



**AGENDA
TAVARES CITY COUNCIL
February 5, 2025
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 Marc E. Kappel, Faith Lutheran 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 January 15, 2025, City Council Meeting Minutes
(City Clerk)

Tab 3 Leela Reserve Phase 2B - Final Plat (Community Development)

VIII. RESOLUTIONS

Tab 4 Resolution No. 2025-03 – First Budget Amendment for FY2025
(Finance)

IX. ORDINANCES - PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

- Tab 5 Domestic Sister City Program (City Administrator)
- Tab 6 Broad Budget Priorities (City Administrator)
- Tab 7 Tavares Chamber of Commerce, Taste of Tavares Pavilion Fee
Waiver Request (Economic Development)

XI. NEW BUSINESS

XII. OLD BUSINESS

XIII. AUDIENCE TO BE HEARD

XIV. REPORTS

- Tab 8 City Administrator Report
- Tab 9 City Council Member Reports

XV. 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
2/5/2025**

AGENDA TAB NO.: 1

SUBJECT TITLE: Pastor Marc E. Kappel, Faith Lutheran Church

OBJECTIVE:

Pastor Marc E. Kappel, Faith Lutheran Church, will provide the invocation and lead those present in the Pledge of Allegiance.

SUMMARY:

Pastor Marc E. Kappel, Faith Lutheran 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:

Attachments not provided are available to the public upon request to the City Clerk.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
2/5/2025**

AGENDA TAB NO.: 2

SUBJECT TITLE: Approval of the January 15, 2025, City Council Meeting Minutes (City Clerk)

OBJECTIVE:

To consider approval of the January 15, 2025, City Council meeting minutes.

SUMMARY:

Attached is the January 15, 2025, City Council regular meeting minutes as submitted by the City Clerk.

OPTIONS:

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

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. 01-15-2024 CC Minutes

Attachments not provided are available to the public upon request to the City Clerk.



**TAVARES CITY COUNCIL
MEETING MINUTES
JANUARY 15, 2025 – 4:00 PM
TAVARES CITY HALL COUNCIL CHAMBERS
201 EAST MAIN STREET, TAVARES**

COUNCIL MEMBERS PRESENT

**Walter Price, Mayor
Lori Pfister, Vice Mayor
Sandy Gamble, Council Member
Bob Grenier, Council Member
Troy Singer, Council Member**

STAFF PRESENT

**John Drury, City Administrator
Lindsay Holt, City Attorney
Susie Novack, City Clerk
Antonio Fabre, Community Development Director
Scott Aldrich, Community Services Director
Bob Tweedie, Economic Development Director
Lori Houghton, Finance Director
Richard Keith, Fire Chief
Crissy Bublitz, Human Resources Director
James Dillon, Public Works Director
Mark O'Keefe, Support Services Director
Sarah Coursey, Police Chief
Phil Clark, Utilities Director**

I. CALL TO ORDER

Mayor Price called the meeting to order at 4:00 p.m. He asked those who wished to speak on an agenda item to complete and submit a Request to Speak form.

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1. Deacon Paul Gaucher, St. Mary of the Lakes Catholic Church

Deacon Paul Gaucher, St. Mary of the Lakes Catholic Church, provided the invocation and led those present in the Pledge of Allegiance.

III. APPROVAL OF AGENDA

Mayor Price asked if there were any changes to the Agenda. Mr. Drury said the staff had no changes.

Mayor Price said he received a Request to Speak form for Tab 6 and pulled the item off the Consent Agenda for discussion. Council Member Grenier said he also planned to pull Tab 6 for discussion.

MOTION

Lori Pfister moved to approve the Agenda with Tab 6 pulled for discussion from the Consent Agenda [Seasons at Waterstone – Final Plat], seconded by Sandy Gamble. The motion carried unanimously 5-0.

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2. Proclamation – Tavares 8th Annual Arbor Day Celebration

Mayor Price read a Proclamation declaring January 18, 2025, as City of Tavares Arbor Day in recognition of the City's Tree City USA program requirements established by the Arbor Day Foundation, U.S. Forest Service, and National Association of State Foresters.

Mr. Dillon noted the City's 7th Annual Arbor Day event would be held on Saturday, January 18, 2025, from 10:00 a.m. to 1:00 p.m. in Wooton Park.

MOTION

Bob Grenier moved to approve the Proclamation, seconded by Troy Singer. The motion carried unanimously 5-0.

Mayor Price presented the Proclamation to Mr. Dillon.

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

Attorney Holt stated there were no quasi-judicial matters before the Council for consideration.

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Ms. Novack read the following ordinances and resolutions by title only:

RESOLUTION 2025-01

A RESOLUTION OF THE CITY OF TAVARES CITY COUNCIL, LAKE COUNTY, FLORIDA; AUTHORIZING THE CITY ADMINISTRATOR TO SUBMIT, IN PARTNERSHIP WITH THE BOARD OF COUNTY COMMISSIONERS OF LAKE COUNTY, FLORIDA, AND THE CITY OF MOUNT DORA, TO SUBMIT A 2025 REBUILDING AMERICA GRANT APPLICATION FOR THE WEKIVA TRAIL EXTENSION PROJECT – SEGMENT 1 AND SEGMENT 5 TO THE UNITED STATES DEPARTMENT OF TRANSPORTATION; AUTHORIZING THE CITY ADMINISTRATOR OR DESIGNEE TO EXECUTE SUPPLEMENTS TO THE APPLICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

RESOLUTION 2025-02

A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, AUTHORIZING THE ACCEPTANCE OF A FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION GRANT FROM THE STATE OF FLORIDA TO COMPLETE STORMWATER VULNERABILITY ASSESSMENT.

