



AGENDA
TAVARES CITY COUNCIL
June 4, 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 Youth Pastor Kevin Honeycutt, First Baptist Church of Tavares

III. APPROVAL OF AGENDA

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2 Tavares Chamber of Commerce Update

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO RECORD

VII. CONSENT AGENDA

Tab 3 Approval of the May 21, 2025, City Council Meeting Minutes (City Clerk)

VIII. RESOLUTIONS

Tab 4 Resolution 2025-10 - Establishes Special Revenue Fund for Lake County Contributions for Regional Park East (Finance)

IX. ORDINANCES - PUBLIC HEARING

First Reading

Tab 5 Ordinance 2025-03 Amendment to Section 15-98 of the Police Pension Plan to extend DROP (Finance)

Second Reading

X. GENERAL GOVERNMENT

- Tab 6 Request From Tavares Babe Ruth Booster Club to Take Over the Tavares Babe Ruth League (Community Services)
- Tab 7 Board Appointments - Library and Planning and Zoning Advisory Boards (Mayor)
- Tab 8 Council Member Appointments to the 2025 Election Canvassing Board (Mayor)
- Tab 9 Approval to allocate funding for the Powell Studio Architecture Service Order #01 for the Golden Triangle Regional Park - East and West Campuses (Community Services)
- Tab 10 Alfred Street/Old 441 Horizon Team Update Presentation (Community Development)
- Tab 11 SR19 Horizon Team Update Presentation (Community Development)
- Tab 12 Governmental Relations Firm Selection (City Administrator)

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
6/4/2025**

AGENDA TAB NO.: 1

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

OBJECTIVE:

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

SUMMARY:

Youth Pastor Kevin Honeycutt, First Baptist Church of Tavares, will provide an 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
6/4/2025**

AGENDA TAB NO.: 2

SUBJECT TITLE: Tavares Chamber of Commerce Update

OBJECTIVE:

Receive an update on the Tavares Chamber of Commerce from Chamber Board Chairman John Riordan.

SUMMARY:

Mr. Riordan will provide an update on Chamber activities.

OPTIONS:

1. Receive an update from the Tavares Chamber of Commerce.
2. Do not receive an update.

STAFF RECOMMENDATION:

Option 1: For the Council to receive an update from the Tavares Chamber of Commerce.

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
6/4/2025**

AGENDA TAB NO.: 3

SUBJECT TITLE: Approval of the May 21, 2025, City Council Meeting Minutes (City Clerk)

OBJECTIVE:

For the Council to consider approval of the May 21, 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:

Fro the Council's approval.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. 05-21-2025 CC Minutes

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



**TAVARES CITY COUNCIL
MEETING MINUTES
MAY 21, 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 - *Absent***

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
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 James Gardner, First Baptist Church of Umatilla

Council Member Gamble provided the invocation and led those present in the Pledge of Allegiance, in Pastor Gardner's absence.

III. APPROVAL OF AGENDA

Mayor Price asked if there were any changes to the Agenda. Mr. Drury said staff would like to table Tabs 7 and 9 to the June 4, 2025, City Council meeting.

MOTION

Bob Grenier moved to approve the Agenda with Tabs 7 and 9 [Tab 7. Ordinance 2025-03 Amendment to Section 15-98 of the Police Pension Plan to Extend DROP; and, Tab 9. Request from Tavares Babe Ruth Booster Club to Take Over the Tavares Babe Ruth League] tabled to the June 4, 2025, City Council meeting. The motion was seconded by Lori Pfister. The motion carried unanimously 4-0.

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2. National Public Works Week Proclamation – May 18-24, 2025

Mayor Price read a Proclamation declaring May 18-24, 2025, as National Public Works Week.

MOTION

Bob Grenier moved to approve the Proclamation, seconded by Sandy Gamble. The motion carried unanimously 4-0.

Tab 3. Public Works APWA Project of the Year Award

Mayor Price made the following presentation:

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.*

Council Members Grenier and Gamble commended the Public Works staff and thanked Mr. Dillon and his team for their efforts.

Vice Mayor Pfister said she was not surprised when she heard the Public Works department won the award and thanked Mr. Dillon.

