about passing credit card processing fees to the customers. Mr. Drury said there are two categories of credit card processing fees; utilities, and everything else including building permits and recreation programs. Most of the revenues from credit cards come from paying utility bills and there is legislation that allows the city to receive a lower interest rate if the processing fees are not passed on to customers. Ms. Houghton said the current rate paid by the city is 1.68%. If the city did not have the special rate the cost would be at least 2.81% to the credit card providers. In 2018 the city collected \$5,088,345 in credit cards. It helps in the collectability to maintain the low rate. For General Fund permit charge and services in 2018 there were 559 transactions in the amount of \$57,982 and the city paid 2.81% of acceptance fees up to 3.98%. She said a convenience fee could be implemented on General Government to recover some of those fees. Mr. Drury said the high-level math be in fee collections would be approximately \$10,000-15,000. Ms. Houghton confirmed. Council Member Buigas said it is something to be considered and stated Lake County and other municipalities pass on those costs. Mr. Drury asked if the Board is interested at this time to pass on the 2.2% credit card fee. Mayor Boggus asked staff to bring back for discussion on a later agenda with additional information so citizens can provide input.

Council Member Buigas asked if liability insurance is pro-rated by the city's umbrella policy or a particular policy for Police/Fire. Ms. Houghton said the city has an umbrella policy for General Liability which covers the full city. She said cost drivers are used for allocation such as the number of employees and amount of expenditures and capital expenditures that are weighted to determine who pays how much.

Council Member Buigas referred to page 65 of the budget regarding expenditures for Council FRS retirement contribution. She said that is a new item in the budget and difficult to allot those dollars to a Council (\$4,412) given the current economic climate. Mr. Drury said item was included in the Council budget goals Mayor Boggus said the goal was to have all city employees switch to FRS and we under that umbrella. Mr. Drury said it is for the remainder of the employees and City Council. Mayor Boggus asked if Council could opt out as it would be de minimis each year. Mr. Drury said each Council Member would choose to opt out or opt in. If Council moves forward each member would have a personal choice. Mayor Boggus asked if FRS could be added to other items being researched for future discussion. Mr. Drury confirmed.

## **XII. NEW BUSINESS**

*None.*

## **XIII. OLD BUSINESS**

### **Naming of Wooton Park West Brick Road**

Vice Mayor Pfister recommended naming the Wooton Park West brick road to Land and See Way or Lane as 'Land and See' fits in with the City's branding initiative and logo tag line.

Mayor Boggus asked Vice Mayor Pfister if she would like to withdraw her choice from Landing Lane to Land and See Lane, or have two choices. Mr. Drury noted America's Seaplane City, Land and See were trademarked ten years ago. He said the United States Trademark Patent Office approved the trademark for another ten years this week. Vice Mayor Pfister said she would like to rescind her previous motion approved for Tab 8.

## **MOTION**

**Lori Pfister moved to rename the Wooton Park West brick road to 'Land and See Way,' seconded by Roy Singer. The motion carried unanimously 5-0.**

### **Labor Day/4<sup>th</sup> of July Festivities**

Council Member Buigas asked if Council should reconsider the Labor Day weekend festivities postponed from July 4, 2020 due to COVID-19. She said the city is preparing to spend \$75,000 to \$100,000 on an event which may be affected by COVID-19 and the funds could be placed in reserves. Mayor Boggus asked if a discussion on the event could be agendaized for a future meeting. Mr. Drury said the city is preparing to enter into contracts and a decision would need to be made during the meeting. He noted a trending increase in COVID-19 cases.

Council Member Singer said it is a tough decision and noted his support in cancelling the festivities until the next year and placing the funds toward road resurfacing.

Vice Mayor Pfister said she would be in support of pushing the event further into the fall.

Council Member Stevenson said he is in support of holding an event once a vaccine is available.

Mayor Boggus noted her support in placing the funds in reserves and use determined at a later date.

## **MOTION**

**Roy Stevenson moved to cancel the Labor Day celebrations, set the money aside, and at an appropriate time and party in the streets of Tavares.**

Council Member Buigas said she would second the motion, but would like the caveat that the money be placed into Reserves, and not use \$100,000 for a street party.

**Lori Pfister seconded the motion.**

Council Member Buigas said she would like Council to consider placing the money back to into Reserves, and not include how the money will be spend in the motion. Mr. Drury said if the motion passes, the funding would come back to Council for consideration at a future date to decide how much and what the monies will be spent.

