



**AGENDA
TAVARES CITY COUNCIL
June 18, 2025
4:00 PM
TAVARES CITY HALL COUNCIL CHAMBERS
201 E MAIN STREET, TAVARES**

(Members of the public wishing to speak on an item that is on the agenda must fill out a Request to Speak form available from the City Clerk or at the Council Meeting prior to the meeting being called to order. In addition, the Mayor will ask for comment under the agenda item titled "Audience to be Heard" for matters not on the Agenda. For further information contact the City Clerk at (352) 742-6209 or snovack@tavares.org)

I. CALL TO ORDER

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1 Pastor Jon Carey, First Baptist Church of Umatilla

III. APPROVAL OF AGENDA

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2 Governmental Relations Firm Selection (City Administrator)

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 June 4, 2025, City Council Meeting Minutes (City Clerk)

VIII. RESOLUTIONS

IX. ORDINANCES - PUBLIC HEARING

First Reading

Tab 4 Ordinance 2025-07 to Amend Section 2-46 of City Code - P&Z & Library Board Reimbursement of Expenses (City Administrator)

Second Reading

Tab 5 Ordinance 2025-03 Amendment to Section 15-98 of the Police

Pension Plan to extend DROP (Finance)

X. GENERAL GOVERNMENT

- Tab 6 Council Annual Goals (City Administrator)**
- Tab 7 Board Appointment - Planning and Zoning Advisory Board (Mayor)**
- Tab 8 Request to Participate in Lake 100 Study (City Administrator)**
- Tab 9 Request from Tavares Chamber of Commerce to Sublease Office
Space Inside Historic Train Depot (Community Services)**
- Tab 10 Alfred Street/Old 441 Horizon Team Update Presentation
(Community Development)**
- Tab 11 SR19 Horizon Team Update Presentation (Community
Development)**

XI. NEW BUSINESS

XII. OLD BUSINESS

XIII. AUDIENCE TO BE HEARD

XIV. REPORTS

- Tab 12 City Administrator Report**
- Tab 13 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
6/18/2025**

AGENDA TAB NO.: 1

SUBJECT TITLE: Pastor Jon Carey, First Baptist Church of Umatilla

OBJECTIVE:

Pastor Jon Carey, First Baptist Church of Umatilla, will provide an invocation and lead those present in the Pledge of Allegiance.

SUMMARY:

Pastor Jon Carey, First Baptist Church of Umatilla, 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
6/18/2025**

AGENDA TAB NO.: 2

SUBJECT TITLE: Governmental Relations Firm Selection (City Administrator)

OBJECTIVE:

To select a Governmental Relations Firm

SUMMARY:

On March 23, 2024, the City of Tavares advertised a Request for Proposal for a Governmental Relations Firm (RFQ) No. 2025-0003 and received three (3) submittals: The Ferguson Group (TFG), Pittman Law Group (PLG) and Sunshine Consulting Group (SCG). A selection committee was convened and ranked the firms as follows: TFG, SCG and PLG in that order. At the June 4, 2025 Council Meeting, the Council decided to hear presentations from the two highest-rated firms, TFG and SCG, at the next June 18, 2025 Council Meeting.

It has been identified that the City's period of solicitation fell during the most critical part of the 2025 legislative session, and therefore some perspective firms could not submit (See attached email). This being the case, the Council is provided with two options below.

OPTIONS:

- 1) Cancel the current RFQ 2025-003, do not hear any presentations, and after the Florida Legislative Session ends, publish a new RFQ for State and Federal Governmental Relations Firm.
- 2) Hear the two presentations, and award the contract to one of the presenters for RFQ2025-0003.

STAFF RECOMMENDATION:

Council discuss the two options and proceed accordingly.

FISCAL IMPACT:

There are three months left in the fiscal year, which means the budgetary impact to the current fiscal year will be 1/4 of that identified in the proposals this fiscal year from reserves. Next year's budget will reflect a full year of cost.

LEGAL SUFFICIENCY:

yes

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. FW_ FW_ RFQ-2025-0003-0-2025_AP – Expression of Continued Interest
2. TFG Proposal for Governmental Relations Firm.City of Tavares, FL
3. SCG Response to RFQ #2025-003
4. PLG Response

5. 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
6/18/2025**

AGENDA TAB NO.: 3

SUBJECT TITLE: Approval of the June 4, 2025, City Council Meeting Minutes (City Clerk)

OBJECTIVE:

For the Council to consider approval of the June 4, 2025, City Council meeting minutes.

SUMMARY:

Attached are the June 4, 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. 06-04-2025 CC Minutes

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



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

COUNCIL MEMBERS PRESENT

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

STAFF PRESENT

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

I. CALL TO ORDER

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

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1. Youth Pastor Kevin Honeycutt, First Baptist Church of Tavares

Mayor Price extended his condolences to Vice Mayor Pfister as her husband recently passed away. He asked Pastor Honeycutt to add Jeff Pfister in his prayers.

Youth Pastor Kevin Honeycutt, First Baptist Church of Tavares, 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 continue Tab 10 and Tab 11 to the June 18, 2025, City Council meeting.

MOTION

Troy Singer moved to approve the Agenda with Tab 10 and Tab 11 [Tab 10. Alfred Street/Old 441 Horizon Team Update Presentation; and, Tab 11. SR19 Horizon Team Update Presentation] continued to the June 18, 2025, City Council meeting. The motion was seconded by Sandy Gamble. The motion carried unanimously 3-0.

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2. Tavares Chamber of Commerce Update

Tavares Chamber President Stephanie Hayes provided an update on Chamber activities.

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 -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".

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.

VII. CONSENT AGENDA

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

MOTION

Sandy Gamble moved to approve the Consent Agenda [Tab 3. Approval of the May 21, 2025, City Council Meeting Minutes], seconded by Troy Singer. The motion carried unanimously 3-0.

Tab 3. Approval of the May 21, 2025, City Council Meeting Minutes

Approved on the Consent Agenda.

VIII. RESOLUTIONS

Tab 4. Resolution 2025-10 – Establishes Special Revenue Fund for Lake County Contributions for Regional Park East

Ms. Houghton made the following presentation:

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 (GTRP).

The agreement provides funding from Lake County Infrastructure Sales Tax revenue in the amount of \$1.5 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.

Ms. Houghton said staff recommended Option 1, for the Council move to adopt Resolution 2025-10, authorizing the establishment of a Special Revenue Fund titled “Golden Triangle Regional Park East – County Assistant Fund.”

Mayor Price asked for comments from the Council.

Council Member Singer asked whether the resolution was primarily a housekeeping item. Ms. Houghton confirmed that it was and added that it also supported the Annual Comprehensive Financial Report (ACFR) reporting requirements.

