



**AGENDA
TAVARES CITY COUNCIL
November 19, 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 agendized 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 Bob Bliss, Elder, Mount Dora Church of Christ

III. ELECTION RESULTS

Tab 2 November 4, 2025, Tavares Municipal Election Results (City Clerk)

IV. SWEARING IN OF NEW COUNCIL MEMBERS

V. CONVENING OF NEW COUNCIL

VI. ELECTION OF MAYOR

Tab 3 Election of Mayor (City Administrator)

VII. ELECTION OF VICE MAYOR

Tab 4 Election of Vice Mayor (Mayor)

VIII. SUNSHINE LAW/ETHICS UPDATE

Tab 5 Sunshine Law and Ethics Update (City Attorney)

IX. APPROVAL OF AGENDA

X. PROCLAMATIONS/PRESENTATIONS

Tab 6 Recognition of Tavares Middle School Cross Country Team
(Community Services)

XI. SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EXPARTE

COMMUNICATIONS

XII. READING OF ALL ORDINANCES/RESOLUTIONS INTO RECORD

XIII. CONSENT AGENDA

Tab 7 Approval of the October 15, 2025, City Council Meeting (City Clerk)

XIV. RESOLUTIONS

Tab 8 Resolution No. 2025-21 – Final Budget Amendment for FY2025 (Finance)

XV. ORDINANCES - PUBLIC HEARING

First Reading

Second Reading

XVI. GENERAL GOVERNMENT

Tab 9 Board Appointment to the Police Pension Board (Mayor)

Tab 10 Mayor's Youth Council Pairing (City Administrator)

Tab 11 Horizon Teams (City Administrator)

Tab 12 Board Representatives (City Administrator)

Tab 13 St. Clair Abrams Culvert / Stormwater Conveyance Update (Utilities)

Tab 14 Jones Brothers Seaplanes LLC, Assignment of Lease at Tavares Seaplane Base (Economic Development)

XVII. NEW BUSINESS

XVIII. OLD BUSINESS

XIX. AUDIENCE TO BE HEARD

XX. REPORTS

Tab 15 City Administrator Report

Tab 16 City Council Member Reports

XXI. 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
11/19/2025**

AGENDA TAB NO.: 1

SUBJECT TITLE: Bob Bliss, Elder, Mount Dora Church of Christ

OBJECTIVE:

Bob Bliss, Elder, Mount Dora Church of Christ, will provide the invocation and lead those present in the Pledge of Allegiance.

SUMMARY:

Bob Bliss, Elder, Mount Dora Church of Christ, will provide the invocation and lead those present in the Pledge of Allegiance.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
11/19/2025**

AGENDA TAB NO.: 2

SUBJECT TITLE: November 4, 2025, Tavares Municipal Election Results (City Clerk)

OBJECTIVE:

Certification of the November 5, 2024, Tavares City Council Municipal Election.

SUMMARY:

The City of Tavares Canvassing Board, comprised of the Mayor, City Attorney, and City Clerk, completed the certification for the November 4, 2025, Tavares City Council Municipal Election.

Candidate Qualification

Effective August 15, 2025, at 12:00 noon, the following candidates qualified for the office of Tavares City Council, Seats 2 and 4:

Seat 2

- Sandy Gamble

Sandy Gamble was a qualified incumbent and re-elected to Seat 2 without opposition.

Seat 4

- Lou Buigas
- Doug Keown

The official election results certified by the City of Tavares Canvassing Board on November 7, 2025, reflect the following vote totals:

Lou Buigas: 772 votes
Doug Keown: 1,319 votes

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. 11102025_OFFICIAL CITY OF TAVARES CANVASSING BOARD CERTIFICATE O

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
11/19/2025**

AGENDA TAB NO.: 3

SUBJECT TITLE: Election of Mayor (City Administrator)

OBJECTIVE:

To elect the position of Mayor of the City Council.