**The motion carried 5-0.**

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

Karen Ortega, 4345 Abaco Drive, Tavares, said she is a new resident in a neighborhood zoned single family residential. She said a neighboring home is operating as an Airbnb that has reduced her family's quality of life due to vehicle and traffic and attracting residents with crime records. Ms. Ortega said the garage of the home was converted into living space with no permits or licenses, creating a multi-family home in a single-family neighborhood. She asked the city to pass an ordinance that would help homeowners in residential areas.

Mr. Drury said permitting of the home would be difficult to ascertain as the Code Enforcement Officer must witness the violation by being invited into the home. Discussion was held and Mr. Drury said the Council will review Airbnb regulations at a future meeting.

#### **XV. REPORTS**

##### **Tab 12. City Administrator Report**

Mr. Drury noted there is a balance in keeping services and business open during COVID-19. He said Tavares is open for business and invited everyone to enjoy the restaurants and community.

Ms. Novack stated November 3, 2020 Candidate Election Packets were available in the City Clerk's office.

##### **Tab 13. City Council Members Reports**

###### **Council Member Singer**

Council Member Singer said he looks forward to joining Council Meetings in person, and thanked the Council for their understanding.

Council Member Buigas

Council Member Buigas thanked Mr. Drury, Ms. Houghton, and the Finance Team for their work on the Budget.

Quote of the Day: "Be brave to stand for what you believe in even if you stand alone."  
~Roy T. Bennett

Council Member Stevenson

Council Member Stevenson wished Council Member Singer well.

Mayor Boggus

Mayor Boggus noted she had an upcoming meeting scheduled with Mr. Drury and Ms. Houghton to review her budget questions.

**XVI. ADJOURNMENT**

There was no further business and Mayor Boggus closed the meeting at 6.22 pm.

Respectfully,

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Susie Novack, MMC, FCRM  
City Clerk



**TAVARES CITY COUNCIL  
BUDGET WORKSHOP MEETING MINUTES  
JULY 29, 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  
Bob Williams, City Attorney  
Susie Novack, City Clerk  
Mike Fitzgerald, Community Development Director  
Bob Tweedie, Economic Development 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**

**I. CALL TO ORDER**

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

## II. INVOCATION/PLEDGE OF ALLEGIANCE

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

## III. BUDGET WORKSHOP

### Tab. 1. Budget Workshop – Setting of Maximum Tentative Millage Rate

Mr. Drury said the agenda item before the Council is to set the Tentative Maximum Millage Rates. He said the Finance Director will present the rates needed to be set to support the current budget currently being deliberated by the Council. Mr. Drury stated both millage rates presented are lower than the current millage rate. After the Tentative Maximum Rate is set it can only be lowered in the future and not raised. The Tentative Maximum Millage Rate will be mailed to all voters in Tavares to advise what their maximum millage rate would be the following year. This notice is required by all tax setting authorities and provides an opportunity for the citizens to plan their future financial affairs.

Ms. Houghton made the following presentation:

*The City's General, Enterprise, and Special Funds budgets were presented at the July 1<sup>st</sup> and July 15<sup>th</sup> City Council meetings. The maximum tentative millage rate will be set at this meeting. The Five Year Capital Plan will be delivered, presented and discussed at the August 5<sup>th</sup>, 2020 budget workshop. The August 19<sup>th</sup> budget workshop does not focus on a specific aspect of the proposed budget, but will instead be used to discuss all fund budgets. There will be two Public Hearings on the budget, September 3, 2020 (a Thursday, and not a Regular Council Meeting) and September 16, 2020, at which time the **final** millage rates will be set and the final budget will be adopted.*

- The proposed General Fund maximum millage rate of 6.90 mills represents a decrease from the prior year millage rate of .05 mills (6.9500 – 6.900), a .72% decrease over prior year, and is 5.92% above the rollback rate of 6.5143 mills.*
- The proposed Voted Debt Service maximum millage rate of .2623 mills represents a decrease from the prior year millage rate of .0309 mills (.2932 - .2623), a 10.54% decrease over prior year.*
- The maximum tentative millage rate will be set at this meeting (7-29-2020).*
- Total decrease is .0809 mills (.05 + .0309) which is a 1.12% total decrease.*

*Once the City Council sets the Maximum Tentative Millage Rate it may be decreased as the Council moves through the budget process; however, it may not be increased. Staff recommended approval of Option 1, to set the Maximum Tentative Millage Rate at 6.90 mils, and the Voted Maximum Tentative Voted Debt Millage Rate at 0.2623.*

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

Mayor Boggus asked for comments from the Council.