MOTION

Troy Singer moved to approve Resolution 2025-10, seconded by Sandy Gamble. The motion carried unanimously 3-0.

IX. ORDINANCES – PUBLIC HEARING

First Reading

Tab 5. Ordinance 2025-03 – Amendment to Section 15-98 of the Police Pension Plan to Extend DROP

No discussion at First Reading.

Second Reading

X. GENERAL GOVERNMENT

Tab 6. Request from Tavares Babe Ruth Booster Club to Take Over Tavares Babe Ruth League

Mr. Aldrich made the following presentation:

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.

Mr. Aldrich stated that the staff recommended Option 2, which was not to approve the proposal. He gave a PowerPoint presentation providing an overview of the Community Services Department. Mr. Aldrich highlighted the backgrounds of Recreation staff member Deputy Director of Recreation Pete Sherard and Recreation Coordinator Kayla Gaines and provided department budget information. Mr. Aldrich reported that participation in programs was increasing. He also mentioned that the president of the booster club was present and available to speak.

Council Member Gamble expressed concern that only three of the five Council members were present and suggested postponing the discussion until the full Council could be present.

Mayor Price concurred with Council Member Gamble and supported a motion to continue the item.

Council Member Singer also supported a continuance of the item and noted Vice Mayor Pfister had a grandchild who played in the league.

MOTION

Sandy Gamble moved to continue the discussion to the July 2, 2025, City Council meeting. The motion was seconded by Council Member Troy Singer.

Council Member Gamble recommended that the Booster Club meet with the Lake County School Board to identify which fields could be used, as well as any fees and field maintenance requirements.

The motion carried unanimously 3-0.

Tab 7. Board Appointments – Library and Planning and Zoning Advisory Boards

Mayor Price made the following presentation:

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.

Mayor Price asked if any of the applicants were present in the audience and wished to speak.

Kathy Czyrnik stated that she had enjoyed serving on the Library Board and expressed her desire to be reappointed.

Council Member Singer expressed appreciation for those who volunteer to serve on City boards and thanked all the applicants. He noted that Mr. Ross had moved into his neighborhood about a year ago and said he was pleased to see him apply, adding that Mr. Ross was actively engaged in the community.

Mayor Price recommended the reappointments of Kathy Czyrnik, George Cook, and Ravae Hughly to the Library Board, and the appointment of Lawrence Ross, for the term June 2025 through June 2027.

MOTION

Council Member Troy Singer moved to approve the Mayor's recommendations for appointments to the Library Board. The motion was seconded by Council Member Sandy Gamble.

Council Member Gamble also thanked the applicants for volunteering their time to serve the community.

The motion carried unanimously, 3-0.

Mayor Price made the following presentation:

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 Sweezy - 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.

Mayor Price stated that he recommended the reappointment requests as presented and asked if any of the applicants were present in the audience and wished to speak.

Bruce Peterman, a resident of Royal Harbor, said he appreciated the opportunity to serve the community and expressed his desire to continue contributing to making the City better.

Council Member Singer thanked those who serve on City boards and recognized their efforts to improve Tavares. He commended the Planning and Zoning Board, noting that it was doing an excellent job under the leadership of Gary Santoro. He also pointed out that, if all current board members were reappointed, one vacancy would remain.

Council Member Singer asked Mr. Drury to comment on the recent departure of a Board member. Mr. Drury explained that one individual had been unable to attend meetings on a regular basis, and the Board had taken appropriate action. Council Member Singer asked whether the vacancy had been advertised. Mr. Drury confirmed that it had, and added that applications could be submitted on the City's website at www.tavaresfl.gov.

MOTION

Council Member Sandy Gamble moved to approve the Mayor's recommendations for appointments to the Planning and Zoning Board for the term June 2025 through June 2028. The motion was seconded by Council Member Troy Singer. The motion carried unanimously, 3-0.

Tab 8. Council Member Appointments to the 2025 Election Canvassing Board

Mayor Price made the following presentation:

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.

Mayor Price asked for comments from the Council.

Council Member Gamble expressed concern about appointing a Council member to the Canvassing Board, or as an alternate, when that member was not present to express their wishes.

Mayor Price stated that he had previously served on the Canvassing Board and was willing to do so again.

Council Member Gamble asked whether an alternate Canvassing Board member would be needed. Mr. Drury stated he would follow up with the Lake County Supervisor of Elections.

MOTION

Sandy Gamble moved to appoint Mayor Price as the Council's 2025 Canvassing Board member, seconded by Troy Singer. The motion carried unanimously 3-0.

Tab 9. Approval to Allocate Funding for the Powell Architecture Service Order #01 for the Golden Triangle Regional Park – East and West Campuses

Mr. Aldrich made the following presentation:

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.

Mr. Aldrich stated that staff had recommended Option 1, for the Council 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.

Mayor Price asked for comments from the Council.

Council Member Singer asked what services the City would be receiving. Mr. Aldrich explained that the firm would conduct community meetings, perform research and needs assessments, hold public and regional meetings, and ultimately design and develop a concept plan. He also noted that a dedicated website would be part of the deliverables.

Council Member Singer commented that it sounded more like a master plan, which Mr. Aldrich confirmed. Council Member Singer asked whether ad valorem taxes would be used or if proceeds from the sale of Fred Stover Field would fund the project. Mr. Aldrich confirmed that no ad valorem taxes would be used and that the project would be funded using proceeds from the sale of Fred Stover Field.

MOTION

Troy Singer moved to approve the funding for Powell Studio Architecture [Option 1], seconded by Sandy Gamble. The motion carried unanimously 3-0.

Tab 10. Alfred Street/Old 441 Horizon Team Update Presentation

Continued to the June 18, 2025, City Council meeting during Approval of the Agenda.

Tab 11. SR19 Horizon Team Update Presentation

Continued to the June 18, 2025, City Council meeting during Approval of the Agenda.

Tab 12. Governmental Relations Firm Selection

Mr. Drury made the following presentation:

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.

Mr. Drury stated that staff recommended Option 1, authorizing staff to negotiate a Government Relations Services Agreement with The Ferguson Group and bring it back for Council consideration when a full board was present. He noted that a representative from The Ferguson Group was available in the audience.

Mayor Price remarked that both of the top-ranked firms appeared to be strong candidates. He expressed a preference for Sunrise Consulting Group, citing their local roots and experience with both state and federal grant opportunities.

Council Member Singer inquired about the cost of services. Mr. Drury responded that The Ferguson Group proposal included a cost of \$75,000. Council Member Singer stated that he did not support using reserve funds for this expense and preferred to address the hiring of a government relations firm through the regular budget process, allowing it to compete with other priorities.