SUMMARY:

Section 3.04 of the City Charter states that “The council shall elect from its members, a Mayor and Vice Mayor” and “the City Administrator shall conduct the election of the Mayor”. The Council has traditionally followed Roberts Rules of Order when conducting meetings and elections and therefore, the City Administrator will follow Roberts Rules of Order when conducting this election as follows:

- 1) The City Administrator will open up the floor for nominations of Mayor.
- 2) Council members will be invited to nominate any council member, including themselves. No second is required for a nomination.
- 3) Any person who has been nominated may decline such a nomination.
- 4) Once nominations have been completed, the City Administrator will close nominations.
- 5) The City Administrator will then offer an opportunity for Council Member who wishes to speak to make comment at this time.
- 6) The City Administrator will then offer an opportunity for any audience member who wishes to speak to make comment at this time.
- 7) The City Administrator will request a hand vote (raising of the right arm) for each nominee based on the order in which they were received at the time of nomination until three or more votes are made for a nominee.

OPTIONS:

1. Have the City Administrator entertain nominations for Mayor, conduct the election process as outlined above and call for the vote in the order in which they are made.
2. Make a motion for another method of nomination.

STAFF RECOMMENDATION:

Option 1 - Have the City Administrator entertain nominations for Mayor, conduct the election process outlined above, and then call for the vote in the order in which they are made.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
11/19/2025**

AGENDA TAB NO.: 4

SUBJECT TITLE: Election of Vice Mayor (Mayor)

OBJECTIVE:

To elect the position of Vice Mayor of City Council.

SUMMARY:

Section 3.04 of the City Charter states that “The council shall elect from its members, a Mayor and Vice Mayor”. The Mayor shall conduct the election of the Vice-Mayor. The Council has traditionally followed Roberts Rules of Order when conducting meetings and elections and, therefore, the Mayor will follow Roberts Rules of Order when conducting this election as follows:

- 1) The Mayor will open up the floor for nominations of Vice-Mayor.
- 2) Council members will be invited to nominate any council member, including themselves. No second is required for a nomination.
- 3) Any person who has been nominated may decline such a nomination.
- 4) Once nominations have been completed, the Mayor will close nominations.
- 5) The Mayor will then offer an opportunity for a Council Member who wishes to speak to make a comment at this time.
- 6) The Mayor will then offer an opportunity for any audience member who wishes to speak to make a comment at this time.
- 7) The Mayor will request a hand vote (raising of the right arm) for each nominee based on the order in which they were received at the time of nomination until three or more votes are made for a nominee.

OPTIONS:

1. Have the Mayor entertain nominations for Vice Mayor, run the election as described above and call for the vote in the order in which they are made.
2. Make a motion for another method of nomination.

STAFF RECOMMENDATION:

Option 1 - Have the Mayor entertain nominations for Vice Mayor, run the election as described above and call for the vote in the order in which they are made.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
11/19/2025**

AGENDA TAB NO.: 5

SUBJECT TITLE: Sunshine Law and Ethics Update (City Attorney)

OBJECTIVE:

To have the City Attorney present an annual update on the Florida Sunshine and Ethics laws.

SUMMARY:

The City Attorney will provide an overview of Florida Sunshine and Ethics laws.

OPTIONS:

N/A

STAFF RECOMMENDATION:

For the City Attorney to provide an overview to the Council on Florida's Sunshine and Ethics Laws for elected officials.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
11/19/2025**

AGENDA TAB NO.: 6

SUBJECT TITLE: Recognition of Tavares Middle School Cross Country Team (Community Services)

OBJECTIVE:

To recognize the accomplishments of the 2025 Tavares Middle School Cross Country Team.

SUMMARY:

The Tavares Patriots Middle School Cross Country boys' and girls' teams all recently competed in the 2025 FLYRA Middle School Cross Country State Championships – Public School Division. The girls' varsity team won their 5th State Championship in a row, which is unprecedented in the state of Florida, and the boys' varsity team won their 3rd consecutive State Championship.