Vice Mayor Pfister asked for the amount lost if the city implements the rollback rate. Ms. Houghton said \$404,414.

#### **MOTION**

**Roy Stevenson moved to adopt the millage rates as presented [Option 1, to set the Maximum Tentative Millage Rate at 6.90 mils, and the Voted Maximum Tentative Voted Debt Millage Rate at 0.2623], seconded by Lou Buigas. The motion carried unanimously 5-0.**

Mr. Drury said the Capital Program will be delivered and General Fund and Utility Fund discussion will be held at the August 5, 2020 City Council Budget Workshop.

#### **IV. ADJOURNMENT**

There was no further business and Mayor Boggus adjourned the meeting at 4:09 p.m.

Respectfully,

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Susie Novack, MMC, FCRM  
City Clerk

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
8/19/2020**

**AGENDA TAB NO.:** 3

**SUBJECT TITLE:** Resolution 2020-10 Palmer Property - Vacation of Unnamed Right-of-Way and Release of Easement at the northwest corner of Slim Haywood Ave. & SR-19 (Community Development)

---

**OBJECTIVE:**

To consider the vacation of a portion of the 30 foot unnamed road as shown on the Plat of "Plat of Land of Lane and Jackson and Others" and releasing the Easement recorded in OR Book 1362, Pages 1695-1700 Public Records of Lake County, Florida

**SUMMARY:**

This is a request to vacate a portion of the 30 foot unnamed road as shown on the Plat of "Plat of Land of Lane and Jackson and Others" lying north of Slim Haywood Ave., west of SR-19, and to release the ingress / egress Easement in favor of the City of Tavares recorded in OR Book 1362, Pages 1695-1700 Public Records of Lake County, Florida

The owner of property that includes the portions of right-of-way of said Plats is proposing commercial development. Prior to development the owner must vacate any Public interest in the property. The City no longer requires an easement across the property as a result of the construction of Slim Haywood Avenue. City staff has verified with the City of Tavares Utility Department that no public utilities exist in any right-of-way proposed to be vacated. The portions of platted roads within the property appear to be unopened and unused. This vacate and release of easement will remove the city's public interest in this land, thus allowing the applicant to pursue options to secure title to this property.

**OPTIONS:**

1. That City Council moves to approve Resolution 2020-10 vacation of a portion of the 30 foot unnamed road as shown on the Plat of "Plat of Land of Lane and Jackson and Others" and releasing the Easement recorded in OR Book 1362, Pages 1695-1700 Public Records of Lake County, Florida
2. That City Council moves to deny Resolution 2020-10.

**STAFF RECOMMENDATION:**

At their July 16th meeting the Planning & Zoning Board voted unanimously to recommend approval of Resolution 2020-10.

Staff recommends that City Council moves to approve Resolution 2020-10 vacation of a portion of

the 30 foot unnamed road as shown on the Plat of "Plat of Land of Lane and Jackson and Others" and releasing the Easement recorded in OR Book 1362, Pages 1695-1700 Public Records of Lake County, Florida

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

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

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

Resolution 2020-10

City Easement

Aerial Map

Planning & Zoning Board Minutes

**ATTACHMENTS:**

Description

Type

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
8/19/2020**

**AGENDA TAB NO.:** 4

**SUBJECT TITLE:** Ordinance 2020-06 Green Property - Annexation & Rezoning of 119.57 Acres located at 27521 SR-19 (Community Development)

---

**OBJECTIVE:**

To consider the annexation and rezoning to Residential Single Family (RSF-2) and Wetlands Preservation Area (WPA) of approximately 119.57 acres of property located at 27521 State Road 19.

**SUMMARY:**

The subject property is approximately 119.57 acres located at 27521 State Road 19. The land consists of multiple parcels and includes an existing single-family home. The subject property is presently zoned as County Agriculture District (A). The applicant is proposing that the property be annexed and rezoned to City Residential Single Family (RSF-2). The exact location of wetlands will be determined in the field and all wetlands greater than one (1) acre in size shall be designated as Wetlands Preservation Area (WPA). The survey submitted by the applicant indicates approximately 66.20 acres of wetland. Wetland that is proposed to be impacted by development is subject to Florida Department of Environmental Protection mitigation requirements.