MOTION

Troy Singer moved to not accept any offers at this time and instead consider

hiring a government relations firm through the budget cycle. The motion died for lack of a second.

Council Member Singer then asked again about cost estimates for the firms. Council Member Gamble responded that Sunrise Consulting Group proposed a rate of \$7,000 per month, or \$84,000 annually. Mr. Drury noted that it appeared at least one board member was in favor of inviting the two top-ranked firms to present to the Council at the next meeting.

Mayor Price asked if the ranking committee could provide a summary of their evaluation process. Mr. Drury explained that the committee had reviewed each proposal in detail, held a public meeting, and conducted discussions under the guidance of the City's purchasing manager. He stated that the top two firms were close in score, with only a nine-point difference. Mr. Drury added that the rankings reflected the collective research and views of the committee members. He then invited comments from the Public Works and Utility Directors.

Mr. Dillon said his ranking focused on federal funding opportunities, and he felt most confident in the top-ranked firm, The Ferguson Group.

Mr. Clark said his ranking was primarily based on cost considerations.

Mayor Price voiced support for allowing the top two ranked firms to make presentations to Council.

Council Member Singer asked if there was urgency in hiring a firm. Mr. Drury replied that the current year's federal grant allocations would close in October, and delays could result in missed opportunities.

Council Member Singer asked whether the City had previously hired a governmental relations firm and whether it had any impact. Mr. Drury confirmed that the City had, and noted positive results, including support for the Pavilion on the Lake project, which had been advocated for by a government relations firm.

A discussion followed regarding the funding requirements for the remainder of the current fiscal year, including July through August. Mr. Drury estimated the cost at approximately \$12,000, with the balance to be included in the next fiscal year's budget. Mr. Dillon mentioned that the City was currently contracted with the Trust for Public Land (TPL) for Wekiva Trail Segments 1 and 5. He expressed concern that delays could jeopardize a \$25 million grant the City was seeking for the project, along with other potential funding opportunities.

Council Member Gamble asked whether contracts could be negotiated with each of the top two firms prior to the next meeting, allowing the City to execute a contract immediately upon firm selection. Mr. Drury confirmed this was possible.

MOTION

Sandy Gamble moved to continue the item to the June 18, 2025, City Council meeting, to allow the top two ranked firms to make presentations, and to have contracts prepared for the awarded firm.

Mayor Price passed the gavel to Council Member Singer.

Walter Price seconded the motion. The motion carried 2-1, as follows:

Walter Price: Yes
Sandy Gamble: Yes
Troy Singer: No

Council Member Singer then returned the gavel to Mayor Price.

Mayor Price noted that he had received a Request to Speak form for Tab 9 after the item had already been discussed. Mr. Drury stated that speaker request forms should be submitted prior to the start of discussion on an item.

XI. NEW BUSINESS

XII. OLD BUSINESS

XIII. AUDIENCE TO BE HEARD

Tricia Nicholson, 1606 Lindale Avenue #6, Eustis, Vice President of Lake County Pride, expressed her support for the LGBTQ+ community and requested the Council issue a proclamation declaring June as Pride Month.

Erin Lariviere, 1016 Kellogg Drive, Tavares, encouraged the Council to issue a proclamation recognizing June as Pride Month. She shared that she had moved to Tavares 30 years ago and had a daughter who graduated from Tavares High School. While the school was supportive of her daughter, she said the broader community was not. Ms. Lariviere said a proclamation sends a message of welcome and acceptance and stressed that issuing a proclamation would be an important step in creating an inclusive City.

Danielle Olivani, 3688 Lake Eleanor Drive, Mount Dora, offered condolences on the passing of Jeff Pfister. She requested the City issue a proclamation and said it was not a political request, but rather an effort to uplift the community. Mr. Olivani said the local youth had limited support organizations and urged the Council to consider adding the proclamation to the agenda for the next meeting.

XIV. REPORTS

Tab 13. City Administrator Report

Mr. Drury reported that the America in Bloom judges were recently in Tavares and participated in a final gathering the previous evening. He noted that the judges were particularly impressed by the City Council's initiative in selecting an official city flower. Mr. Drury thanked Mr. Dillon, his team, and the Council for their efforts in hosting the judges and supporting the program.

Tab 14. City Council Member Reports

Council Member Gamble shared that he attended an America in Bloom event at Gene Smith's property, highlighting the renovation of a historic church building. He expressed admiration for Mr. Smith, now 95 years old, for his dedication and investment in the community. The building, over 100 years old, stands as a testament to his commitment.

Council Member Gamble also took a moment to recognize the efforts of City departments and staff for their work across various community projects.

- Noted that many people may not realize the full extent of work done by City departments.
- Announced that Aesop's Park is now complete and open to the public.
- Reported that Tavares Nature Park recently received a makeover, and thanked both staff and police for their cleanup efforts.
- Emphasized the importance of security, urging everyone to remain cautious and aware of their surroundings.
- Praised City departments for their continued excellent work.
- Wished everyone a Happy Father's Day.

Mayor Price also remarked that he enjoyed hosting the America in Bloom judges and appreciated the insights they provided. He joined Council Member Gamble in wishing all those present a Happy Father's Day.

XV. ADJOURNMENT

There was no further business, and Mayor Price adjourned the meeting at 5:03 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/18/2025**

AGENDA TAB NO.: 4

SUBJECT TITLE: Ordinance 2025-07 to Amend Section 2-46 of City Code - P&Z & Library Board Reimbursement of Expenses (City Administrator)

OBJECTIVE:

SUMMARY:

On December 2, 1987, the Tavares City Council adopted Ordinance 87-61 which established compensation of twenty dollars (\$20.00) for each board member for each meeting attended with payment on a monthly basis for all City Boards.

- Planning and Zoning Board (Board established by Ordinance 1986-13)
- Code Enforcement Board
- Recreation Board
- Library Board (Board established by Ordinance 1975-01 & restructured by Ordinance 1988-20)

On February 15, 2012, the Tavares City Council adopted Ordinance 2012-03, which removed the Code Enforcement Board and the Recreation Board from Section 2-46 of Article III of the City Code of Ordinances. Code Enforcement was moved to a Special Master format. Ordinance 2012-03 listed the following boards, and left the compensation for board members at twenty dollars (\$20.00) for each board meeting attended.

- Library Board
- Planning and Zoning Board

Compensation for the two boards has remained unchanged since 1987. It is recommended that board compensation be increased to seventy-five dollars per meeting (\$75.00) to better reflect the cost associated with board duties in today's dollars. It should be noted that each board meets once per month, and each board consists of seven (7) members.