VII. CONSENT AGENDA

Mayor Price asked if anyone wished to pull an item from the Consent Agenda for discussion, noting that Tab 6 was previously pulled for discussion.

MOTION

Bob Grenier moved to approve the Consent Agenda [Tab 3 – Approval of the December 18, 2024, City Council Meeting Minutes, Tab 4 – Approval of the 2025 City Council Meeting Dates, and Tab 5 – Broad Budget Goals], seconded by Sandy Gamble. The motion carried unanimously 5-0.

Tab 3. Approval of the December 18, 2024, City Council Meeting Minutes

Approved on the Consent Agenda.

Tab 4. Approval of the 2025 City Council Meeting Dates

Approved on the Consent Agenda.

Tab 5. Broad Budget Goals

Approved on the Consent Agenda.

Tab 6. Seasons at Waterstone – Final Plat

Mayor Price said he received a Request to Speak form from Wilson Lima. He invited Mr. Lima to the podium.

Wilson Lima, 12347 Tavares Ridge Lane, Tavares, asked the Council to consider conducting a fiscal impact analysis for the plat before approving the project. He said it was his understanding that the cost to construct and maintain infrastructure on similar subdivisions outweighed the property tax benefit to the City.

Council Member Grenier said he wanted to pull the agenda item for comment, noted his disappointment with the project, and wished for the record to reflect that he would not have supported the project when approved in 2018 had he been on the Council, nor would he currently support the project. He said it was a bad use of land and discussed the condition of Dead River Road, including potholes and cracks.

Vice Mayor Pfister said she voted against the project as well. She asked for confirmation that the project initially started as another development that would pay for SR 19 intersection improvements. Mr. Drury confirmed and said Lake County ultimately made the intersection improvements.

Mr. Drury noted the Board previously approved a plat where the developer said they would build roads, fire hydrants, water, and sewer to the City's standards in the development. What is before the Council is a final plat. The staff has reviewed the original and final plat and determined that both are consistent. If the two plats were inconsistent, the Council could identify the inconsistencies and deny the final plat. When the project was approved in 2018, the City allowed smaller lot sizes. The Comprehensive Plan and Land Development Regulations have since been updated, and all new projects meet the new requirements. Mr. Drury noted the project before the Council was one of the final projects under old regulations. He said it has been a long project and took many years to accomplish the intersection improvements.

Council Member Singer asked Mr. Fabre to provide background information on the project.

Mr. Fabre said the Planned Development was initially approved for 111 lots with a combination of lot sizes. When the developer submitted the construction plans, the City staff and engineer provided a review, and the lots were further reduced to 93. He discussed the condition of Woodlea Road and said a right-of-way was needed on the road. The project dedicated more than four acres of right-of-way to smooth out a turn, including a right-turn lane into the development.

Council Member Singer asked if the Planning and Zoning Board reviewed such projects before they came before the Council. Mr. Fabre confirmed.

Council Member Singer asked if the project could have been developed with more homes. Mr. Fabre confirmed. Council Member Singer asked if 111 lots would be the

highest and best use that could be made on the property. Mr. Fabre confirmed. Council Member Singer stated projects go through the Community Development Department and Planning and Zoning Board before coming to the Council for consideration. When the project was presented to the Council in 2018, it was a worthwhile project. It had fewer homes than allowed to develop, so the Council voted in favor of development. He said what is before the Council is a vote on the final plat. He favored moving forward and said the developers did everything they should do. Mr. Fabre confirmed. He noted the development had conservation areas and open space between wetland conservation areas and all around the development, and the developer met the criteria.

Council Member Singer asked who was responsible for Dead River Road. Mr. Fabre said Lake County as Dead River Road was a county road.

Vice Mayor Pfister said the project was initially approved because of the traffic issues on Dead River Road. She said traffic would back up at the light, and Lake County had no intention of resolving the road issues. The developer came to the city and said that if they could put in 143 homes, they would improve the intersection to accommodate the new homes. The development was approved to improve Dead River Road. The developer did not complete the project, and someone else came before the Council and asked for the same deal without improving the road because Lake County had agreed to make the upgrades. She said it took a while for the county to fix the road, which held up the development. Vice Mayor Pfister said Dead River Road could not accommodate additional traffic or homes.

Council Member Singer asked who was responsible for Dead River Road. Mr. Fabre said Lake County as Dead River Road was a county road.

Council Member Gamble asked if the development was already underway. Mr. Fabre confirmed.

Council Member Gamble asked the City Attorney what liability the City would incur if not approved. Attorney Holt said the developer could appeal the decision, and entitlement, density, and units were vested entitlement that had been approved. What the Council was voting on was the final plat. Council Member Gamble noted the plat had been approved, and the number of homes was reduced. Council Member Gamble asked if the City would be placed at fault if the final plat was not approved. Attorney Holt confirmed the City could be challenged.

Mr. Drury said he concurred with the Council on the condition of the road, which needed to be updated, repaired, maintained, widened, and shouldered with sidewalks. Mr. Drury noted Dead River Road was a county road on their 20-year plan for maintenance. Mr. Drury said staff would contact Commissioner Smith to see if he can move the road maintenance up on their list. Council Member Gamble noted that Woodlea Road and Lane Park Road were county roads that were not maintained to city standards. Mr. Drury said the City works well with the County; for example, the County brought David

Walker Road up to standards, and the City then took over maintenance. Thus, the city residents were not burdened with the costs of upgrading the county roads.

