



**AGENDA
TAVARES CITY COUNCIL
April 2, 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 Kevin Honeycutt, First Baptist Church of Tavares

III. APPROVAL OF AGENDA

IV. IMPACT FEE WORKSHOP

Tab 2 Second City Council Workshop to discuss Draft City of Tavares
2025 Municipal Impact Fee Study for Police, Fire, Parks, and
General Government (Finance)

V. PROCLAMATIONS/PRESENTATIONS

Tab 3 Tavares Chamber of Commerce Update (Chamber)

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

VII. READING OF ALL ORDINANCES/RESOLUTIONS INTO RECORD

VIII. CONSENT AGENDA

Tab 4 Approval of the March 19, 2025, City Council Workshop and
Regular Meeting Minutes (City Clerk)

IX. RESOLUTIONS

X. ORDINANCES - PUBLIC HEARING

First Reading

Second Reading

XI. GENERAL GOVERNMENT

- Tab 5 Tavares Public Library Program Overview (Community Services)
- Tab 6 Police Pension DROP Program (Police)
- Tab 7 2025 Projects and Initiatives Status Report (City Administrator)
- Tab 8 Waterfront Park Designations Map (Economic Development)

XII. NEW BUSINESS

XIII. OLD BUSINESS

XIV. AUDIENCE TO BE HEARD

XV. REPORTS

- Tab 9 City Administrator Report
- Tab 10 City Council Member Reports

XVI. ADJOURNMENT

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

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
4/2/2025**

AGENDA TAB NO.: 1

SUBJECT TITLE: Pastor Kevin Honeycutt, First Baptist Church of Tavares

OBJECTIVE:

Pastor Kevin Honeycutt, First Baptist Church of Tavares, will provide the invocation and lead those present in the Pledge of Allegiance.

SUMMARY:

Pastor Kevin Honeycutt, First Baptist Church of Tavares, 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
4/2/2025**

AGENDA TAB NO.: 2

SUBJECT TITLE: Second City Council Workshop to discuss Draft City of Tavares 2025 Municipal Impact Fee Study for Police, Fire, Parks, and General Government (Finance)

OBJECTIVE:

For the City Council to hold a Second Public Workshop to discuss the City of Tavares 2025 Municipal Impact Fee Study dated February 13, 2025, with dedicated discussions related to the extraordinary circumstances necessitating the proposed Impact Fees for Police, Fire, Parks, and General Government.

SUMMARY:

By way of background, the following information is provided to assist the City Council as they review the City of Tavares 2025 Municipal Impact Fee Study Draft Report for Police, Fire, Parks and General Government Facilities Impact Fees. The Draft Study Report is dated February 13, 2025.

- The prior study for City of Tavares Police, Fire and Park Impact Fees was dated September 12, 2006.
- The City Council adopted Ordinance 2007-02 on February 21, 2007, which implemented the 2006 study recommendations.
- On June 4, 2021, CS/CS/CS/HB337, known as the Florida Impact Fee Act, was signed into law which brought several changes to Impact Fee requirements.

Some changes for Impact Fees provided in the Florida Impact Fee Act (F.S § 163.31801) include the following:

- The law provides an introduction of definitions for the term infrastructure and public facilities.
- The law also creates a cap on the amount local governments can increase impact fees. This cap limits the increase to no more than 12.5% in a given year and no more than 50% over a four-year period.
- An increase greater than 50% requires a two-thirds vote of the City Council and provides at least two publicly noticed workshops.
- Local Governments will be required to credit developers or builders on a dollar-for-dollar basis when they contribute toward public facilities or infrastructure.
- The law requires that impact fees be split out into their own accounting fund.
- Local governments must limit administrative charges for the collection of impact fees to actual costs.
- Changes to the Financial Statement Audit Affidavit requirements by the CFO.

The **Draft** Impact Fee report has been prepared by the City's Rate Consultant, Joe Williams of Raftelis, and discusses the following for each impact fee: Police, Fire, Parks, and General Government Facilities. The Draft Report has been prepared within the constraints of the Florida Impact Fee Act.

- An Introduction
- Existing Impact Fees
- Incremental Costs
- Impact Fee Development
- Impact Fee Comparisons

Discussions at the workshop are required to have dedicated discussions related to the extraordinary circumstances necessitating the need to exceed the phase-in limitations set forth in FS 163.31801.

The Draft Report identifies the following extraordinary circumstances:

- Recent large inflationary cost increases
- Additional capital improvements based on a significant increase in population growth.

On March 19, 2025, the City Council held the first of two publically noticed Workshops to discuss the Draft Impact Fee study proposing updated impact fees.

This workshop represents the second of two required publically noticed workshops to be held by the City Council for the Study and proposed rates as required by FS 163.3801. This report is delivered to the City Council for their review for workshop discussions.

Upon consensus of the City Council (at this second workshop), a Final Report and proposed Ordinance will be brought to the City Council at the next City Council meeting for First Reading.

OPTIONS:

1. **Council holds Workshop Discussions for the Draft City of Tavares Impact Fee Study dated February 13, 2025, for Police, Fire, Parks, and General Service Impact Fees with dedicated discussions on the extraordinary circumstances necessitating the need to exceed the phase-in limitations of F.S. 163.31801**

STAFF RECOMMENDATION:

1. **Council holds Second Workshop Discussions for the Draft City of Tavares Impact Fee Study dated February 13, 2025, for Police, Fire, Parks, and General Service Impact Fees with dedicated discussions on the extraordinary circumstances necessitating the need to exceed the phase-in limitations of FS 163.31801.**

FISCAL IMPACT:

None. There is no cost for Workshop discussions.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. 2024 Tavares Impact Fee Report - Draft 1-lhstamp

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
4/2/2025**

AGENDA TAB NO.: 3

SUBJECT TITLE: Tavares Chamber of Commerce Update (Chamber)

OBJECTIVE:

Receive an update on the Tavares Chamber of Commerce from CEO/President Stephanie Hayes.

SUMMARY:

Ms. Hayes will provide an update on Chamber activities.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
4/2/2025**

AGENDA TAB NO.: 4

SUBJECT TITLE: Approval of the March 19, 2025, City Council Workshop and Regular Meeting Minutes (City Clerk)

OBJECTIVE:

To consider approval for the March 19, 2025, City Council Impact Fee Workshop and Regular Meeting minutes.

SUMMARY:

Attached is the March 19, 2025, City Council Impact Fee Workshop and Regular Meeting minutes as submitted by the City Clerk.

OPTIONS:

Move to approve the City Council Impact Fee Workshop and Regular Meeting minutes under the Consent Agenda.

Move to approve the City Council Impact Fee Workshop and Regular Meeting minutes with corrections.

STAFF RECOMMENDATION:

For the Council's approval.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. 03-19-2025 CC Minutes

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



**TAVARES CITY COUNCIL
MEETING MINUTES
MARCH 19, 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. Pastor Shane Hargrave, Compass Life Church

Council Member Gamble provided the invocation and led those present in the Pledge of Allegiance in the absence of Pastor Shane Hargrave.

III. APPROVAL OF AGENDA

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

MOTION

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

IV. IMPACT FEE WORKSHOP

Tab 2. Council Workshop to discuss Draft City of Tavares 2025 Municipal Impact Fee Study for Police, Fire, Parks, and General Government

Ms. Houghton made the following presentation:

By way of background, the following information is provided to assist the City Council as they review the City of Tavares 2025 Municipal Impact Fee Study Draft Report for Police, Fire, Parks and General Government Facilities Impact Fees. The Draft Study Report is dated February 13, 2025.

