



**AGENDA**  
**TAVARES CITY COUNCIL**  
**October 15, 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](mailto:snovack@tavares.org))

**I. CALL TO ORDER**

**II. INVOCATION/PLEDGE OF ALLEGIANCE**

Tab 1            Pastor Ludy Lopez, Senda Church, Tavares

**III. APPROVAL OF AGENDA**

**IV. PROCLAMATIONS/PRESENTATIONS**

Tab 2            National First Responder Day Proclamation (Mayor)

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

**VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO RECORD**

**VII. CONSENT AGENDA**

Tab 3            Approval of the October 1, 2025, City Council Meeting Minutes (City Clerk)

Tab 4            Management Control Agreement between LCSO and City of Tavares for Information and Technology Services and Support (Police)

**VIII. RESOLUTIONS**

Tab 5            Resolution 2025-19 - Acceptance of United States Department of Justice Edward Byrne Memorial Justice Assistance Grant (Finance)

Tab 6            Resolution 2025-20 - Acceptance of United States Department of Homeland Security (US DHS) Federal Emergency Management Agency (FEMA) Staffing for Adequate Fire and Emergency

**Response (SAFER) Grant (FINANCE)**

**IX. ORDINANCES - PUBLIC HEARING**

**First Reading**

**Second Reading**

**X. GENERAL GOVERNMENT**

Tab 7            2025 America in Bloom Update (Public Works)

Tab 8            David Walker Drive Interlocal Agreement Amendment (Public Works)

**XI. NEW BUSINESS**

**XII. OLD BUSINESS**

**XIII. AUDIENCE TO BE HEARD**

**XIV. REPORTS**

Tab 9            City Administrator Report

Tab 10           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  
10/15/2025**

**AGENDA TAB NO.: 1**

**SUBJECT TITLE: Pastor Ludy Lopez, Senda Church, Tavares**

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**OBJECTIVE:**

Pastor Ludy Lopez, Senda Church, Tavares, will provide an invocation and lead those present in the Pledge of Allegiance.

**SUMMARY:**

Pastor Ludy Lopez, Senda Church, Tavares, will provide an invocation and lead those present in the Pledge of Allegiance.

**OPTIONS:**

N/A

**STAFF RECOMMENDATION:**

N/A

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

N/A

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
10/15/2025**

**AGENDA TAB NO.: 2**

**SUBJECT TITLE: National First Responder Day Proclamation (Mayor)**

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**OBJECTIVE:**

For the Mayor to read the proclamation declaring October 28, 2025, as National First Responder Day in the City of Tavares, recognizing the invaluable contributions of first responders.

**SUMMARY:**

National First Responder Day was first recognized on October 28, 2019, through bipartisan resolutions from both the United States Senate and House of Representatives. First responders, who include police officers, firefighters, public works professionals, utilities professionals, emergency management professionals, emergency medical technicians, and other emergency personnel are the backbone of the Tavares community during times of need. They play a crucial role in ensuring the safety, health, and well-being of the community, and their unwavering dedication and service are vital to upholding public safety and infrastructure. This proclamation is a tribute to their invaluable contributions to the City of Tavares.

**OPTIONS:**

Option 1. Mayor will read the proclamation declaring October 28, 2025, as National First Responder Day in the City of Tavares, recognizing the invaluable contributions of first responders.

Option 2. Mayor declines to read the proclamation declaring October 28, 2025, as National First Responder Day in the City of Tavares, recognizing the invaluable contributions of first responders.

**STAFF RECOMMENDATION:**

Option 1. Mayor to read the proclamation declaring October 28, 2025, as National First Responder Day in the City of Tavares, recognizing the invaluable contributions of first responders.

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

Legally Sufficient.

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

1. Proclamation - National First Responders Day

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



## PROCLAMATION

### National First Responders Day October 28, 2025

**WHEREAS**, first responders—including police officers, firefighters, public works professionals, utilities, emergency management, emergency medical technicians, and other emergency personnel—stand on the front lines of our community, selflessly serving and protecting the citizens of the City of Tavares in times of crisis; and

**WHEREAS**, first responders respond swiftly and courageously to emergencies, often putting their own lives at risk to ensure the safety and well-being of others, whether in natural disasters, accidents, medical emergencies, or public safety threats; and

**WHEREAS**, it is in the public interest for the citizens, civic leaders, and children in the City of Tavares to gain knowledge of and to maintain a progressive interest and understanding of the importance of the contributions made by first responders; and

**WHEREAS**, the year 2025 marks the 7th annual National First Responders Day, recognized through bipartisan resolutions of the United States Senate and House of Representatives.

**NOW, THEREFORE**, the Tavares City Council does hereby proclaim **October 28, 2025** as

### NATIONAL FIRST RESPONDERS DAY

And, call upon all citizens and civic organizations to join in recognizing the dedication, heroism, and sacrifice of the first responders who protect and serve the City of Tavares every day, thereby enhancing the health, safety, and quality of life of our community.

**PASSED AND DULY ADOPTED** by the Tavares City Council on this 15th day of October,

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Walter B. Price, Sr., Mayor

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
10/15/2025**

**AGENDA TAB NO.: 3**

**SUBJECT TITLE: Approval of the October 1, 2025, City Council Meeting Minutes (City Clerk)**

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**OBJECTIVE:**

For the Council to consider approval of the October 1, 2025, City Council meeting minutes.

**SUMMARY:**

Attached are the October 1, 2025, City Council meeting minutes as submitted by the City Clerk.