A discussion was held regarding older developments that took many years to complete. Mr. Drury noted the Council now has rules in place where a developer has two years before the opportunity to develop sunsets. Whereas decades ago, the City wanted growth and allowed approvals without sunset.

MOTION

Troy Singer moved to approve the Seasons at Waterstone Final Plat, seconded by Sandy Gamble. The motion carried 3-2 as follows:

Walter Price:	Yes
Lori Pfister:	No
Sandy Gamble:	Yes
Bob Grenier:	No
Troy Singer:	Yes

VIII. RESOLUTIONS

Tab 7. Resolution 2025-01 – RAISE Grant Application

Mr. Dillon made the following presentation:

On December 4, 2024, Tavares City Council authorized staff to pursue a \$25 million RAISE grant for the planned Wekiva Trail Extension Project, specifically for Segment 1 and Segment 5. To apply for the FY-25 RAISE grant program, a new resolution is needed to officially authorize staff, in partnership with Lake County, Florida, and the City of Mount Dora, to submit a \$25 million grant application to the U.S. Department of Transportation (DOT) for the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) initiative concerning the Wekiva Trail Extension Project.

The Infrastructure Investment and Jobs Act (Pub. L. 117-58, November 15, 2021), authorized and appropriated \$1.5 billion annually to be awarded by the Department of Transportation (“DOT”) 2022 – FY 2026 for Local and Regional Project Assistance Program Grants under National Infrastructure Investments to fund eligible surface transportation projects with significant local or regional impact. As of June 2024, the program has awarded more than \$15 billion over sixteen rounds to local governments, Tribes, transit and port authorities, states, and other entities.

Staff recommends Option 1, for the Council to Approve Resolution No. 2025-01 to apply and accept, in partnership with Lake County Florida and City of Mount Dora to submit to the Department of Transportation (DOT) a \$25 million 2025 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant

application for the planned Wekiva Trail Extension Project - Segment 1 and Segment 5.

Mr. Dillon recognized Lou Buigas in the audience and noted she presented a letter supporting the City's RAISE grant application from Representative Nan Cobb.

MOTION

Sandy Gamble moved to approve Resolution 2025-01, seconded by Troy Singer. The motion carried unanimously 5-0.

Council Member Gamble and Mayor Price commended Mr. Dillon for all his hard work.

The motion carried unanimously 5-0.

Council Member Gamble thanked Ms. Buigas and asked her to relay his appreciation to Representative Cobb.

Tab 8. Resolution 2025-02 – Acceptance of State of Florida Department of Environmental Protection Grant for Stormwater Comprehensive Vulnerability Assessment

Ms. Houghton made the following presentation:

The Department of Environmental Protection Resilient Florida Program has awarded the city \$160,500 to complete a Comprehensive Vulnerability Assessment for Stormwater.

Details of the grant from the Florida Department of Environmental Protection include the following:

- *Agreement Number: 25PLN26.*
- *DEP Grant Manager: Drew Begley*
- *Pass-through Entity: N/A.*
- *Awarding Entity: Florida Department of Environmental Protection.*
- *Recipient: City of Tavares.*
- *Grant Award: \$160,500.*
- *No grant match required.*
- *Award Period: Date of Execution – to be determined.*

Staff recommends Option 1, for the Council to approve Resolution 2025-02, authorizing the City Administrator to accept and execute all FDEP grant agreements for the Stormwater Comprehensive Vulnerability Assessment project.

Mayor Price asked for comments from the Council.

Council Member Gamble asked for confirmation that the grant amount was \$160,000. Ms. Houghton confirmed.

Council Member Singer asked for confirmation that the grant did not require a match. Ms. Houghton confirmed and said if anything changed with the grant it would be brought back to the Council immediately.

MOTION

Sandy Gamble moved to approve Resolution 2025-02, seconded by Bob Grenier. The motion carried unanimously 5-0.

IX. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

Tab 9. Discussion to name new St. Clair Abrams Stormwater Pond

Mr. Drury made the following presentation:

In 2023, the City received 3 stormwater grants from Lake County Water Authority, Florida Legislation Appropriation, and FDEP Stormwater. The 3 grants totaled \$753,910. The project was delayed a year due to the proximity of the nesting season of a neighboring eagle. Up until now, both the Utilities Department and the Engineer have referred to the pond as Eagle Park. The Council will need to decide on a name for the pond. The Utilities Department suggests it be named Eagle Park. It's at the Council's discretion.

Staff recommends Option 1, to name the pond Eagle Park.

In a brief discussion, the Council expressed their support to name the pond Eagle Park.

MOTION

Lori Pfister moved to name the stormwater pond Eagle Park, seconded by Bob Grenier. The motion carried unanimously 5-0.

Tab 10. Community Grant Awards

Ms. Novack made the following presentation:

The Council budgeted \$2,000 in the current Fiscal Year 2025 for community grants. The City advertised at the beginning of the fiscal year an invitation to

submit community grant applications for area not-for-profit organizations with a 502C3 designation for up to \$500 in funding for community and social service projects.