Individually, with close to 450 runners in the Boys & Girls championship races, Tavares boasted an incredible 14 state medalists. Alice Ilea won the individual girls' public school state championship and Navid Lozano won the boys' championship.

Coaching for the Tavares Patriot Middle School Cross Country team is the duo of Kevin and April Von Maxey. Both have been dedicated coaches for close to 20 years and have led their teams to numerous district and state championships.

State Roster:

Girls Varsity - State Champions

Alice Ilea --- 1st place
Isabella Neal
Lindsey Mishler
Lilliana Gutfreind
Meadow Sadlemire
Arieyahna Neal
Kayla Santos

Boys Varsity - State Champions

Navid Lozano -- 1st Place
Emiliano Lozano
Gabriel Garback
Dylan Leavitt
Benjamin Rios
Alejandro Hernandez
Emmitt Maldonado
Joel Cordero

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
11/19/2025**

AGENDA TAB NO.: 7

SUBJECT TITLE: Approval of the October 15, 2025, City Council Meeting (City Clerk)

OBJECTIVE:

For the Council to consider approval of the October 15, 2025, City Council meeting minutes.

SUMMARY:

Attached are the October 15, 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. 10-15-2025 CC Minutes
2. 10-15-2025 CC Minutes Exhibit

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



**TAVARES CITY COUNCIL
MEETING MINUTES
OCTOBER 15, 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
James Dillon, Public Works Director
Mark O'Keefe, Support Services Director
Sarah Coursey, Police Chief
Phil Clark, Utilities Director**

I. CALL TO ORDER

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

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1. Pastor Ludy Lopez, Senda Church, Tavares

Pastor Ludy Lopez, Senda Church, 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 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. Proclamation – First Responders Day Proclamation

Mayor Price read a Proclamation in its entirety declaring October 28, 2025, as National First Responder Day in the City of Tavares. The Proclamation recognized the invaluable contributions of first responders, including the Tavares Police Department, Tavares Fire Department, Tavares Utility Department, and Tavares Public Works Department.

MOTION

Bob Grenier moved to approve the Proclamation, seconded by Troy Singer. The motion carried unanimously 5-0.

Council Member Singer commended and thanked the City's first responders.

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

Attorney Boggus 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 2025-19

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

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.

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 October 1, 2025, City Council Meeting Minutes, and Tab 4. Management Control Agreement Between LCSO and the City of Tavares for Information and Technology Services and Support], seconded by Bob Grenier. The motion carried unanimously 5-0.

Tab 3. Approval of the October 1, 2025, City Council Meeting Minutes

Approved on the Consent Agenda.

Tab 4. Management Control Agreement Between LCSO and the City of Tavares for Information and Technology Services and Support

Approved on the Consent Agenda.

VIII. RESOLUTIONS

Tab 5. Resolution 2025-19 – Acceptance of the United States Department of Justice Edward Byrne Memorial Justice Assistance Grant

Ms. Houghton made the following presentation:

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.F.R. Part 200).*

Ms. Houghton said staff recommended Option 1, for the Council to approve Resolution 2025-15 authorizing the Mayor to execute the JAG grant.

Council Member Gamble inquired about the fiscal impact, noting that the resolution referenced the grant amount. Ms. Houghton clarified that there was no fiscal impact to the City, as the funds would be received and expended within a reportable grant fund account.

MOTION

Sandy Gamble moved to approve [Resolution 2025-15], seconded by Bob Grenier.

Council Member Singer stated that grants were not easy to obtain and commended staff for their continued efforts. He remarked that if the City did not pursue such funding opportunities, others would, and he expressed appreciation for the staff's dedication in securing these grants, which ultimately benefited the taxpayers.

All Council Members expressed appreciation to staff for their work in obtaining grant funding.

The motion carried unanimously 5-0.

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

Ms. Houghton made the following presentation:

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.

Ms. Houghton said staff recommended Option 1, to approve Resolution 2025-20 authorizing the City Administrator to accept and execute all necessary grant agreements with FEMA for 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.