**OPTIONS:**

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

**STAFF RECOMMENDATION:**

For the Council's consideration.

**FISCAL IMPACT:**

None.

**LEGAL SUFFICIENCY:**

Yes.

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

1. 10-01-2025 CC Minutes

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



**TAVARES CITY COUNCIL  
MEETING MINUTES  
OCTOBER 1, 2025 – 4:00 PM  
TAVARES CITY HALL COUNCIL CHAMBERS  
201 EAST MAIN STREET, TAVARES**

**COUNCIL MEMBERS PRESENT**

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

**STAFF PRESENT**

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

**I. CALL TO ORDER**

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

**II. INVOCATION/PLEDGE OF ALLEGIANCE**

**Tab 1. Interim Pastor Josh Lane, Astatula Baptist Church**

Pastor Josh Lane, Astatula Baptist Church, provided the invocation and led those present in the Pledge of Allegiance.

**III. APPROVAL OF AGENDA**

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

**MOTION**

**Troy Singer moved to approve the Agenda, seconded by Sandy Gamble. The motion carried unanimously 5-0.**

**IV. PROCLAMATIONS/PRESENTATIONS**

**Tab 2. Tavares Chamber of Commerce Update**

Mr. Drury noted there was no one present to speak on behalf of the Tavares Chamber of Commerce.

**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 2025-17**

**A RESOLUTION OF THE CITY COUNCIL OF TAVARES, FLORIDA, PURSUANT TO SECTION 196.1978(3)(o), FLORIDA STATUTES, ELECTING TO NOT EXEMPT PROPERTY UNDER SECTION 196.1978(3)(d)1.a., FLORIDA STATUTES, COMMONLY KNOWN AS THE “LIVE LOCAL ACT PROPERTY TAX EXEMPTION”; AND PROVIDING FOR AN EFFECTIVE DATE.**

**RESOLUTION 2025-18**

**A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, AUTHORIZING THE ACCEPTANCE OF A FIRE PREVENTION AND SAFETY GRANT FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY TO PURCHASE A FIRE SAFETY TRAILER.**

## VII. CONSENT AGENDA

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

### MOTION

**Troy Singer moved to approve the Consent Agenda [Tab 3. Approval of the September 17, 2025, City Council Meeting and Budget Hearing Minutes, Tab 4. Cresswind at Lake Harris Phases 2 & 3 – Preliminary Subdivision Plat, and Tab 5. Request Council’s Approval of Equipment for Auction], seconded by Sandy Gamble. The motion carried unanimously 5-0.**

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

*Approved on the Consent Agenda.*

## VIII. RESOLUTIONS

#### **Tab 6. Resolution 2025-17 – Opt-Out Live Local Act Property Tax Exemption**

Ms. Houghton made the following presentation:

*In 2023, the Florida Legislature passed CS/SB 102 which amended Section 196.1978 of the Florida Statutes for purposes of addressing the affordable housing needs of residents across the State of Florida. The legislation created a 75 percent property tax exemption for multi-family developments if rental units were reserved for persons or families whose annual household income AMI is greater than 80 percent but not more than 120 percent of the median annual adjusted gross income for households within the respective metropolitan statistical area (MSA). This exemption is known as the “Live Local Act Property Tax Exemption Program”. (A copy of the Florida Senate 2023 Summary for CS/SB 102 by the Committee on Community Affairs is attached to provide additional background for the 2023 Amendment.)*

*In 2024, the Florida Legislature passed SB 328/HB7073 to again amend Florida Statutes Section 196.1978, the “Live Local Act”. The amendment (HB7073) was created to allow taxing authorities to opt-out of the exemption beginning with the 2025 tax roll if the Shimberg Center for Housing Studies Annual Report (Shimberg Annual Report) identifies that the number of affordable and available units in the respective MSA is greater than the number of renter households who meet the income criteria for the 80 to 120 AMI category. (A copy of the FL Senate Committee Summary for SB328+HB7073 is attached for additional background – see page 3 for HB 7073-New “Opt-Out” from the 80-120% AMI.)*

*Lake County and Lake County Municipalities are located within the Orlando-Kissimmee, FL MSA and the most recent Shimberg Annual Report, 2024 (see*

*page 32) confirms the number of affordable and available units is greater than the number of rental households in the identified category which provides eligibility for the City of Tavares to Opt-Out of the Live Local Property Tax Exemption Program. (A copy of the 2024 Shimberg report is attached.)*

*On September 18, 2024, the City of Tavares City Council adopted Resolution 2024-18 to Opt-Out of the Live Local Property Tax Exemption Program for Tax Year 2025. The Opt-Out provision requires the City Council to renew adoption annually for the Opt-Out of the Live Local Property Tax Exemption Program.*

*On February 11, 2025, the Lake County Board of County Commission adopted a Resolution to renew the “Opt-Out” of the Live Local Property Tax Exemption Program.*

*In order to renew the “Opt-Out” of the exemption for 2026, the City of Tavares must adopt Resolution 2025-17 by a two-thirds majority vote. The “Opt-Out” provision will be valid for the 2026 tax year and must be renewed by resolution each year thereafter, when the Shimberg Annual Report confirms that the number of affordable and available units is greater than the number of rental households in the identified category.*

*Resolution 2025-17 mirrors the prior year Resolution that was prepared by the City Attorney. Staff have confirmed that the 2024 Shimberg Annual Report (the most recent report) confirms the number of affordable and available units is greater than the number of renter households in the identified category which provides eligibility for the exemption.*

Ms. Houghton said the staff recommended Option 1, for the Council to adopt Resolution 2025-17 for the City of Tavares to “Opt-Out” of the Live Local Property Tax Exemption Program for Tax Year 2026.