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

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

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

RESOLUTION 2025-08

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.

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

VII. CONSENT AGENDA

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

MOTION

Sandy Gamble moved to approve the Consent Agenda, [Tab 3. Approval of the May 7, 2025, City Council Meeting Minutes], seconded by Bob Grenier. The motion carried unanimously, 4-0.

Tab 4. Approval of the May 7, 2025, City Council Meeting Minutes

Approved on the Consent Agenda.

VIII. RESOLUTIONS

Tab 5. Resolution 2025-08 – Amendment 3 Closeout for SRF Loan 350980, Lake Hermosa Design

Ms. Houghton provided the following presentation:

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 disburseable 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:

- *Disburseable 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*

Ms. Houghton said staff recommended the Council move to approve Option 1, approving Resolution 2025-08 which authorized the Mayor to execute SRF Loan DW350980 Amendment Four (4) which finalizes the loan terms with a total loan repayment amount of \$333,600.

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

MOTION

Bob Grenier moved to approve Resolution 2025-08, seconded by Sandy Gamble. The motion carried unanimously 4-0.

Tab 6. Resolution 2025-09 – Designating the Blue Plumbago as the Official Flower of the City

Mr. Dillon made the following presentation:

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.

Mr. Dillon said staff recommended Option 1, for the Council to adopt Resolution 2025-09 designating the Blue Plumbago as the official flower of the City of Tavares.

Mayor Price opened the floor for Council comments.

Vice Mayor Pfister questioned whether the Blue Plumbago flowers displayed in the Council Chambers appeared more purple than blue. Mr. Dillon explained that there are many varieties of Plumbago. While staff initially considered the Royal Plumbago, a darker blue, its blooms did not last long. In contrast, the Blue Plumbago blooms from spring through November, offering greater longevity.

Vice Mayor Pfister said she preferred a flower with a true-blue hue. Mr. Dillon noted that staff adhered to the Land Development Regulations (LDRs) in evaluating options for an official city flower, prioritizing drought tolerance, availability, and ease of maintenance. He added that the Blue Plumbago was widely planted in residential communities throughout the city.

Mayor Price voiced his support for the Blue Plumbago, citing its drought tolerance and suitability for Florida's climate. He appreciated the flower's nickname, "Sky Flower," which aligned with the City's branding theme. Mayor Price explained that the idea of adopting a City Flower was inspired by his attendance at an America in Bloom (AIB) conference. He envisioned a unified effort among residents and businesses to plant flowers throughout the city as a sign of community pride. He also suggested that businesses could donate flowers to residents for their yards.

Council Member Grenier asked whether staff had considered other flower options. Mr. Dillon confirmed that several were reviewed, but the Blue Plumbago stood out for its ease of maintenance and availability.

Council Member Gamble added that the Blue Plumbago could be trimmed at any time of year, enhancing its practicality.

MOTION

Bob Grenier moved to approve Resolution 2025-09, seconded by Sandy Gamble.

Council Member Grenier noted that the City cemetery would soon be the first in the state to be designated as an arboretum, and would also be registered as a historic cemetery by the State of Florida. He stated that adopting an official city flower was a meaningful step toward investing in both the cemetery and arboretum.

Mr. Dillon added that adopting an official flower would support the City's America in Bloom (AIB) evaluation, with judges scheduled to visit on June 2–3. He emphasized that the flower designation would positively impact the City's standing with AIB.

The motion carried 3-1 as follows:

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

IX. ORDINANCES – PUBLIC HEARING

First Reading

Tab 7. Ordinance 2025-03 – Amendment to Section 15-89 of the Police Pension Plan to Extend DROP

Tabled.

Second Reading

X. GENERAL GOVERNMENT

Tab 8. Board Appointment – Police Pension Board

Mayor Price made the following presentation:

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.

Mayor Price recommended the appointment of Doug Roberts to the Council-appointed seat on the Police Pension Board.

MOTION

Sandy Gamble moved to approve the Mayor's recommendation to appoint Doug Roberts to the Council-Appointed seat on the Police Pension Board [for a term expiring November 2025], seconded by Bob Grenier. The motion carried unanimously 4-0.