- *The prior study for City of Tavares Police, Fire and Park Impact Fees was dated September 12, 2006.*
- *The City Council adopted Ordinance 2007-02 on February 21, 2007, which implemented the 2006 study recommendations.*
- *On June 4, 2021, CS/CS/CS/HB337, known as the Florida Impact Fee Act, was signed into law which brought several changes to Impact Fee requirements.*

Some changes for Impact Fees provided in the Florida Impact Fee Act (F.S. § 163.31801) include the following:

- *The law provides an introduction of definitions for the term infrastructure and public facilities.*
- *The law also creates a cap on the amount local governments can increase impact fees. This cap limits the increase to no more than 12.5% in a given year and no more than 50% over a four-year period.*
- *An increase greater than 50% requires a two-thirds vote of the City Council and provides at least two publicly noticed workshops.*
- *Local Governments will be required to credit developers or builders on a dollar-for-dollar basis when they contribute toward public facilities or infrastructure.*

- *The law requires that impact fees be split out into their own accounting fund.*
- *Local governments must limit administrative charges for the collection of impact fees to actual costs.*
- *Changes to the Financial Statement Audit Affidavit requirements by the CFO.*

The draft Impact Fee report has been prepared by the City's Rate Consultant, Joe Williams of Raftelis, and discusses the following for each impact fee: Police, Fire, Parks, and General Government Facilities. The Draft Report has been prepared within the constraints of the Florida Impact Fee Act.

- *An Introduction*
- *Existing Impact Fees*
- *Incremental Costs*
- *Impact Fee Development*
- *Impact Fee Comparisons*

Discussions at the workshop are required to have dedicated discussions related to the extraordinary circumstances necessitating the need to exceed the phase-in limitations set forth in FS 163.31801.

The Draft Report identifies the following extraordinary circumstances:

- *Recent large inflationary cost increases*
- *Additional capital improvements based on a significant increase in population growth.*

This workshop represents one of two required workshops to be held by the City Council for the Study as required by FS 163.3801. This report is delivered to the City Council for their review for workshop discussions.

Mayor Price noted the item before the Council was a Public Workshop to discuss the draft City of Tavares 2025 Municipal Impact Fee Report dated February 13, 2025. The dedicated discussions pertain to the extraordinary circumstances that necessitate the proposed impact fees for Police, Fire, Parks and Recreation, and General Government.

Michelle Galvin, Raftelis Consultant, provided a PowerPoint presentation on the draft impact fee report outlining the extraordinary items that support the fees in the draft report and the following highlights:

- Existing and proposed impact fees for single family
- Local comparison of the single family impact fees
- Proposed impact fees and cost factors
 - Updated Police impact fees
 - Updated Fire impact fees

- Updated Parks and Recreation impact fees
- New General Government impact fees.
- Revenue forecast, inflationary costs, and capital items.
- Next steps

Ms. Galvin stated that the second workshop would be held on April 2, followed by two public hearings to adopt an ordinance and a 90-day hold.

Vice Mayor Pfister commended Ms. Galvin on her presentation.

Council Member Singer emphasized that if the impact fees were not adopted, the City would need to find \$7 million dollars by 2034, burdening current residents. He emphasized that growth needed to be funded by growth. He said concerns had been raised by the Homebuilders Association regarding cost increases and noted that the City was also experiencing rising costs. Council Member Singer said the City of Clermont had not seen a slowdown in growth despite having the highest impact fees among identified cities. Ms. Galvin confirmed this, noting that Raftelis had assisted Clermont with water and sewer rates.

Vice Mayor Pfister said that while raising impact fees was necessary, the City could retain the ability to discount or waive fees if needed, as had been done before. Mr. Drury confirmed.

Mayor Price asked for comments from the audience.

Gary Santoro, Royal Harbor, expressed his support and emphasized that central services, such as Police, Fire, and City government, needed to keep up with what was happening in the City. He said that for a long time, the City had relied on neighboring cities for assistance, and as the growth in the area continued, that help may not be readily available. He said Tavares needed to ensure self-sufficiency and noted insurance rates were based on the City providing services.

There was no further public comment.

Council Member Singer asked Attorney Holt to elaborate on the extraordinary circumstances the City had to follow to increase the impact fees.

Attorney Holt said the consultants helped guide the City through the process. She said the presentation provided the increase, and by Florida statutes, the City was required to hold two workshops to discuss the draft impact fee report. Attorney Holt said two hearings would be held to adopt an increase by ordinance. She said the City complied with all requirements and had worked with Raftelis on the draft report for the past twelve months. The report demonstrated the increased need and extraordinary circumstances. Mr. Drury noted a requirement for approval from the majority of the Council. Attorney Holt said a 2/3 vote majority was required with over 50% increases.

Council Member Singer said the Council had been working to accomplish more professional housing over the past several years. He asked how much inventory the City currently had available for single-family residents. Mr. Drury said the City was approaching 9,000 homes, with an average occupancy rate of 2.4 souls per household for 21,400 citizens. He said the City was fortunate to recently include market-rate apartments to assist with the hospital, medical park, and employees working there. Mr. Drury said more apartments were being built downtown, consistent with the Master Plan, and residents were being brought into the downtown area to work, live, play, and patronize the parks, restaurants, and local businesses. He said a market-rate apartment complex was under construction on Caroline Street, and a complex was coming to the town square and was currently being permitted.

Council Member Singer acknowledged the challenge of balancing the needs of current and future residents. He said the proposed increase would significantly raise impact fees on single-family homes. Council Member Singer suggested a phased implementation over several years. Mr. Drury said it would be the Board's decision to phase in the impact fees. He noted the proposed rates for basic fire and police service were below Clermont and Mount Dora. If those cities added parks, recreation, and general government, Tavares would be far below its rates. He said the City was going toward market rate quickly.

Vice Mayor Pfister noted that it had been 19 years since the last adjustment and stated that infrastructure needs must be addressed. She observed that higher impact fees had not slowed Clermont's growth and believed that Tavares's quality of life justified the increase. Vice Mayor Pfister added that the City could revisit the fees if the economy entered a recession to ensure continued growth.

Council Member Singer asked about the timeline for implementing Impact Fees. Mr. Drury said a second workshop would be held on April 2, followed by two ordinance hearings. He said the final vote for the ordinance would occur in May, with the law taking effect 90 days later, around August.

Council Member Grenier asked what type of buildings were considered institutional. Ms. Houghton said a parking garage, new City Hall, and any ancillary building that served General Government operations would qualify.

Mayor Price said he was surprised the City had not raised impact fees in 19 years. Mr. Drury said the City eliminated impact fees for some time due to economic conditions. Mayor Price said that while the increase is a big percentage, the cost difference is approximately \$2,500 on a \$300,000 to \$500,000 home, which does not impact the overall price. He said the City would incur a deficit if not implemented. Mr. Drury confirmed the deficit would be \$10.5 million dollars.

Council Member Gamble stated that the executive summary indicated a total percentage difference of 160%.

Vice Mayor Pfister recognized Lake County Commissioner Kirby Smith in the audience. Mr. Drury thanked Commissioner Smith for attending the meeting. Commissioner Smith emphasized the importance of transparency and stated that the workshops provided opportunities for public input before final decisions were made.

MOTION

Sandy Gamble moved to proceed to the next workshop, seconded by Lori Pfister. The motion carried unanimously 5-0.

V. PROCLAMATIONS/PRESENTATIONS

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

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

VII. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

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

ORDINANCE 2025-01

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA AMENDING THE CITY CODE OF ORDINANCES CHAPTER 6 FIRE PROTECTION AND PREVENTION, ARTICLE IV FIRE PREVENTION STANDARDS, SECTION 6-96 NATIONAL FIRE PROTECTION ASSOCIATION CODES ADOPTED; AND AMENDING CHAPTER 6 FIRE PROTECTION AND PREVENTION, ARTICLE IV FIRE PREVENTION STANDARDS, SECTION 6-97 STANDARD FIRE PROTECTION CODE ADOPTED; SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING SEVERABILITY AND CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

VIII. CONSENT AGENDA

Mayor Price asked if anyone wished to pull an item from the Consent Agenda for discussion.