The City received four grant applications (attached) as follows:

- *Lake Cares, Inc.*
- *Educational Foundation of Lake County, Inc.*
- *Lake County Museum of Art*
- *Triangle Community Alliance, Inc.*

A ranking committee consisting of the City Clerk, Finance Director, and Community Services Director met on January 6, 2025, and reviewed the applications to determine if they met the criteria for the Community Grant Program. It was determined that each request met the criteria.

Staff recommended Option 1, for the Council to award \$500 Community Grants to Lake Cares, Inc., Educational Foundation of Lake County, Inc., Lake County Museum of Art, and Triangle Community Alliance, Inc., leaving a zero balance for any further grant requests in FY 2025.

Council Member Singer said the Community Grant was a great program for the local community.

Council Member Gamble stated that the Educational Foundation representatives could not attend the meeting and that, if awarded, their grant would go toward seniors at area high schools.

Iliana Buigas, Lake County Museum of Art, said state grants were not funded in the current fiscal year. She said the museum would be grateful for the grant, which would be utilized for kids and outreach programs.

Debby Weinert, Triangle Community Alliance, thanked the Council for their consideration. She said Tavares had 1100 children eligible for the free book program, and 338 were enrolled. She said the books were free to the families, and the grant would move the program forward. Ms. Weinert noted that it costs \$36 a year per child to receive a book monthly.

MOTION

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

XI. NEW BUSINESS

XII. OLD BUSINESS

Mayor Price said he and Council Member Grenier had previously mentioned a preference to keep the blue and white lights at the gateway sign on US 441 year-round. He said he received the same request from citizens as well. Mr. Drury said staff would research options and report back to the Council.

XIII. AUDIENCE TO BE HEARD

Lou Buigas, District Aide for Representative Nan Cobb, said Representative Cobb was in Tallahassee and wanted to relay that she was available and accessible to the Council. She would have one of her team members attend each Council meeting in her district.

XIV. REPORTS

Tab 11. City Administrator Report

Mr. Drury said the Mayor's Youth Council members would like to be photographed with their paired Council members for the Tavares High School yearbook after the meeting. He asked those Council members who wished to participate to remain in the Council Chambers for photographs.

Vice Mayor Pfister introduced Mayor's Youth Council member Kelly Lopez, who was shadowing her at the dais during the meeting.

Chief Keith provided an update on the Fire Department, including the following:

- Captain Willis' position was reclassified to Division Chief due to growth in the department for fire safety and life safety.
- Chief Keith provided Marion County Fire Department promotional calendars to the Council, which featured area fire departments, including Tavares.

Mr. Fabre said the new Chipotle restaurant was opened and noted a new Starbucks was being built next to Heartland Dental on State Road 19.

Tab 12. City Council Member Reports

Vice Mayor Pfister asked Ms. Lopez if she would like to make any comments. Ms. Lopez introduced herself and said it was a great opportunity to be selected to participate in the Mayor's Youth Council. She looked forward to the Mock Mayor's Youth Council Meeting in April.

Vice Mayor Pfister commended and thanked Mr. Dillon for all his project efforts. Mr. Dillon thanked the Council and leadership team for their support.

Council Member Grenier said the City had terrific staff and commended Mr. Dillon and Solid Waste Manager Jeff Henderson. He stated Mr. Henderson was quick to respond to a recent call.

Council Member Grenier said a Lake Sumter documentary team came to the Tavares Research Center the previous year to research the history of Lake Sumter College and Johnson College. He was interviewed during the visit, where cameras were set up, and they did their research at the Tavares Research Center utilizing old newspapers. Council Member Grenier said the director and producer recently called him and said the film was complete and selected by the Central Florida Film Festival as one of their entries and would premier at the Epic Theatre in Mount Dora in the upcoming days. He was proud the documentary team conducted the Tavares Research Center.

Council Member Singer recognized the Mayors Youth Council members in the audience. He noted that most students had attended more meetings than required in the program syllabus. Council Member Singer said he looked forward to the Mock Mayors Youth Council Meeting.

Council Member Gamble said Pastor Watkins asked him to convey that he could not attend the meeting and wanted to promote an upcoming B.E.T.T.E.R. meeting. He also wished to invite those present to a Martin Luther King breakfast on January 18 at the Civic Center.

Council Member Gamble inquired about a 'closed' sign at the Tavares Nature Park. Mr. Dillon said the staff placed two large signs at the park, which he would confirm.

Council Member Gamble commended the Public Works Department on their quick responses.

Council Member Gamble said he recently attended a meeting with the Board of County Commissioners, where there was a discussion on the county's Land Development Regulations (LDRs). He said Lake County was considering giving their inspections and building department more teeth to enforce violations. The county commissioners recommended FEMA building elevation standards for height regarding water intrusion. He asked if the City could get a copy of the county's recommendations to mirror to help with site plan approvals so that watershed situations are not created on neighboring properties. He said it was mentioned during the meeting that if all Lake County cities developed similar or the same regulations, everyone would be on the same page with no deviation when someone came to get their permits.

Mayor Price congratulated Division Chief Willis on his promotion.

Mayor Price noted the City's Arbor Day event would be held on Saturday, January 18, in Wooton Park. Mr. Dillon said the City would have 1000 trees to give away.

Mayor Price noted the Rhythm on Ruby Event would be held on Saturday, January 25.

XV. ADJOURNMENT

There was no further business, and Mayor Price adjourned the meeting at 5:07 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
2/5/2025**

AGENDA TAB NO.: 3

SUBJECT TITLE: Leela Reserve Phase 2B - Final Plat (Community Development)

OBJECTIVE:

To approve the Final Plat for Leela Reserve Phase 2B Subdivision located south of Slim Haywood Avenue and north of Camp Road.