Tab 9. Request from Tavares Babe Ruth Booster Club to Take Over the Tavares Babe Ruth League

Tabled.

Tab 10. Interlocal Agreement Between Tavares and Lake County Relating to the Development, Management, and Maintenance of the Golden Triangle Regional Park – East Campus

Mr. Aldrich made the following presentation:

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.

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

Mayor Price opened the floor for Council comments.

Council Member Gamble noted the urgency in developing fields at Woodlea due to the impending loss of access to Stover Field. He emphasized the importance of not neglecting the West Campus while focusing on the East Campus and questioned the availability of funding for the West Campus. In response, Mr. Aldrich stated that both the City and County aimed to finalize the East Campus agreement and immediately follow with plans for the West Campus.

Council Member Gamble asked how much the \$13.5 million would fund the regional park projects. Mr. Drury stated that a master plan for both campuses would be completed within 9 to 10 months, outlining capital improvement needs, funding sources, and design specifics. The Council would make decisions regarding field types, locations, and budget.

Vice Mayor Pfister expressed confidence in Lake County's full support of both park campuses, noting that both were consistently included in discussions. Mr. Drury added that the City had secured over \$20 million in funding without requiring a local match and emphasized the County's commitment. Vice Mayor Pfister further noted that, as the county seat, the City was among the last to receive a regional park.

MOTION

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

Mr. Drury acknowledged the presence of Golden Triangle YMCA Executive Director Andy Weighill, commending him for his leadership, increased YMCA membership, and improved facility conditions. He thanked Mr. Weighill for his contributions.

The motion carried unanimously, 4-0.

Mr. Drury concluded by stating that the agreement would be presented to the County in approximately two weeks, and he planned to attend the meeting in support of the initiative.

Tab 11. Conservation Easement to SJRWMD to have Ingress for Inspection of City Mitigated Wetlands

Mr. Clark made the following presentation:

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.

Mr. Clark said staff recommended Option 1, for the Council to award the easement to the Saint John's River Water Management District (SJRWMD).

Mayor Price asked for comments from the Council.

Council Member Gamble noted that the total amount of \$775,000 was fully funded through grants, emphasizing that no City funds would be used for the project.

MOTION

Sandy Gamble moved to approve, seconded by Bob Grenier. The motion carried unanimously 4-0.

Tab 12. Pavilion on the Lake, Selection of Catering Services Providers

Mr. Tweedie made the following presentation:

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)

Mr. Tweedie said staff recommended Option 1, for the Council 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.

Vice Mayor Pfister asked how many of the selected caterers were based in Lake County. Mr. Tweedie responded that one (1) was a Lake County company: Pisces Rising.

Council Member Gamble inquired about how caterers would be chosen for events. Mr. Tweedie explained that clients would choose from the list of exclusive caterers.

MOTION

Sandy Gamble moved to approve Option 1, seconded by Bob Grenier.

Council Member Grenier inquired about the procedure should one of the contracted catering companies cease to provide services during the term of the agreement.

Mr. Tweedie responded that, in such an event, the next lowest-ranked firm from the original selection process would be contacted and offered the opportunity to assume the position and responsibilities of the departing caterer.

The motion carried unanimously, 4-0.

XI. NEW BUSINESS

XII. OLD BUSINESS

Council Member Grenier asked for an update on Aesop's Park. Mr. Dillon said the upgrades would be completed in two weeks.

XIII. AUDIENCE TO BE HEARD

XIV. REPORTS

Tab 13. City Administrator Report

Chief Coursey provided an update on the recent Citizens Police Academy, thanking Council Members Gamble and Grenier, Captain Hall, and all involved for their support.

She expressed appreciation for the City's involvement, noted the program's success, and said she looked forward to the next academy.

Mayor Price said he graduated from the Citizens Police Academy and praised Chief Coursey and Captain Hall for an excellent program. He said he learned a great deal and had an even greater respect for the Police department.

Mr. Tweedie thanked Chief Coursey for choosing the Pavilion on the Lake as the Police Academy graduation venue.

Mr. Dillon noted that the America in Bloom (AIB) judges would visit the City June 2-3.