Mayor Price asked for comments from the Council.

## **MOTION**

**Lori Pfister moved to approve Option 1 [For the Council to adopt Resolution 2025-17 for the City of Tavares to “Opt-Out” of the Live Local Property Tax Exemption Program for Tax Year 2026], seconded by Bob Grenier.**

Council Member Singer stated that he supported the motion and asked for clarification that the Resolution was the same opt-out action adopted the previous year. Mr. Drury confirmed that it was. Council Member Singer further asked whether one developer had taken advantage of the Live Local Act program prior to the City’s opt-out. Mr. Drury confirmed. Council Member Singer then asked if the City of Tavares had done everything possible to prevent the application of the exemption. Council Member Gamble clarified that the Resolution addressed only the property tax exemption portion

of the law. Mr. Drury explained that the ad valorem tax exemption did not apply to applicable multifamily projects in the previous year due to the Council's action and, if adopted again, would not apply in the coming year, ensuring the City would continue to receive the full taxable value of any development.

**The motion carried unanimously 5-0.**

**Tab 7. Resolution 2025-18 – Acceptance of Federal Emergency Management Agency (FEMA) Grant for Fire Safety Trailer**

Ms. Houghton made the following presentation:

*The Federal Emergency Management Agency has awarded the City a \$270,000 Fire Prevention and Safety grant to purchase a fire safety trailer. FEMA will cover 95% of the trailer's cost (\$257,142.85), and the City must pay the remaining 5% (\$12,857.15). The fire safety trailer will be used to offer interactive, scenario-based learning in a controlled environment.*

*Details of the grant from FEMA include the following:*

- *Agreement Number: EMW-2024-FP-00441*
- *Pass-through Entity: N/A.*
- *Awarding Entity: Federal Emergency Management Agency.*
- *Recipient: City of Tavares.*
- *Grant Award: \$257,142.85.*
- *City Match: \$12,857.15.*
- *Award Period: 9/27/2025 – 9/26/2026.*

Ms. Houghton said staff recommended Option 1, for the Council to approve Resolution 2025-18, authorizing the City Administrator to accept and execute all necessary grant agreements with FEMA for the fire safety trailer grant, and to authorize staff to utilize Infrastructure Sales Tax reserves for the city match portion of the grant in the amount of \$12,851.15.

Division Chief Michael Willis introduced Fire Inspector Lee Cheney and presented two videos, one featuring a Fire Safety Simulator Trailer and the other featuring a Fire Extinguisher Training Simulator.

Division Chief Willis explained that the trailer could be customized to reflect the City of Tavares, including the City logo and local images. He stated that it would be used for outreach at schools, retirement communities, and public events.

Council Member Gamble remarked that the system looked excellent. Council Member Singer noted that the trailer was ADA-compliant and asked to be contacted when it arrived so he could experience it. He further commented that the City's share of the cost would be \$12,851.15, which City Administrator Drury confirmed would be funded through infrastructure sales tax reserves.

Council Member Grenier asked how the City would publicize the program and who would provide demonstrations. Division Chief Willis responded that the Fire Department would coordinate with the Support Services Department and integrate the trailer into existing public education programs, which already included visits to schools and facilities. He noted that there would also be a dedicated training component.

Council Member Gamble asked if this would be the first such unit in Lake County. Division Chief Willis confirmed it would be, noting that Lake County had a trailer but it was not as advanced. Inspector Cheney added that the nearest comparable simulator trailer was located in Jacksonville, Florida.

## **MOTION**

**Sandy Gamble moved to approve [Option 1, for the Council to approve Resolution 2025-18, authorizing the City Administrator to accept and execute all necessary grant agreements with FEMA for the fire safety trailer grant, and to authorize staff to utilize Infrastructure Sales Tax reserves for the city match portion of the grant in the amount of \$12,851.15.], seconded by Bob Grenier.**

Council Member Grenier asked where the trailer would be housed. Division Chief Willis stated it would be stored in a secure facility at the Downtown Public Safety Complex. He explained that the vendor was selected because the system represented the newest and most advanced technology in fire safety training.

Council Member Grenier asked about future technology needs, specifically software upgrades. Inspector Cheney confirmed that warranties and system updates would be provided at no additional cost, ensuring the trailer remained current.

Mayor Price asked if the trailer would be available for events at Wooton Park. Division Chief Willis confirmed that the goal was to have it on site at Rocktoberfest and other community events to showcase fire safety operations. Division Chief Willis confirmed that it was unlikely the trailer would be ready by the Christmas event due to customization requirements.