MOTION

Lori Pfister moved to approve the Consent Agenda [Tab 3. Approval of the March 19, 2025, City Council Meeting Minutes], seconded by Troy Singer. The motion carried unanimously 5-0.

Tab 3. Approval of the March 5, 2025, City Council Meeting Minutes

Approved on the Consent Agenda.

IX. RESOLUTIONS

X. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

Tab 4. Ordinance 2025-01 – Language Amendment to Chapter 6 of the City of Tavares City Ordinance, “Fire Protection and Prevention”

Chief Willis made the following presentation:

Currently, Chapter 6 of City Ordinance cites and enables specifically the 1997 edition of 3 fire prevention and life safety documents that impact the City of Tavares through the State of Florida. Those documents are: National Fire Code (NFPA) Pamphlet 1; Life Safety Code (NFPA) 101; and Standard Fire Protection Code. The current authorized editions of these documents are dated 2024. This ordinance change will bring those edition dates to the current standards enacted by the State of Florida. Additionally, language is being added to automatically enable the current edition of these documents as these edition dates change in the future. In the attached change documentation, changes are indicated by strikethrough for current language being deleted, and underline for new language being added.

Staff recommends Option 1, for the Council to adopt Ordinance 2025-01 as presented, authorizing the Mayor to sign the document upon ratification at second reading.

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

MOTION

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

XI. GENERAL GOVERNMENT

Tab 5. City of Tavares Civic Group Entrance Sign Recognition

Mr. Aldrich made the following presentation:

At the request of Mayor Price, staff researched and identified ten (10) civic service clubs in the Golden Triangle area to see if they had an interest in being recognized on a city gateway entrance sign. The clubs received a letter from the City asking if their club would like to be recognized on a gateway entrance sign along the roadway to welcome drivers to the City of Tavares. Upon the Council's approval and direction, two (2) signs will be placed at the entrance to the City, one along David Walker Drive between HWY 441 and Dora Avenue, and the other along Old HWY 441 coming from Mount Dora into Tavares just before the David Walker Drive intersection.

Two (2) clubs have responded, indicating their interest in being included in the signage: Rotary Club of Lake County Golden Triangle, and the Peninsular Masonic Lodge No. 85.

Working with Sign Crafters of Florida, staff have identified three options for local roadway signs, each with room to include up to five (5) civic club logos.

- 1. The first option is \$25,060.00*
- 2. The second option is \$23,060.00*
- 3. The third option is \$21,660.00*

Inside your agenda packet are detailed descriptions of each option, showing the differences in the signage.

Staff recommends the Council discuss and provide direction to the staff. Staff recommends taking the funds out of reserves. He said the reserve account reflects an excess of \$695,937 above the GFOA recommendation.

Vice Mayor Pfister supported moving forward with the civic group recognition signs.

Council Member Grenier inquired about the number of civic organization plaques each sign could accommodate. Mr. Drury confirmed that each sign could hold five (5) plaques.

Council Member Gamble highlighted the need for a gateway sign on the City's west side, noting that funding for this was included in the current year's budget.

Vice Mayor Pfister emphasized the City's goal of maintaining a village-like feel despite growth. She stated that the signs provided valuable information at a minimal cost.

Mr. Drury noted that the design for the west-side sign would be included when that project moved forward.

Council Member Singer asked about the criteria for selecting participating clubs. Mr. Aldrich explained that clubs were identified based on being service-oriented, non-profit organizations. Council Member Singer voiced concern about ensuring fairness, noting

potential negative consequences if some organizations were excluded. He opposed using reserve funds for the signs, suggesting that the project be included in the budget process. While he supported the signs, he preferred their inclusion in planned budget discussions.

Council Member Gamble pointed out that both proposed sign locations were on the City's east side, with none along SR 19. He stated that one sign would be placed on US Hwy 441 at Dora Avenue and the other on Old 441, entering Tavares from Mount Dora. He supported adding a third sign and, given the City's reserve levels, had no issue moving forward with the request.

Council Member Grenier supported adding personalized signage to smaller gateways into the City.

Mayor Price said he was amenable to placing one sign on the east side and one on the west side provided a suitable west-side location was found. He also mentioned that the state Masonic Lodge organization had offered to help offset some costs.

Council Member Gamble asked if organizations would be charged a fee to display their logos. Mr. Drury confirmed that no fee was currently associated with the signage but noted that a fee could be implemented.

Vice Mayor Pfister supported allowing staff to negotiate a reasonable fee.

Council Member Singer asked for the criteria on which organizations would be invited to participate. Mr. Drury proposed that staff could solicit submissions and present them to the Council for consideration.

Mayor Price preferred the first sign design option and stated that clubs should provide their logos. Mr. Drury explained that the City would place the logos since the signs must adhere to specific materials and state standards. He noted that obtaining approval for state highway signage could take a year. A discussion followed regarding potential fee structures.

Council Member Grenier asked if two signs for the Option 1 design could be approved while criteria were being determined. Mr. Drury confirmed that if approved, the staff would process a purchase order and hire a company to manufacture the signs. The selection of five civic logos would be returned to the Council for review, including the selection process and potential costs. If more than five organizations applied, the Council would decide which ones to include.

MOTION

Bob Grenier moved to purchase two Option 1 signs, with criteria for location, fees, and civic group selection to be determined later. The motion was seconded by Lori Pfister.

Council Member Gamble suggested implementing a five-year fee structure.

Council Member Singer reiterated his preference for including the project in the budget process and did not support moving forward at this time.

The motion carried 4-1 as follows:

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

Tab 6. Tavares Skate Park Demolition

Mr. Clark made the following presentation:

The city will need to expand the Waste Water Plant in the future, which will call for some additional land currently occupied by the defunct skate park. The skate park is currently inoperable and is both a liability and an eyesore. For these reasons, it is recommended that the Council demolish the skate park using Utility Enterprise Fund reserves and reclaim this property for future plant capacity expansion needs.

There is currently \$7,849,909 in Utility Enterprise Reserves. The \$93,000 estimated cost is made up of \$73,000 low bid from Brooks Company to do the work and \$20,000 contingency.

Reducing current reserves as proposed will still maintain the Governmental Finance Officers' Association's recommendation of no less than two months of operating expenditures in reserve funds.

Staff recommends Option 1, for the Council to approve utilizing \$93,000 of the Utility Enterprise Fund Reserves for the demolition of the skate park.

Mayor Price asked whether the new concept plan for Woodlea Park included a skate park. Mr. Drury responded that it did not and that any new skate park would be located at the YMCA. He noted that it was uncertain how popular skateboarding was in current recreational activities.

Council Member Singer inquired about the urgency of moving forward. Mr. Clark explained that liability was a concern due to frequent trespassing and stated the structure had been compromised.

Council Member Singer asked if the funding would come from the utility enterprise reserves rather than the general fund, given that it was a utility-related matter. Mr. Clark

confirmed. Council Member Singer noted the skate park had outlived its useful life and asked for a repair cost estimate. Mr. Clark stated that in 2023, the repair cost was estimated at \$650,000 but had since increased to \$800,000 in the current market.

Council Member Gamble recalled being on the Council when the skate park was initially installed and considered a downtown Tavares location. He said that allowing visitors to use the facility independently had led to vandalism and other issues over the years, making it a significant liability for the City.

MOTION

Troy Singer moved to approve the demolition [Option 1]. Seconded by Bob Grenier. The motion carried unanimously 5-0.

Tab 7. RFQ 2025-0003, Government Relations Firm

Ms. Houghton made the following presentation:

At the January 15, 2025 City Council meeting, the City Council approved Resolution 2025-01 authorizing a partnership with Lake County Florida and the City of Mount Dora to submit a grant application to the Department of Transportation (DOT) in the amount of \$25 million for the 2025 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant for the planned Wekiva Trail Extension Project (Segments 1 and 5).