Mr. Aldrich reported on Babe Ruth All-Star program and noted the district tournament would continue through the rest of the week.

Ms. Houghton wished everyone a happy Memorial Day.

Mr. Fabre reported on a recent Planning and Zoning Board meeting, noting Mr. Clark provided a presentation on water and sewer.

Tab 14. City Council Member Reports

Vice Mayor Pfister remarked on how the City's department directors and staff made it easy to serve as a City Council member. She shared that she frequently received positive feedback from residents regarding the quality of services provided by various departments.

Council Member Grenier commended Vice Mayor Pfister for her 20 years of dedicated service. He also encouraged everyone to take a moment on Memorial Day to reflect on the significance of the day and honor the lives of those who made the ultimate sacrifice in service to the country.

Council Member Gamble shared that he recently attended a service at the Tavares Cemetery and received positive feedback from funeral directors about how well-maintained the cemetery was and how helpful and professional the City staff were. He emphasized that City employees were deeply appreciated, and their hard work did not go unnoticed.

Council Member Gamble noted that his grandson attended the Police Citizens Academy with him. He expressed his gratitude for the Police Department's outstanding work.

Council Member Gamble also celebrated the success of the Eustis Girls Softball Team, who recently won their game and would play Somerset Academy for the state championship on Thursday at 6:30 p.m.

Council Member Gamble also noted the recent loss of two valued members of the Tavares community:

- Chet Lemon, who brought The Big House to the city.
- Dan Sperry, a longtime resident.

Vice Mayor Pfister inquired about the location of this year's America in Bloom (AIB) Conference. Mr. Dillon responded that the annual symposium would be held in Michigan.

Mayor Price acknowledged that it was Council Member Gamble's birthday, and the Council extended birthday wishes to him.

Mayor Price closed the meeting by urging everyone to remember and honor the nation's veterans on Memorial Day, especially those who gave their lives in service. He invited those in attendance to a Memorial Day Ceremony at Peterson's Gun Shop on Monday, May 26, 2025, at 6:30 a.m.

XV. ADJOURNMENT

There was no further business, and Mayor Price adjourned the meeting at 4:58 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/4/2025**

AGENDA TAB NO.: 4

SUBJECT TITLE: Resolution 2025-10 - Establishes Special Revenue Fund for Lake County Contributions for Regional Park East (Finance)

OBJECTIVE:

To adopt Resolution No. 2025-10 which authorizes and establishes a Special Revenue Fund to account for funds received from Lake County for the Golden Triangle Regional Park East to be used for development of the Regional Park (GTPR).

SUMMARY:

On September 2011, as required by the Governmental Accounting Board the City Council formally adopted GASB Statement number 54 to meet “highest level decision criteria” for governmental fund reporting. This standard sets forth the requirements needed to establish and account for Special Revenue Funds.

On May 21, 2025, the City of Tavares City Council approved an Interlocal Agreement with Lake County whereas Lake County would assist in funding the development of the Golden Triangle Regional Park East (GTPR).

The agreement provides funding from Lake County Infrastructure Sales Tax revenue in the amount of \$1.3 million dollars for fiscal years 2024 through 2032 or for an amount not to exceed \$13.5 million dollars.

In order to meet GASB Statement No. 54 requirements for the establishment of a Special Revenue Fund for Financial Reporting and disclosure (highest level decision criteria), Resolution No. 2025-10 has been prepared to meet accounting requirements for reporting and disclosure.

OPTIONS:

1. Move to ADOPT Resolution No. 2025-10, authorizing the establishment of a Special Revenue Fund titled “Golden Triangle Regional Park East – County Assistance Fund”.

2. Move to NOT approve Resolution No. 2025-10, and account for revenue received from Lake County for the development of the Golden Triangle Regional Park – East in the General Operating Fund.

STAFF RECOMMENDATION:

1. Move to ADOPT Resolution No. 2025-10, authorizing the establishment of a Special Revenue

Fund titled “Golden Triangle Regional Park East – County Assistance Fund”.