Chief Keith thanked Ms. Houghton for preparing the resolution and noted that the grants were competitive and that the City had been pursuing them for several years. He thanked Mayor Price for providing valuable advice to garner support for the grant at the state and federal levels. Chief Keith shared that the City of Tavares had been awarded six firefighters under the grant. He reported other awards across the region, including Citrus County (13), The Villages (14), Clermont (15), Lake County Fire Rescue (36), and St. Cloud Fire Department (48). He stated that while the award was significant, the challenge ahead would be to find available firefighters, as they were in high demand across the state.

Chief Keith explained that the grant would fund 75% of the salaries and benefits for six new firefighters during the first two years. He said the addition of these six positions would bring the department to appropriate staffing levels for the foreseeable future. He expressed appreciation to the Finance Department and Mr. Jones for his management of the City's grants.

Mayor Price asked for comments from the Council.

Council Member Singer asked if six new firefighter positions were needed, and noted that accepting the grant would help offset associated costs. Chief Keith confirmed.

Council Member Singer asked whether the City could stagger the hiring process as previously planned. Mr. Drury said that once the federal government resumed operations, staff would finalize details for a staggered hiring program that fit within the budget and bring it back to Council for approval.

Council Member Grenier asked if the grant could be used to replace existing firefighters who retired or found other employment. Mr. Drury confirmed that the positions must be new and could not replace existing personnel.

Council Member Gamble asked whether, if a firefighter retired during the fiscal year, the funding budgeted for that position could be used to offset the City's 25 percent match. Mr. Drury advised that existing funds should remain allocated for the replacement of the retired firefighter. He cautioned against using current budgeted money for new positions, emphasizing that new grant funds should support new personnel.

Council Member Singer expressed full support for the resolution, stating that additional firefighters were necessary for future operations.

MOTION

Sandy Gamble moved to approve [Resolution 2025-20], seconded by Troy Singer.

Mayor Price stated that fire departments throughout the state were adding a "D Shift" to improve staffing, retention, and recruitment, and that this grant would help position Tavares to do the same.

The motion carried unanimously 5-0.

IX. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

X. GENERAL GOVERNMENT

Tab 7. 2025 America in Bloom Update

Traci Anderson, Parks Operations Manager, made the following presentation:

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.”

Mayor Price stated that he was proud to represent the City of Tavares at the America in Bloom conference and to accept the awards on the City’s behalf. He then presented the awards to the Public Works team in recognition of their outstanding efforts.

Tab 8. David Walker Drive Interlocal Agreement Amendment

Mr. Dillon made the following presentation:

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.

Mr. Dillon said staff recommended Option 1, for the Council to approve the 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.

Mayor Price asked for comments from the Council

Council Member Singer said it was his understanding that the City would be taking over David Walker Road from Lake County. Mr. Dillon confirmed and said that when the agreement was originally made approximately eight years ago, the City had been responsible for operations and maintenance activities.

Council Member Singer noted that the road was in very good condition, that the County would be paying the City \$600,000, and that Mr. Dillon had found a way to leverage those funds into approximately \$2.2 million in needed improvements. Council Member Singer stated that with no cost to the taxpayers, there was no reason not to move forward with the proposal.

MOTION

Troy Singer moved to approve [the agreement], seconded by Sandy Gamble. The motion carried unanimously 5-0.

XI. NEW BUSINESS

XII. OLD BUSINESS

XIII. AUDIENCE TO BE HEARD

Doug Keown, 1955 Magnolia Circle, Tavares, addressed the Council and expressed appreciation to Mr. Clark, who would soon be retiring and was attending his final City

Council meeting. Mr. Keown recognized Council Member Singer, who was concluding his term on the City Council, and thanked him for his commitment and dedication to the community.

Karen Dempsey, 626 Virginia Avenue, Tavares, spoke regarding the growth and development occurring within the City. She acknowledged that growth was inevitable and emphasized the need to manage it carefully and to protect existing neighborhoods. She explained that she and other residents of Virginia Avenue had raised concerns about the new townhomes being constructed on Caroline Street. Ms. Dempsey stated that six residents had recently met with City personnel to discuss drainage and barricade issues affecting their neighborhood, and she deferred to Clayton Lee to elaborate on the details.