On January 24, 2025, the US Department of Transportation (DOT) issued Amendment 1 which in essence changed the name of the grant from RAISE to the Better Utilizing Investments to Leverage Development (BUILD) Grant amongst other changes.

At the February 19, 2025, City Council Meeting, the City Council approved Resolution 2025-4 which reflected Council's approval for the grant application based on the DOT amendment to the Grant Program name from "RAISE" to "BUILD" as well as other changes to the grant program.

Previously, the Council requested Staff to look at contracting with a consultant to assist in securing Federal and State Funding for large City Projects.

The State of Florida currently has 412 cities and 57 counties all of which are competing for additional funding sources to meet capital needs. This RFQ is intended to provide several firms that may be qualified in Governmental Relations that the City may contract with for assistance in securing grant funding for Capital Projects in the areas of Water, Wastewater, Transportation, Trails, Recreation Facilities, Parks, and other capital needs. Responding firms will be ranked for selection.

Staff estimates the cost for a consultant to be approximately \$75,000. The cost would be shared equally between the Utilities Fund and the General Fund.

The initial RFQ is attached for your reference and is anticipated to be advertised in the March 23, 2025, Sunday edition of the Orlando Sentinel should the City Council recommend that staff begin the RFQ process.

Staff recommends Option 1, for the Council to request the City Administrator to issue and publish RFQ 2025-0003, Governmental Relations Firm, and approve a budget amendment in the amount of \$75,000 from the General Fund and the Water/Wastewater Operating Fund reserves. (\$37,500 each)

Ms. Houghton noted that while the City could wait until the budget cycle, grant opportunities had deadlines, making it important to act now if a consultant's assistance was needed.

Mr. Drury emphasized the benefits of engaging a government relations firm, citing past successes in securing permits and funding. He highlighted ongoing challenges, including securing a consumptive use permit due to increased water demand and the need for deeper wells. He also mentioned upcoming projects, including wastewater and water plant expansions and pursuing a \$25 million federal grant for a trail between downtown Tavares and Mount Dora. Mr. Drury emphasized that such firms offered direct access to key decision-makers at the state and federal levels, thereby increasing the City's chances of success in grant applications. Neighboring municipalities already utilize similar resources, and securing representation would help Tavares stay competitive.

Mayor Price inquired whether the consultant would be used for just one or two initiatives. Mr. Drury confirmed they would assist with all city initiatives.

The Mayor asked for comments from the Council; there were none.

MOTION

Lori Pfister moved to approve [Option 1], seconded by Bob Grenier.

Council Member Singer noted his preference for including in the budget process rather than taking funds out of reserves.

The motion carried 4-1 as follows:

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

XII. NEW BUSINESS

XIII. OLD BUSINESS

Council Member Grenier asked if there had been further discussion with Lake County regarding roads, particularly Dead River Road. Mr. Drury stated a significant meeting was scheduled with the county on April 19 to discuss district impact fee funding for roads, including the distribution of county road impact fees. All projects would be outlined during the meeting, and further updates would be provided. He said Council Member Gamble, who served as MPO Chairman, strongly advocated for the area.

Vice Mayor Pfister acknowledged efforts on the wayfinding sign project. She mentioned that a sign on SR 19, by the Dora Canal bridge, was obscured by overgrown limbs and bushes. Mr. Drury said he would arrange to have the area cleared.

XIV. AUDIENCE TO BE HEARD

XV. REPORTS

Tab 8. City Administrator Report

Chief Coursey said the Citizen Academy began and included a waiting list. She said more information would be forthcoming.

Mr. Tweedie stated the 16th Annual Sunnyland Antique and Classic Boat Show in the City of Tavares would be held March 21 through 23, 2025. He provided an update on the upcoming event activities.

Tab 9. City Council Member Reports

Vice Mayor Pfister said the baseball teams had improved and recently played against Mount Dora. She stated that one of her grandsons enjoyed participating in the STEAM program. Recreation Manager Pete Sherard said there were 15-16 participants in the STEAM program the previous year and 25 in the current year, with a waiting list. Vice Mayor Pfister thanked Mr. Sherard and the Community Services team for their children's programs.

Council Member Grenier said he hoped everyone enjoyed St. Patrick's Day. He noted March 19 was St. Joseph's Day.

Council Member Singer thanked Mr. Tweedie for providing an update on the upcoming Sunnyland Antique and Classic Boat Show event. He said it is always a good event and noted the good weather predicted for the weekend.

Council Member Gamble noted his grandson was in the audience. He said he was a member of the Citizens Police Academy. He said it was a great program.

Council Member Gamble said the baseball program was going well and wanted to see it continue to move forward.

Mayor Price said he was attending the Citizens Police Academy and looked forward to the entire program.

XVI. ADJOURNMENT

There was no further business, and Mayor Price adjourned the meeting at 5:17 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
4/2/2025**

AGENDA TAB NO.: 5

SUBJECT TITLE: Tavares Public Library Program Overview (Community Services)

OBJECTIVE:

Present to City Council an overview of programs upcoming at the Tavares Public Library (Community Services)

SUMMARY:

The week of April 6 - 12, 2025 marks National Library Week in the United States. This is a celebration highlighting the valuable role libraries, librarians, and library workers play in transforming lives and strengthening our communities. The Tavares Public Library will celebrate this week with a special variety of programs.

This presentation will highlight some of the upcoming popular programs and events, along with giving an overview of some special accomplishments the Tavares Library received.

OPTIONS:

- 1) To hear the update
- 2) To not hear the update

STAFF RECOMMENDATION:

Option 1. To hear the update

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
4/2/2025**

AGENDA TAB NO.: 6

SUBJECT TITLE: Police Pension DROP Program (Police)

OBJECTIVE:

To approve crafting a proposed ordinance to amend the Police Pension plan to become equitable with the Florida retirement DROP system .

SUMMARY:

Some of the police officers are under the local city pension plan (closed for new employees), while other, more recent hires, are under the Florida Retirement System (FRS) which is open to new employees. Once eligible for retirement, an officer can elect to participate in the DROP (Deferred Retirement Option Plan). This allows the employee to defer their retirement benefits and continue working while accumulating their pension payments in a special interest-bearing account. The FRS allows for an 8-year DROP, while the local city plan currently allows for only 5 years. The Police pension board is making a request to amend the closed local City plan to reflect an increase from a 5-year DROP to an 8-year DROP to mirror FRS.

An Ordinance would need to be crafted and approved by the City Council to effectuate this change.

OPTIONS:

- 1) Approve the City staff working with the City attorney to craft an Ordinance to be brought back to the City Council for its approval along with any actuarial and fiscal impact.
- 2) Do not approve bringing back an ordinance with actuarial and fiscal impacts.

STAFF RECOMMENDATION:

Approve the City staff working with the City attorney to craft an Ordinance to be brought back to the City Council for its approval along with any actuarial and fiscal impact.

FISCAL IMPACT:

No fiscal impact to bring back the ordinance for consideration at a future meeting.

LEGAL SUFFICIENCY:

YES

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
4/2/2025**

AGENDA TAB NO.: 7

SUBJECT TITLE: 2025 Projects and Initiatives Status Report (City Administrator)

OBJECTIVE:

To provide Council with an update on the 2025 projects and initiatives underway.

SUMMARY:

Attached is a listing and status summary of some of the projects and initiatives for 2025 currently underway for councils benefit.

OPTIONS:

- 1) Review and discuss the projects and initiatives currently underway in 2025.
- 2) Do not review and discuss.

STAFF RECOMMENDATION:

Review and discuss the projects and initiatives currently underway in 2025.

FISCAL IMPACT:

None to review and discuss.

LEGAL SUFFICIENCY:

Yes

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Projects Underway 2025

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

Tavares Projects and Initiatives Underway 2025

1) PROJECTS:

Public Works Facility: Completed and fully occupied.