FISCAL IMPACT:

There is no fiscal impact to authorize a special revenue fund.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Resolution 2025-10 SpecRevFund_GoldenTriangleRegionalEast_LakeCounty Assistance Fund

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

Resolution 2025 -10

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA, AUTHORIZING AND ESTABLISHING A SPECIAL REVENUE FUND TITLED “GOLDEN TRIANGLE REGIONAL PARK EAST – COUNTY ASSISTANCE FUND”.

WHEREAS, on May 21, 2025, the City Council approved and authorized an Interlocal Agreement titled “*Interlocal Agreement Between Lake County, Florida, and the City of Tavares Relating to the Development, Management, and Maintenance of Golden Triangle Regional Park – East Campus*” between the City of Tavares and the Lake County Board of County Commissioners (BOCC) for Lake County to assist the City of Tavares in the development of the Golden Triangle Regional Park – East Campus (“GTPR”), and

WHEREAS the Interlocal Agreement between the City of Tavares and Lake County states that Lake County will provide funding assistance from Lake County’s share of the Infrastructure Sales Tax revenue to contribute to funding the design, engineering, permitting, and construction of the GTPR, and

WHEREAS the funding source from Lake County to the City of Tavares is from Infrastructure Sales Tax, and the County will provide funding for Fiscal Years 2024 through Fiscal Year 2032 at \$1.5 million dollars per fiscal year or the total amount of funds to be remitted to the City of Tavares will not exceed \$13.5 million dollars, and

WHEREAS the City of Tavares City Council voted to establish a Golden Triangle Regional Park East – County Assistance Special Revenue Fund to account for funds received from Lake County and for funds expended for the development of the GTPR.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

Section 1. The Tavares City Council hereby authorizes a Special Revenue Fund to account for all funding received from Lake County as outlined in the Interlocal Agreement titled: *Interlocal Agreement Between Lake County,*

Florida, and the City of Tavares Relating to the Development, Management, and Maintenance of Golden Triangle Regional Park – East Campus”

Section 2. The Tavares City Council hereby establishes the Special Revenue Fund to be titled: “Golden Triangle Regional Park East – County Assistance Fund”

Section 3. The Tavares City Council hereby authorizes those expenditures for the GTPR related to development of the GTPR including design, engineering, permitting, and construction when funds are received.

This resolution shall be effective upon its adoption,

PASSED and RESOLVED this 4th day of June 2025 by the City of Tavares City Council.

Walter B. Price, Sr., Mayor

Tavares City Council

ATTEST:

Susie Novack

City Clerk

Approved as to form:

Lindsey Holt

City Attorney

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/4/2025**

AGENDA TAB NO.: 5

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. Ordinance 2025-03 - Tavares_Police_Proposed_Ordinance
2. 2025.03.26_LetterOfNoImpact_TavaresPolice

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

ORDINANCE 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 18, 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 [insert date] and has not reached their maximum DROP participation period of 60 months as of

June 18, 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 18, 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 18th 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: June 4, 2025
Passed Second Reading: June 18, 2025

ATTEST:

Susie Novack, City Clerk

Approved as to form:

Lindsay C.T. Holt, City Attorney

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/4/2025**

AGENDA TAB NO.: 6

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
6/4/2025**

AGENDA TAB NO.: 7

**SUBJECT TITLE: Board Appointments - Library and Planning and Zoning Advisory Boards
(Mayor)**

OBJECTIVE:

For the Mayor to make appointments to the Library Board and Planning and Zoning Board, with approval from the Council.

SUMMARY:

Library Board

There are four (4) expiring seats on the Tavares Library Board. The City received the following request for reappointment and one new application for the term June 2025 through June 2027 (2-year terms):

- Kathy Czyrnik - Request for Reappointment
- George Cook - Request for Reappointment
- Ravae Hughley - Request for Reappointment
- Lawrence Ross - New Application

If the four (re)appointments are approved, there will be no vacant seats remaining on the Tavares Library Advisory Board.

Planning and Zoning Board

There are four (4) expiring seats and one (1) vacant seat on the Tavares Planning and Zoning Board. The City received the following requests for reappointment and no new applications for the term June 2025 through June 2028 (3-year terms):

- Brooke Matthews - Request for Reappointment
- Bruce Peterman - Request for Reappointment
- Jim Sweeza - Request for Reappointment
- Dara Treadwell - Request for Reappointment

If the above reappointments are approved, one vacant seat will remain on the Tavares Planning and Zoning Advisory Board.

