



**AGENDA
TAVARES CITY COUNCIL
May 21, 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 susie.novack@tavaresfl.gov)

I. CALL TO ORDER

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1 Pastor James Gardner, First Baptist Church of Umatilla

III. APPROVAL OF AGENDA

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2 National Public Works Week Proclamation May 18–24, 2025 (Mayor)

Tab 3 Public Works APWA Project of the Year Award (Mayor)

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO RECORD

VII. CONSENT AGENDA

Tab 4 Approval of the May 7, 2025, Tavares City Council Meeting Minutes
(City Clerk)

VIII. RESOLUTIONS

Tab 5 Resolution 2025-08 Amendment 3 Closeout for SRF Loan 350980,
Lake Hermosa Design (Finance)

Tab 6 Designating the Blue Plumbago as the Official Flower of the City
(Public Works)

IX. ORDINANCES - PUBLIC HEARING

First Reading

- Tab 7 Ordinance 2025-03 Amendment to Section 15-98 of the Police Pension Plan to extend DROP (Finance)

Second Reading

X. GENERAL GOVERNMENT

- Tab 8 Board Appointment - Police Pension Board (Mayor)
- Tab 9 Request From Tavares Babe Ruth Booster Club to Take Over the Tavares Babe Ruth League (Community Services)
- Tab 10 Interlocal Agreement Between Tavares and Lake County Relating to the Development, Management, and Maintenance of the Golden Triangle Regional Park – East Campus (Community Services)
- Tab 11 Conservation Easement to SJRWMD to have Ingress for Inspection of City Mitigated Wetlands (Utilities)
- Tab 12 Pavilion on the Lake, Selection of Catering Services Providers (Economic Development)

XI. NEW BUSINESS

XII. OLD BUSINESS

XIII. AUDIENCE TO BE HEARD

XIV. REPORTS

- Tab 13 City Administrator Report
- Tab 14 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
5/21/2025**

AGENDA TAB NO.: 1

SUBJECT TITLE: Pastor James Gardner, First Baptist Church of Umatilla

OBJECTIVE:

Pastor James Gardner, First Baptist Church of Umatilla, will provide the invocation and lead those present in the Pledge of Allegiance.

SUMMARY:

Pastor James Gardner, First Baptist Church of Umatilla, 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
5/21/2025**

AGENDA TAB NO.: 2

SUBJECT TITLE: National Public Works Week Proclamation May 18–24, 2025 (Mayor)

OBJECTIVE:

For the Mayor to read the proclamation declaring May 18 - 24, 2025, as National Public Works Week, with adoption by the City Council.

SUMMARY:

The dedicated efforts of public works professionals, who are responsible for the efficient operation of public works systems and programs such as streets and highways, public buildings, solid waste collection, parks and canal maintenance, and water and sewers, are vital to the public health, high quality of life, and well-being of the people of the City of Tavares. The proclamation recognizes the contributions that public works professionals make every day to our health, safety, comfort, and quality of life in the City of Tavares.

OPTIONS:

1. For the Mayor to read the Proclamation declaring May 18 - 24, 2025, as National Public Works Week, with adoption by the Council.
2. Do not approve the Proclamation.

STAFF RECOMMENDATION:

Option 1, for the Mayor to read the Proclamation declaring May 18 - 24, 2025, as National Public Works Week, with adoption by the Council.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Proclamation - National Public Works Week

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



PROCLAMATION

National Public Works Week

May 18-24, 2025

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to communities; and

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals; and

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the City of Tavares to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs; and

WHEREAS, the year 2025 marks the 65th annual National Public Works Week sponsored by the American Public Works Association.

NOW, THEREFORE, the Tavares City Council does hereby proclaim May 18 through 24, 2025 as

NATIONAL PUBLIC WORKS WEEK

And, call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions that public works officials make every day to our health, safety, comfort, and quality of life.

PASSED AND DULY ADOPTED by the Tavares City Council on this 21st Day of May 2025.

Walter B. Price, Sr., Mayor

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/21/2025**

AGENDA TAB NO.: 3

SUBJECT TITLE: Public Works APWA Project of the Year Award (Mayor)

OBJECTIVE:

For the Mayor to Present the Public Works APWA Project of the Year Award.

SUMMARY:

On Monday, February 25th, the Florida Chapter of the American Public Works Association (APWA) recognized the City of Tavares for being awarded the Project of the Year. This honor highlights the achievements of the Public Works Operations Regional Workforce Training & Innovation Center project.

The award was presented to the Department of Public Works Leadership Team, which includes Terry Hom (Fleet Operations Manager), Jeff Henderson (Solid Waste Operations Manager), Bryan Moore (Streets Operations Manager), Traci Anderson (Parks Operations Manager), Stacy Mewborne (Operations Assistant), Kellie Conway (Senior Administrative Assistant), and James Dillon (Director of Public Works). The presentation ceremony took place during the APWA Florida Chapter 2025 Public Works Expo on Wednesday, April 30th.

The APWA Public Works Project of the Year Award was established to foster excellence in the management, administration, and execution of public works projects. It acknowledges the collaborative efforts of the managing agency, the consultant/architect/engineer, and the contractor to successfully complete these important initiatives.

The criteria used in the selection process included:

1. Use of good construction management techniques and completion of the project on schedule
2. Safety performance and demonstrated awareness of the need for a good overall safety program for workers and the public during and after construction, where applicable
3. Community relations as evidenced by efforts to minimize public inconvenience due to construction, safety precautions to protect public lives and property, provision of observation areas, guided tours, or other means of improving relations between agency and the public
4. Demonstrated awareness for the need to protect the environment. This includes any special considerations given to particular environmental concerns raised during the course of the project, as well as climate change and/or resiliency components for long-term community benefit
5. Unusual accomplishments under adverse conditions including, but not limited to age or condition of the facility, adverse weather, soil or other site conditions over which there is no control
6. Additional conditions deemed of importance to the public works agency, such as exceptional efforts to maintain quality control and, if value engineering is used, construction innovations as evidenced by time and/or money saving techniques developed and/or successfully utilized
7. Use of alternative materials, practices, or funding that demonstrates a commitment to

sustainability, climate change resiliency, and/or use of sustainable infrastructure rating system or the equivalent.

OPTIONS:

1. For the Mayor to present the APWA Project of the Year Award to the Public Works Team.
2. Do not present the award.

STAFF RECOMMENDATION:

Option 1, for the Mayor to present the SPWA Project of the Year Award to the Public Works Team.

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.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/21/2025**

AGENDA TAB NO.: 4

SUBJECT TITLE: Approval of the May 7, 2025, Tavares City Council Meeting Minutes (City Clerk)

OBJECTIVE:

For the Council to consider approval of the May 7, 2025, City Council meeting minutes.

SUMMARY:

Attached are the May 7, 2025, City Council 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:

For the Council's approval.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. 05-07-2025 CC Minutes

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



**TAVARES CITY COUNCIL
MEETING MINUTES
MAY 7, 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
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 Marc E. Kappel, Faith Lutheran Church

Pastor Marc E. Kappel, Faith Lutheran 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 staff would like to table Tab 2, Tavares Chamber of Commerce Update.

MOTION

Lori Pfister moved to approve the Agenda with Tab 2 Tabled [Tavares Chamber of Commerce Update], seconded by Sandy Gamble. The motion carried unanimously 5-0.

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2. Tavares Chamber of Commerce Update

Tabled.

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 resolutions and ordinance by title only:

RESOLUTION 2025-05

A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, GRANTING VARIANCES TO THE CITY OF TAVARES LAND DEVELOPMENT REGULATIONS FOR THE MINIMUM SIDE AND REAR YARD SETBACKS IN A COMMERCIAL DOWNTOWN DISTRICT (CD) ZONING FOR PROPERTY LOCATED AT 122 EAST MAIN STREET; SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING AN EFFECTIVE DATE.

RESOLUTION 2025-06

A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, AUTHORIZING THE ACCEPTANCE OF A FLORIDA DEPARTMENT OF TRANSPORTATION GRANT FROM THE STATE OF FLORIDA TO COMPLETE A MASTER PLAN UPDATE AT THE TAVARES SEAPLANE BASE.