Staff have included the increase for board compensation in the Fiscal Year 2026 Proposed Budget. Staff recommend implementing the increase in compensation for board members upon adoption of Ordinance 2025-07. The cost for FY2025 is \$3,080, which will be funded from savings in various budget line items in the general fund.

OPTIONS:

1. Move to Adopt Ordinance 2025-07 to amend Article III, Section 2-46 of the City Code to increase

City Board Compensation from \$20 per meeting to \$75 per meeting paid monthly.

2. Move to not Adopt Ordinance 2025-07

STAFF RECOMMENDATION:

Move to Adopt Ordinance 2025-07 to amend Article III, Section 2-46 of the City Code to increase City Board Compensation from \$20 per meeting to \$75 per meeting paid monthly.

FISCAL IMPACT:

	Board Members	Compensation per Member per Meeting per month	Cost per Month per Board	Months per Year	Cost Per Year
CURRENT					
Library	7	20.00	140.00	12	1,680.00
Planning & Zoning	7	20.00	140.00	12	1,680.00
Annual Total					3,360.00
PROPOSED					
Library	7	75.00	525.00	12	6,300.00
Planning & Zoning	7	75.00	525.00	12	6,300.00
Proposed Annual Total					12,600.00
Increase		- included in Proposed FY2026 Budget			9,240.00
Sept)		Increase for FY 2025 (June, July, Aug &			3,080.00

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Ordinance 2025-07_Board Payments_2nd reading on 07022025
2. Ordinance 1987-61 Compensation for City Board Members
3. Ordinance 2012-03 - Board Updates inc Beautification Committee

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

ORDINANCE 2025-07

AN ORDINANCE AMENDING ARTICLE III, SECTION 2-46 RELATING TO PAYMENTS TO THE LIBRARY BOARD AND THE PLANNING AND ZONING BOARD OF THE CITY OF TAVARES CODE OF ORDINANCES; PROVIDING FOR AN EFFECTIVE DATE

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

Section 2-46 is amended as follows whereas strikethroughs represent deletions, and underlines represent additions:

Section 2-46 – Reimbursement of expenses for certain members.

Members of the following boards and committees of the city shall ~~receive twenty dollars (\$20.00)~~ seventy-five dollars (\$75.00) per meeting for each meeting of the board or committee that they attend as reimbursement for expenses, which amount shall be paid monthly not less than fifteen (15) days following the end of the month for which payment is made.

(1) Planning and Zoning Board

(2) Library Board

This Ordinance shall take effect immediately upon its final adoption by the Tavares City Council.

PASSED AND ORDAINED this 2nd day of July 2025, by the City Council of the City of Tavares, Florida.

Walter Price, Mayor

ATTEST:

Susie Novack, City Clerk

APPROVED AS TO FORM AND LEGALITY:

Lindsay Holt, City Attorney

ORDINANCE 87- 61

AN ORDINANCE AMENDING SECTION 4.019 OF THE CITY OF TAVARES CODE OF ORDINANCES PERTAINING TO THE APPOINTMENT OF COMMITTEES; PROVIDING FOR COMPENSATION FOR THE MEMBERS OF SPECIFIED BOARDS OF TWENTY DOLLARS (\$20.00) PER MEETING; PROVIDING FOR AN EFFECTIVE DATE.

BE IF ORDAINED BY THE CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA:

SECTION 4.019 - COMMITTEES; ESTABLISHMENT AND APPOINTMENT OF MEMBERS

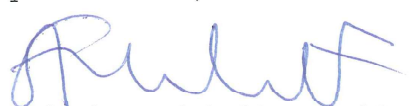
(a) The president of the City Council may establish and determine standing committees in addition to those committees or boards created by Ordinance, and the president shall determine the number of members of each such committee and the characters and duties of each. The president shall appoint the members of all committees, subject to the approval of a majority of Council.

(b) Members of the following boards and committees of the City of Tavares shall receive as compensation from the City twenty dollars (\$20.00) per meeting for each meeting of the board or committee that they attend, said amount to be paid monthly:

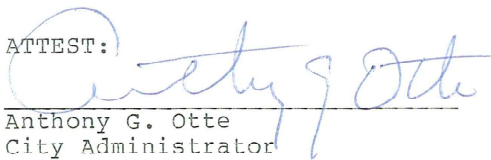
1. Planning & Zoning Board.
2. Code Enforcement Board.
3. Recreation Board.
4. Library Board.

This Ordinance shall become effective immediately upon its final adoption by the City Council.

PASSED AND ORDAINED this 2nd day of December, 1987, by the City Council of the City of Tavares, Florida.

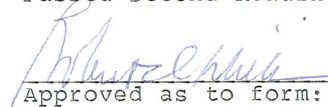

Sanford A. Minkoff, President
Tavares City Council

ATTEST:


Anthony G. Otte
City Administrator

Passed First Reading 11/18/87

Passed Second Reading 12/2/87


Approved as to form:
City Attorney

ORDINANCE 2012-03

AN ORDINANCE REPEALING PORTIONS OF SECTION 2-46 RELATING TO PAYMENT OF CERTAIN BOARDS AND SECTIONS 2-110; 2-111 AND 2-113 OF THE CITY OF TAVARES CODE OF ORDINANCES PERTAINING TO THE CITY OF TAVARES BEAUTIFICATION COMMITTEE; PROVIDING FOR AN EFFECTIVE DATE.

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

Section 2-46 is amended as follows:

Section 2-46 – Reimbursement of Expenses for Certain Members

Members of the following boards and committees of the city shall receive twenty dollars (\$20.00) per meeting for each meeting of the board or committee that they attend as reimbursement for expenses, which amount shall be paid monthly:

- (1) Planning and Zoning Board
- ~~(2) Code Enforcement Board~~
- (2) Library Board
- ~~(3) Recreation Board~~

Sections 2-110; 2-111 and 2-113 of the City of Tavares Code of Ordinances are hereby repealed in their entirety.