SUMMARY:

The Leela Reserve Phase 2B is a single-family residential subdivision located south of Slim Haywood Avenue and north of Camp Road. The subdivision is approximately 42.59 acres in size and consists of 120 lots for single-family dwellings as permitted under the existing RMF-2 zoning. On September 21, 2022, the Preliminary Plat for Leela Reserve Phase 2B was approved by City Council. Accordingly, the adjacent Camp Road improvements are programmed to be constructed by June 30, 2025, or no later than the issuance of the 250th C.O. per the existing Development Agreement dated March 9, 2022.

City staff has reviewed the Final Plat and determined that adopted levels of service for all regulated public facilities will be provided. Accordingly, Lake County Schools has concurrency capacity reservation for this project. This Final Plat document meets the requirements of the City of Tavares Land Development Regulations and Comprehensive Plan.

OPTIONS:

1. City Council approves the Final Plat for the Leela Reserve Phase 2B Subdivision located south of Slim Haywood Avenue and north of Camp Road.
2. City Council denies the Final Plat.

STAFF RECOMMENDATION:

Staff recommends that City Council moves to approve the Final Plat for the Leela Reserve Phase 2B Subdivision located south of Slim Haywood Avenue and north of Camp Road.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

This Final Plat document has been reviewed by the City Attorney and approved for legal sufficiency.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Final Plat
2. HOA CCRs & AOI
3. Performance Bond
4. Title Opinion
5. Taxes Paid

Attachments not provided are available to the public upon request to the City Clerk.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
2/5/2025**

AGENDA TAB NO.: 4

SUBJECT TITLE: Resolution No. 2025-03 – First Budget Amendment for FY2025 (Finance)

OBJECTIVE:

To approve Resolution 2025-03, amending the Fiscal Year 2024-2025 City of Tavares Annual Operating Budget.

SUMMARY:

The attached resolution represents increases and/or decreases to the Adopted Budget for Fiscal Year 2025. Appropriation increases represent capital projects, ARPA expenditures, and prior year/project encumbrance rollovers. In addition, the Resolution also reflects transfers between individual accounts within adopted budgets for all departments.

This resolution represents the FIRST AMENDMENT to the Adopted Budget for Fiscal Year 2024-2025.

OPTIONS:

Option 1: Approve Resolution 2025-03 amending the FY 2024-2025 City of Tavares Annual Operating Budget.

Option 2: Do not approve Resolution 2025-03.

STAFF RECOMMENDATION:

Move to approve Resolution 2025-03, amending the Fiscal Year 2024-2025 City of Tavares Annual Operating Budget.

FISCAL IMPACT:

Estimated final budget amounts are included with the budget detail for this amendment.

LEGAL SUFFICIENCY:

The resolution has met legal sufficiency.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Resolution 2025-03
2. Exhibit A

Attachments not provided are available to the public upon request to the City Clerk.

RESOLUTION 2025-03

A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, AMENDING THE 2025 FISCAL YEAR ADOPTED BUDGET FOR THE CITY OF TAVARES, REPRESENTING THE FIRST AMENDMENT TO THE ADOPTED BUDGET, AND PROVIDING FOR A REPEALER, SEVERABILITY AND AN EFFECTIVE DATE.

NOW, THEREFORE BE IT RESOLVED BY THE MAYOR, AND CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA:

Fund Name	Fund Number	Estimated Revenues ¹	Reserve Appropriations ³	Unappropriated Revenues ²	Estimated Appropriations/ Expenditures
General Fund	001	27,185,264	\$ 2,063,555	\$ -	\$ 29,248,819
Water/Wastewater Utility	401	13,546,023	1,535,540	-	\$ 15,081,563
Water/Wastewater Impacts	441	1,299,721	-	(26,102)	\$ 1,273,619
W/WW RR&I Fund	443	300,000	812,441	-	\$ 1,112,441
SRF Construction Fund	444	-	418,955	-	\$ 418,955
W/WW SRF Loan	445	2,404,478	-	-	\$ 2,404,478
Sunset View Fund	447	101,644	25,000	-	\$ 126,644
Solid Waste	402	4,495,173	866,509	-	\$ 5,361,682
Stormwater	403	2,299,588	198,919	-	\$ 2,498,507
Seaplane Base Fund	405	1,590,140	3,925	-	\$ 1,594,065
Pavilion Fund ⁵	406	872,078	4,270	-	\$ 876,348
Police Education	102	-	-	-	\$ -
Community Redevelopment	105	765,536	-	(73,574)	\$ 691,962
Police Impacts	110	71,120	244,312	-	\$ 315,432
Fire Impacts	111	133,004	5,973	-	\$ 138,977
Forfeiture Fund	112	-	-	-	\$ -
Park Impacts	114	145,685	-	(145,685)	\$ -
Building Permits	115	122,446	-	(122,446)	\$ -
Citizen Donation Fund	119	-	500	-	\$ 500
Fire Assessment Fund	122	2,031,288	-	-	\$ 2,031,288
Grant Fund	151	1,207,771	759,892	-	\$ 1,967,663
Infrastructure Sales Tax	152	2,488,791	1,014,738	-	\$ 3,503,529
ARPA	155	-	114,634	-	\$ 114,634
Grants - FL DEO Specific	156	-	1,001,212	-	\$ 1,001,212
Debt Service Fund	201	1,186,137	-	(50)	\$ 1,186,087
Capital Project Fund	302	-	4,880	-	\$ 4,880
Capital Project Fund	303	-	9,619	-	\$ 9,619
Capital Project Fund (Public Works Facility)	304	-	127,125	-	\$ 127,125
Municipal Police Pension ⁴	601	2,816,220	-	(1,108,290)	\$ 1,707,930
Firefighter's Pension ⁴	602	3,179,557	-	(628,190)	\$ 2,551,367
General Employee Pension ⁴	603	81,576	-	(74,746)	\$ 6,830
Mildred Hunter Trust ⁴	605	405	-	(405)	\$ -
Wooton Park Playground ⁴	606	565	-	(565)	\$ -
		\$68,324,210	\$ 9,211,999	\$ (2,180,053)	\$ 75,356,156