ORDINANCE 2025-04

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING ORDINANCE 95-43, AND ORDINANCE 2007-02 CHAPTER 6 OF THE CITY CODE OF ORDINANCES; UPDATING IMPACT FEES, RELATED TO FIRE, POLICE, PARKS IMPACT FEES; AND PROVIDING FOR GENERAL GOVERNMENT PUBLIC FACILITIES IMPACT FEES; PROVIDING FOR SHORT TITLE, FINDINGS, AUTHORITY, DEFINITIONS, APPLICABILITY, PAYMENT, DEDICATIONS, A FEE SCHEDULE, IMPACT FEE TRUST FUNDS, LIMITATIONS ON THE USE OF IMPACT FEE FUNDS, REFUNDS, EXEMPTIONS, CREDITS, PENALTIES, SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.

VII. CONSENT AGENDA

Mayor Price asked if anyone wished to pull an item from the Consent Agenda for discussion. There were no requests.

MOTION

Troy Singer moved to approve the Consent Agenda [Tab 3. Approval of the April 16, 2025, City Council Meeting Minutes], seconded by Bob Grenier. The motion carried unanimously 5-0.

Tab 3. Approval of the April 16, 2025, City Council Meeting Minutes

Approved on the Consent Agenda.

VIII. RESOLUTIONS

Tab 4. Resolution 2025-05 – Variance – Reduced Side and Rear Yard Setbacks for Tavares Heritage Square – 122 East Main Street, Tavares, FL

Mr. Fabre made the following presentation:

This is a variance application from Tavares Heritage Square LLC for a reduction of the required minimum side yard setback of 7.5 feet and a rear yard setback of 10 feet for property located at 122 East Main Street. Specifically, the property owner desires to build to the historic zero (0') setbacks along Ruby Street and S. Rockingham Avenue. The owner of the property wishes to construct two (2) mixed-used (commercial on the first floor and residential on the top floors) multi-story building structures.

Furthermore, the property at 122 East Main Street is in the Commercial Downtown District (CD) and the Downtown Waterfront Entertainment District, both of which promote zero setbacks under certain conditions. Moreover, several

existing buildings along Ruby Street (Puddle Jumpers Restaurant, Citrus Sky Bar/Key West Resort, Lakeview Inn West, Citrus on the Lake) and on Rockingham Avenue (O'Keefe's Irish Pub and City Hall) exhibit zero (0') setbacks as existing conditions. Since the proposed zero (0') setbacks are consistent with the historical character of the area, city staff is recommending approval of all presented variances.

On April 17, 2025, the Planning & Zoning Board met and voted unanimously (6-0) to recommend approval of Resolution 2025-05 as presented. Additionally, since there are several existing vacant parcels in the Downtown Entertainment District, the P&Z Board suggested that the City Council should direct Staff to amend the Land Development Regulations to allow zero (0') foot building yard setbacks on all fronts, including the sides and rear yards.

Staff recommend Option 1, that the City Council moves to approve Resolution 2020-05.

Vice Mayor Pfister asked if the item before the Council was for approval of a setback variance for one property or for allowing a zero setback for all properties. Mr. Fabre clarified that the item was for a variance at 122 Main Street.

Council Member Gamble asked if the New Hampshire side of the development was included in the proposal. Mr. Fabre confirmed that only Rockingham and Ruby Streets were being considered.

Council Member Singer questioned why some buildings in downtown had zero setbacks and why a variance was needed for the subject property. Mr. Fabre explained that properties with zero setbacks were constructed before the current codes were established.

Mr. Drury stated that the Board could bring back setback options for the area if the Council desired.

MOTION

Lori Pfister moved to approve Resolution 2025-05, seconded by Bob Grenier.

Mayor Price asked for confirmation that most cities had downtown buildings with zero-foot setbacks. Mr. Fabre affirmed this, noting that such setbacks helped to promote walkability.

Mayor Price referred to the Downtown Master Plan, which emphasized wide sidewalks and space for restaurant seating. He inquired whether the current site plan allowed for such accommodations. Mr. Fabre confirmed that the site plan included wider sidewalks and recommended that the Council consider adopting the Planning and Zoning Board's

recommendation to allow zero lot lines in the downtown area, specifying which zoning districts it would apply to, to prevent the need for repeated variances.

Mr. Drury indicated that staff could move forward with an amendment if directed by the Council.

The Council reached a consensus to have staff bring back a proposal to implement zero setbacks for the Community Redevelopment Agency (CRA) district at a future meeting.

Council Member Singer thanked the developers for their investment in downtown, specifically acknowledging Mr. Cagan and Mr. Wicks.

The motion carried unanimously 5-0.

Vice Mayor Pfister also expressed her appreciation to Mr. Cagan and Mr. Wicks, noting her excitement for the project.

Council Member Grenier expressed his gratitude and said it was an honor to name the development Tavares Heritage Square.

Tab 5. Resolution 2025-06 – Acceptance of Florida Department of Transportation (FDOT) Aviation Grant for the Tavares Seaplane Base (FA1) Master Plan Update

Mr. Tweedie made the following presentation:

Previously, in 2017, the City of Tavares completed its initial airport master planning process for the city-owned and operated public use, Florida Department of Transportation (FDOT) licensed airport, the Tavares Seaplane Base, which is designated FA1. The Master Plan was approved by FDOT and the Tavares Seaplane Base was adopted into the Florida Aviation System Plan on January 31, 2017, setting up eligibility for future FDOT Aviation grant funding.

The City became grant-eligible this year and staff worked with its professional aviation consulting firm, Avcon and FDOT District 5 staff to determine, identify and establish the FDOT-required, 5-year airport capital improvement funding priority program, known as JACIP (Joint Automated Capital Improvement Plan). The first priority project identified was a required update to the master plan including an updated inventory and property map and required re-platting of the airport property. It was anticipated that this would occur in the next fiscal year and city match funding would be budgeted accordingly. However, FDOT advised that extra funding became available in their current year program and has awarded the City of Tavares 80% grant funding in the amount of \$174,656 for the master plan update project, with the City being responsible for its 20% required match of \$43,664 which is available in current FY 25 general fund reserves.

Funding and completing this project this year will provide accelerated eligibility for additional future FDOT funding, providing between 50% up to 95% of needed future capital improvement project costs for physical improvements to the facility, including safety and security enhancements, terminal improvements, fueling system improvements and other potential economic development related enhancements. Therefore, staff recommends acceptance of this grant award and the use of current fiscal year reserve funds to provide the required 20% city match for the \$174,656 FDOT grant. (Option 1)

Mayor Price asked for comments from the Council.

Council Member Gamble inquired about the funding. Mr. Tweedie said that while the City initially planned to include the project in next year's budget, the Florida Department of Transportation (FDOT) could fund a grant in the current grant cycle due to other projects coming in under budget or being postponed.

Council Member Singer asked about the application deadline. Mr. Tweedie responded that the deadline was June 1, 2025.

Council Member Singer added that the Airport Master Plan would help identify future development opportunities for the property. Mr. Tweedie confirmed and noted that an updated airport property map, including new surveys, would be developed. He stated that these were technical requirements from FDOT to remain eligible for future funding under the Capital Improvement Program (CIP).

Council Member Singer expressed concern about using reserve funds for the City's matching grant portion. He acknowledged, however, that using reserves may be necessary to qualify. He noted that the estimated General Fund reserve balance was \$658,437 and requested the reserve balance at the beginning of the budget cycle.

Ms. Houghton replied that the reserve balance exceeded the required three months of operating expenses, although she did not have the exact figure available. She offered to provide that number later. She also noted that the Government Finance Officers Association (GFOA) recommended maintaining a minimum of two months' worth of operating expenditures, and in Florida, many finance directors preferred a three-month reserve due to the timing of tax receipts in December.

Council Member Singer stated that approximately 90% of reserve funds should be preserved for emergencies, with the remaining 10% available for strategic or beneficial purposes. Ms. Houghton confirmed that GFOA recommended using excess reserves for one-time expenditures that were aligned with public and Council priorities.

Council Member Singer concluded that while the proposed use of reserve funds would not be for an emergency, it would serve a valuable purpose—leveraging an additional

\$140,656 in grant funding—and expressed his support for using reserves in this instance.

MOTION

Troy Singer moved to accept the Staff's recommendation [Option 1], seconded by Lori Pfister. The motion carried unanimously 5-0.