The proposed zoning of Residential Single Family (RSF-2) is compatible with the surrounding zoning. The property is in close proximity to existing low density single family residential subdivisions that are within the city limits of Tavares. The applicant at this time envisions developing the property as a residential subdivision consisting of approximately 133 lots with a minimum width of sixty (60) feet and minimum area of 6,500 square feet as required under RSF-2 zoning.

The annexation of this property has been reviewed per the City's Annexation Policy. It has been determined by City staff that the property may be properly serviced by the City without undue hardship or significant negative fiscal impact to the City. City utility services are available to the property and connection shall be required upon development.

The environmental assessment submitted by Modica & Associates, Inc. indicates the presence of a protected species (gopher tortoise) that will require State permitting for relocation prior to development. No adverse conditions or environmental concerns were reported.

The traffic study submitted by Luke Transportation Engineering Consultants does not indicate an adverse impact to the level of service for surrounding roadways. The report recommends installation of a northbound left turn lane and southbound right turn lane on SR-19 at the subdivision entrance.

The applicant has applied to Lake County for school capacity reservation.

The City is concurrently processing a future land use map amendment to re-designate the property from Lake County Rural Transition to City of Tavares Low Density (LOW) and Wetland and Conservation (CONS) on the Future Land Use Map 2020.

**OPTIONS:**

- 1 . That City Council moves to approve Ordinance 2020-06 annexing and rezoning to Residential Single Family (RSF-2) and Wetlands Preservation Area (WPA) approximately 119.57 acres of property located at 27521 S.R. 19.
2. That City Council moves to deny Ordinance 2020-06.

**STAFF RECOMMENDATION:**

At their July 16th meeting the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2020-06.

Staff recommends that City Council moves to approve Ordinance 2020-06 annexing and rezoning to Residential Single Family (RSF-2) and Wetlands Preservation Area (WPA) approximately 119.57 acres of property located at 27521 S.R. 19.

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

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

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

1. Ordinance 2020-06
2. Aerial Map
3. Conceptual Plan
4. Zoning Map
5. Environmental Study
6. Traffic Study
7. Newspaper Advertisements
8. Planning & Zoning Board Minutes

**ATTACHMENTS:**

Description

Type

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
8/19/2020**

**AGENDA TAB NO.: 5**

**SUBJECT TITLE:** Ordinance 2020-08 Palmer Property - Annexation & Rezoning of 01.72 Acres located at the northwest corner of Slim Haywood Ave. & SR-19 (Community Development)

---

**OBJECTIVE:**

To consider the annexation and rezoning to Commercial (C-2) of approximately 01.72 acres of property located at the northwest corner of Slim Haywood Ave. and S.R. 19.

**SUMMARY:**

The subject property is approximately 01.72 acres located at the northwest corner of Slim Haywood Ave. and State Road 19. The land is vacant and presently zoned as County Agriculture District (A). The applicant is proposing that the property be annexed and rezoned to City Highway Commercial (C-2).

The proposed zoning of Highway Commercial (C-2) is appropriate for property abutting a State highway and is compatible with the surrounding zoning. The property is adjacent to parcels already annexed into the City of Tavares and designated as Highway Commercial (C-2) zoning. The new Publix Shopping Center is directly adjacent and west of this property. The applicant at this time envisions commercial uses that would be compatible with the commercial development taking place on S.R. 19.

The annexation of this property has been reviewed per the City's Annexation Policy. It has been determined by City staff that the property may be properly serviced by the City without undue hardship or significant negative fiscal impact to the City. City utility services are available to the property and connection shall be required upon development.

The environmental assessment submitted by Atlantic Ecological Services, LLC indicates no adverse conditions or environmental concerns with the property.

The preliminary traffic analysis submitted by Traffic & Mobility Consultants, LLC does not indicate an adverse impact to the level of service for surrounding roadways.

The City is concurrently processing a future land use map amendment to re-designate the property from Lake County Urban Medium Density to City of Tavares Commercial on the Future Land Use Map 2020.

**OPTIONS:**

1. That City Council moves to approve Ordinance 2020-08 annexing and rezoning to Commercial (C-2) approximately 01.72 acres of property located at the northwest corner of Slim Haywood Ave. and S.R. 19.

2. That City Council moves to deny Ordinance 2020-08.

**STAFF RECOMMENDATION:**

At their July 16th meeting the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2020-08.

Staff recommends that City Council moves to approve Ordinance 2020-08 annexing and rezoning to Commercial (C-2) approximately 01.72 acres of property located at the northwest corner of Slim Haywood Ave. and S.R. 19.