**The motion carried unanimously 5-0.**

Council Member Singer thanked the staff responsible for securing grants

## **IX. ORDINANCES – PUBLIC HEARING**

### **First Reading**

### **Second Reading**

## **X. GENERAL GOVERNMENT**

## **Tab 8. Award and Authorize Contract to Continental Strategy for State and Federal Governmental Relations**

Mr. Drury made the following presentation:

*On September 3, 2025, the City Council awarded RFQ 2025-0009 for State and Federal Governmental Relations services to Continental Strategy and authorized staff to negotiate a contract for Council consideration.*

*Staff has successfully negotiated a contract with Continental Strategy in the amount of \$9,000 per month (\$108,000 annually) for both State and Federal Governmental Relations services, plus travel expenses as incurred. The proposed agreement is for an initial term of one (1) year, with the option for up to three (3) additional one-year renewals upon mutual agreement of both parties.*

*The contract also includes a 30-day cancellation clause, allowing either party to terminate the agreement with written notice.*

*The negotiated amount reflects the current market rate for similar services provided to municipalities of comparable size within the State of Florida that engage firms to provide both State and Federal governmental relations services.*

*The City Council appropriated \$75,000 from reserves in FY 2025 for Governmental Relations Services. These funds have not been used and will roll forward into FY 2026. In addition, the City Council appropriated \$60,000 during the budget process for FY 2026. This provides a total of \$135,000 in available funding, which is sufficient to cover the annual contract plus travel expenses.*

Mr. Drury said the staff recommended Option 1, for the Council to approve the contract with Continental Strategy in the amount of \$9,000 per month for FY 2025-2026.

Mayor Price asked for Council comments.

Council Member Singer asked whether the City could hire the firm solely for federal representation without the state component. Mr. Drury confirmed this was possible and noted that throughout prior discussions, the Council had expressed the need for both federal and state advocacy. Council Member Singer stated that his concern lay with the fiscal impact and reviewed the history of Council actions over the past year. He explained that while he supported the firm, he had remained concerned about using reserves throughout Council discussions and had dissented on earlier votes. He stated that \$60,000 had been appropriated in the FY 2026 budget, in addition to the previous reserve allocation of \$75,000, totaling \$135,000 in available funding. He stated that he was comfortable with the firm and believed they would do an excellent job, but not with the method of financing. He asked Mr. Drury to explain further.

Mr. Drury stated that his understanding was that federal representation typically costs about \$6,000 per month and state representation about \$5,000 per month, and the Council had expressed interest in both. He said that the \$75,000 appropriated in FY 2025 was already restricted for this purpose, and the \$60,000 in the FY 2026 budget was added to ensure adequate funding. He acknowledged that his earlier comments may have caused some misunderstanding and stated that, from his perspective, the \$75,000 could not be simply returned to reserves without Council action. He also noted that staff had proceeded with the intention of securing both federal and state services.

Vice Mayor Pfister stated that she supported Option 1, noting that \$75,000 had been appropriated in the previous fiscal year and was restricted for this purpose. She said that she supported the contract as a strategic investment in economic development, especially with respect to trail funding, and that even one successful grant would make the effort worthwhile. She characterized the expenditure as a safe risk with strong potential benefits.

### **MOTION**

**Lori Pfister moved to approve Option 1 [For the Council to approve the contract with Continental Strategy in the amount of \$9,000 per month for FY 2025-2026.], seconded by Bob Grenier.**

Council Member Gamble asked whether the firm worked year-round. Mr. Drury confirmed that they did, explaining that much of their work occurred outside of legislative sessions in preparation for advocacy. He added that the firm engaged at both the local level during delegation visits and directly in Tallahassee and Washington during session. Council Member Gamble stated that he did not favor contracting for only federal services, as the City had benefited greatly from state advocacy in the past. He said that securing both federal and state representation at a combined rate of \$9,000 per month was a favorable arrangement.

Council Member Grenier commended Council Member Singer for his detailed review, and stated that he believed the services were vital to the City's future economic development and would ultimately pay for themselves. He noted that with the City was preparing for major projects and the timing was critical.

Mayor Price noted that the proposed agreement was for a one-year term at \$108,000 plus travel expenses, which would enable the Council to reassess its value after the first year. He stated that he supported moving forward with the contract as presented.

Council Member Singer stated for the record that he had complete confidence in the firm. He explained that he was not comfortable with the process that led to the contract's funding arrangement, and that concern with the fiscal impact was the only reason for his dissenting vote.

**The motion carried 4-1 as follows:**

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

**XI. NEW BUSINESS**

**XII. OLD BUSINESS**

Vice Mayor Pfister stated that she had received an inquiry regarding the City's brick program and inquired about the proper way to handle such requests. Mr. Drury responded that inquiries about the brick program should be directed to the City Clerk.

**XIII. AUDIENCE TO BE HEARD**

April Cook, 625 Virginia Avenue, Tavares, addressed the Council regarding the new development on Carolina Court. She stated that a fence had been installed in the wrong location and was not placed on the developer's property. She explained that the misplacement had created problems, including homeless individuals and golf carts cutting through private property, increased traffic, and vehicles parking on her side of the neighborhood. She added that the gate in the fence was so wide that vehicles could drive through, and the development was contributing to drainage issues since there was no ditch to carry water to the lake, resulting in flooding on both sides of the street. She requested that the City consider installing a barricade.

Mr. Drury asked Ms. Cook to provide her email and phone number so staff could follow up on the concerns. He stated that staff would look into the matter and coordinate to determine appropriate action. Ms. Cook said she would return to the next Council meeting with her engineer and additional supporting information.

**XIV. REPORTS**

**Tab 9. City Administrator Report**

Mr. Drury reported on his attendance at the America in Bloom Conference in Michigan. He commended Mr. Dillon and Parks Operations Manager Anderson for doing an excellent job representing the City and stated that he looked forward to providing a full report and presentation at the next Council meeting. He thanked the Council for encouraging him to attend.

Public Works Director James Dillon announced that the City of Tavares, in partnership with the Florida Fish and Wildlife Conservation Commission, would host the second annual Fish & Fly Event on Saturday, October 11, from 8:00 a.m. to 10:00 a.m. at the Public Works Operations Center. He explained that the pond had been stocked and the

Commission would provide fishing poles and bait. He also noted that the Larks RC Club would offer free demonstrations of radio-controlled aircraft during the event.