IX. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

Tab 6. Ordinance 2025-04 – City of Tavares 2025 Municipal Impact Fees 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 Final Draft Report for Police, Fire, Parks and General Government Impact Fees. The Final Draft Report is dated April 10, 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.*

Changes to 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 terms 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 towards 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 Final Draft Report has been prepared by the City's Rate Consultants, Joe Williams and Michelle Galvin 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*

The City Council held two publicly noticed workshops on March 19, 2025, and April 2, 2025, as required by the Florida Impact Fee Act, FS 163.381801. At each of the two workshops, the City Council held dedicated discussions related to the extraordinary circumstances necessitating the need to exceed the phase-in limitations set forth in FS 163.31801. Extraordinary circumstances included the following:

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

Upon consensus by the City Council on April 2, 2025, the second publicly noticed workshop, a Final Draft Report and proposed Ordinance was provided to the City Council on April 16, 2025.

The First Reading of Ordinance 2025-04 was held on April 16, 2025.

This represents the Second Reading of Ordinance 2025-04 for the City Council.

Staff recommended Option 1, for the Council to accept the City of Tavares 2024 Municipal Impact Fee Study Final Report dated April 10, 2024, for Fire, Police, Parks, and General Government Impact Fees, and Adopt Ordinance 2025-04 implementing the recommended Impact Fees, having held two publicly noticed workshops with dedicated discussions demonstrating extraordinary circumstances, necessitating the need to exceed the phase-in limitations of F.S. 163.31801

Michelle Galvin of Raftelis presented a PowerPoint slide show on the Impact Fee Study, which included the study's objectives, impact fee basis, and impact fee methodology.

Council Member Singer expressed concern over a projected \$10.5 million deficit if the City did not raise impact fees, asking how the City would cover that shortfall. Ms. Galvin confirmed that the funds would have to come from the General Fund, potentially leading to tax increases.

Public Comment

Bill Josh, 4610 Treasure Cay Road, Tavares, said he was a realtor with extensive experience in Central Florida. He shared his background serving on planning and zoning boards in other municipalities. He noted that Tavares had seen significant development, with multiple developers active in the area, and pointed out that the cost of infrastructure was ultimately passed on to individual buyers. Given the current buyer's market in Central Florida, he argued that developers were already offering incentives to attract purchasers. He supported raising impact fees, pointing out that they had not increased since 2006 and that public services require appropriate funding. He emphasized that most buyers were relocating from outside the area and that Tavares should align its fees with those of neighboring communities.

Danielle Stroud, CEO of the Eustis Habitat for Humanity, 1806 S. Bay Street, Eustis, spoke about the organization's work building and repairing homes to help individuals access homeownership. She emphasized that their homeowners pay taxes and insurance and were priced out of the traditional housing market. Ms. Stroud raised concerns that any increase in impact fees would ultimately be passed on to the end user, making homeownership less attainable for many residents. She encouraged the Council to consider how increased fees could hinder the transition from renting to owning for people already living in the area.

Kristie Folker, representative for the Lake Sumter Builders Association, 1100 N. Joanna Avenue, Tavares, commented on the fee increase proposal. She raised concerns about the city's justification under the "extraordinary circumstances" provision and suggested that a phased-in approach would be more appropriate. She acknowledged recent city investments in police and fire stations and felt the fee increase resulted from delayed action rather than extraordinary need. She encouraged the Council to allow for gradual fee increases over a multi-year period, giving builders time to prepare and help avoid economic disruption. She stressed that development approvals come from the city and that builders need predictability to make long-term decisions.

Council Discussion

Council Member Singer said the impact fee increase would be a potential additional cost for new homebuyers and reiterated the principle that future growth should cover its costs. He broke down the proposed increase in relation to typical home prices in the area, stating that the proportional cost was minimal. He referenced previous expert input suggesting continued growth in the region, underscoring the importance of planning ahead. He also addressed the idea of phasing in the fees at a cost to the City in the amount of \$1.7 million dollars, and noted that it would result in a financial burden

on current residents. He supported full implementation of the impact fees to ensure the city's infrastructure keeps pace with demand.

Council Member Singer asked the City Attorney to confirm whether the city's proposal complied with legal requirements. Attorney Holt affirmed that the proposed increase was compliant with Chapter 163 of the Florida Statutes through workshops and hearings, and qualified under the "extraordinary circumstances" provision. She explained that a two-thirds vote by the Council was required to proceed. Minor clerical corrections to the draft proposal had been made and noted in the record.

Council Member Singer inquired about the number of housing units already approved and exempt from the new fees. Mr. Drury responded that while an exact number was not available, it represented a large inventory. He clarified that the new fee schedule, if adopted, could not be implemented until 90 days after approval, placing the effective date around August 5.

Council Member Gamble inquired about vehicle replacement estimates for police and fire services, suggesting that the listed costs were underestimated. He noted that police vehicles typically exceed \$53,000 each. After confirming that the city's police-to-population ratio remains below optimal staffing levels, he emphasized the importance of using impact fees to address service needs without increasing taxes for existing residents. Council Member Gamble stated that the proposal was overdue and noted that he and Vice Mayor Pfister had been advocating for a review of impact fees.

Vice Mayor Pfister supported adjusting impact fees to reflect current market conditions. She recounted that the city had previously suspended or reduced impact fees to encourage economic investment, noting that these strategies had successfully attracted hotels, restaurants, and jobs. Vice Mayor Pfister asserted that the city had done its part to support the development community, and now it was time to support residents. She estimated that the fee increase would add a manageable monthly cost to a new home and did not believe it would deter future construction. Vice Mayor Pfister emphasized the need to maintain the city's quality of life and described the proposal as a fair and reasonable step forward.

Council Member Grenier echoed support for the proposal. He noted that two public workshops on the issue had been productive and emphasized that the increase was necessary to sustain service levels for existing residents and that Tavares remains a desirable community where people will continue to move.

Mayor Price concurred with the Council's statements, reinforcing the concept that growth should fund the infrastructure it requires. He pointed out that in an economic downturn, the city would retain the ability to pause or revise the fees. Drawing from his experience as an appraiser, he observed that developers routinely increase home prices without a clear explanation, and the proposed fee would be a relatively small addition. He expressed his support for the increase.

MOTION

Bob Grenier moved to approve [Ordinance 2025-04], seconded by Lori Pfister.

Council Member Gamble said the increase in impact fees was not meant to stop growth, and instead an attempt to maintain the same level of services.

The motion carried unanimously 5-0.

X. GENERAL GOVERNMENT

Tab 7. Report Writer Contract with the LCSO

Chief Coursey made the following presentation:

This agenda item is to seek approval for a contract with the LCSO to contract their report writing service. This will allow officers to call in to LCSO and dictate calls for service that require a report. This service will allow officers to complete calls more effectively and efficiently. The service provides proper documentation of the reports and will comply with the new reporting system required by the state. Officers will call in to the dispatch service center and dictate reports. This saves valuable time and will allow officers to be back in service and available to respond to the next call for service or active patrols, thus more officers on the street.

Staff recommended Option 1, for the Council to approve the agreement with the Lake County Sheriff's Office.

Vice Mayor Pfister asked whether funds were available in the current budget to cover the contract for the remainder of the year. Chief Coursey confirmed that the funding would come from salary savings and that the contract would also be included in the upcoming budget.

Council Member Singer inquired whether all officers would be using the new program. Chief Coursey responded that all officers, except detectives, would utilize the program.

Mayor Price inquired about the amount of time the program would save. Chief Coursey provided an example, noting that sheriff's deputies could call in reports en route to the next call, eliminating the need to be taken out of service to complete reports.

MOTION

Lori Pfister moved to approve Option 1, seconded by Troy Singer.

Council Member Gamble asked if the service would include automobile accidents. Chief Coursey said no.

Council Member Singer asked if any other cities in Lake County were using the service. Chief Coursey said no, noting Tavares was once again a 'City of Firsts.'

The motion carried unanimously 5-0.

Tab 8. FY 2026 Proposed Budget Calendar

Ms. Houghton made the following presentation:

The FY 2026 Proposed Budget Calendar is attached. The first City Council budget workshop is on Wednesday, July 16, 2025. The Maximum Tentative Millage Rate will be set at the same meeting.

Staff recommended Option 1, for the Council to approve the Fiscal Year 2026 Proposed Budget Calendar as provided.

MOTION

Sandy Gamble moved to approve [Option 1], seconded by Lori Pfister.

Council Member Singer noted that one meeting had been removed from the schedule. Ms. Houghton confirmed and explained that the change was made to ensure the discussion and presentation would not be too close to the Fourth of July holiday, and to make it more convenient for everyone to attend.

The motion carried unanimously 5-0.