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

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

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

Ordinance 2020-08  
Aerial Map  
Concept Plan  
Zoning Map  
Environmental Study  
Traffic Study  
Newspaper Advertisements  
Planning & Zoning Board Minutes

**ATTACHMENTS:**

| Description | Type |
|-------------|------|
|-------------|------|

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
8/19/2020**

**AGENDA TAB NO.:** 6

**SUBJECT TITLE:** Ordinance 2020-09 Palmer Property - SSFLUM of 01.72 Acres located at the northwest corner of Slim Haywood Ave. & SR-19 (Community Development)

---

**OBJECTIVE:**

To consider an application for a Future Land Use Map amendment from Lake County Urban Medium Density to City Commercial (COM) for 01.72 acres of property generally located at the northwest corner of Slim Haywood Ave. and S.R. 19.

**SUMMARY:**

Ordinance 2020-09 proposes a small-scale amendment to the Future Land Use Map 2020 of the Comprehensive Plan.

The subject property (Parcel Alternate Key Number 2809451) is 01.72 acres in size and generally located at the northwest corner of Slim Haywood Ave. and S.R. 19. The property is currently vacant. The new Publix Shopping Center is directly adjacent and west of this property. The applicant envisions commercial uses that complement the commercial development taking place on S.R. 19. This ordinance would amend the current Future Land Use Designation from Lake County Urban Medium Density to City Commercial (COM).

**Future Land Use Amendment**

The city is required to place a future land use designation on annexed property. The subject property is currently designated County Urban Medium Density. A City Commercial designation is compatible with surrounding property.

**Compatibility**

The surrounding property is either commercial or residential in nature.

**Site Conditions**

The property is currently vacant. Prior to any development, an approved site plan will be required. All applicable surveying, environmental assessments, and permitting must be in place before the site plan is approved. Any proposed development project will be required to connect to city water and wastewater utilities.

**Impact on City Services**

The subject property is located in the City's Utility Service Area. The City of Tavares has municipal water and sewer services available to the subject parcel and any new development on this property must connect to city utilities. The City's Concurrency Management System will ensure that Levels of Service (LOS) will not be degraded beyond the adopted levels of service for all regulated public facilities. Adverse impacts on Levels of Service are not implicated.

## **FINDINGS**

This amendment request is considered to be in compliance with the Comprehensive Plan Goals, Objectives and Policies with the following findings:

- 1 . A Commercial Future Land Use designation would serve as the most appropriate land use for the subject property in accordance with Future Land Use policy 1-1.1.6.
- 2 . Impacts of the proposed development of the subject property shall be monitored through the City's Concurrency Management System. (Comp Plan, Chapter 8)

## **OPTIONS:**

1. That City Council moves to approve Ordinance 2020-09 Future Land Use Map amendment from Lake County Urban Medium to City Commercial (COM) for 01.72 acres of property generally located at the northwest corner of Slim Haywood Ave. and S.R. 19.
2. That City Council moves to deny of Ordinance 2020-09.

## **STAFF RECOMMENDATION:**

At their July 16th meeting the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2020-09.

Staff recommends that City Council moves to approve Ordinance 2020-09 Future Land Use Map amendment from Lake County Urban Medium Density to City Commercial (COM) for 01.72 acres of property generally located at the northwest corner of Slim Haywood Ave. and S.R. 19.

## **FISCAL IMPACT:**

N/A

## **LEGAL SUFFICIENCY:**

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

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

Ordinance 2020-09  
FLU Map  
Newspaper Advertisements  
Planning & Zoning Board Minutes

## **ATTACHMENTS:**

Description

Type

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
8/19/2020**

**AGENDA TAB NO.: 7**

**SUBJECT TITLE:** Ordinance 2020-07 Green Property - LSFLUM of 119.57 Acres located at 27521 SR-19 (Community Development)

---

**OBJECTIVE:**

To consider approving the transmittal of Ordinance 2020-07 to the Florida Department of Economic Opportunity for review of proposed Future Land Use Map amendment from County Rural Transition to City Low Density Residential (LOW) and Wetland and Conservation (CONS) for 119.57 acres of property located at 27521 State Road 19.

**SUMMARY:**

Ordinance 2020-07 proposes a large-scale amendment to the Future Land Use Map 2020 of the Comprehensive Plan.

The subject property (Parcel Alternate Key Numbers 1208106 & 2847336) is 119.57 acres in size, located at 27521 State Road 19. This ordinance would amend the current Future Land Use Designation from County Rural Transition to City Low Density (LOW) and Wetland and Conservation (CONS).