~~Section 2-110. — Establishment of Beautification Committee.~~

~~— The Tavares Beautification Committee is hereby established to govern, regulate and encourage beautification programs and activities, including landscaping and tree plantings and maintenance, in parks, rights of way, the City cemetery, and other public areas owned or controlled by the City of Tavares. The Tavares Beautification Committee shall be an advisory board. All decisions of the Committee are subject to the approval of the Tavares City Council except as to specific authorities hereinafter delegated to the Tavares Beautification Committee.~~

~~Section 2-111. Beautification Committee Organization and Membership.~~

1 a) ~~The Beautification Committee shall consist of seven (7) members to be~~
2 ~~appointed by the President of the City Council and approved by the City~~
3 ~~Council. The members initially appointed shall hold office as follows:~~

4
5 ~~— Four (4) for the term expiring the second meeting in June of 1997; and,~~

6
7 ~~— Three (3) for the term expiring the second meeting in June of 1998.~~

8
9 ~~Beginning at the second meeting in June, 1997, and thereafter each year, at the second~~
10 ~~meeting in June, appointments shall be made for two (2) years to fill the expiring terms.~~
11 ~~Appointments shall be made by the President of the City Council subject to the approval~~
12 ~~of the City Council.~~

13
14 b) ~~Two (2) members appointed to the Beautification Committee may reside~~
15 ~~outside the city limits of the City of Tavares. The remaining five (5)~~
16 ~~Beautification Committee members shall be residents of the City of Tavares.~~

17
18
19 c) ~~The members shall meet and organize immediately after their appointment,~~
20 ~~and shall elect one of their members as Chairman, and elect such other~~
21 ~~officers as shall be required or expedient. Four (4) members of the~~
22 ~~Committee shall constitute a quorum.~~

23
24
25 **~~Section 2-113. Duties.~~**

26
27 ~~— The Beautification Committee shall have the following duties:~~

28
29 a. ~~Recommend and encourage City beautification programs, and~~
30 ~~activities, including landscaping and tree plantings and maintenance, in~~
31 ~~parks, rights of way, the City cemetery, and other public areas owned~~
32 ~~or controlled by the City of Tavares;~~

33
34 b. ~~Recommend general rules and procedures relating to the operation of~~
35 ~~the City Cemetery;~~

36
37 c. ~~Study, investigate, counsel, and develop and/or update annually, and~~
38 ~~administer a written plan for the care, preservation, pruning, planting,~~
39 ~~replanting, removal or disposition of trees and shrubs in parks, along~~
40 ~~streets and in other public areas.~~

41
42 d. ~~Recommend and participate in the formulation of an official~~
43 ~~comprehensive tree plan for the City of Tavares;~~

- 1 e. ~~Recommend and participate in the preparation of the Beautification~~
2 ~~and Cemetery elements of the budget to be submitted to the City~~
3 ~~Council;~~
4
5 f. ~~Administer the City's Public Tree Ordinance;~~
6
7 g. ~~Recommend any and all other matters pertaining to the City~~
8 ~~beautification or the City cemetery.~~
9

10 This Ordinance shall take effect immediately upon its final adoption by the
11 Tavares City Council.
12

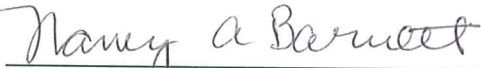
13 **PASSED AND ORDAINED this 15th day of 2012, by the City Council of the**
14 **City of Tavares, Florida.**
15
16

17
18 
19 _____
20 **Robert Wolfe, Mayor**
21 **Tavares City Council**
22

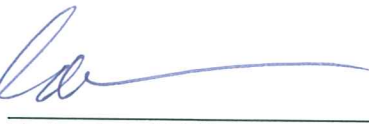
23 First Reading: February 1, 2012
24

25 Passed Second Reading February 15, 2012
26
27

28 ATTEST:
29

30 
31 _____
32 **Nancy A. Barnett, City Clerk**
33
34

35 Approved as to form:
36
37

38 
39 _____
40 **Robert Q. Williams, City Attorney**
41



**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/18/2025**

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. Tavares_Police_Proposed_Ordinance 2025-03__Sec15-98 DROP-converted from PDF to Word_v3 CityAttnyChg_CHG REMOVEDandMatched to Orig_2
2. Ordinance 2025-03 - Tavares_Police_Proposed_Ordinance
3. 2025.03.26_LetterOfNoImpact_TavaresPolice
4. Proof of Publication

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 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 June 18, 2025 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
6/18/2025**

AGENDA TAB NO.: 6

SUBJECT TITLE: Council Annual Goals (City Administrator)

OBJECTIVE:

To establish Council's annual goals for City Administrator to work on

SUMMARY:

Each year, the City Council establishes its annual Council Goals for the City Administrator to work on as part of the annual performance evaluation process. Attached are:

- 1) The current year's goals previously established for 2024/2025
- 2) The status of each previously established goal
- 3) A listing of projects and initiatives currently being worked on.
- 4) The proposed new Council Goals for discussion and adoption for 2025/2026

An opportunity is provided for the Council to discuss their new 2025/2026 goals for the City Administrator to work on over the ensuing year. As part of the performance evaluation process which each Council member is undergoing, an opportunity is provided for the Council to establish the October 1st pay raise for the City Administrator, if any, to be placed into the upcoming budget.

OPTIONS:

- 1) Discuss each Council member's goals for inclusion into the adopted annual Council Goals for 2025/2026 and establish a pay raise, if any, for the City Administration to be placed in the upcoming budget effective October 1, 2025.
- 2) Do not move forward with option 1.

STAFF RECOMMENDATION:

Discuss and adopt Council's Goals for 2025/2026 and establish a pay raise, if any, for the City Administration to be placed in the upcoming budget effective October 1, 2025.

FISCAL IMPACT:

No fiscal impact to establish goals and pay adjustment until next fiscal year, which is part of the upcoming budget process requiring further Council budgetary deliberation before a vote occurs on the budget in September.

LEGAL SUFFICIENCY:

yes

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Council Goals 2026
2. 2024-2025 Council Goals

3. Projects Underway 2025
4. Old 441 Horizon Meeting Synopsis - 3-12-25
5. Horizon Synopsis SR 19 Report - 3-27-25

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

**Proposed 2025/2026 City Council Goals
For City Administrator to work on**

Council Member Bobby Grenier

- 1) Grow the Tavares Cemetery Arboretum to maintain and exceed standards of the Arboretum Accreditation standards.
- 2) Implement and promote the waterfront themed lands with signage reflecting Wooton Park, Pontoon Promenade East and West, Tavares Seaplane Base, Tavares Ecological Park
- 3) Continue to pursue improvements along highways 19, 561 and 448 that support existing businesses and residents and prevent residential sprawl.
- 4) Provide Police, Fire, Library and Public Works along with the other Departments with the resources they need to provide superior levels of service.
- 5) Continue to build Tavares based on its Historic Foundation.
- 6) Continue to improve streets, alleyways, and traffic signalization.
- 7) Maintain existing infrastructure.

Council Member Sandy Gamble

1. Deliver a Balance budget with pay increases that we can handle
2. Maintain the same level of service
3. Continue to lower the debt (pay as you go).
4. Reduce the tax rate where possible
5. Continue sidewalk and street repair as funds are available.