Tab 9. Recreation Department Program Update

Mr. Aldrich provided a presentation on the following programs:

- Tavares Babe Ruth League – where we were, where we are, and where we would like to go. Participation increasing each year after COVID.
- Full STEAM Ahead Educational Program
- Homeschool Programs
- Senior Series
- Take-A-Hike Program
- Father - Daughter Dance
- Egg-Venture

Mr. Aldrich stated there were 2,821 participants in the current programs the City offered. He recognized Deputy Director of Recreation Pete Sherard and Recreation Coordinator Kayla Gains for their dedication and hard work.

Council Member Gamble expressed appreciation for the Recreation Department and its programs. He inquired about participation trends in the Babe Ruth baseball program,

specifically whether participants had increased or decreased compared to the previous year. Mr. Aldrich explained that staff had reported a reduction of nine participants, from 159 in the spring of 2024 to 150 in the spring of 2025. Council Member Gamble provided a historical overview of the program, noting that attendance had been higher when there were no competing local programs and Tavares was the only city in the area offering a Babe Ruth League.

Council Member Gamble praised the Recreation Department for its efforts in offering programs to both residents and non-residents.

Council Member Singer echoed the praise for the Recreation Department, commending the entire staff for their excellent work and continued dedication. He particularly appreciated the variety of programs, highlighting the recent Egg Venture event as a creative and engaging way to get residents exploring the City of Tavares. He also acknowledged the challenge of maintaining a small-town feel in a growing city of over 20,000 people. He emphasized that programs like these were vital in fostering a strong sense of community.

Vice Mayor Pfister commended the Recreation Department and expressed interest in seeing more STEAM programs. She asked the staff to include additional STEAM programs in the upcoming budget.

Tab 10. CDBG Application Approval for Park Restroom Construction at the Golden Triangle Regional Park – East Campus

Mr. Aldrich made the following presentation:

The Community Development Block Grant (CDBG) is a competitive funding program through Lake County that provides grants for Urban County Partners that represent low to moderate income constituents in a particular geographic area. Over the past several years, CDBG funds have been used to construct public restrooms and improve other amenities at City parks such as Wooton Wonderland, Summerall Park, Aesop's Park, Ingraham Park, and Tavares Nature Park.

Staff recommended Option 1, for the Council approve the recommendation to apply for the Community Development Block Grant (CDBG) to use towards the new construction of a park restroom to be located next to the soccer fields at the Golden Triangle Regional Park – East Campus.

Council Member Gamble inquired about the location of the proposed restrooms. Mr. Aldrich said that the plan was to place them directly next to the soccer fields. Council Member Gamble then asked where that location appears on the master plan. Mr. Drury explained that the restrooms would be coordinated within the master plan, and staff would bring back a revised site and master plan for review.

Mayor Price expressed his understanding that the county would be funding all improvements. Mr. Drury clarified that the restrooms would be funded through a Lake County awarded Community Development Block Grant (CDBG). Mayor Price then asked what restroom facilities were currently available. Mr. Drury replied that only portable toilets (portalets) were currently in use.

MOTION

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

Tab 11. Request to Participate in Lake 100 Study

Mr. Drury made the following presentation:

Attached is a request from Lake 100 for Tavares to participate in a Lake County Cities and Lake County Government study. The study aims to answer the following four (4) questions:

- a. Are Lake's cities disproportionately subsidizing county services to areas outside municipal limits, and to what extent?*
- b. Are specific services like law enforcement and fire duplicated or overlapping, potentially allowing for cost efficiencies?*
- c. Will the resulting data assist elected leaders with neutral, independent data to better educate the public on operating budgets?*
- d. Will the results of the study reinforce the business community's need for predictability, fairness, and transparency in how growth is managed across jurisdictions?*

Staff recommended the Council participate up to a cost of \$2,500.00

Council Member Singer inquired about the benefits of County and municipal participation in the proposed study. Mr. Drury explained that the study, conducted by a third party, would explore potential services duplicated between the City and the County.

Council Member Singer acknowledged the City's longstanding collaborative relationship with the County and other municipalities. He expressed support for participating in the study but did not support contributing \$2,500 in funding.

Vice Mayor Pfister stated that she did not support allocating funds for the study, noting that the City of Tavares operated effectively under Mr. Drury's leadership.

Council Member Gamble asked Chief Keith if any duplicative or overlapping services existed. Chief Keith responded that the department maintained mutual agreements with

neighboring cities such as Mount Dora and Eustis, emphasizing strong cooperation across jurisdictions.

Council Member Gamble further noted that assistance from other law enforcement agencies was common and effective during large events, such as Leesburg's Bike Fest. He praised the City's functional partnerships and Mr. Drury's leadership. He stated that Tavares was operating well, with existing fire and police agreements in place with both the County and surrounding cities.

Council Member Singer said there was always something to learn from such studies and acknowledged Mr. Drury's ability to collaborate with other municipalities. However, he remained opposed to funding the initiative.

A discussion was held during which Mr. Drury emphasized the strong working relationship between the City of Tavares and Lake County, citing joint efforts on regional park and trail development.

Mayor Price said he did not favor transferring the City's home rule authority to the County.

MOTION

Lori Pfister moved to approve Mr. Drury attending the meetings at his discretion on his own time, seconded by Bob Grenier.

Mr. Drury said he would be happy to attend a couple of meetings and share his thoughts and ideas without contributing any dollars.

Lori Pfister withdrew her motion.

AMENDED MOTION

Lori Pfister moved to approve Mr. Drury attending the meetings at his discretion with no City funding, seconded by Bob Grenier. The motion carried unanimously 5-0.

XI. NEW BUSINESS

Vice Mayor Pfister said she would like to agendize a discussion on zero lot lines in the downtown.

XII. OLD BUSINESS

Council Member Grenier inquired about the completion date for the upgrades at Aesop's Park, including the installation of new sod. Mr. Dillon responded that the project was expected to be completed within the next couple of weeks.

XIII. AUDIENCE TO BE HEARD

Bill Josh, 4610 Treasure Cay Road, Tavares, shared that he invested significant time and energy before moving to the City of Tavares. He highlighted the City's recreational offerings and sense of community as key factors in his decision. Mr. Josh commended Mr. Dillon for his prompt and effective response to a traffic safety issue on Dead River Road. Mr. Dillon contacted the county immediately, and within 48 hours, a "No Left Turn" sign was installed, which likely prevented further accidents. Mr. Josh praised Mr. Dillon for listening, advocating, and getting results.

Bruce Peterman, Royal Harbor, praised the City's employees, noting a recent presentation by Mr. O'Keefe to the Royal Harbor community regarding storm preparedness. He commended Mr. O'Keefe's thorough explanation of expectations, procedures, and roles of various City departments, including police, fire, water, and City Council. He expressed appreciation for the dedication and professionalism of City staff.

Mr. Peterman also thanked the City Council for passing an impact fee ordinance, stating that he appreciated the measure as a City taxpayer.

XIV. REPORTS

Tab 8. City Administrator Report

Mr. Drury echoed Mr. Peterman's comments and acknowledged the dedication of City employees who attend HOA meetings on their own time, emphasizing that it reflects their strong commitment to the community. He also commended the City Council for being responsive to constituents, often addressing concerns via email or text as early as 6:00 AM or as late as 9:00 PM. He stressed the importance of maintaining a strong relationship with Lake County, which ultimately benefits the citizens. Mr. Drury thanked all five Council Members for their dedication, including work done on weekends and evenings.

Mr. Tweedie wished O'Keefe's Irish Pub a happy 41st birthday.

Mr. O'Keefe reflected on the opening of O'Keefe's Irish Pub 41 years ago, saying it felt like yesterday. He expressed pride in Tavares as a vibrant city and thanked everyone who contributed to its ongoing success.

Mr. Aldrich encouraged residents to visit the library and see the refreshed interior, commenting on how wonderful it looks.

Ms. Houghton reported that the Finance Department worked diligently to close out the previous fiscal year. She expressed her appreciation for the city as both an employee and resident.

Mr. Fabre mentioned that the next meeting will include a Horizon Team update.

Tab 13. City Council Member Reports

Council Member Grenier

Council Member Grenier highlighted the collaborative efforts of the Parks and Recreation Department, Public Works, and Library staff, who began working at 8:00 AM to rearrange furniture, fix wiring, move signage, and clean the floors in preparation for the library opening at 9:30 AM. He was impressed by the teamwork and noted how different the library now looks.