Chief Keith congratulated Fire Division Chief Michael Willis and Inspector Lee Cheney for securing the FEMA grant, noting that it followed closely on the heels of their successful FDLE grant award.

### **Tab 10. City Council Member Reports**

Council Member Grenier stated that he had attended the America in Bloom Conference and that the program was well-aligned with the City of Tavares, both in terms of size and character. He said the City's participation continued to improve each year and highlighted the Blue Plumbago as an outstanding feature. He thanked Mr. Dillon for sharing photos throughout the event.

Council Member Singer said he attended the America in Bloom Conference and congratulated Mr. Dillon, Ms. Anderson, and the City team for an impressive showing. He said he looked forward to the full presentation at the next Council meeting, and reminded everyone that October was Breast Cancer Awareness Month.

Council Member Gamble congratulated Mr. Dillon and his team for their America in Bloom accomplishments and thanked them for their efforts on behalf of the City. He shared a personal reflection from the prior week when he saw firefighters at breakfast who had spent the previous four hours fighting a fire. He said many people do not understand the hard work of City employees behind the scenes and expressed gratitude for their service.

Mayor Price stated that he was proud to represent the City at the America in Bloom Conference and looked forward to sharing the awards at the next Council meeting. He thanked Mr. Dillon and Ms. Anderson for their leadership and announced that Mr. Dillon had been asked to serve as a national advisor, which he said was a significant honor for both Mr. Dillon and the City of Tavares.

### **XV. ADJOURNMENT**

There was no further business, and Mayor Price adjourned the meeting at 4:53 p.m.

Respectfully,

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Susie Novack, MMC, FCRM  
City Clerk

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
10/15/2025**

**AGENDA TAB NO.: 4**

**SUBJECT TITLE: Management Control Agreement between LCSO and City of Tavares for Information and Technology Services and Support (Police)**

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**OBJECTIVE:**

Approve the Management Control agreement is between the LCSO and the City of Tavares.

**SUMMARY:**

The Management Control Agreement between the Lake County Sheriff's Office and the City of Tavares is for Information Technology Services and Support. The agreement covers the overall supervision of technical services provided by the City IT department for network services used to access equipment, system design, programming and operational procedures associated with the development, implementation, and maintenance of the Lake County Sheriff's Office system to include the National Crime Information Center and the Florida Crime Information Center programs that may be subsequently designed and/or implemented within the LCSO.

Pursuant to CJIS security policy, it is agreed that the computer systems and network infrastructure interfacing directly or indirectly with the state network FCIC/NCIC is located within the LCSO Data/IT Center.

**OPTIONS:**

1. Approve the MCA
2. Do not approve the MCA

**STAFF RECOMMENDATION:**

Option 1 Approve the MCA

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

Yes

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

1. Tavares MCA-IT

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
10/15/2025**

**AGENDA TAB NO.: 5**

**SUBJECT TITLE: Resolution 2025-19 - Acceptance of United States Department of Justice Edward Byrne Memorial Justice Assistance Grant (Finance)**

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**OBJECTIVE:**

Consider approval of Resolution 2025-19 authorizing acceptance of United States Department of Justice JAG Grant.

**SUMMARY:**

The City of Tavares Police Department was awarded a United States Department of Justice (US DOJ) Edward Byrne Memorial Justice Assistance Grant (JAG) to purchase six (6) mobile printer systems for vehicles.

Details of the grant include the following:

- Agreement Number: JG019.
- Pass-through Entity: Florida Department of Law Enforcement.
- Subrecipient: City of Tavares.
- Grant Award: \$3,416.
- No grant match required.
- Award Period: 7/01/2025 – 3/31/2026.
- The grant is subject to all applicable rules, regulations, and conditions, as contained in the Department of Justice Grants Financial Guide, and the Office of Management and Budget Uniform Grant Requirements (2 C.FR. Part 200).

**OPTIONS:**

**Option 1:** Move to approve resolution 2025-19 authorizing the Mayor to execute the JAG grant.

**Option 2:** Do not approve resolution 2025-19.

**STAFF RECOMMENDATION:**

**Option 1:** Move to approve resolution 2025-19 authorizing the Mayor to execute the JAG grant.

**FISCAL IMPACT:**

\$3,416 will be budgeted in the Fiscal Year 2026 Budget.

**LEGAL SUFFICIENCY:**

Legally Sufficient.

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

1. Resolution 2025-19 (Acceptance of JAG Grant) - Printers
2. JG019 - Federal Award - Agreement

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

## RESOLUTION 2025-19

### **A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, AUTHORIZING THE ACCEPTANCE OF A JUSTICE ASSISTANCE GRANT FROM THE UNITED STATES DEPARTMENT OF JUSTICE TO PURCHASE SIX MOBILE PRINTER SYSTEMS FOR POLICE VEHICLES**

**WHEREAS**, the Florida Department of Law Enforcement as a pass-through entity for the United States Department of Justice has awarded the City of Tavares an Edward Byrne Memorial Justice Assistance Grant (JAG).

**WHEREAS**, the grant awarded by the Florida Department of Law Enforcement represents a program to assist municipal law enforcement agencies in their effort to combat crime.

**WHEREAS**, the Justice Assistance Grant provides funding to purchase six (6) mobile printer systems for police vehicles in the amount of \$3,416.