Public Works - Phase One: West Main Street Gateway (Sign/Arch)

Surveying has recently been completed, and the location for the Gateway sign has been determined. The new Gateway Arch will be placed west of N. Lake Ave. Concept plans are being developed for Council presentation and approval. The second phase of the project will focus on hardscape and landscaping.

Public Works - St. Clair Abrams Gateway Improvements

Contingent on FY-26 capital improvements being approved, this corridor will mirror the West Main Street Gateway.

Public Works - Citywide Dark Sky Street Lighting Retrofit Program (Duke Energy & Tavares)

In January 2024, the city began its Dark Sky Initiative with the goal of becoming the second IDA-certified Dark Sky Community in Florida. Dark sky lighting helps to limit excessive lighting and light trespass, which results in light pollution. Light pollution has adverse environmental effects, including disrupting animal migration patterns and habitat degradation.

Public Works - AESOP Park Stormwater Enhancement

This project involves expanding and enhancing the pond located in Aesop's Park. The pond expansion will improve stormwater quality and increase flood storage in this area. It will also enlarge and improve the aquatic habitat for the recreational fishing program that the city and FWC have been cooperatively implementing at this site. Construction is underway. The pond is being excavated. Moving forward the pond will be stocked with fish that are indigenous to Florida. Aeration for the pond will be installed once construction is complete, and the bank is stabilized. The floating islands, "beemats", have been tentatively scheduled as well. The project is on schedule and the new shoreline is beginning to take shape.

Public Works: Stormwater Enhancement

This project expands and enhances the pond located at the new Public Works off Captain Haynes Rd. The pond expansion will improve stormwater quality and increase flood storage in the area.

The City of Tavares worked with the Florida Fish and Wildlife Conservation Commission (FWC) to develop a fishing pond from what is currently an existing Retention Pond on Captain Haynes Road. This is complete and has created an excellent fishing and bird watching location while maintaining a healthy environment and ecosystem.

Tavares Projects and Initiatives Underway 2025

Initial plantings along the shoreline will be installed in the north pond in mid-April as well as trees around the west pond with the assistance of volunteers, also contributing to our America in Bloom initiatives. A fishing derby in conjunction with FWC is being scheduled for Fall 2025.

FWC continues to invest in this project and has released fish as recently as March 18th.

Public Works - Wayfinding Signs along SR-19 For Woodlea Sports Complex, Public Works, Lake Tech

In 2013, the city implemented a wayfinding system designed to enhance its brand identity as America's Seaplane City. This system's primary goal is to provide guidance and navigation information for local cultural, historical, recreational, and tourist activities. Recently, the Public Works department and Lake Tech's Transportation Programs have relocated to a new site, and two additional wayfinding signs along Highway 19 are programmed.

Public Works - SR-19: Intersection Improvements with Main Street

The project will improve intersection capacity by reducing overall delay by adding dual westbound through lanes and one eastbound lane. The project is under design.

Public Works - SR-19: Intersection Improvements with Gateway Drive (AKA Alfred St)

The project will improve intersection capacity by reducing overall delay by adding dual northbound through lanes. The project is under design.

Public Works - David Walker Drive: Intersection with US-441

The project will improve intersection capacity by reducing overall delay by adding a northbound Lane on David Walker. The project is under design.

Public Works - Signal Installation at SR-19 and SR-561

The design is complete, bids are going out in October 2025, with construction beginning in January 2026.

Improvements include:

- INSTALL A TRAFFIC SIGNAL
- INSTALL SIGNALIZED PEDESTRIAN CROSSING
- INSTALL PEDESTRIAN WARNING SIGNAGE
- INSTALL SIGNING AND PAVEMENT MARKINGS

Public Works - Resurfacing of U.S. 441 (West Burleigh Boulevard/State Road 500/SR-19): From Lakeshore Boulevard to Lake Eustis Drive in Tavares

This project will resurface West Burleigh Road (U.S. 441 / State Road (S.R.) 500 /

Tavares Projects and Initiatives Underway 2025

S.R. 19) from Lakeshore Boulevard to Lake Eustis Drive. It will also upgrade pedestrian curb ramps to comply with current Americans with Disabilities Act (ADA) standards. Construction is expected to commence in early 2026.

Public Works - Slim Haywood Streetlights and Sidewalk Improvements

Recently, the city installed sidewalks and streetlights that start at SR-19 and connects to the Lane Park Ridge community.

Public Works - State Road 19 widening:

State road 19 is undergoing the FDOT planning process to be widened from Woodlea Road to the Howey Bridge. The project concept plans are complete, and the project is now undergoing design. The Tavares MPO representative (Council Member Sandy Gamble) is working with the MPO to get this moved up on its priority list. In the meantime, the following improvements have/are being made:

- 1)** Dead River Road intersection at SR 19 has been improved and is completed.
- 2)** A traffic light is being designed and will be installed at the intersection of 561 and SR 19.
- 3)** Turn lanes from Woodlea onto SR 19 are being added by a developer off of Woodlea.

Public Works - Chris Daniels Memorial/FDOT Triangle Fountain Gateway

Sign: The damaged sign was replaced.

Public Works - Wooton Wonderland Replacement:

The playground was reconstructed, completed and reopened.

Public Works - Tavares-Mount Dora Recreation Trail along Old 441:

A partnership between Lake County, Mount Dora, Tavares, Trust For Public Lands, Florida Central Railroad and CSX has been formed to appraise the line, develop a funding source, procure the property and build a rails to trails project connecting downtown Tavares to downtown Mount Dora and beyond out to Sorrento. A \$25 million Federal Grant has been applied for, and awards are expected to be announced in June 2025.

The Trust for Public Land has been engaged in a memorandum of agreement to negotiate the purchase of Segments 1 & 5, and an appraisal review is underway to determine the fair value of the properties. Once determined, there will be a period of two years to negotiate the purchase price and identify all funding opportunities. Avenues of pursuit for such funding would be Department of Environmental Protection, St. Johns River Water Management District, Florida Forever, and state appropriations. The partnership hosted a symposium to maintain the engagement of our state legislators who have provided support for the project. This included a tour of the proposed path of the trail, viewed from both Lake Dora and Lake Dora Drive and Old Hwy 441. The economic and safety impacts were highlighted, emphasizing

Tavares Projects and Initiatives Underway 2025

the 92.9-million-dollar positive impact that the trail is estimated to bring to the area. Also reiterated was the investment and commitment from Lake County and the partners to see the project through completion. Representations from both CSX and Florida Central Railroad were in attendance, providing a show of solidarity.

Public Works - Tavares Nature Park:

A meeting with FWC biologist following the aftermath of Hurricane Milton resulted in an agreement on developing a system of trails that would coincide with the biological habitats in the park, providing improved accessibility to the park year-round, supporting responsible land management, and opening areas for wildflower and bird watching that are currently difficult to access and navigate.

A new GIS layer has been created and added to the original map. PW is working with several land management companies to develop the scope of work that will best fit the city budget. The Parks Division is currently updating the management plan for the park to be submitted with a timeline for the proposed trail improvements. Upon review and approval, work can be scheduled once funding is available. A schedule to re-open the hurricane damaged paths is forthcoming. Until then, the Park remains closed.

Public Works - Cemetery Gate Partnership Project:

In partnership with Lake Technical College and their Welding Technology Program, a new entry gate and perimeter fencing has been installed. Project complete.

Lake County Regional Park East Campus: The County, City and YMCA have entered into a partnership to build the County's Golden Triangle Regional Park – East Campus (Current YMCA Location) and West Campus (Woodlea ballfields). Agreements have been executed, funding secured, YMCA property purchased, and renovations have commenced at the East Campus. An agreement is being negotiated with Lake County to provide \$1.5 million per year through 2032 to address capital needs. A Master Planning firm has been selected to develop the Master Plan and associated Capital Improvement program. The Recreation Department has relocated to the Regional Park.

Lake County Regional Park West Campus: The County and City are working together to develop this County Regional Park located at the Woodlea Sports Park. A Master Planning firm has been selected to develop the Master Plan and associated Capital Improvement program.