Council Member Grenier invited Library Director Rebecca Campbell to the podium to speak about Ridge Park. Ms. Campbell shared that the park received a grant from the Florida Wildflower Foundation. Master Gardeners had since planted 50 species of wildflowers, which were in bloom. Wildflower seed packets were available, and the garden was intended for the entire community to enjoy. She thanked Mr. Aldrich and Deputy Director of Recreation Pete Sherrard for their support and commented on the positive feedback from the library staff and patrons.

Council Member Grenier also reported on the following:

- Commended Mr. O'Keefe on a thoughtful letter he received from Royal Harbor regarding a recent speech.
- Asked Chief Coursey to pass along his appreciation to Lieutenant Dana Scola for her nomination as Officer of the Year.
- Praised Mr. Tweedie for the restoration work at the Prop Shop, especially noting the excellent brickwork and plaques completed by former Council Member and Mayor Robert Wolfe.

Council Member Singer

Council Member Singer shared that he attended the Lake County Sheriff's Office Memorial Service for fallen heroes, commending the Sheriff's Office for a well-organized and respectful ceremony. He thanked the law enforcement officers for their service and dedication.

Council Member Singer also reported on the following:

- Apologized for missing the recent mock council meeting and congratulated all five participants, expressing hope that the program continues.
- Extended Mother's Day wishes to all mothers, including his wife and mother, noting their importance in his life.

Council Member Gamble:

Council Member Gamble also wished everyone a happy Mother's Day. Reflecting on the loss of both his parents, he encouraged others to cherish their mothers and celebrate the day meaningfully.

Council Member Gamble also reported on the following:

- Asked Chief Coursey about a recent bicycle accident on CR-473 involving a 61-year-old and a 69-year-old cyclist. He noted the importance of educating residents—especially children—about proper bicycle safety, including riding with the flow of traffic.
- Reported that although James Dillon was absent, he was receiving updates on the progress at Aesop's Park. New sod and cypress mulch were being installed in the playground area, and Parks Operations Manager Traci Anderson was working to clean up trees at Tavares Nature Park.
- Commended all department directors and field employees for going above and beyond in their work.

Mayor Price:

Mayor Price expressed his appreciation for the professionalism of the Tavares City staff.

Mayor Price also reported on the following:

- Attended the Back the Blue Walk, thanking the Tavares Police and Fire Departments for their participation.
- Participated in the Law Enforcement Memorial Service, describing it as a moving ceremony.
- Extended Mother's Day wishes to all mothers.

XV. ADJOURNMENT

There was no further business, and Mayor Price adjourned the meeting at 5:59 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/21/2025**

AGENDA TAB NO.: 5

SUBJECT TITLE: Resolution 2025-08 Amendment 3 Closeout for SRF Loan 350980, Lake Hermosa Design (Finance)

OBJECTIVE:

Request Council to approve Resolution 2025-08 and authorize the Mayor to execute Loan Amendment Number Four (4) for State Revolving Loan No. DW350980 from the Florida Department of Environmental Protection (FDEP) which sets the final loan amount at \$333,600 including loan service fees.

SUMMARY:

Previously, the City Council Adopted Resolution 2021-14 authorizing the application and acceptance of a State Revolving Loan for Project DW350980, for design activities for the Lake Hermosa Permanent Booster Pump Project. The original loan document was executed on July 15, 2021, with a disbursable loan amount of \$240,000.

On April 21, 2022, the City Council adopted Resolution 2022-07 authorizing Amendment One to the loan which provided a term extension for completion of the project and set the first repayment date as February 15, 2023.

On March 15, 2023, the City Council adopted Resolution 2023-03 authorizing Amendment Two (2) to the loan which provided additional time for the completion date for the project, and the Amendment extended the first semi-annual loan repayment date for the loan from February 15, 2023 to February 15, 2025. (Changes are shown in italics.)

On July 19, 2023, the City Council adopted Resolution 2023-10 for SRF Loan DW350980 Amendment Three which amended the loan disbursable amount for the Project to \$327,059, set the estimated loan service fees at \$6,541, and set the estimated semi-annual loan payments at \$17,879.

Amendment four (4) finalizes the loan amount and provides the final loan repayment amount. Details for the final loan amendment are shown below:

- Disbursable Loan Amount (design activities): \$327,059
- Loan service fee: \$6,541.00
- Capitalized interest: \$500 \$0
- Loan Repayment Amount: \$333,600
- Semi-annual loan payments: ~~\$17,879~~ \$17,641.88
- Interest Rate: 1.08%
- Term: 10 years

OPTIONS:

1. **Move to approve Resolution No. 2025-08 which authorizes** the Mayor to execute SRF Loan DW350980 Amendment Four (4) which finalizes the loan terms with a total loan repayment amount of \$333,600.

2. **Do not approve**

STAFF RECOMMENDATION:

- **Move to approve Resolution No. 2025-08 which authorizes** the Mayor to execute SRF Loan DW350980 Amendment Four (4) which finalizes the loan terms with a total loan repayment amount of \$333,600.

FISCAL IMPACT:

Semi-Annual Loan repayments from \$17,879.50 to \$17,641.88

Loan interest rate remains unchanged at 1.08%

The loan term remains unchanged at 10 years.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Resolution 2025-08 SRF WW 350980 Lake Hermosa-Avalon_Booster Pump Design Amend 4 closeout
2. Tavares - DW350980 - A4 - Final Amendment
3. DW350980_Amortization Schedule Report

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

RESOLUTION 2025-08

A RESOLUTION OF CITY OF TAVARES, FLORIDA, RELATING TO THE STATE REVOLVING FUND LOAN PROGRAM; AUTHORIZING A FOURTH AMENDMENT TO SRF LOAN AGREEMENT DW350980 FOR LAKE HERMOSA/AVALON PERMANENT BOOSTER STATION DESIGN ACTIVITIES; AUTHORIZING THE LOAN AGREEMENT; ESTABLISHING PLEDGED REVENUES; DESIGNATING AUTHORIZED REPRESENTATIVES; PROVIDING FOR ASSURANCE; SETTING THE FINAL LOAN AMOUNT; PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.

WHEREAS, the City Council of the City of Tavares adopted Resolution 2021-03 on March 3, 2021, authorizing a loan application to the Department of Environmental Protection (FDEP), for the Lake Hermosa/Avalon Permanent Water System Booster Pump Design Activities, and

WHEREAS, the Florida Department of Environmental Protection (FDEP) provided a State Revolving Fund Loan Fund (SRF) Agreement, Number DW350980, for the Lake Hermosa/Avalon Permanent Water System Booster Preconstruction and Pump Design Activities, and

WHEREAS, the City Council of the City of Tavares adopted Resolution 2021-14 on July 1, 2021 authorizing the Mayor to execute SRF Loan Agreement DW350980 for preconstruction and design activities in the amount of \$240,000 (excluding capitalized interest and loan service fees) with the Florida Department of Environmental Protection (FDEP) for the Lake Hermosa/Avalon Booster Pump Project.

WHEREAS, on April 20, 2022, the City Council of the City of Tavares adopted Resolution 2022-07 authorizing Amendment One (1) which provided a term extension for completion of the project,

WHEREAS, On March 15, 2023, the City Council of the City of Tavares adopted Resolution 2023-03 authorizing Amendment Two (2) which provided for an additional term extension for completion of the project, and provided for the First Semiannual Loan Payment to be due on February 15, 2025.

WHEREAS, On July 19, 2023, the City Council of the City of Tavares adopted Resolution 2023-10 authorizing Amendment Three (3) which increased the disbursable loan amount from \$240,000 to \$327,059, increased the loan service fee from \$4,800 to \$6,541, and increased the estimated loan payments from \$12,972 to \$17,879.

WHEREAS: Loan Agreement DW350980 provided loan funding for the Lake Hermosa/Avalon Water Pump Station Design Project with the following terms:

- Design activities – disbursable amount: \$327,059
- Total disbursable loan amount: \$327,059
- Capitalized interest (non-disbursable) amount: ~~\$500~~-\$0
- Loan service fee: \$6,541.00
- Semi-annual loan payments: ~~\$17,879~~ \$17,641.88
- Monthly Loan Deposits to the debt service account begin no later than August 15, 2024.
- Capitalized Interest is ~~\$500~~ \$0
- The first semi-annual loan payment is due February 15, 2025
- Loan term is Ten (10) years
- Annual loan interest rate is 1.08%

WHEREAS, SRF Loan DW350980 Amendment Four (4) finalizes the loan terms setting forth the final changes to the loan.