**Future Land Use Amendment**

The city is required to place a future land use designation on annexed property. The subject property is currently designated County Rural Transition. A City Low Density Residential designation (5.6 DU/Acre) is compatible with surrounding property. All wetlands determined to be greater than one (1) acre in size shall be designated as Wetland and Conservation (CONS).

**Compatibility**

Lands surrounding this property are residential in nature.

**Site Conditions**

The property contains one single-family home. Prior to any development, an approved site plan will be required. All applicable surveying, environmental assessments, and permitting must be in place before the site plan is approved. Any proposed development project will be required to connect to city water and wastewater utilities.

**Impact on City Services**

The subject property is located in the City's Utility Service Area. The City of Tavares has municipal water and sewer services available to the subject parcels and any new development on this property must connect to city utilities. The City's Concurrency Management System will ensure that Levels of Service (LOS) will not be degraded beyond the adopted levels of service for all regulated public facilities. Adverse impacts on Levels of Service are not implicated.

## FINDINGS

This amendment request is considered to be in compliance with the Comprehensive Plan Goals, Objectives and Policies with the following findings:

- 1 . A Low Density Residential, and Wetland and Conservation Future Land Use designation would serve as the most appropriate land use for the subject property in accordance with Future Land Use policy 1-1.1.6.
- 2 . Impacts of the proposed development of the subject property shall be monitored through the City's Concurrency Management System. (Comp Plan, Chapter 8)

## **OPTIONS:**

1. That City Council moves to approve the transmittal of Ordinance 2020-07 to the Florida Department of Economic Opportunity for review of proposed Future Land Use Map amendment from County Rural Transition to City Low Density Residential (LOW) and Wetland and Conservation (CONS) for 119.57 acres of property located at 27521 State Road 19.
2. That City Council moves to deny the proposed Ordinance.

## **STAFF RECOMMENDATION:**

At their July 16th meeting the Planning & Zoning Board voted unanimously to recommend approval of Ordinance 2020-07.

Staff recommends that City Council moves to approve the transmittal of Ordinance 2020-07 to the Florida Department of Economic Opportunity for review of proposed Future Land Use Map amendment from County Rural Transition to City Low Density Residential (LOW) and Wetland and Conservation (CONS) for 119.57 acres of property located at 27521 State Road 19.

## **FISCAL IMPACT:**

N/A

## **LEGAL SUFFICIENCY:**

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

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

Ordinance 2020-07  
FLU Map  
Newspaper Advertisement  
Planning & Zoning Board Minutes

## **ATTACHMENTS:**

| Description | Type |
|-------------|------|
|-------------|------|

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
8/19/2020**

**AGENDA TAB NO.:** 8

**SUBJECT TITLE:** Consideration of Collective Bargaining Agreement Between The City and Tavares Professional Firefighters Union, Local # 3245 (FIRE)

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**OBJECTIVE:**

The objective of this agenda item is to provide Tavares City Council with the opportunity to review and consider for adoption the Collective Bargaining Agreement (C.B.A.) between the City of Tavares and the Tavares Professional Firefighters, as presented.

**SUMMARY:**

Over the last several months, the City Administrator, along with the management support team, that includes a City Council representative, have been negotiating with the Tavares Professional Firefighters labor union for changes to the Collective Bargaining Agreement. Those successful negotiations have resulted in the proposed changes to the Collective Bargaining Agreement presented herein.

The City Administrator's management negotiation team included City Council member Roy Stevenson, Fire Chief Richard Keith, Finance Director Lori Houghton, and Human Resource Department Director Crissy Bublitz.

Union President Mike Kelley and Union Vice-President Mike Willis represented the Firefighter's Union Local # 3245 in the negotiations.

During the contract negotiations that took place in 2019 for the Collective Bargaining Agreement (C.B.A.) we have currently in place, both parties (City and Union) recognized that there were compression issues in the wages/salary processes in place at the time. However, due to the negotiations taking place late in the fiscal year, and the complexity of the compression issues, both parties agreed to table fixing those compression issues until this current negotiations process. That "tableing" of the compression issue was memorialized in last year's C.B.A. with an agreement to address the issue this year. That was before the Covid pandemic hit. For the current negotiations, even in the midst of the Covid pandemic, to maintain compliance with the contract language, the City Administrator and the Fire Chief enlisted the expertise of the Finance Director and the Human Resource Department Director to help define and develop corrections for the various compression issues.