Peninsula Water. Sewer line and traffic circle: Completed.

Booster Pumps: A permanent booster pump by the Hospital is designed, permitted, funded and awarded for construction to commence April 2025.

Wells: Replacement wells for the two downtown wells have been permitted and designed. Construction funding and grants are being applied for.

Tavares Projects and Initiatives Underway 2025

Seaplane Base “Woodlea Walk” trail. Completed.

2) INITIATIVES:

Fire Department City ISO rating: The Fire Department has successfully maintained a low ISO rating for the city of 3 which contributes greatly to lower insurance premiums for residential and commercial buildings.

Economic Development: updated its Economic Development program which includes 12 specific areas of focus. This initiative nurtures each area with a focus on retention, redevelopment and expansion.

1. **Advent Health Waterman:** The hospital offers many high wage jobs and continues to expand. Hospital Campus growth and development include:
 - A) A 50,000 square foot medical office building at an estimated cost of \$30 million, located adjacent to the Waterman Campus at the Intersection of SR 441 and Huffstetter Drive (East of the Hospital). It will include radiology imaging, cardiac rehabilitation, and an outpatient lab.
 - B) A 7,000 square foot Urgent Care Center located in the Lakeview Center Medical office park, across S.R. 441 from the Main Waterman Campus (between the former Radnothy now UF Health medical office and the V.A. clinic) facing 441. This will be an urgent care/walk in clinic intended to be operated by Advent Health.
2. **Medical Village Area:** Located across the street from the Hospital known is a growing employment center for Tavares with hundreds of high wage jobs. It continues to grow and is one of many economic engines for Tavares.
3. **Downtown Professional Services:** Located primarily around the Lake County Government campus on West Main Street consisting of Law Offices, Financial institutions, Bail bonds, Title companies and the like also acts as a high wage economic engine for Tavares.
4. **Downtown Entertainment & Business District:** Located along the waterfront and Mainstreet and consisting of Hotel accommodations, bars and restaurants with a variety of dining, music, Special Events and entertainment options this too acts as a economic engine for Tavares offering a very wide range of job opportunities.
5. **Commerce Park:** Located at the “Lake Ridge Industrial Park” continues to grow and receive new businesses. From machine shops, performance car rebuilds and steel fabrication, this park offers some very good higher wage jobs and entrepreneurial success and is yet another economic engine for

Tavares Projects and Initiatives Underway 2025

Tavares.

6. **Ecotourism & Sports Tourism:** These economic impact nodes include the Marina facilities, seaplane base, waterfront volleyball courts and Big House baseball, basketball and volleyball youth tournaments bringing in outside dollars that are deposited into the Tavares community throughout hotel stays and dining experiences.
7. **Seaplane Base:** Maintaining safe waterfront facilities inclusive of the Prop Shop/Seaplane Base terminal building, fueling depots, and Flight operations for all aircraft and their passengers provides a very unique economic impacting engine for Tavares.
8. **Special Events:** Hosting of 20 plus annual events at the waterfront provides for an infusion of outside dollars into the local community just at the right time and in sufficient quantities to keep these businesses operational year round.
9. **Arts, Culture & History:** By building and maintaining the City's history museum in the Train Station, renovating the History Research Center and welcoming the Arts Museum on Ruby, additional economic benefits are realized in the downtown.
10. **Highway Commercial/Retail:** Properly zoning, permitting, lighting and supporting of the City's commercial "gateway" entrance roadways (SR19, SR441, Old 441, and CR561 & 448) provides many business opportunities all of which provide a variety of jobs and economic impact to the city. Another economic engine for the city.
11. **Quick Service/Fast Casual Dining:** Visitor's and the business community expect quick service options in a thriving community in America. Tavares, once a desert in this area, now has landed several throughout the community further establishing its self as "the place to be".
12. **Light Industrial Manufacturing Center:** Located at the City's Eastern gateway along the old 441 corridors and Lake Ridge Industrial Park, this employment aspect diversifies further an already diversified economy for this city. Many jobs are created in these small factories and further provide an economic impact to Tavares.

CRA TIF funded Façade Grant Program: Acting in its management capacity for the Downtown CRA TIF District, the Economic Development Department administers this impactful curbside appeal program. Providing Façade Grants of 50% matching funds for eligible exterior improvement to enhance the exterior of business within the downtown business district.

Tavares Projects and Initiatives Underway 2025

Special Events & Community Events:

- Arbor Day Celebration
- Central Florida Aquatic Cleanup Day
- African American Heritage Festival
- Rhythm on Ruby
- Sunnyland Antique & Classic Boat Show
- Seaplane-A-Palooza
- Kayakathon
- Rocktoberfest
- Advent Health Waterman Pink Out 5K Run
- Monster Splash Seaplane Fly-In
- Lake Renaissance Faire
- Christmas Parade
- Fourth of July Parade
- BOO! Festival

Public Works: Public Works is currently working towards APWA Accreditation. This is a 3–4-year process, APWA accreditation for public works agencies aims to demonstrate and promote best practices, improve operational performance, and foster a culture of continuous improvement, leading to better service delivery and community quality of life.

Public Works: Public Works Fleet Management Division continues to maintain the prestigious Blue Seal of Excellence. This designation was first achieved in 2023 and this is the first **City** in Lake County to obtain this prestigious designation. In order to achieve this award, at least 75% of the City's Fleet Management professionals must be ASE certified. For a Fleet professional to earn an ASE certification, they must have a minimum, of two years of experience in the industry and pass the exam(s) in their specialty. Meeting these high standards of the Blue Seal of Excellence Recognition Program places the City of Tavares in the elite class of Fleet Management professionals.

Public Works: The Facilities Management Division is working towards implementing a City-wide Facilities standards platform for all future construction and renovations to establish an ongoing directive towards standardization of all system types, including HVAC, building automation, fire suppression, security and fire alarm systems, lighting, electrical, and plumbing fixtures.

Public Works: The Fleet Management Division is working towards implementing a City-wide Fleet standards platform for all future vehicle and equipment purchases.

Tavares Projects and Initiatives Underway 2025

Public Works - Pavement Preservation: The Streets Management Division deployed a new pavement preservation program in order to protect the roadway base material and minimize pavement distresses (potholes, rutting, etc.). Most importantly, this program allows the City to stretch the taxpayer dollars further by providing a greater return on investment. For example, for every \$1.00 spent on pavement preservation, it is estimated that the city will save from \$6.00 to \$10.00 in future reconstruction costs. By resurfacing at this time, the city can extend the life of the pavement at a much lower cost than reconstructing the roadway at a later date.

Public Works - Parks, Recreation, & Facilities Impact Fee Rate Assessment

The City is currently conducting an impact fee study that will determine a schedule for impact fees that are assessed against new residential developments based on how those developments impact our operations. We expect the study to be completed by May of 2025.

Public Works - Parks Master Plan

The City of Tavares Parks Management Division aims to update its Parks Master Plan in FY-26 to respond to evolving social and demographic trends, resource management, emerging priorities, and new developments. This update will offer a valuable opportunity to re-evaluate the parks system and engage the community in sharing their thoughts, needs, and vision for the future of Tavares Parks.

Public Works - Alleyway Improvements

The following Alleyways will be included in the FY 2026 budget for consideration:

J.N. Flowers Alley - N. New Hampshire to E. Givens Unimproved \$183,000

Shorts Alley - E. Givens corridor Unimproved \$160,000

Public Works - Cemetery Arboretum Program: The Park Operations Management division has established Tavares Cemetery as an accredited Level 1 Arboretum.

Public Works - Sidewalk Management Program: A conditional assessment of City sidewalks was completed by Vanasse Hangen Brustlin, Inc. (VHB) to develop a management plan for ADA compliance, maintenance and repair. A sidewalk grinding program was established with Precision Sidewalk Safety Corp. to conduct annual inspections and complete sidewalk grinding in identified areas of concern.