The City advertised all open and expiring positions in the Daily Commercial and on the City website. Applications and reappointment requests are attached. The City will continue to advertise for all remaining vacant seats.

OPTIONS:

1. For the Mayor to make appointments to the Library Board, and Council to approve the appointments.
2. Do not make appointments and continue to advertise.

STAFF RECOMMENDATION:

For the Mayor's consideration.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Library Advisory Board - Reappointment - George Cook
2. Library Advisory Board - Reappointment - Kathy Czyrnik
3. Library Advisory Board - Reappointment - Ravae Hughley
4. Library Advisory Board - Application - Lawrence Ross
5. PZ Advisory Board - Reappointment - Brooke Matthews
6. PZ Advisory Board - Reappointment - Bruce Peterman
7. PZ Advisory Board - Reappointment - Jim Sweeza
8. PZ Advisory Board - Reappointment - Dara Treadwell
9. Legal Ad - Proof of Publication - Library PZ Boards
10. Proof of Publication - Board Appointments

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/4/2025**

AGENDA TAB NO.: 8

SUBJECT TITLE: Council Member Appointments to the 2025 Election Canvassing Board (Mayor)

OBJECTIVE:

For the Mayor to make selections (Board Member and Alternate) for the 2025 Election, City of Tavares Board of Canvassers.

SUMMARY:

The 2025 City Council election will be held on Tuesday, November 4, 2025, and requires the City's Board of Canvassers to participate in the municipal election cycle. According to the Code of Ordinances, 2-167, Administration, "the Board of Canvassers shall consist of the City Clerk, City Attorney, and one (1) Council Member who is not a candidate for election during the particular election, to be appointed by the mayor." The Council members eligible to serve on the 2025 Board of Canvassers are Mayor Price, Vice Mayor Pfister, and Council Member Grenier.

Canvassing Board meeting dates will be forthcoming. All Canvassing Board meetings are open to the public per Sunshine Laws and will be noticed per state statutes.

OPTIONS:

1. For the Council to discuss and the Mayor to make selections (Board Member and Alternate) for the 2025 Election, City of Tavares Board of Canvassers.
2. For the Mayor to make a selection to the 2025 Election Board of Canvassers.

STAFF RECOMMENDATION:

Option 1 - For the Council to discuss and the Mayor to make selections (Board Member and Alternate) for the 2025 Election Board of Canvassers.

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
6/4/2025**

AGENDA TAB NO.: 9

SUBJECT TITLE: Approval to allocate funding for the Powell Studio Architecture Service Order #01 for the Golden Triangle Regional Park - East and West Campuses (Community Services)

OBJECTIVE:

To approve the funding and issue a Notice to Proceed to Powell Studio Architecture to complete Service Order #01 for the Golden Triangle Regional Park – East and West Campuses.

SUMMARY:

By way of background, on August 7, 2024, City Council approved Powell Studio Architecture out of Clermont, FL as the top-rated firm in response to RFQ 2024-0006 for architecture and engineering services for the Golden Triangle Regional Park (GTRP) – East Campus. Similarly, on March 5, 2025, City Council approved Powell Studio Architecture as the top-rated firm in response to RFQ 2025-0001 for the GTRP – West Campus. On May 13, 2025, staff executed a standard form of master agreement between the City and Powell Studio Architecture for services at both campuses to be provided under multiple service orders.

Service Order #01 represents the initial phase of work, focusing on the research and community engagement for both campuses to create a conceptual master plan for each. This first service order will encompass tasks involved with both the east and west campuses combined, as well as tasks involved specifically with each separately. Funding for Service Order #01 will be divided as follows:

- GTRP – East Campus \$145,000.00
- GTRP – West Campus \$145,000.00

In an Interlocal Agreement approved by City Council on May 21, 2025, funding has been allocated through the Lake County Board of County Commissioners specifically for the GTRP – East Campus. In the Fred Stover Sports Complex Purchase and Sale Agreement executed by City Council at the regular meeting on April 3, 2024, Council allocated funds from the sale in the amount of \$600,000 (minus closing costs) towards the future improvements at the Woodlea Sports Park (now referred to as the GTRP – West Campus). Staff proposes to allocate a portion of those proceeds towards the Service Order #01 specific to the GTRP – West Campus.