Clayton Lee, 628 Virginia Avenue, Tavares, said he was a civil engineer with over forty years of experience. He addressed the Council regarding drainage concerns associated with the new apartment complex on East Caroline Street. He explained that Virginia Avenue was currently a dead-end street and that the development had altered drainage patterns, resulting in flooding in nearby yards. Mr. Lee stated that he had reviewed the site plans and had also communicated with the Water Management District. He expressed appreciation for City staff, particularly Mr. Fabre, for their responsiveness, and urged the Council to take action to ensure the developer promptly corrected the drainage issues. He emphasized that improvements should be made before the project was completed and suggested that the City explore mechanisms to hold the developer accountable.

Mayor Price thanked the speakers and confirmed that City staff had been actively working on the issue. He stated that he had personally visited the site and that the matter continued to receive the City's attention.

Gary Santoro, a resident of Royal Harbor, Tavares, addressed the Council and stated that it was both a joyous and bittersweet occasion as the City would be losing two pillars of its leadership. He commended Mr. Clark for his outstanding service and professionalism throughout his career and congratulated him on his retirement. Mr. Santoro also recognized Council Member Singer for his years of dedicated service to the City, particularly for his continued support and recognition of City staff. He expressed heartfelt appreciation and wished Council Member Singer well in his future endeavors.

Kellie Singer, 205 Lakecrest Drive, Tavares, also addressed the Council, offering remarks recognizing both Mr. Clark and Council Member Singer. She congratulated Mr. Clark on his retirement and spoke personally to her husband, Council Member Singer, stating it had been an honor and a privilege to watch him serve the City for the past nine years with passion and commitment. She said his devotion and leadership had made a lasting impact on the community and that Tavares was better because of his service.

With no further speakers, Mayor Price closed public comment.

Phil Clark Proclamation

Mayor Price invited Mr. Clark to the dais. He read a Proclamation in its entirety recognizing and commending Phil Clark for his 16 years of dedicated service to the City of Tavares and its citizens, with appreciation for his many accomplished and lasting contributions to the City, with best wishes in his retirement.

MOTION

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

Mr. Clark thanked the Council, Mr. Drury, the Department Directors, and staff for their support through his years of service.

Troy Singer Proclamation

Mayor Price read a Proclamation in its entirety recognizing and commending Council Member Singer for his outstanding years of service and leadership to the citizens of the City of Tavares, and extended appreciation and best wishes for continued success in all future endeavors.

MOTION

Bob Grenier moved to approve the Proclamation, seconded by Sandy Gamble. The motion carried unanimously 5-0.

Mayor Price stated that he would like Council Member Singer to offer the final remarks of the meeting.

XIV. REPORTS

Tab 9. City Administrator Report

Mr. Drury said that it had been an honor to work with Mr. Clark over the years, noting that Mr. Clark never disappointed, was always in the right seat on the right bus, and had made him look good through his dedicated service to the citizens, staff, and the Council.

Mr. Drury remarked that while Council Member Singer had served as Mayor, he had also become a friend, though he could not recall exactly when that transition occurred. He stated that he considered their friendship one that would last for life and that he was better for it. Mr. Drury further commented that Council Member Singer represented the City with gusto and professionalism, both as Mayor and as a Council Member, and that he could always be counted on when needed. He concluded by thanking Council Member Singer for his service and stated that he would be missed.

The Department Directors collectively expressed their appreciation to Mr. Clark and Council Member Singer for their many years of dedicated service to the City of Tavares. They remarked that both individuals had exemplified professionalism, leadership, and integrity throughout their tenure and had left a lasting legacy on the organization and community.

Mr. Tweedie announced that Rocktoberfest would be held on Saturday from 11:00 a.m. to 11:00 p.m., featuring live music, food, and entertainment throughout the day.