Public Works - Solid Waste Route Optimization Software: Daily Route optimization software platform designed by Samsara to determine cost-effective, optimal routes, and reduce miles on our trips daily. This software will raise the level of service for our residents and result in fuel savings thus saving

Tavares Projects and Initiatives Underway 2025

the rate payer. This software has been integrated into all City of Tavares Solid Waste trucks.

Public Works – Solid Waste On-Board Truck Scales Initiative: Accurate weighing solutions play a key role in ALL waste management, refuse hauling, and recycling industries. Tracking the total weight of refuse collected, monitoring inputs and outputs during materials recovery, and disposing of waste is important for legislative compliance and overall operational efficiency, therefore an accurate, durable waste management scale and weighing solution is necessary. This new innovative system will be installed on all MSW vehicles to ensure the City trucks hauling capacity is maximized as well as reduce the number of trips to the incinerator/landfill, thus reducing O&M cost and improving the Operator's efficiency. Project is ongoing.

Public Works Asset and Work Order Management System: Public Works has transitioned from Novo Solutions to Cartegraph, a software that provided real-time work order and asset management, to Cartegraph Systems which will provide a more detailed real-time work order system and extensive asset management program as well as provide a Public Portal for public requests. This system will integrate with the new SeeClickFix App to allow the generation of work orders from inquiries when needed.

Public Works: The Solid Waste Division is transitioning from ShareNet to Routeware for asset management. Routeware will also work in conjunction with Samsara for route optimization. Key points for Routeware;

- Reduce the risk of customer disruption when introducing new routes and recycling streams by using real-world data to design your routes.
- Cut the carbon emissions and environmental impact of your operations by using fewer trucks and burning less fuel.
- Balance work more effectively between routes to accommodate growth or deliver existing services using fewer trucks.
- Keep residents and businesses services by preventing overstretched routes as growth is experienced.

ISBA Utility Master Plan: Master planning the ultimate buildout of the city water and sewer infrastructure within the Interlocal Service Boundary Agreement Area is underway.

Consumptive Use Permit: The application is being prepared for submittal to the regulatory agency this spring.

Record Retention: Records retention laws continue to change, and the Clerk has

Tavares Projects and Initiatives Underway 2025

implemented a program to keep up with the laws and retains records so that they are accessible to the public. One area of accessibility includes ADA compliance, and the Clerk has completed and will continue to maintain compliance with these ADA requirements.

Records Management: The City Clerk under her Records Management Liaison Officer role has launched an initiative to process document conversions from paper to digital format to improve upon records retention and retrieval processes now and into the future.

Agenda Management: The Clerk recently launched state-of-the-art software system for City Council and Planning and Zoning Board agenda processing including creation, review, and distribution.

Emergency Management: The city continues to be in a state of readiness for storms under its Emergency Management program. The Emergency Operations Center (EOC) continues to be an active, up to date and well outfitted facility in times of need under the management of the Emergency Operations Director.

Public Communications: The Communications Department is utilizing all media touch points to provide an open, transparent and communicative government. This includes the website, Social Media platforms, city newsletter, and all media outlets. As communication techniques change, the Communications Department adapts to those changes.

Finance/Customer Service/Purchasing/Budget

- The Budget and Finance Staff has implemented Gravity Budget Book Software. This software has made the preparation of the Budget Book document easier, more streamlined with ease of assembly while maintaining GFOA Budget Award Document criteria.
- Delinquent Bills for closed utility accounts. The Finance Team has successfully implemented a delinquent notice for closed utility accounts that have been recently closed and still owing an unpaid balance. This new delinquent notice ability for closed accounts is anticipated to decrease the number of accounts identified for collection and for the lien process.
- Utility Customers may now request last-minute notices via text message alerting the customer that their bill is due so that the customer may avoid a late fee, and thus pay their outstanding balance before it becomes delinquent.
- The Finance staff is currently in the process of utilizing additional features on the City's Innovative Voice Response System (IVR) to provide automated calls for customers wishing to request an extension on their utility account. The implementation of this feature will assist staff in accomplishing the utility billing and accounting tasks as the number of new utility account connections increase daily.

Tavares Projects and Initiatives Underway 2025

- Purchasing and Finance Staff have implemented Field Purchase Orders within the CentralSquare (H.T.E.) System. These FPO's allow those items which are not shopped to be identified more easily and provide for electronic approvals through the purchasing system. Items include: training, travel, legal services, debt payments, monthly transfers, etc.

America In Bloom: Tavares continues to be recognized as a participating city in

Tavares Projects and Initiatives Underway 2025

this initiative. This program continues to grow each and every year.

Cemetery Arboretum Program: The Park Operations Management division has established Tavares Cemetery as an accredited Level 1 Arboretum.

Sidewalk Management Program: A conditional assessment of City sidewalks was completed by Vanasse Hangen Brustlin, Inc. (VHB) to develop a management plan for ADA compliance, maintenance and repair. A sidewalk grinding program was established with Precision Sidewalk Safety Corp. to conduct annual inspections and complete sidewalk grinding in identified areas of concern.

Technology

Text Messaging for Building Permit Inspection Scheduling:

Implementation of building permit inspection scheduling through “Text Messaging” utilizing the Innovative Voice Response System as the relay, and requests and actions will integrate into the CentralSquare Building Permit System.

RecDesk Online Software: Online Recreation software to allow for on-line sign-ups and credit card payments for various recreation activities such as Spring Ball, Father-daughter dance, Fall Ball, etc.

IVR Accounts Receivable: Innovative Voice Response System implementation to allow Accounts Receivable payments for billing not billed through Utility Billing to be paid by over the phone through the IVR system, and online through Click2Gov.

Public Works - Solid Waste Route Optimization Software: Daily Route optimization software platform designed by Verizon to determine cost-effective, optimal routes, and reduce miles on our trips daily. This software will raise the level of service to our residents and result in fuel savings thus saving the rate payer. This software has been integrated in all City of Tavares Solid Waste trucks.

Public Works – Solid Waste On-Board Truck Scales Initiative:

Accurate weighing solutions play a key role in ALL waste management, refuse hauling, and recycling industries. Tracking the total weight of refuse collected, monitoring inputs and outputs during materials recovery, and disposing of waste is important for legislative compliance and overall operational efficiency, therefore an accurate, durable waste management scale and weighing solution is necessary. This new innovative system will be installed on all MSW vehicles to ensure the City trucks hauling capacity is maximize as well as reduce the number of trips to the incinerator/landfill,

Tavares Projects and Initiatives Underway 2025

thus reducing O&M cost and improving the Operator's efficiency. Project is ongoing.

Public Works Asset and Work Order Management System: Public Works is transitioning from Novo Solutions, a software that provided real-time work order and asset management, to Cartegraph Systems which will provide a more detailed real-time work order system and extensive asset management program as well as provide a Public Portal for public requests. This system will integrate with the new SeeClickFix App to allow the generation of work orders from inquiries when needed.

Base Read System: Parts 7 and 8 underway bringing the system up to 80% Coverage.

Electronic Time Keeping Software: The Human Resource Department is automating time sheets to save time, money and provide data tracking at the push of a button. This should be completed this summer.

Community Services Department: The Department continues to manage many recreation programs, the History Museum, Regional Parks and Library.

Recreation

Senior programs

- Bingo, Donuts & Coffee – a year-round monthly program for seniors that features the fun game of bingo, coffee, donuts and music
- Senior Social – a year-round monthly program for our senior population that has singing, dancing, games and food
- Senior Enrichment Series – a year-round monthly program for seniors that features informative health and nutrition related topics. Chair Yoga, Line Dancing, Arts & Crafts
- Take A Hike Program – a weekly program for seniors where they are led on a walk through downtown.