Council Member Lori Pfister

- 1) Add New 441 Golf Cart Crossing
- 2) Increase Commercial Growth
- 3) Complete the two (2) Master Plans for both Regional Park Campuses
- 4) Identify funding to implement both Master Plans for both Regional Park Campuses
- 5) Program another successful Youth Council program with the High School
- 6) Present a balanced annual budget

Council Member Walter Price

1. Support hometown rule as local authority continues to shift to Tallahassee.
2. Balance lowering taxes with providing city services at current levels.
3. Attract high-end/national retail/restaurants to Tavares.
4. Continue proceeding with implementation of the Tavares to Mount Dora Rails to Trails Project.
5. Continue Mayor's Youth Program in collaboration with Tavares High School.
6. Convert old public works complex into surface parking.
7. Help to provide new official city flower to residents, in collaboration with local businesses.

Council Member Troy Singer

1. Continue to foster a supportive and welcoming environment for local businesses.
2. Ensure competitive compensation for all city staff.

3. Actively seek grants to reduce the tax burden on residents and businesses.
4. Commit to ongoing investment in our infrastructure.
5. Minimize the millage rate to best of ability to help reduce taxes on our residents and businesses while recognizing that growth contributes to this goal; without it, essential services may need to be cut, or rates may need to be raised.
6. Maintain our city's unique "close community" quality of life while continuing to pursuing smart growth strategies.
7. Ensure that reserves are kept at adequate and recommended levels to prevent over-inflation, as this can lead to increased tax rates and the potential allocation of funds for non-essential items rather than necessary ones.
8. Continue to prepare for adequate downtown parking areas before it becomes an issue.
9. Continue government transparency by staying engaged with the local community.

Status of 2024/2025 Adopted City Council Goals for Administrator to work on.

Council Member Bobby Grenier:

1. **Goal:** Plan well the development of the new Tavares Frontier along highways 19, 561, and 448. Prevent sprawl and be mindful of the needs and desires of our citizens in the development of residential, commercial, industrial, and conservation land.
Status: Horizon Team Fully activated on this initiative (See attached reports).
2. **Goal:** Purchase the Major Alexander St. Clair-Abrams home. The most significant historical structure in Lake County and Tavares could be lost if the city does not acquire it and protect it.
Status: Private individual purchased it and is currently renovating it.
3. **Goal:** Provide the resources the Police, Fire, and Public Works Departments need to maintain a superior level of services to our citizens and visitors.
Status: All have state-of-the-art new buildings. Personal and equipment fully budgeted. All are performing well.
4. **Goal:** Provide the Tavares Library with the updated resources they need to serve our citizens and patrons and the Tavares History Museum to promote and protect the history and heritage of our city.
5. **Status:** Both have fully renovated buildings and are fully staffed with full time personnel and volunteers. All have reasonable budgets to work with and are performing well.
6. **Goal:** Continue to improve Streets, Alleyways, and Infrastructure to meet the needs of the future.
Status: Many roads have been micro-surfaced, intersections redone and traffic signals programed. Maintenance of roads, signs and sidewalks budgeted and performing well.

Council Member Sandy Gamble:

1. **Goal:** Deliver a balanced budget with pay raises for the employees.
Status: Completed
2. Maintain the same or greater level of service.
Status: Done
3. Continue and finish capital projects.
Status: A continuous process – most recent big one being the Public Works Project see attached list of projects.
4. **Goal:** Adopt New Impact Fees.
Status: Done (Rate Study, Workshops and Ordinance completed)
5. **Goal:** Sidewalk replacement or installed where necessary.
Status: Contract in place for sidewalk repair and grinding – Work completed.
6. **Goal:** Continue to lower debt.

Status: The Debt millage rate continues to be reduced annually. Debt continues to be paid off.

7. **Goal:** Do our best to keep or reduce the tax rate.
Status: In FY 2025 a small increase was needed to accomplish Goal # 1 and # 2 - employee raises and maintain levels of service. In the upcoming FY 2026 budget to be presented to Council this July, it is expected that this goal may be reached.

Vice Mayor Lori Pfister:

1. **Goal:** Implement raising of impact fees.
Status: Completed.
2. **Goal:** Implement an enforceable, restrictive gaming ordinance.
Status: Completed.
3. **Goal:** Aggressive attitude toward economic development.
Status: Done: Many are investing in Tavares from Hospital and restaurants to manufacturing and services. New WAWA, New Roof Top Restaurant/Bar, New Mainstreet pizzeria under construction, Hospital Expanded, Downtown Hotel sold to new owners, New multi-million dollar Office Complex constructed off Alfred/Caroline Streets, Several Apartment Complexes under construction and design, Mixed Use complex under design for Tavares Square etc.....
4. **Goal:** Deter Residential growth. Our infrastructure cannot support what is already approved.
Status: Impact Fees are being raised to address infrastructure. A new estate zoning was developed for large lot sizes in rural areas.
5. **Goal:** Work with the county and/or additional partner to fund the rebuilding of Golden Triangle East Campus.
Status: Completed: Agreements negotiated; County Funding is set at \$13.5 million. Projects are being identified in the master plan. Several already completed – New Signs, Parking Lot resurfaced, Soccer Fields re-done, Landscaping improved....
6. **Goal:** Begin planning stage of Senior Center and secure funding.
Status: Being incorporated into the East Campus Master Plan.
7. **Goal:** Put PONTOON PROMENADE on map with identity markers and plan future economic development on the promenade.
8. **Status:** Map approved by Council. Signs budgeted in the FY 2026 budget for Council approval.
9. **Goal:** Present balanced budget, with competitive employee consideration, comparable city services, and all safety issues (lighting, etc..) addressed with funding.
Status: Completed.
10. **Goal:** Resuscitate the Mayor's Youth Council with Liberty Christian or another local educational facility.
Status: Completed with Tavares Highschool.

11. **Goal:** Start discussion and planning for the east parking garage. With current economic development in the works, the garage will be needed sooner than later.
Status: Buildings have now been vacated. Demolition contracted out and surface parking will be built as phase one. Vertical construction is subject to budgeting and funding.
12. **Goal:** Hospital golf cart crossing.
Status: DOT will not approve. However, Neighborhood Electric Vehicles (NEVs) and Golf Carts with a legal license plate affixed are legal to cross at this intersection. The Only thing prohibited is a golf cart without the license plate.

Mayor Walter Price:

1. **Goal:** Continue to support hometown rule as more and more local authority is being diverted to Tallahassee every year.
Status: Mayor attended League of Cities annual Tallahassee event to do this.
2. **Goal:** Achieve a balance between lowering taxes and providing needed city services.
Status: A slight tax rate increase was needed to maintain a similar level of service and compensate employees.
3. **Goal:** Have the city attract higher end/national retail growth into Tavares.
Status: Not achieved, although WAWA, Auto Parts and Car Washing franchises did come to Tavares as did many small boutique restaurants. Small City retail outlets are competing with online stores and big city malls.
4. **Goal:** Have a traffic signal added to the intersection of County Road 561 and State Road 19 due to continual traffic backups as that intersection.
Status: Approved by FDOT and will be completed by years end.
5. **Goal:** West Main Street gateway project:

Status: Under conceptual design for Council approval at upcoming meeting.