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

**SECTION I.** The Mayor is hereby authorized to execute an award agreement with the Florida Department of Law Enforcement for an Edward Byrne Memorial Justice Assistance Grant award. Elements of the award include:

- Agreement Number: JG019.
- Pass-through Entity: Florida Department of Law Enforcement.
- Subrecipient: City of Tavares.
- Grant Award: \$3,416.
- No grant match required.
- Award Period: 7/01/2025 – 3/31/2026.
- The grant is subject to all applicable rules, regulations, and conditions, as contained in the Department of Justice Grants Financial Guide, and the Office of Management and Budget Uniform Grant Requirements (2 C.F.R. Part 200).

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

**SECTION III.** This Resolution shall become effective immediately upon its passage and

adoption.

**PASSED AND ADOPTED this 15<sup>th</sup> day of October 2025, by the City Council of the City of Tavares, Florida.**

\_\_\_\_\_  
Walter B. Price Sr., Mayor  
Tavares City Council

ATTEST:

\_\_\_\_\_  
Susie Novack  
City Clerk

\_\_\_\_\_  
Approved as to form:  
Lindsey Holt  
City Attorney

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
10/15/2025**

**AGENDA TAB NO.: 6**

**SUBJECT TITLE: Resolution 2025-20 - Acceptance of United States Department of Homeland Security (US DHS) Federal Emergency Management Agency (FEMA) Staffing for Adequate Fire and Emergency Response (SAFER) Grant (FINANCE)**

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**OBJECTIVE:**

Consider approval of Resolution 2025-20 authorizing acceptance of FEMA SAFER grant to hire six new Firefighters.

**SUMMARY:**

The Federal Emergency Management Agency has awarded the City a Staffing for Adequate Fire and Emergency Response grant to hire six (6) new Firefighters. The grant will cover Firefighter salaries and eligible benefits for three years.

During **years 1 and 2**, FEMA will reimburse the City for 75% of a Firefighter's salary, up to a maximum of \$31,443.75 per Firefighter, and 75% of eligible benefits, up to \$22,685.93, totaling \$54,129.68 per Firefighter.

In **year 3**, FEMA will reimburse 35% of a Firefighter's salary and benefits, totaling \$25,260.52 per Firefighter—\$14,673.75 for salaries and \$10,586.77 for benefits. In total, FEMA will reimburse the City up to \$801,119.16 to hire six (6) Firefighters for three years. The city will have to cover all remaining costs.

Details of the grant from FEMA include the following:

- Agreement Number: EMW-2024-FP-00181
- Pass-through Entity: N/A.
- Awarding Entity: Federal Emergency Management Agency.
- Recipient: City of Tavares.
- Grant Award: \$801,119.16 (over three years).
- City Match: At least \$497,993.04 (over three years), but the actual match will be higher as the City must cover all other costs of hiring six new Firefighters for three years.
- Award Start Date: 9/20/2025.
- Award End Date: To be determined.

Due to the federal government shutdown, staff cannot ascertain the full cost, scope, and options available with this grant. It is unclear whether fewer than six firefighters can be hired or if their hire dates can be staggered. Should the City Council accept this grant award, this item will be brought back to the City Council with additional details to discuss the actual cost and hiring process for the firefighters.

Although the shutdown imposes limitations, the City still must accept the grant award by October 23rd

or forfeit it.

**OPTIONS:**

**Option 1:** Move to approve resolution 2025-20 authorizing the City Administrator to accept and execute all necessary grant agreements with FEMA for the SAFER grant to hire six (6) new Firefighters, and request that the City Administrator bring this item back to the City Council for further discussion when staff can determine other options within the grant.

**Option 2:** Do not approve resolution 2025-20.

**STAFF RECOMMENDATION:**

**Option 1:** Move to approve resolution 2025-20 authorizing the City Administrator to accept and execute all necessary grant agreements with FEMA for the SAFER grant to hire six (6) new Firefighters, and request that the City Administrator bring this item back to the City Council for further discussion when staff can determine other options within the grant.

**FISCAL IMPACT:**

• **Grant Amount:**

- Year 1 - \$324,778.04.
- Year 2 - \$324,778.04.
- Year 3 - \$151,563.08.
- Total - \$801,119.16.

• **City Match Amount:**

- At least \$497,993.04 over three years. The full cost will be determined when all options for this grant are known and brought back to the City Council at a future meeting.

**LEGAL SUFFICIENCY:**

Legally Sufficient.

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

1. Resolution 2025-20
2. EMW-2024-FF-00181 - Award Package

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

## RESOLUTION 2025-20

### **A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, AUTHORIZING THE ACCEPTANCE OF A STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE GRANT FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY TO HIRE SIX NEW FIREFIGHTERS.**

**WHEREAS**, the Federal Emergency Management Agency has awarded the City of Tavares a \$801,119.16 grant.

**WHEREAS**, the grant provides funding to hire six (6) new Firefighters.

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

**SECTION I.** The City Administrator or his designee is hereby authorized to execute all necessary grant agreements with the Federal Emergency Management Agency. Elements of the award include:

- Agreement Number: EMW-2024-FP-00181
- Pass-through Entity: N/A.
- Awarding Entity: Federal Emergency Management Agency.
- Recipient: City of Tavares.
- Grant Award: \$801,119.16 (over three years).
- City Match: At least \$497,993.04 (over three years), but the actual match will be higher as the city must cover all other costs of hiring six new Firefighters for three years.
- Award Start Date: 9/20/2025.
- Award End Date: To be determined.