Youth programs

- Tavares Babe Ruth League – youth Baseball & Softball played for 10-weeks during both the spring and fall
- Start Smart Baseball program – designed for kids ages 3-5 years old as an introduction to the sport of baseball, held during the spring and fall
- Start Smart Soccer program – designed for kids ages 3-5 years old as an introduction to the sport of soccer, held during the spring
- Wacky World of Sports Program – a 12-week youth program that introduces kids to 6 different sports and activities

Tavares Projects and Initiatives Underway 2025

- Rec Rover Tour Stops – a “pop-up” mobile recreation initiative that brings fun, games, music, and activities to informal settings such as local parks, playgrounds and schools
- Adult Kickball League – teams play the schoolyard game of kickball in a friendly competitive format featuring regular season play and tournaments.
- Father-Daughter Dance – a dance for girls of all ages and their dads held annually at the Tavares Pavilion on the Lake
- Mother-Son Night Out Event – a fun event to help mothers and sons engage in games, activities, and different projects
- Homeschool Programs – multiple tours of city sites for educational sessions for homeschool students at places such as the Public Safety Complex, Wastewater Lab Offices, and Marina & Seaplane Base
- NFL Youth Flag Football – youth flag football league for kids ages 5-14 held in the summer
- Tavares Youth Soccer League – youth soccer program for kids ages 3-14 held at the Golden Triangle Regional Park – East Campus in the fall
- Start Smart Sports Development – designed for kids ages 3-5 years old as an introduction to a variety of sports
- Start Smart Flag Football– designed for kids ages 3-5 years old as an introduction to flag football
- Youth Basketball Camp at the Tavares High School

Pavilion on the Lake

- 72 Simply Married ceremonies performed by city staff
- 113 hosted events (paid and non-paid city events)
- 12 Open Houses (Pavilion is open to the public)

Arts & Culture

- African American Heritage Festival /Cultural night – community night with concert and dinner
- 5 live music concerts at the Library
- Participation in the Lake County Arts & Cultural Alliance Committee
- Lake County Museum of Art is now located on Ruby Street.

Library (Ongoing Recurring Programming):

- Monthly Library Concert Series
- Shine: Once a month, Health informational needs for seniors
- Frayed Knot: Knitting and Crochet: Meets first and third Tuesday of every month
- Page Turners Adult Book Club: Monthly book club centered on a specific book
- Story Time: every Wednesday
- 1000 Books Before Kindergarten, a National Early Literacy initiative

Tavares Projects and Initiatives Underway 2025

- Book a Librarian
- Story Time for Children's Learning House
- Tax Aide Help, Friday and Saturdays 9:45 a.m – 2:00 p.m. Only site in Lake County to offer Tax Aide Help on Saturdays)
- PAWS Reading Therapy Dogs
- Movers and Shakers: Monthly movement and dance class for infants an preschoolers
- Self-Directed programs for Teens, such as Book Boxes and End of Semester Parties
- UF IFAS Gardening and Cooking Classes for teens and adults
- Make and Take Crafts
- New technology: Newline Display available for employees (and eventually the public) to use inside the library by reservation

Special Programming or One Time Programming (currently offered and/or offered in the past)

- Author Talks
- Guest Speakers

Program and Reading Challenges commemorating cultural heritage months, such as:

- Black History Month
- Women's History Month
- Poetry Month
- Hispanic Heritage Month
- Asian Pacific Heritage Month

Programming commemorating National Library and/or Literacy initiatives:

- Thematic reading challenges throughout the year for all ages
- Library Card Sign Up Month

Holiday and Seasonal Themed programming:

- Happy and Healthy Holiday Series
- Santa Story Time
- Annual Summer Reading Program for all ages
- Fourth of July themed concert
- Tavares Veterans exhibit

Library Outreach:

- Advent Health

Tavares Projects and Initiatives Underway 2025

- Nursing Homes
- Little Free Libraries
- Tavares Elementary School
- Sugars Supportive Services of Leesburg
- Certus Memory Care
- B.E.T.T.E.R. Committee Meetings
- Tavares African American Heritage Organization cultural concert
- Race Amity Day

**AGENDA SUMMARY
TAVARES CITY COUNCIL
4/2/2025**

AGENDA TAB NO.: 8

SUBJECT TITLE: Waterfront Park Designations Map (Economic Development)

OBJECTIVE:

For the Council to receive, review and approve a plan to identify and designate 4 distinct areas of the City owned park and related public use facilities along the Lake Dora waterfront and authorize staff to submit a proposed budget for consideration in the upcoming budget cycle for maps & graphics, signage and physical features identifying these areas both physically on the property and virtually on the City's website and online platforms.

SUMMARY:

The City's public-use waterfront property spans almost a mile from end to end and includes several different features, facilities and amenities to include, among others: Pavilion on the Lake event center, a playground, splash pad, special event pad/venue, passive park space, gazebos and pavilions, seaplane base, sand volleyball courts, a boat slip marina, boat ramp, parking etc. The waterfront has become a hub of entertainment, arts and culture, events and lots of activity for the community and visitors. And it serves a unique and vital function as the "Economic Engine" for our downtown business sector.

The waterfront has generally been designated and referred to as Wooton Park and Wooton Park West, with Pontoon Promenade being adopted by the Council previously, but with no further designation or depiction of the specific areas, functions and identifying features of each area. In order to clearly identify, depict and display these various functions, features and uses for City residents and visitors alike, it would be useful to have designations, signage, maps and online graphics clearly and simply designating these areas, which would also help to make the area more attractive and marketable.

With input from the resident "keeper of History", Council member Bobby Grenier, the City Administrator and Economic Development Director, the attached graphic depiction has been developed for City Council discussion and consideration, designating and color coding the following 4 distinct areas of the Waterfront Park:

1. Wooton Park
2. Pontoon Promenade East
3. Seaplane Base
4. Pontoon Promenade West

If adopted, this plan would officially designate each of these four sections and include each of their specific features, amenities and facilities within each section. Staff could then put together a plan to include appropriate color code maps/signage to be physically placed on the property depicting and identifying each section as well as online graphics etc. including estimated cost to implement, which would be included in the upcoming FY 26 budget for Council consideration.

OPTIONS:

1. Approve the attached waterfront park designations map.
2. Approve the attached waterfront park designations map with modifications/changes.
3. Do not approve the attached waterfront park designations map.

STAFF RECOMMENDATION:

Staff recommends option 1

FISCAL IMPACT:

No fiscal impact at this time, if approved a signage and graphics plan and related cost will be developed and presented to Council for further consideration during the FY26 budget process.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Tavares Waterfront Park Designations

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
4/2/2025**

AGENDA TAB NO.: 9

SUBJECT TITLE: City Administrator Report

OBJECTIVE:

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

SUMMARY:

The City Administrator will provide a summary at the meeting.

UPCOMING MEETINGS:

City Council Meeting	April 16, 2025, 4:00 p.m., Tavares City Council Chambers
Planning and Zoning Board Meeting	April 17, 2025, 3:00 p.m., Tavares City Council Chambers
Library Board Meeting	April 9, 2025, 4:00 p.m., Tavares Library Expansion Room
Code Enforcement Special Magistrate Hearing	April 22, 2025, 4:00 p.m., Tavares City Council Chambers

OUTSIDE AGENCY MEETINGS:

Lake County League of Cities Meeting	April 11, 2025, 12:00 noon, Host City to be Announced
Lake Sumter MPO Governing Board Meeting	April 23, 2025, 2:00 p.m., Suite 175, 1300 Citizens Boulevard, Leesburg
Tavares Chamber of Commerce Business Meeting	April 23, 2025, 11:30 a.m., Tavares Civic Center

CITY EVENTS:

The current 2025 City Event calendar is attached.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Tavares_2025 Event Calendar_Rvsd 2.3.2025

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
4/2/2025**

AGENDA TAB NO.: 10

SUBJECT TITLE: City Council Member Reports

OBJECTIVE:

To inform the Council on city-related matters.

SUMMARY:

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

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

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