Council Member Troy Singer

1. **Goal:** Maintain our “tight community” quality of life as we continue to grow smartly:
Status: Done - I or someone from my team attends: BETTER, Chamber, Youth Council meetings, Babe Ruth, YMCA Board, HOA meetings, Police Academy etc. Our team puts on, host or assist others put on many Special Events and community parades.
Goal: Continue to keep our millage rate as low as possible:
Status: Done
2. **Goal:** Stay involved and engaged with the community as a whole:
Status: Done and doing (see goal #1).

3. **Goal:** Fairly compensate all the city employees:
Status: Done
4. **Goal:**Continue investing in our infrastructure
Status: Done and doing (See annual Capital program inclusive of streets, sidewalks, traffic lights, street lighting, water, sewer and storm water upgrades).
5. **Goal:** Continue to provide a business-friendly environment
Status: Done and doing. Many new investors and new business came to Tavares over this past year (WAWA, Auto Parts, Car Washes, Dental, Fast food, restaurants, Apartments, Mixed Use, Storage etc...
6. **Goal:**Pursue grants to offset tax burden on city residents and businesses:
Status: Done and doing. Million received and millions applied for.

Tavares Projects and Initiatives Underway 2025

1) PROJECTS:

Public Works Facility: Completed and fully occupied.

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

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

Public Works - St. Clair Abrams Gateway Improvements

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

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

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

Public Works - AESOP Park Stormwater Enhancement

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

Public Works: Stormwater Enhancement

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

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

Tavares Projects and Initiatives Underway 2025

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

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

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

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

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

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

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

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

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

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

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

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

Improvements include:

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

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

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

Tavares Projects and Initiatives Underway 2025

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

Public Works - Slim Haywood Streetlights and Sidewalk Improvements

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

Public Works - State Road 19 widening:

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

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

Public Works - Chris Daniels Memorial/FDOT Triangle Fountain Gateway

Sign: The damaged sign was replaced.

Public Works - Wooton Wonderland Replacement:

The playground was reconstructed, completed and reopened.

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

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

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

Tavares Projects and Initiatives Underway 2025

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

Public Works - Tavares Nature Park:

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

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

Public Works - Cemetery Gate Partnership Project:

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

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

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

Peninsula Water. Sewer line and traffic circle: Completed.

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

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

Tavares Projects and Initiatives Underway 2025

Seaplane Base “Woodlea Walk” trail. Completed.

2) INITIATIVES:

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

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

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

Tavares Projects and Initiatives Underway 2025

Tavares.

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

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

Tavares Projects and Initiatives Underway 2025

Special Events & Community Events:

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

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

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

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

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

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

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

Tavares Projects and Initiatives Underway 2025

times of need under the management of the Emergency Operations Director.

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

Finance/Customer Service/Purchasing/Budget

- The Budget and Finance Staff has implemented Gravity Budget Book Software. This software has made the preparation of the Budget Book document easier, more streamlined with ease of assembly while maintaining GFOA Budget Award Document criteria.
- Delinquent Bills for closed utility accounts. The Finance Team has successfully implemented a delinquent notice for closed utility accounts that have been recently closed and still owing an unpaid balance. This new delinquent notice ability for closed accounts is anticipated to decrease the number of accounts identified for collection and for the lien process.
- Utility Customers may now request last-minute notices via text message alerting the customer that their bill is due so that the customer may avoid a late fee, and thus pay their outstanding balance before it becomes delinquent.
- The Finance staff is currently in the process of utilizing additional features on the City's Innovative Voice Response System (IVR) to provide automated calls for customers wishing to request an extension on their utility account. The implementation of this feature will assist staff in accomplishing the utility billing and accounting tasks as the number of new utility account connections increase daily.
- Purchasing and Finance Staff have implemented Field Purchase Orders within the CentralSquare (H.T.E.) System. These FPO's allow those items which are not shopped to be identified more easily and provide for electronic approvals through the purchasing system. Items include: training, travel, legal services, debt payments, monthly transfers, etc.

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

Tavares Projects and Initiatives Underway 2025

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

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

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

Technology

Text Messaging for Building Permit Inspection Scheduling:

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

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

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

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

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

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

Tavares Projects and Initiatives Underway 2025

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

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

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

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

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

Recreation

Senior programs

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

Youth programs

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

Tavares Projects and Initiatives Underway 2025

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

Pavilion on the Lake

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

Arts & Culture

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

Library (Ongoing Recurring Programming):

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

Tavares Projects and Initiatives Underway 2025

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

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

- Author Talks
- Guest Speakers

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

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

Programming commemorating National Library and/or Literacy initiatives:

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

Holiday and Seasonal Themed programming:

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

Library Outreach:

- Advent Health

Tavares Projects and Initiatives Underway 2025

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/18/2025**

AGENDA TAB NO.: 7

SUBJECT TITLE: Board Appointment - Planning and Zoning Advisory Board (Mayor)

OBJECTIVE:

For the Mayor to appoint a member to the Planning and Zoning Board to fill a vacancy for the remainder of a term expiring in June 2026.

SUMMARY:

A vacancy has recently occurred on the Planning and Zoning Board for a term ending in June 2026. The City received two new applications from the following individuals (attached):

- Jay Cunningham
- David Harowitz

The vacancy was publicly advertised in the *Daily Commercial* and on the City's website. If the Mayor makes an appointment to the Planning and Zoning Board at this time, there will be no remaining seat vacancies.

OPTIONS:

1. For the Mayor to make an appointment to the Planning and Zoning Board, with approval from the Council.
2. For the Mayor not to make an appointment at this time.

STAFF RECOMMENDATION:

Option 1. For the Mayor to make an appointment to the Planning and Zoning Board, with approval from the Council.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. PZ Board Application - Jay Cunningham
2. PZ Board Application - David Harowitz

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/18/2025**

AGENDA TAB NO.: 8

SUBJECT TITLE: Request to Participate in Lake 100 Study (City Administrator)

OBJECTIVE:

Provide Amanda Wettstein with an opportunity to make a request to participate in a Lake 100 study

SUMMARY:

At a previous Council meeting, the Council reviewed the attached letter and invitation to participate in a Lake County Cities and Lake County Government study. The Council voted not to participate financially but authorized the City Administrator to contribute as he determined. Representatives from Lake 100 did not attend the previous meeting and would like to provide additional information to the Council at this meeting including the attached new scope of work for this study.