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

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

**PASSED AND ADOPTED this 15th day of October 2025, by the City Council of the City of Tavares, Florida.**

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Walter B. Price Sr., Mayor  
Tavares City Council

ATTEST:

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Susie Novack  
City Clerk

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Approved as to form:  
Lindsey Holt  
City Attorney

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
10/15/2025**

**AGENDA TAB NO.: 7**

**SUBJECT TITLE: 2025 America in Bloom Update (Public Works)**

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**OBJECTIVE:**

Provide Council with an America In Bloom update and announce awards received.

**SUMMARY:**

America in Bloom is a national awards program for cities, towns, colleges, and business districts that strives to empower communities to beautify and improve the overall quality of life for its residents through their programs, symposiums, grant opportunities, resource library, and more. The program focuses on seven areas of impact within the municipal, business, and residential sectors. Identified as follows:

- Overall Impression
- Floral Impact
- Urban Forestry
- Environmental Initiatives
- Landscaped Areas,
- Celebrating Heritage
- Community Vitality

Tavares enrolled in the AIB program in 2017 and has been celebrated numerous times as a participant, including:

- Coolest Place for Kids 2017
- Overall Impression 2017
- Environmental Efforts 2018
- Overall Impression 2019
- Best Innovative Project or Program 2019
- Champion Community 2019
- *Tavares did not participate during 2020 & 2021, when the program was administered virtually, due to COVID-19.*
- Overall Impression nominee in 2022
- Coolest Downtown 2023
- Champion Community 2023
- Overall Impression 2023
- Coolest Place for Kids 2024
- Overall Impression 2024

The 2025 National Symposium was held in Orion Township and Rochester, Michigan, during the last

week of September. Tavares City officials were in attendance.

Attendees enjoyed networking and programs on revitalizing Main Street USA, planning for the unexpected, environmental sustainability, retaining employees, and free tree campaigns. The symposium celebrated the 2025 participating communities with an awards ceremony.

Tavares received higher scores this year on its annual evaluation than previous years, and was recognized with:

- 1) **The Champion Community winner** award in the population category of 20,000 to 25,000. Other communities vying for this top honor were St. John, IN, Greenwood, SC, and Eustis, FL. Tavares was also recognized.
- 2) The Tavares Public Works Transportation Training and Operations Center partnership with Lake Technical College was awarded the **Innovation in Action – Most Impressive New Project or Program honor.**
- 3) Tavares was also recognized for establishing **the first America in Bloom chapter** in the country, which is now successfully being replicated throughout the nation.
- 4) The Tavares Public Works Department was nominated for the award recognizing the **Best Use of Technology.**
- 5) James Dillon, Director of the Department of Public Works, was asked to serve as an **AIB Advisor**, which he accepted.

AIB Advisor recommendations for Tavares this year included:

- Increasing promotion of public parks through social media,
- Expand the volunteer program
- Expanding floral displays and improving maintenance practices,
- Moving forward with ordinances promoting “Adopt a Spot”,
- Adopt policies for the protection of historic trees
- Promotion of sustainability initiatives,
- Incorporating more energy-efficient municipal vehicles into the city fleet,
- Expanding youth participation in historical programs

Notable projects that were showcased included:

- Demonstration garden at the library, featuring entirely native and Florida-friendly plants,
- Mr. Gene Smith, who is overseeing the restoration of the Tavares Church of Christ,
- Tav-Lee Trail diversion around the seaplane base as a “Best Idea”.

The Tavares Public Works Leadership team (Tracy Anderson and James Dillion) delivered a well-received presentation on preparedness from a Public Works perspective, punctuating the recently recognized roles Public Works employees play in Florida as "First Responders."

**OPTIONS:**

A group photo of the Awards with City Council.

**STAFF RECOMMENDATION:**

A group photo of the Awards with City Council.

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

Legally Sufficient

**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  
10/15/2025**

**AGENDA TAB NO.: 8**

**SUBJECT TITLE: David Walker Drive Interlocal Agreement Amendment (Public Works)**

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**OBJECTIVE:**

To approve the Lake County Interlocal Agreement amendment of David Walker Drive and the reallocation of funds to support capital needs and emergency preparedness.

**SUMMARY:**

On August 21, 2018, the City of Tavares entered into an Interlocal Agreement with Lake County to transfer jurisdiction, ownership, and maintenance responsibilities for David Walker Drive (CR 4756) from Lake County to the City of Tavares. The agreement stated that the County would mill, resurface, restripe, and upgrade 2 ADA sidewalk ramps once the pavement condition reached a rating of "4" or after seven years, whichever came first.

The County has determined that the pavement condition of David Walker Drive remains above the threshold requiring resurfacing. Consequently, both parties have agreed to amend the agreement. Instead of performing the work, the County will issue a one-time payment of \$614,509.80 to the City, representing the estimated value of the resurfacing and ADA improvements. Additionally, the City Streets Department has thoroughly evaluated the County's bid estimates and confirmed that the lowest bid, is competitive and aligns with current project costs.

This amendment and proposed funding reallocation present an opportunity to address the long-standing need for bulk storage within the Streets Management Division and enhance the City's emergency preparedness infrastructure.

**Amendment Summary:**

- Section 2.B of the Interlocal Agreement will be entirely replaced.
- The County will provide a detailed cost breakdown and make the payment by December 31, 2025.
- Upon receipt, the City will assume full responsibility for all future maintenance, repairs, and improvements to David Walker Drive.