¹ Estimated Revenues = anticipated revenue collections.

² Negative Reserve Appropriations assumes unappropriated revenues.

³ Positive Reserve Appropriations assumes appropriating (spending) an amount of reserves.

⁴ Special Revenue Fund.

Section 1. Whereas the adopted budget for the City of Tavares for Fiscal Year 2025 should be increased from \$66,530,603 to \$75,356,156 in both revenues and expenditures where the increase represents increases or decreases in estimated revenues and expenditures due to prior year project/encumbrance rollovers previously approved by the City Council.

Section 2. Whereas this resolution represents the First amendment to the Adopted Budget for Fiscal Year 2025. (Exhibit A)

Section 3. Whereas any resolution or portion of a resolution in conflict with this resolution or any portion of this resolution is hereby repealed.

Section 4. Whereas if any section, sentence, clause, phrase or word of this resolution is held invalid by a court of competent jurisdiction, the remainder of the resolution shall not be affected and remain in full force and effect.

Section 5. Be it be resolved that this resolution shall be effective upon its adoption.

PASSED and ADOPTED this 5th day of February 2025, by the City Council of the City of Tavares, Florida.

Walter Price Sr., Mayor
Tavares City Council

ATTEST:

Susie Novack
City Clerk

Approved as to form:
Lindsey Holt
City Attorney

**AGENDA SUMMARY
TAVARES CITY COUNCIL
2/5/2025**

AGENDA TAB NO.: 5

SUBJECT TITLE: Domestic Sister City Program (City Administrator)

OBJECTIVE:

Identify a Domestic Sister City to reach out to

SUMMARY:

The Domestic Sister City Horizon Team (Council Member Bobby Grenier and City Administrator John Drury) was tasked with identifying Sister City candidates within the United States for the City Council to review and select from. There are approximately 19,500 cities in the United States. The Horizon team met on several occasions to develop some criteria/parameters on identifying a list of Sister Cities including the following:

North of the Mason Dixon Line
East of the Mississippi River
Less than a 20-hour drive
A similar population to Tavares
Near a body of water
Not an identical twin

Once a potential Sister City is identified by the City Council, and the selected city accepts the designation of Sister City, a delegation of City officials would be assembled to visit the sister city annually to share and learn from each other's experiences.

Attached is the Horizon Team's report for Council's consideration and action.

OPTIONS:

- 1) Identify a Sister City to reach out to and invite to be Tavares Sister City
- 2) Table the item to the next meeting

STAFF RECOMMENDATION:

Option 1

FISCAL IMPACT:

None to identify the Sister City. An appropriate amount will be budgeted in next years budget for Council's consideration during the budget deliberation process.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Sister City

Attachments not provided are available to the public upon request to the City Clerk.

Domestic Sister City

Horizon Team Report

Council Member Bob Grenier and City Administrator John Drury

Introduction: The Horizon Team was tasked with identifying Sister City candidates within the United States for the City Council to review and select from. There are approximately 19,500 cities in the United States. The Horizon team met on several occasions to develop some criteria/parameters on identifying a list of Sister Cities including the following:

North of the Mason Dixon Line (see map below)

East of the Mississippi River

Less than a 20-hour drive

A similar population to Tavares

Near a body of water

Not an identical twin

Goal: An official delegation would be assembled to visit the sister city annually to share and learn from each other's experiences.

Upon applying this criterion and soliciting input from others, the Horizon team landed on the following five (5) cities to present to the City Council as possible candidates to reach out to and determine what level of interest, if any there would be in becoming a sister city with Tavares.

Keen NH

Rome NY

Traverse City MI

Plattsburg NY

Watertown NY

Below are some of the criteria and Horizon Team considerations applied to each City for review and reference:

City	Tavares	Keen	Rome
Population	21,000	22,900	31,650
Distance	N/A	19 hours 34 minutes	19 hours 38 minutes
Type of Government	Council/City Manager	Council/City Manager	Mayor/No City Mgr.
County Seat	Yes	Yes	No
Body of water	Two Lakes	Area Rivers and lakes	River
Airport	Yes – Seaplane base	Yes	Yes
College	Near State College	State College	Community College
History	RR and Maj. St. Clair	RR and Industry	American Revolution
Brand	Seaplane City	Elm City	The Copper City

City	Traverse City	Plattsburg	Watertown
Population	15,700	19,800	24,000
Distance	19hours 54 minutes	20 hours 25 minutes	20 hours
Type of Government	Council/City Manager	Council/City Manager	Council/City Manager
County Seat	Yes	Yes	Yes
Body of Water	On 2 Bays	On a Lake	Near Lake/Rivers
Airport	Yes	Yes	yes
College	Northwestern College	State College	Community College
History	Railroad and lumber	Military & Revolution	Lumber & Paper
Brand	Cherry Capital	The Lake City	The Garland City

Mason Dixon Line



**AGENDA SUMMARY
TAVARES CITY COUNCIL
2/5/2025**

AGENDA TAB NO.: 6

SUBJECT TITLE: Broad Budget Priorities (City Administrator)

OBJECTIVE:

To develop Council's FY 2026 Broad Budget Priorities

SUMMARY:

Annually the Council develops its top budget priorities for the ensuring year. Attached are the previously adopted Council budget priorities for the current FY 2025 fiscal year. An opportunity is provided for Council to adopt its FY 2026 budget priorities.