OPTIONS:

1. Approve the funding and issue a Notice to Proceed to Powell Studio Architecture to complete the Service Order #01 for the Golden Triangle Regional Park – East and West Campuses.
2. Do not approve.

STAFF RECOMMENDATION:

Option 1. Make a motion to approve the funding and issue a Notice to Proceed to Powell Studio Architecture to complete the Service Order #01 for the Golden Triangle Regional Park – East and West Campuses.

FISCAL IMPACT:

Funding for tasks within Service Order #01 relating to the GTRP – East Campus will be through Lake County. Funding for tasks within Service Order #01 relating GTRP – West Campus will be through funds available from the sale of the Fred Stover Sports Complex.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. GTRP (East West) Service Order #01 041825 (003)

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/4/2025**

AGENDA TAB NO.: 10

SUBJECT TITLE: Alfred Street/Old 441 Horizon Team Update Presentation (Community Development)

OBJECTIVE:

The Community Development Director will inform the City Council about the Alfred Street/Old 441 Corridor "Horizon Team".

SUMMARY:

The Community Development Director will inform the City Council about the Alfred Street/Old 441 Corridor "Horizon Team".

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Old 441 Horizon Meeting Synopsis - 3-12-25
2. Old 441 Report - Public Works - 4-3-25
3. Old 441 Report - Utilities Meeting 4-3-25
4. PZ Minutes - Alfred St Old 441 - 4-17-25

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/4/2025**

AGENDA TAB NO.: 11

SUBJECT TITLE: SR19 Horizon Team Update Presentation (Community Development)

OBJECTIVE:

The Community Development Director will inform the City Council about the SR19 Corridor "Horizon Team".

SUMMARY:

The Community Development Director will inform the City Council about the SR19 Corridor "Horizon Team".

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Horizon Synopsis SR 19 Report - 3-27-25
2. PZ Minutes - SR19 Horizon - 4-17-2025

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/4/2025**

AGENDA TAB NO.: 12

SUBJECT TITLE: Governmental Relations Firm Selection (City Administrator)

OBJECTIVE:

To select a Governmental Relations Firm

SUMMARY:

The city is requesting many Federal and State grants to shift the cost of initiatives and projects from the General Fund to grants. In order to compete for these grants and have them awarded to the City it is very helpfully to have and engage the services of a Governmental Relations Firm that can advocate for and represent the City of Tavares at the State and Federal grant agency levels.

The city developed a request for qualifications for Governmental Relations Services at State and Federal levels and received three responses (see attached). A ranking team made up of the Utilities Director, Public Works Director and City Administrator reviewed and ranked the firms as follow (also see minutes attached):

- #1 The Ferguson Group 269 points
- #2 Sunrise Consulting Group 260 points
- #3 Pittman Law Group 241 points

Staff is recommending that Council authorize staff to negotiate a contract with the number one-ranked firm (The Ferguson Group) and bring that contract back to Council for approval.

OPTIONS:

- 1) Authorize staff to negotiate a Governmental Relations Services Agreement with The Ferguson Group.
- 2) Select another firm
- 3) Select no firms

STAFF RECOMMENDATION:

Authorize staff to negotiate a Governmental Relations Services Agreement with The Ferguson Group and bring it back for Council approval.

FISCAL IMPACT:

Funding for this will be brought back to Council with the contract for Council's approval at the next meeting.

LEGAL SUFFICIENCY:

yes

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. TFG Proposal for Governmental Relations Firm.City of Tavares, FL
2. SCG Response to RFQ #2025-003
3. PLG Response
4. RFQ 2025-0003 Selection Committee Minutes

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/4/2025**

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 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	July 9, 2025, 4:00 p.m., Tavares Library Expansion Room
Code Enforcement Special Magistrate Hearing	June 24, 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	June 25, 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
6/4/2025**

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.