**Proposed Use of Funds — Strategic Investment in Public Works Infrastructure and Emergency Operations:**

**1. Hazard Mitigation Grant Program (HMGP) Match Funding and Contingency:**

The Department of Public Works has successfully applied for two grants from the Hazard Mitigation Grant Program, totaling \$1,617,690, with a 25% match requirement of \$404,422.50.

- Two Emergency Generators for the Public Works Operations Center — Total Cost: \$400,000 |

Total Grant Award: \$300,000 | City Match: \$100,000

- Covered Sandbag Storage & Emergency Vehicle Parking at the Public Works Operations Center — Total Cost: \$1,217,690 | Total Grant Award: \$913,267.50 | City Match: \$304,422.50
- Contingency Cost for both Hazard Mitigation Grant projects — Total Cost: \$190,087.30

**Justification:**

These items were initially included in the plans for the Public Works Operations Center but were removed during contract negotiations due to rising construction costs. By reallocating these funds to meet the 25% grant matching requirements, the City can secure \$1,213,267.50 in hazard mitigation funding. If approved, staff believes this funding will significantly enhance the community's safety without imposing any financial burden on taxpayers, ensuring a beneficial fiscal outcome for Tavares residents. The proposed grants aim to improve capabilities by establishing a regional sandbag distribution site accessible to residents of both unincorporated Lake County and the City of Tavares during storm events. This facility will serve as both a distribution hub and a secure storage location for essential materials, including sand, asphalt, and concrete, directly benefiting the Streets Management Division. Furthermore, procuring generators will ensure the continuous operation of the Public Works Operations Center during emergencies, facilitating critical activities such as clearing roadways, assessing and repairing local infrastructure, removing debris that hinders essential services, restoring utilities, and maintaining vital traffic and hurricane evacuation routes.

**3. David Walker ADA Sidewalk Improvements:**

- Remove three existing sidewalk ramps at the intersection of Dora and David Walker Drive and install three new ADA ramps, totaling \$20,000, as depicted in the original David Walker Interlocal agreement.

**Justification:**

Pursuant to the Interlocal agreement, the County agreed to replace the existing sidewalk curb ramps at the intersection of David Walker and Dora Ave, specifically the two curb ramps on the southeast corner of the intersection and one on the northeast corner of the intersection.

**OPTIONS:**

1. Move to approve the attached Amendment to the Interlocal Agreement with Lake County and authorize the City Administrator to execute the same, as well as give the City Administrator full authority to reallocate the funds as described in the agenda summary.
2. Do not approve the attached Amendment to the Interlocal Agreement with Lake County.

**STAFF RECOMMENDATION:**

Option 1. Move to approve the attached Amendment to the Interlocal Agreement with Lake County and authorize the City Administrator to execute the same, as well as give the City Administrator full authority to reallocate the funds as described in the agenda summary.

**FISCAL IMPACT:**

The proposed reallocation of \$614,509.80 is detailed as follows:

- Two Emergency Generators for the Public Works Operations Center — Total Cost: \$400,000 | Total Grant Award: \$300,000 | City Match: \$100,000
- Covered Sandbag Storage & Emergency Vehicle Parking at the Public Works Operations Center — Total Cost: \$1,217,690 | Total Grant Award: \$913,267.50 | City Match: \$304,422.50
- Contingency Cost for both Hazard Mitigation Grant projects — Total Cost: \$190,087.30
- Three ADA Compliant Curb Ramps at the intersection of David Walker and Dora Ave — Total Cost: \$20,000

**LEGAL SUFFICIENCY:**

Legally Sufficient.

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

1. Amendment to the Interlocal Agreement between Lake County and Tavares for David Walker Dr Infrastructure Improvements
2. Interlocal Agreement between Lake County and Tavares for David Walker Dr Infrastructure Improvements
3. Lake County Bid for David Walker ADA Ramps
4. Lake County Bid Tabulation for Resurfacing David Walker Dr

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
10/15/2025**

**AGENDA TAB NO.: 9**

**SUBJECT TITLE: City Administrator Report**

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**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	November 19, 2025, 4:00 p.m., Tavares City Council Chambers ( <i>No meeting the 1st Wednesday in November due to the municipal election.</i> )
Planning and Zoning Board Meeting	October 16, 2025, 3:00 p.m., Tavares City Council Chambers
Library Board Meeting	November 12, 2025, 4:00 p.m., Tavares Library Expansion Room
Code Enforcement Special Magistrate Hearing	October 28, 2025, 4:00 p.m., Tavares City Council Chambers

**OUTSIDE AGENCY MEETINGS:**

Lake County League of Cities Meeting	November 14, 2025, 12:00 noon, Tavares Civic Center
Lake Sumter MPO Governing Board Meeting	October 22, 2025, 2:00 p.m., Suite 175, 1300 Citizens Boulevard, Leesburg
Tavares Chamber of Commerce Business Meeting	October 22, 2025, 11:30 a.m., Tavares Civic Center

**CITY EVENTS:**

The current 2025 and 2026 City Event calendars are 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\_EventCalendar\_2025\_RVSD 10.3.2025
2. 2026\_Tavares\_EventCalendar\_Rvsd 10.3.2025

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
10/15/2025**

**AGENDA TAB NO.: 10**

**SUBJECT TITLE: City Council Member Reports**

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**OBJECTIVE:**

To inform the Council on city-related items.

**SUMMARY:**

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

**OPTIONS:**

N/A

**STAFF RECOMMENDATION:**

N/A

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

N/A

**ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:**

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