OPTIONS:

- 1) Develop the FY 2026 Budget Priorities
- 2) Table to next meeting

STAFF RECOMMENDATION:

Option 1

FISCAL IMPACT:

None to develop the priorities

LEGAL SUFFICIENCY:

yes

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Council Member FY 26 Budget Goals
2. February 7, 2024 Meeting Minutes - Broad Budget Priorities

Attachments not provided are available to the public upon request to the City Clerk.

FY 2026 Broad Budget Goals

Council Member Gamble FY 26 Budget Goals

1. Maintain Pay As We Go and not go further in debt.
2. Maintain present or better level of service.
3. Budget for Employee Raises.
4. Set new Impact Fees.
5. West End of Main Street Improvement.
6. Woodlea Sports Park Improvements.

Council Member Grenier FY 26 Budget Goals

1. Plan the new Tavares frontier along SR19/561/448 corridor well with no sprawl and be mindful of infrastructure, type of businesses, type of residential development, and land conservation for recreational pathways, natural resources, and wildlife.
2. Continue to make sure the Parks and Recreation Department, Tavares Public Library and the Tavares History Museum and have the resources needed to maintain and exceed, a high level of service to patrons and guests. Do not forget the citizens' vision of "Building on a Historic Foundation."
3. Provide the Public Works, Water, Communications, and IT departments with the proper, updated, and safe tools and equipment to exceed their already high level of service.
4. Keep streets, alleyways, stormwater, solid waste, infrastructure improvements moving forward with the proper resources to provide a high level of service.
5. Provide the resources and modern equipment to the Police and Fire Departments to ensure they continue to exceed a high level of service.

Vice Mayor Pfister FY 26 Budget Goals

1. Funding for GOLDEN TRIANGLE REGIONAL PARK design and construction
2. Continued funding for GOVERNMENTAL ADVOCACY REPRESENTATION for RAILS TO TRAILS
3. Funding if needed to secure golf cart crossing at hospital
4. 365 blue/ silver lighting at memorial fountain / 441 gateway
5. Funding for design of parking garage at East Main / Pavilion

Mayor Price FY 26 Budget Goals

1. Continue to lower millage rate, while keeping up at least the same level of service to residents that are currently provided.
2. Review and adopt new impact fees where and if needed.

3. Continue to attract new commercial development to Tavares, especially national chain retailers.
4. Continue to pursue grants, especially for rails to trails project.
5. Start West Main Street gateway project and rejuvenate area.
6. Convert old public works complex into surface parking.
7. Implement official Tavares flower project and start planting in public spaces.
8. Have traffic signal installed at 19/561, especially left turn signal.

Council Member Singer FY 26 Budget Goals

1. Continue to invest in infrastructure improvements.
2. Reduce the millage rate.
3. Sustain recommended reserve levels.
4. Pursue additional grant opportunities
5. Ensure adequate staffing and fair compensation across all departments.
6. Enhance the aesthetics of key corridors into our city.

February 7, 2024 Meeting Minutes

Tab 8. Broad Budget Priorities

Mr. Drury made the following presentation:

As provided for in the prior City Council meeting, an opportunity is provided at this Council meeting for the City Council to develop its FY 2025 (October 1, 2024 - September 30, 2025) Broad Budget Goals which the City Administrator will use as guiding principles and a starting point to build the annual City Budget over the next several months. The budget will then be presented back to the City Council this summer. Thereafter, the Council will continue to refine it through July and August and finalize it and adopt it in September with public commentary and input along the way. Attached are:

- 1) The prior year's City Council adopted Broad Budget Goals*
- 2) List of the current projects and initiatives underway*
- 3) List of Draft FY 25 Council goals from some of the City Council members*

A discussion was held, and the following Fiscal Year 2024-2025 Broad Budget Priorities were approved by consensus of the Council.

Mayor Grenier

1. Plan the new Tavares frontier along SR19/561/448 corridor well with no sprawl and be mindful of economics, residential development, land conservation, and a possible convention center.
2. Continue to make sure the Tavares History Museum and Tavares Library have the resources needed to maintain a high level of service to patrons and guests.
3. Continue to seek purchasing the home of Major Alexander St. Clair-Abrams, the founder of Tavares and Lake County, if funding such as grants or by others is found, with long-term maintenance and staffing to be discussed at a later date.
4. Keep streets/alleyways/stormwater improvements going, and at a high level of service.
5. Provide for the resources the Police and Fire Departments need to ensure they maintain their high level of service.

Vice Mayor Gamble

1. Deliver a Budget, identifying a Roll Back Rate dollar amount and how it correlates to provided services, then allow council to make additions as necessary for a final budget.
2. Maintain level of service.
3. Continue and finish Capitol Projects.
4. Sidewalk replacement and new where needed.
5. Agendize and Adopt new Impact Fees for residential housing.