- Disbursable Loan Amount set at \$327,059
- Loan service fee is \$6,541.00
- Capitalized Interest is \$0
- Final Loan Repayment Amount: \$333,600
- Semi-annual loan payments are \$17,641.88

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA, AS FOLLOWS:

SECTION I. The City of Tavares, Florida was authorized to apply for a loan to finance the Lake Hermosa Region Booster Pump Station project preconstruction activities.

SECTION II. The revenues pledged for the repayment of the loan are water, sewer, reclaimed, and stormwater system revenues.

SECTION III. The Mayor is hereby designated as the authorized representative to execute the loan agreement, and is hereby authorized to execute loan documents with the Florida Department of Environmental Protection for State Revolving Fund Loan Agreement DW350980 which will become a binding obligation in accordance with its terms when signed by both parties. The Mayor is authorized to represent the City in carrying out the City's responsibilities under the loan agreement. The Mayor is authorized to delegate responsibility to appropriate City staff to carry out technical, financial, and administrative activities associated with the loan agreement.

SECTION IV. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION V. This Resolution shall become effective immediately upon its passage and adoption.

PASSED and ADOPTED this 21st Day of May 2025.

Walter Price, Mayor

ATTEST:

Susie Novack, City Clerk

APPROVED AS TO FORM AND LEGALITY:

Lindsay Holt, City Attorney

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/21/2025**

AGENDA TAB NO.: 6

SUBJECT TITLE: Designating the Blue Plumbago as the Official Flower of the City (Public Works)

OBJECTIVE:

Seeking Council's consideration of designating the Blue Plumbago as the official City Flower and adopting resolution number 2025-09.

SUMMARY:

The City of Tavares has actively participated in the national America In Bloom (AIB) program since 2017. This initiative encourages communities to become more vibrant and welcoming, providing a competitive advantage in attracting tourists and stimulating economic development. It aims to create a thriving environment for residents to live, work, and play, all through the beauty of colorful plants and trees.

Each year, advisors from America In Bloom conduct an independent evaluation of our city, offering valuable recommendations to enhance opportunities in urban forestry, heritage preservation, environmental programs, and impressive landscape and floral displays. These initiatives contribute to the overall appeal and economic vitality of our community. One notable suggestion from last year's AIB evaluation was to adopt an official city flower.

The Department of Public Works, along with members of the Bloom Team, proposes that the Blue Plumbago (*Plumbago auriculata*), also known as the Sky Flower, be designated as Tavares' official flower. This remarkable plant, with its abundant blue blooms, beautifully represents our identity as America's Seaplane City. In addition to its vibrant colors, the proposed city flower is considered a Florida-Friendly plant. It is drought-tolerant, attracts pollinators, and blooms year-round, echoing the stunning blue skies and waterfront of Tavares.

OPTIONS:

Option 1. Council adopts resolution 2025-09 designating the Blue Plumbago as the official flower of the City of Tavares.

Option 2. Council declines to adopt resolution 2025-09

STAFF RECOMMENDATION:

Option 1. Council adopts resolution 2025-09 designating the Blue Plumbago as the official flower of the City of Tavares.

FISCAL IMPACT:

No fiscal impacts.

LEGAL SUFFICIENCY:

Legally sufficient.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Resolution 2025-09 - Designating the Blue Plumbago as City Flower
2. UF/IFAS Plumbago

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

RESOLUTION 2025-09

**A RESOLUTION OF THE CITY OF TAVARES, FLORIDA,
DESIGNATING THE BLUE PLUMBAGO (*Plumbago auriculata*) AS THE
OFFICIAL FLOWER OF THE CITY OF TAVARES**

WHEREAS, the City of Tavares has actively participated in the America in Bloom (AIB) program since 2017, a national initiative that promotes community enhancement through beautification, environmental stewardship, and the celebration of local identity; and

WHEREAS, as part of its ongoing efforts to enrich the city's appearance and civic pride, the AIB advisory team recommended the adoption of an official city flower to serve as a unifying and recognizable symbol of Tavares; and

WHEREAS, the City's Department of Public Works and the Bloom Team evaluated suitable plant species and recommended the **Blue Plumbago (*Plumbago auriculata*)**, a hardy, vibrant plant known for its long-blooming clusters of blue flowers, drought tolerance, and attractiveness to pollinators; and

WHEREAS, the Blue Plumbago reflects the charm and resilience of the Tavares community and complements the city's identity as "America's Seaplane City," with its cool blue tones evoking the nearby lakes and waterfront lifestyle;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Tavares, Florida, that the **Blue Plumbago (*Plumbago auriculata*) is hereby officially designated as the City Flower of Tavares**, to represent the city's natural beauty, community spirit, and dedication to sustainable landscaping.

PASSED AND ADOPTED this 21st day of May 2025.

Walter B. Price, Sr., Mayor

ATTEST:

Susie Novack, City Clerk

Approved as to form:

Linsday Holt, City Attorney

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/21/2025**

AGENDA TAB NO.: 7

SUBJECT TITLE: Ordinance 2025-03 Amendment to Section 15-98 of the Police Pension Plan to extend DROP (Finance)

OBJECTIVE:

Approve Ordinance 2025-03, which amends Section 15-98 of the City of Tavares Code of Ordinances, City of Tavares Police Officers' Pension Plan, to allow eligible members to extend the period for Deferred Retirement Option from 60 months to 96 months.

SUMMARY:

Ordinance 2025-03 provides changes to the Police Pension Plan to allow eligible plan members to extend the Deferred Retirement Option from 60 months to 96 months,

The Pension Plan Board Attorney, Pedro Herrera of Sugarman, Susskind, Braswell & Herrera, has prepared Ordinance 2025-03 to provide changes to Section 15-98 of the Police Pension Plan that sets for the Deferred Retirement Option Plan for eligible Police Pension Plan participants.

- Amends Section 15-98 (b)(3)(a) and provides that any member shall be eligible to participate in DROP for a period not to exceed 96 months.
- Amends Section 15-98 (b)(3) to add section (a)(1) which provides that a member who entered DROP prior to 6-4-2025 and has not reached their maximum DROP participation period of 60 months may elect to extend their maximum DROP participation to 96 months and sets forth conditions.
- Amends Section 15-98 (b)(3) to add section (b) setting forth conditions should a DROP participant fail to terminate employment at the expiration of 96 months.

The Plan Actuaries, Foster and Foster, have provided a letter of "no-impact" to the Police Pension Plan that no formal Actuarial Impact Statement is required to support adoption. A copy of their letter detailing the Plan changes, and the actuary opinion is attached.

OPTIONS:

1. **Move to Adopt** Ordinance 2025-03 amending Chapter 15-98 of the Code of Ordinances for the City of Tavares Police Officer's Pension Plan to extend Maximum DROP Participation from 60 months to 96 months.
2. Do not Adopt Ordinance 2025-03.

STAFF RECOMMENDATION:

1. **Move to Adopt** Ordinance 2025-03 amending Chapter 15-98 of the Code of Ordinances for the City of Tavares Police Officer's Pension Plan to extend Maximum DROP Participation from 60 months to 96 months.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

This Ordinance has been reviewed by the City Attorney.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Tavares_Police_Proposed_Ordinance 2025-03__Sec15-98 DROP-converted from PDF to Word_v2
2. 2025.03.26_LetterOfNoImpact_TavaresPolice

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

ORDINANCE NO. 2025 - 03

AN ORDINANCE OF THE CITY OF TAVARES AMENDING CHAPTER 15, PENSIONS AND RETIREMENT, ARTICLE IV, POLICE OFFICERS' PENSION TRUST FUND, OF THE CODE OF ORDINANCES OF THE CITY OF TAVARES; AMENDING SECTION 15-98, DEFERRED RETIREMENT OPTION PLAN, TO PROVIDE FOR EIGHT (8) YEARS OF DROP PARTICIPATION; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY OF PROVISIONS; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA;

SECTION 1: That Chapter 15, Pensions and Retirement, Article IV, Police Officers' Pension Trust Fund, of the Code of Ordinances of the City of Tavares, is hereby amended by amending Section 15-98, Deferred retirement option plan, subsections (b), *Participation*, and (c), *Funding*, to read as follows:

Sec. 15-98. - Deferred retirement option plan.

[...]