Several negotiation meetings between the City and the Union leadership team were conducted, some by Zoom virtual meeting, and some in-person meetings with social distancing. The meetings were productive, and resulted in the proposed language changes now being presented to Council.

Two separate DRAFT C.B.A.s are included as attachments to this agenda summary. One draft C.B.A. has all proposed changes, with any deleted language shown as a strikethrough, and any new language indicated as underlined. For your convenience, all changes have been highlighted

with yellow. Several "notes" are highlighted in blue. Those notes will not appear in the final Collective Bargaining Agreement. The second draft C.B.A. is marked "DRAFT", but this is the final contract being presented to Council.

The members of the Firefighter's Union have approved this C.B.A. by a strong majority.

Salient points for the proposed C.B.A.:

- Members of the Firefighter's Union will receive the 2% COLA increase that has been proposed for all City of Tavares employees.
- Members of the Firefighter's Union agree to the same changes to the Health Benefit cost changes as all other City of Tavares employees.
- The compression issues that were identified in the currently effective Collective Bargaining Agreement have been addressed.
- The C.B.A. includes language that both parties agree that the compression issues have been corrected to the satisfaction of both parties, and no further compression issues exist in this contract.

#### **OPTIONS:**

Option 1:

Tavares City Council move to accept the changes to the Collective Bargaining Agreement between the City and the Tavares Professional Firefighters, Local # 3245 as presented, authorizing the City Administrator to sign the Agreement on behalf of the City.

Option 2:

Tavares City Council take no action on this item and provide alternative direction to Staff.

#### **STAFF RECOMMENDATION:**

Staff recommends that City Council move to accept the changes to the Collective Bargaining Agreement between the City and the Tavares Professional Firefighters, Local # 3245 as presented, authorizing the City Administrator to sign the agreement on behalf of the City.

#### **FISCAL IMPACT:**

The fiscal impact of this agenda item has been included in the proposed City of Tavares Budget for Fiscal Year 2020-2021.

#### **LEGAL SUFFICIENCY:**

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

1. Collective Bargaining Agreement with strikethroughs
2. Collective Bargaining Agreement without strikethroughs

**ATTACHMENTS:**

Description

Type

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
8/19/2020**

**AGENDA TAB NO.: 9**

**SUBJECT TITLE:** Park location of proposed Pickleball Court (Community Services)

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**OBJECTIVE:**

To approve and authorize staff to design and construct a pickleball court next to the existing tennis courts within Aesop's Park.

**SUMMARY:**

At the July 15, 2020 City Council meeting, Resolution 2020-15 was approved, authorizing the Capital Improvement Revenue Notes 2020 A&B to provide funding for several City projects. Among those listed projects was the construction of a pickleball court for the Tavares community. The original concept plan for the location of the pickleball court was to be within Ridge Park, adjacent to the shuffleboard courts and next to the future site of the proposed Senior Center.

After further review of the pickleball court requirements and future site layouts, it is recommended to move the location of the court over to Aesop's Park, next to our existing tennis courts. Building the pickleball court at Aesop's Park as opposed to Ridge Park will provide more land area for the court itself and allow us to keep more of the open green space within Ridge Park, potentially allowing for a larger footprint to build the Senior Center. Additionally, there are synergies associated with both tennis and pickleball that would allow us to run programs and special events if these courts were located next to each other. For instance, a single tennis court can be temporarily converted into multiple pickleball courts using portable nets and lines.

**OPTIONS:**

1. Council move to approve staff recommendation to build the pickleball court at Aesop's Park.
2. Council does not approve building the pickleball court at Aesop's Park.

**STAFF RECOMMENDATION:**

That Council moves to approve the staff recommendation to build the pickleball court at Aesop's Park.

**FISCAL IMPACT:**

Cost is funded through the Capital Improvement Revenue Notes 2020 A&B

**LEGAL SUFFICIENCY:**

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
8/19/2020**

**AGENDA TAB NO.:** 10

**SUBJECT TITLE:** Budget Workshop (Finance)

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**OBJECTIVE:**

To finalize the City Budgets for the General Fund, Utilities Funds, Special Funds, and Capital Improvement Program for FY 21 (October 1, 2020 through September 2021)

**SUMMARY:**

Previously, Council has reviewed and discussed the FY21 Proposed Budgets as follows:

- July 1<sup>st</sup> – General Fund Budget.
- July 15<sup>th</sup> – Utility and Special Revenue Funds, and General Fund budget.
- July 29<sup>th</sup> – Established a lower millage rate of 6.900, and lower Voted Debt Service Millage Rate of .2623.
- August 5<sup>th</sup> – Capital Improvement Program

The final State shared revenues have been received from the state and incorporated into the budget which resulted in the General Fund budget being adjusted as indicated below. The Stormwater budget was adjusted to reflect the Right of Way department moving from Public Works to Storm Water. It is recommended that Council have discussions on those items they wanted brought back for more discussion as well as any other items in the budgets and then finalize all budgets for Public Hearings.