6. Finalize the deal of Stover Complex to Lake County School Board if not completed at the time of Budget.

Mr. Drury said the sale should be completed prior to adoption of the budget.

7. Continue to lower debt and not go further into debt.

Council Member Pfister

1. Continued improvements and renovation of Regional Park East Campus (YMCA).
2. Restructure impact fees for residential housing.
3. Create incentives for economic development.
4. Continue efforts for cart crossing at hospital.
5. Downtown lighting improvements for safety.
6. Improvements and explore possible commercial participation at Pontoon Promenade.
7. Lobby local lawmakers to legislate the closing of game rooms.
8. Increase our family oriented small events / activities.
9. Assure that employee pay and benefits are competitive to attract and retain the best.

Council Member Price

1. Try to get to the rollback rate and if not continue to lower mileage rate.
2. Accelerate city debt repayment, although current interest rates might postpone this.
3. Continue to pursue grants.
4. Provide same level of service to residents.
5. Increase reserves.
6. Accomplish the West Main St gateway.
7. Convert existing public works facilities to surface parking.

A discussion was held regarding a parking garage. Mr. Drury noted the goals of the Council included not taking out loans and creating parking at the Public Works site. To accomplish both goals, parking could be implemented in phases, with phase one as surface parking. Council could discuss a phase two parking garage should parking be full and there was a need.

8. Keep repaving roads.

Council Member Singer

1. Continue lowering the millage rate.
2. Maintain recommended reserve levels.
3. Continue investing in road repaving and infrastructure.
4. Continue to go after grants.
5. Be sure ALL departments are properly staffed, and every employee is fairly compensated.

6. Look for ways to clean the retention pond on corner of Gateway Drive and North Duncan Drive (HYW 19).

Mr. Drury said he would meet with the Department Directors to incorporate the collective goals of the Council into their work and budget plans. Mr. Drury stated he would come back to the Council with a balanced budget during the summer for the Council's deliberation with public input.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
2/5/2025**

AGENDA TAB NO.: 7

**SUBJECT TITLE: Tavares Chamber of Commerce, Taste of Tavares Pavilion Fee Waiver Request
(Economic Development)**

OBJECTIVE:

For Council to consider a request from the Tavares Chamber of Commerce for a one time waiver of the Pavilion on the Lake facility rental fee for their 2025 Taste of Tavares event.

SUMMARY:

The Tavares Chamber of Commerce has submitted the attached letter of request for a one time facility rental fee waiver for their use of the Pavilion on the Lake for the purpose of re-establishing their annual Taste of Tavares event which had been held at the Pavilion each year from 2015 through 2019 (see attached letter of request). The fee for their proposed evening time block for the weekday evening of March 27, 2025 would be \$1,800 plus an additional fee of \$700 (\$350 per hour X 2 hours) for set up/preparation time prior to the event, for a total of \$2,500. The Chamber would be required to hire and pay for one of the Pavilion approved & contracted catering companies for the sale and service of alcoholic beverages, for which the City would receive the Pavilion commission from the catering vendor.

OPTIONS:

1. Approve the Tavares Chamber of Commerce request for a one time Pavilion rental fee waiver.
2. Do not approve the Tavares Chamber of Commerce request for a one time Pavilion rental fee waiver.

STAFF RECOMMENDATION:

Staff recommends option 1.

FISCAL IMPACT:

The fee for the Chamber proposed evening time block for the weekday evening of March 27, 2025 would be \$1,800 plus an additional fee of \$700 (\$350 per hour X 2 hours) for set up/preparation time prior to the event, for a total of \$2,500.

LEGAL SUFFICIENCY:

Legally sufficient.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. ChamberRequestLetterPavilionFeeWaiver

Attachments not provided are available to the public upon request to the City Clerk.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
2/5/2025**

AGENDA TAB NO.: 8

SUBJECT TITLE: City Administrator Report

OBJECTIVE:

The City Administrator will inform the City Council on city-related matters.

SUMMARY:

City Administrator will provide a summary at the meeting.

UPCOMING MEETINGS:

City Council Meeting	February 19, 2025, 4:00 p.m., Tavares City Council Chambers
Planning and Zoning Board Meeting	February 20, 2025, 3:00 p.m., Tavares City Council Chambers
Library Board Meeting	February 12, 2025, 4:00 p.m., Tavares Library Expansion Room
Code Enforcement Special Magistrate Hearing	February 25, 2025, 4:00 p.m., Tavares City Council Chambers

OUTSIDE AGENCY MEETINGS:

Lake County League of Cities Meeting	February 14, 2025, 12:00 noon, Host City to be Announced
Lake Sumter MPO Governing Board Meeting	February 26, 2025, 2:00 p.m., Suite 175, 1300 Citizens Boulevard, Leesburg
Tavares Chamber of Commerce Business Meeting	February 26, 2025, 11:30 a.m., Tavares Civic Center

CITY EVENTS:

The current 2025 City Event calendars is attached.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Tavares_2025 Event Calendar_Rvsd 1.17.2025

Attachments not provided are available to the public upon request to the City Clerk.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
2/5/2025**

AGENDA TAB NO.: 9

SUBJECT TITLE: City Council Member Reports

OBJECTIVE:

To inform the Council on city-related items.

SUMMARY:

The 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:

Attachments not provided are available to the public upon request to the City Clerk.