(b) *Participation*

[...]

- (3) *Period of participation.* A member who elects to participate in the DROP under subsection (b)(2), shall participate in the DROP for a period not to exceed sixty (60) months beginning at the time his election to participate in the DROP first becomes effective. An election to participate in the DROP shall constitute an irrevocable election to resign from the service of the city not later than the date provided for in the previous sentence. A member may participate only once.

a. Effective June 4, 2025, any member shall be eligible to participate in the DROP for a period not to exceed ninety-six (96) months beginning on the date which the member first becomes eligible for normal retirement.

1. A member who entered the DROP prior to June 4, 2025 and has not reached their maximum DROP participation period of 60 months as of

June 4, 2025, may, in accordance with the conditions specified below, elect to extend their maximum DROP participation period from sixty (60) months to ninety-six (96) months. Upon approval by the Board, a member's election to extend participation in the DROP shall extend the member's DROP participation period as if the maximum participation period upon entry into the DROP was 96 months (e.g. adding 36 months to the initial 60-month maximum DROP participation period). For members who elect to extend their maximum DROP participation, the following conditions shall apply to any such extension of DROP participation:

- i. The election shall be irrevocable;
- ii. The member must, in writing, (1) agree to terminate employment at the end of the extended DROP participation period, and (2) submit an irrevocable, unconditional letter of resignation prior to extending the DROP, which resignation shall be effective on the date the DROP participation period ends (which shall be the earlier of the termination of the member's employment, for any reason, or the last day of the extended maximum DROP participation period); and
- iii. The member must elect to extend the DROP participation period and submit the written requirements noted above prior to the end of the member's initial 60 month DROP participation period. In the event a member who is eligible to extend his/her maximum DROP participation period does not timely elect to do so, the member's DROP participation period shall not be extended, and the maximum DROP participation period shall remain 60 months.

b. For a DROP participant who fails to terminate city

employment at the expiration of the 96-month

maximum DROP participation period, such member shall be deemed not to be retired, the DROP election shall be null and void, and the member shall have no accumulated DROP benefits. Pension Plan membership shall be reestablished retroactively to the original date of the commencement of the DROP, and the member shall be required to pay to the System the member contributions as if they had continued service to the city, and the city contributions during the period such member participated in the DROP, plus an interest rate equal to the annual assumed investment return during each year the member participated in the DROP.

[...]

(c) *Funding.*

[...]

(2) *Transfers from retirement system*

[...]

- c. A member's DROP account shall only be credited with interest or a return and monthly benefits while the member is a participant in the DROP. A member's final DROP account value for distribution to the member upon termination of participation in the DROP shall be the value of the account at the end of the quarter immediately preceding termination of participation for participants electing the net plan return and at the end of the month immediately preceding termination of participation for participants electing the flat interest rate return, plus any monthly periodic additions made to the DROP account subsequent to the end of the previous quarter or month, as applicable, and prior to distribution. If a member fails to terminate employment after participating in the DROP for the permissible period of DROP participation, then beginning with the member's 1st month of employment following the last month of the permissible period of DROP participation, the member's DROP account will no longer be credited or debited with interest or returns, nor will monthly

benefits be transferred to the DROP account. All such

non-transferred amounts shall be forfeited and continue to be forfeited while the member is employed by the police department. A member employed by the police department after the permissible period of DROP participation will still not be eligible for pre-retirement death or disability benefits, nor will he accrue additional credited service except as provided for in section 15-99. Notwithstanding, effective June 4, 2025, for all members who elect to participate in the DROP for eight (8) years, then beginning with the next payment following cessation of participation or beginning with the member's 97th month of DROP participation, whichever occurs first, the member's DROP account will no longer be credited or debited with earnings or interest, nor will monthly benefits be transferred to their DROP account. All such non-transferred amounts shall be forfeited and continue to be forfeited while the member remains employed by the City as a police officer.

[...]

SECTION 2: Specific authority is hereby granted to codify and incorporate this Ordinance in the existing Code of Ordinances of the City of Tavares.

SECTION 3: If any section, subsection, sentence, clause, phrase of this ordinance, or the particular application thereof shall be held invalid by any court, administrative agency, or other body with appropriate jurisdiction, the remaining section, subsection, sentences, clauses, or phrases under application shall not be affected thereby.

SECTION 4: All Ordinances or parts of Ordinances in conflict herewith be and the same are hereby repealed.

SECTION 5: That this Ordinance shall be effective upon passage; however, the provisions of this Ordinance that are specified to take effect as of a date certain shall take effect as of the date specified herein.

PASSED AND ORDAINED ON this 4th day of June, 2025, by the City Council of the City of Tavares, Florida.

WALTER B. PRICE, SR., Mayor
Tavares City Council

Passed First Reading: _____
Passed Second Reading: _____

ATTEST:

Susie Novack, City Clerk

Approved as to form:

Lindsay C.T. Holt, City Attorney

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/21/2025**

AGENDA TAB NO.: 8

SUBJECT TITLE: Board Appointment - Police Pension Board (Mayor)

OBJECTIVE:

For the Mayor to appoint, and the Council to approve, a Police Pension Board appointment.

SUMMARY:

There is a current vacancy on the Police Pension Board due to the retirement of a trustee. This position, appointed by the City Council, has a term set to expire in November 2025.

To ensure compliance with Chapter 15.73 of the Tavares Code of Ordinances, which requires that Council-appointed trustees be legal residents of the City, the following action is proposed:

Appoint Doug Roberts to the vacant Council-appointed seat. Mr. Roberts, currently serving in a Police-elected seat on the Board, is a legal resident of Tavares and has agreed to the appointment.

Upon Mr. Roberts' transition to the Council-appointed seat, the Police-elected seat vacated by Mr. Roberts will be filled through the police membership election process. Jon Hall, a police officer who is not a City resident, has expressed interest in the position and meets the eligibility requirements for the elected seat.

This arrangement maintains compliance with residency and appointment guidelines. The vacant Council-appointed position was advertised in the Daily Commercial and the City's website; however, no new applications were received.

OPTIONS:

1. For the Mayor to recommend, and the Council to approve the appointment of Doug Roberts to the vacated Council-appointed seat on the Tavares Police Pension Board.
2. Do not make appointments.

STAFF RECOMMENDATION:

Option 1, for the Mayor to recommend, and the Council to approve the appointment of Doug Roberts to the vacated Council-appointed seat on the Tavares Police Pension Board.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. RE_ Tavares Police, Trustee Changes
2. Legal Ad - Proof of Publication - Police Pension Board
3. Legal Ad - Proof of Publication Police Pension Board

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/21/2025**

AGENDA TAB NO.: 9

SUBJECT TITLE: Request From Tavares Babe Ruth Booster Club to Take Over the Tavares Babe Ruth League (Community Services)

OBJECTIVE:

To consider a proposal from the current Tavares Babe Ruth Booster Club to run the Tavares Babe Ruth League.

SUMMARY:

By way of background, the City has chartered and managed the Tavares Babe Ruth League since 1987. The charter is held through Babe Ruth International, an organization that serves over 1 million baseball and softball players from ages 4-18 in more than 6 countries and all 50 states.

Currently, the City of Tavares has professional staff within the Recreation Department to oversee and manage the league as a city program both in the spring and the fall. Staff have worked diligently to focus on the Tavares Babe Ruth League, and with over 25 years of combined service at the City within the Recreation Department, the staff's commitment to growing the league is unmatched within the area. Since the onset of the COVID-19 pandemic, participation within the league has increased by 51%, steadily growing each of the past 5 years. Additionally, the City Council has supported the program financially through each fiscal year's adopted budget and with a nationally recognized, award-winning professional Finance Department.

The Tavares Babe Ruth Booster Club is made up of volunteer parents within the league and has helped raise supplemental funds for the league and assisted with tournament entry fees, equipment, and small improvements to the fields over the years. Due to a lack of volunteer support, the Tavares Babe Ruth Booster Club disbanded July 31, 2012. A new group of volunteer parents from the league rebranded the defunct Tavares Babe Ruth Booster Club almost 10 years later in the spring of 2022.

Since that time, leadership within the booster club has changed again, and the current board of directors recently submitted a proposal to the City for the booster club to take over the Tavares Babe Ruth League charter and operate the league with volunteers.

OPTIONS:

1. Approve the proposal from the Tavares Babe Ruth Booster Club to take over the City's charter for the league and operate the program through volunteers.
2. Do not approve.