After Council finalizes the budgets, they will be brought back to Council along with supporting resolutions at the two upcoming Public Hearings in September for further public input and Council Consideration.

|                          | <b>General Fund Adjusted for State revenues</b> |                  |
|--------------------------|-------------------------------------------------|------------------|
|                          | Revenue                                         | Expenditures     |
| Original Proposed Budget | 18,944,810                                      | 18,944,810       |
| Adjusted Proposed Budget | 18,799,263                                      | 18,799,263       |
| <b>Difference</b>        | <b>(145,547)</b>                                | <b>(145,547)</b> |

**OPTIONS:**

**Option 1:** Discuss and finalize the budgets.

**Option 2:** Do not discuss nor finalize the budgets.

**STAFF RECOMMENDATION:**

**Option 1:** Discuss and finalize the budgets.

**FISCAL IMPACT:**

Establishes the FY 21 Budgets.

**LEGAL SUFFICIENCY:**

Legally Sufficient

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
8/19/2020**

**AGENDA TAB NO.:** 11

**SUBJECT TITLE:** City Administrator Report

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**OBJECTIVE:**

To inform Council on city related matters.

**SUMMARY:**

The City Administrator will provide a summary at the meeting.

**UPCOMING MEETINGS:**

|                                                     |                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| City Council Meetings and Budget Workshops/Hearings | September 2, 2020 – Regular Meeting – 4 pm – City Council Chambers<br><br>September 3, 2020 – First Public Hearing for Tentative Budget and Millage – 5:05 pm – City Council Chambers<br><br>September 16, 2020 – Regular Meeting and Adoption of Budget and Millage – 4 pm and 5:05 pm – City Council Chambers |
| Library Board                                       | October 21, 2020 – 2:30 pm – Library Conference Room (No meetings June through September)                                                                                                                                                                                                                       |
| Planning and Zoning Board                           | August 20, 2020 – 3 pm – City Council Chambers - Cancelled                                                                                                                                                                                                                                                      |
| Code Enforcement Hearing                            | August 25, 2020 – 5 pm – City Council Chambers                                                                                                                                                                                                                                                                  |

**UPCOMING EVENTS:**

|                                       |                                                                             |
|---------------------------------------|-----------------------------------------------------------------------------|
| Hydro Drag Nationals                  | August 21-22, 2020 – Details to be Announced                                |
| Hydro Drag Nationals                  | September 11-12, 2020 – Details to be Announced                             |
| <a href="#">Coastal Cleanup</a>       | September 19, 2020 – Details to be Announced ( <a href="#">City Event</a> ) |
| <a href="#">Monster Splash Fly-In</a> | October 30, 2020 – Details to be Announced ( <a href="#">City Event</a> )   |
| Kayakathon                            | October 31, 2020 – Details to be Announced                                  |
| Hydro Drag Nationals                  | November 6-7, 2020 – Details to be Announced                                |
| Santa Shuffle                         | December 4, 2020 – Details to be                                            |

|                                                    |                                                                           |
|----------------------------------------------------|---------------------------------------------------------------------------|
|                                                    | Announced                                                                 |
| <a href="#">Christmas Parade &amp; Celebration</a> | December 4, 2020 – Details to be Announced ( <a href="#">City Event</a> ) |

**OUTSIDE AGENCY MEETINGS:**

|                                         |                                                                                     |
|-----------------------------------------|-------------------------------------------------------------------------------------|
| Lake County League of Cities            | August 21, 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                             |
| Tavares Chamber Business Luncheon       | August 26, 2020 – 11:30 am – Tavares Pavilion on the Lake – Speaker to be Announced |

**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  
8/19/2020**

**AGENDA TAB NO.:** 12

**SUBJECT TITLE:** City Council Member Reports

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**OBJECTIVE:**

To inform Council on city related matters.

**SUMMARY:**

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

**OPTIONS:**

N/A

**STAFF RECOMMENDATION:**

N/A

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

N/A

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

N/A