By way of background, 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?

Lake 100 Representative Amanda Wettstein would like an opportunity to address the Council and provide additional information on this request.

OPTIONS:

- 1) Provide Lake 100 Representative Amanda Wettstein an opportunity to address the Council and provide additional information on this request including the new scope of work.
- 2) Do not provide this opportunity.

STAFF RECOMMENDATION:

Provide Lake 100 Representative Amanda Wettstein an opportunity to address the Council and provide additional information on this request.

FISCAL IMPACT:

The amount being requested is the same as before at \$2,500. The budget can absorb this.

LEGAL SUFFICIENCY:

yes

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. City Independent Study Request 4-25
2. Scope of Service Efficiency and Cost Allocation for Lake County 6.10.25

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

Proposed Scope of Services

Analysis of City-County Service Delivery Efficiencies and Equitable Cost Allocation in Lake County

Primary Objective

To determine if services delivered in Lake County by the County, any relevant Constitutional Officer, special districts and its municipalities overlap, particularly as it relates to operational funding. These questions would be answered:

1. Does the County fund any operating services designed to be provided solely to the unincorporated area with any revenues collected county-wide?
2. Do cities fund operating services to the unincorporated area without fair compensation and/or service trade-offs with the County?
3. Do interlocal agreements exist between the County and any of its cities if the answer to Q1 and/or Q2 are, yes?

The project is focused on *operating services* and how they are funded by the various agencies. This effort will not be evaluating the funding of capital projects.

Overall Approach

1. Convene an initial methodology meeting/virtual call with the County, any relevant Constitutional Officer, and the participating municipalities, to review the project methodology and reach agreement between the parties.
2. Produce a project charter based on the results of #1 and distribute for administrative confirmation by the participating governments.
3. Each participating city, Constitutional Officer, and Lake County will identify a single point of contact for this project. This should either be the

City/County Manager, Constitutional Officer or their chief budget official. This group would serve as the Steering Committee for the project.

4. Each participant in the study will send the current year (FY24-25) Annual Budget (or link to the document) to Levey for use during the project.
5. Levey will schedule a virtual call with each of the designated points of contact to review each agency's approach to service delivery and the funding sources to provide those services.
6. Upon completion of these initial calls, Levey will produce a summary memorandum identifying/describing all services delivered in Lake County by the County, its Constitutional Officers, its municipalities and any other agencies with implications for further analysis and evaluation. (Note: Common metrics may be used to provide a comparison of agency service levels, but LOS analysis is not the focus of this project)
 - a. The purpose of the summary report is to identify those services that did not have an affirmative answer to any of the three questions listed in the Primary Objective above and those that did.
 - b. The remaining services that were answered as yes to any of the Primary Objective questions would be identified for further study. It is expected that only a small number of services will remain for further detailed analysis.
 - c. Those services provided by interlocal agreement between the County, any Constitutional Officer, any municipality and/or any other body would be eliminated from further study
7. The findings of the summary memorandum will be shared with the Steering Committee. A Steering Committee virtual call will be set to allow for discussion of the findings among the project participants. A consensus of the project participants will be sought for the findings of the summary memorandum.
8. The remaining services will undergo a deeper analysis of sources and uses of funds to determine the budgeted cost to deliver those services and any inequities in the allocation of those costs. Additional interaction with those

participants affected by potential cost allocation inequities will be required, including virtual calls or face-to-face meetings.

9. Levey would produce a draft final report detailing the findings of this next level of analysis. This report will suggest options for emerging practices in service delivery and/or more equitable funding responsibility for those services.
10. The final report will be the topic of the last Steering Committee virtual call to review any comments and proposed edits to the report.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/18/2025**

AGENDA TAB NO.: 9

SUBJECT TITLE: Request from Tavares Chamber of Commerce to Sublease Office Space Inside Historic Train Depot (Community Services)

OBJECTIVE:

To seek Council approval for the Tavares Chamber of Commerce to sublease a portion of their office space to a community business.

SUMMARY:

On January 20, 2012, the City of Tavares and Tavares Chamber of Commerce entered into a lease agreement for office rental space of approximately 1400 square feet inside the renovated historic train depot. The chamber has been a responsible tenant since the renovations were complete, and both parties have enjoyed the synergies of being located in the downtown.

In a letter dated June 2, 2025, the chairman of the Tavares Chamber Board is seeking authorization from the City Council to sublease office space to a local business in order to increase revenue for the chamber. Per the executed lease agreement, the Chamber must receive authorization to sublease any portion of the premises from the City.

OPTIONS:

1. Approve the request to sublease office space from the Tavares Chamber of Commerce and authorize the City Administrator to enter into a sublease agreement.
2. Do not approve the request.

STAFF RECOMMENDATION:

Option 1: To approve the request to sublease office space from the Tavares Chamber of Commerce and authorize the City Administrator to enter into a sublease agreement.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Request from Tavares Chamber to Sublease Letter
2. Lease Agreement between City of Tavares and Tavares Chamber of Commerce Inc. 01-20-12

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/18/2025**

AGENDA TAB NO.: 10

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

OBJECTIVE:

To update Council on the work of the Alfred Street/Old 441 Corridor "Horizon Team".

SUMMARY:

The Horizon Team has an update for City Council on this teams work (See attached)

OPTIONS:

1. Receive the update and discuss.
2. Do not receive the update nor discuss at this time.

STAFF RECOMMENDATION:

Option 1

FISCAL IMPACT:

Non.

LEGAL SUFFICIENCY:

Yes

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
6/18/2025**

AGENDA TAB NO.: 11

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

OBJECTIVE:

To update and inform the City Council on the work of the SR19 Corridor "Horizon Team".

SUMMARY:

The SR19 Corridor "Horizon Team" provides the attached updates and work on this initiative.

OPTIONS:

1. Receive and discuss the Horizon Teams' work.
2. Do not receive or discuss the work at this time.

STAFF RECOMMENDATION:

Option 1.

FISCAL IMPACT:

None

LEGAL SUFFICIENCY:

Yes

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
6/18/2025**

AGENDA TAB NO.: 12

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	July 2, 2025, 4:00 p.m., Tavares City Council Chambers July 16, 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	September 10, 2025, 4:00 p.m., Tavares Library Expansion Room
Code Enforcement Special Magistrate Hearing	July 22, 2025, 4:00 p.m., Tavares City Council Chambers

OUTSIDE AGENCY MEETINGS:

Lake County League of Cities Meeting	July 11, 2025, 12:00 noon, Location to be determined
Lake Sumter MPO Governing Board Meeting	August 27, 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 6.6.2025

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
6/18/2025**

AGENDA TAB NO.: 13

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.