STAFF RECOMMENDATION:

Staff recommends that City Council does not approve the proposal.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Meets Legal Sufficiency

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Parent-Run Baseball Program Proposal
2. TBRBC Guidelines & By Laws
3. Recreation staff outline

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/21/2025**

AGENDA TAB NO.: 10

SUBJECT TITLE: Interlocal Agreement Between Tavares and Lake County Relating to the Development, Management, and Maintenance of the Golden Triangle Regional Park – East Campus (Community Services)

OBJECTIVE:

To enter into an interlocal agreement with Lake County, Florida for the acceptance of funds in the amount of \$13.5 million to develop and construct the Golden Triangle Regional Park – East Campus property.

SUMMARY:

As a way of background, on March 29, 2022, the City Council approved and entered into a Memorandum of Understanding (MOU) with Lake County and the Central Florida YMCA to explore a public/private partnership opportunity for the development of a central regional park for Lake County to be located 1465 David Walker Drive in Tavares. At the December 7, 2022 meeting, City Council voted unanimously to accept a grant of \$4.8 million from Lake County to purchase the YMCA property, execute a purchase and sales agreement, and negotiate an operational agreement with the Central Florida YMCA for management of the property.

The City executed the operational agreement with the Central Florida YMCA on May 17, 2023 and closed on the purchase of the property on May 19, 2023. At the June 7, 2023 meeting, City Council voted unanimously to accept another grant of \$300,000 from Lake County to complete an initial redevelopment project, including the restriping of the parking lot and the resurfacing of the existing basketball courts on the property.

On April 25, 2024 the City, County, and YMCA held a joint groundbreaking ceremony to mark the beginning of construction on this transformative project. Over the ensuing months, the City Recreation Department moved their offices and relocated to the regional park, and an architect firm was selected to design and complete the project build-out based on the original MOU from 2022.

Before Council is another interlocal agreement with Lake County for the full development, management, and maintenance of the Golden Triangle Regional Park – East Campus to include funding in the amount of \$13.5 million from Lake County to be paid out through FY 2032. City staff is seeking Council's approval to authorize the Mayor to enter into this agreement and accept the funding.

OPTIONS:

1. Move to approve and authorize the Mayor to enter into an interlocal agreement to accept funds in the amount of \$13.5 million for the development, management, and maintenance of the Golden Triangle Regional Park – East Campus.
2. Do not approve the interlocal agreement.

STAFF RECOMMENDATION:

Option 1. Move to approve and authorize the Mayor to enter into an interlocal agreement to accept funds in the amount of \$13.5 million for the development, management, and maintenance of the Golden Triangle Regional Park – East Campus.

FISCAL IMPACT:

100% grant of \$13.5 million with no match required. The City would be responsible for budgeting to manage and maintain the regional park through the normal budget process.

LEGAL SUFFICIENCY:

Meets legal sufficiency

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Golden Triangle Regional Park East Campus Interlocal Agreement 05.01.2025
2. MOU for Golden Triangle Regional Park East Campus

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/21/2025**

AGENDA TAB NO.: 11

SUBJECT TITLE: Conservation Easement to SJRWMD to have Ingress for Inspection of City Mitigated Wetlands (Utilities)

OBJECTIVE:

For the Council to grant St. Johns River Water Management District (SJRWMD) an easement to access City Wetlands. (Woodlea Rd.)

SUMMARY:

The City previously applied for and was awarded three separate grants to support the development of a stormwater retention pond and small eco-park, known as Eagle Park, located on St. Clair Abrams Avenue. The funding sources and amounts were as follows:

- Lake County Water Authority: \$400,000
- State of Florida (2 grants): \$200,000 and \$175,000
- Total Funding: \$775,000

This project aligns with the Downtown Area Stormwater Master Plan, which aims to enhance stormwater management and environmental sustainability in the area.

The Eagle Park pond site is situated on designated wetlands, requiring mitigation to proceed with development. Suitable mitigation wetlands were identified off Woodlea Road, and mitigation activities have been successfully completed.

An easement is now required to grant the St. Johns River Water Management District (SJRWMD) access to the site for ongoing wetland inspections as part of regulatory compliance and environmental monitoring.

OPTIONS:

1. For the Council to award the easement to SJRWMD.
2. Do not award the easement.

STAFF RECOMMENDATION:

Option 1, for the Council to award the easement to SJRWMD.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Reviewed and approved by the City Attorney.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Deed of Conservation Easement

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/21/2025**

AGENDA TAB NO.: 12

SUBJECT TITLE: Pavilion on the Lake, Selection of Catering Services Providers (Economic Development)

OBJECTIVE:

For the City Council to review and approve the top seven (7) firms ranked by the selection committee through a recently conducted request for qualifications solicitation process , RFQ 2025 -0002. and for the council to authorize the City Administrator to execute contracts with the selected firms to provide catering services at the Pavilion on the Lake.

SUMMARY:

Every five (5) years, the City conducts a Request for Qualifications (RFQ) for catering services at the Pavilion. The RFQ allows for the selection of multiple caterers for an initial contract period of three (3) years, with an option to extend for an additional two (2) years.

Staff has evaluated the program and determined that expanding the catering partner list is warranted due to increased event volume and client demand for greater variety and capacity. Accordingly, the City purchasing department has conducted an RFQ , which allows for an increase in the number of approved catering partners from five (5) to seven (7), effective for the new contract cycle.

As the contract period has expired, a new RFQ (2025-0002 attached) was advertised responses received from nine (9) firms on the RFQ due date of March 27, 2025. A Selection Committee was established to review and rank the submittals comprised of the following staff members:

- Assistant Pavilion Manager, Amy Pattee
- Pavilion Services Lead, Alex Liquori
- Special Events & Operations Manager, Cheri Moan

The Selection Committee met on May 1, 2025, to review and rank the firms based on the RFQ criterion, which includes relevant experience. The committee ranked the firms as follows:

1. Big City Catering, Inc.
2. Events by John Michael
3. River City Catering
4. Puff-N-Stuff Events Catering
5. Pisces Rising Catering
6. Arthurs Creative Events & Catering
7. C2 Catered Events
8. Cocktails Catering
9. Ironworks Steaks and Fine Cocktails

Based on this, it is recommended that the Council move to approve the selection committees ranking

and recommendation to select: Arthur's Creative Events and Catering, Big City Catering, C2 Catered Events, John Michael Catering and Weddings, Pisces Rising Catering, Puff-n-Stuff Catering, and River City Catering as the exclusive caterers at the Tavares Pavilion on the Lake and for the City to enter into a contract with each for a three-year period with the option to renew for two additional years. (attached selection committee meeting minutes)

OPTIONS:

1. Move to approve the ranking and recommendation of the selection committee to select and authorize the City Administrator to execute contracts with the top seven (7) ranked catering service providers.
2. Do not move to approve the ranking and recommendation of the selection committee to select and authorize the City Administrator to execute contracts with the top seven (7) ranked catering service providers.

STAFF RECOMMENDATION:

Staff recommends option 1

FISCAL IMPACT:

There is no cost to the City. Per the terms of the catering services contract with the city, the catering service providers are required to pay the city a fee of seven percent (7%) of all catering services contract sales at the Pavilion.

LEGAL SUFFICIENCY:

Legally sufficient.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. RFQ2025-0002 Catering Services - Website
2. Signed RFQ 2025-0002 Selection Committee Minutes

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/21/2025**

AGENDA TAB NO.: 13

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	June 4, 2025, 4:00 p.m., Tavares City Council Chambers June 18, 2025, 4:00 p.m., Tavares City Council Chambers
Planning and Zoning Board Meeting	June 19, 2025, 3:00 p.m., Tavares City Council Chambers
Library Board Meeting	June 11, 2025, 4:00 p.m., Tavares Library Expansion Room
Code Enforcement Special Magistrate Hearing	May 27, 2025, 4:00 p.m., Tavares City Council Chambers

OUTSIDE AGENCY MEETINGS:

Lake County League of Cities Meeting	June 13, 2025, 12:00 noon, Location to be determined
Lake Sumter MPO Governing Board Meeting	June 18, 2025, 2:00 p.m., Suite 175, 1300 Citizens Boulevard, Leesburg
Tavares Chamber of Commerce Business Meeting	May 28, 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:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Tavares_2025 Event Calendar_Rvsd 5.1.2025

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/21/2025**

AGENDA TAB NO.: 14

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:

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.