Chief Keith reported that the Board of County Commissioners accepted the SAFER Grant for thirty-five to thirty-six firefighters. He noted additional County discussions regarding the possible relocation of the County Fairgrounds to property near the animal shelter on State Road 448.

Chief Keith said Gene and Brenda Smith experienced a house fire on September 3 and asked that a letter of appreciation from Mr. Smith to the first responders be included in the official record of the meeting. Chief Keith thanked the Council for supporting the SAFER Grant and commended Division Chief Mike Willis, Fire Inspector Lee Chaney, and Administrative Coordinator Rosie Serrano for their successful grant work, as well as Mr. Drury for fostering a culture that encourages staff development.

Mr. Aldrich announced that the second community engagement meeting for the Golden Triangle Regional Park East and West Campus design would be held at the Tavares Civic Center. The public and City Council members were encouraged to attend and provide input.

Ms. Houghton thanked Chief Coursey, Chief Keith, Division Chief Mike Willis, and Budget Analyst Brett Joness for their coordination in preparing grant applications. She commended their responsiveness and dedication to ensuring accuracy and completeness in financial reporting.

Tab 10. City Council Member Reports

Each Council member wished Mr. Clark a Happy Retirement, and Council Member Singer the best in his future endeavors, including the following comments:

Vice Mayor Pfister commended Mr. Clark for his professionalism and effectiveness, recalling an incident during a major renovation when he quickly resolved citizen concerns. She stated that his leadership and calm approach reflected great credit upon the City and that he would be greatly missed.

Vice Mayor Pfister then reflected on her appointment of Council Member Singer in July 2016, recalling that she sought someone who cared deeply for the City and would complement the Council. She noted Council Member Singer's fiscal responsibility, preparedness, and dedication. She asked Mr. Drury to confirm whether Mr. Singer could continue serving on the Horizon Team for America in Bloom. Mr. Drury said he would

research and report back. Vice Mayor Pfister thanked Council Member Singer for his years of service and for making the Council proud.

Council Member Grenier expressed appreciation to Mr. Clark for his professionalism, historical knowledge, and service to the citizens. He then thanked Council Member Singer for his dedication and friendship, stating that they had always made decisions in the best interests of the City and its citizens.

Council Member Gamble announced that the following week was Florida City Government Week. He thanked Mr. Clark for his work on the City's infrastructure and for leaving a strong legacy. Addressing Council Member Singer, he praised his fiscal conservatism, consistency in supporting citizens, and appreciation for City employees.

Mayor Price thanked Mr. Clark for his professionalism and expertise, stating that he had been an invaluable asset to the City. He said Council Member Singer's tenure was calm, fiscally responsible, and deeply committed to serving the community. He expressed gratitude for Mr. Singer's integrity and compassion, stating that his legacy of service would continue to inspire others.

Council Member Singer congratulated Mr. Clark on his retirement and thanked him for his service. He also expressed appreciation to Vice Mayor Pfister for the opportunity to serve, stating that it had been an honor to represent the citizens of Tavares since 2016 and that he was proud of all the Council had accomplished together.

XV. ADJOURNMENT

There was no further business, and Mayor Price adjourned the meeting at 5:52 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
11/19/2025**

AGENDA TAB NO.: 8

SUBJECT TITLE: Resolution No. 2025-21 – Final Budget Amendment for FY2025 (Finance)

OBJECTIVE:

To approve Resolution 2025-21, amending the Fiscal Year 2024-2025 City of Tavares Annual Operating Budget.

SUMMARY:

The attached resolution represents increases and/or decreases to the Adopted Budget for Fiscal Year 2025. Appropriation increases represent capital projects, ARPA expenditures, and prior year/project encumbrance rollovers. In addition, the Resolution also reflects transfers between individual accounts within adopted budgets for all departments.

This resolution represents the THIRD AND FINAL AMENDMENT to the Adopted Budget for Fiscal Year 2024-2025.

OPTIONS:

Option 1: Approve Resolution 2025-21 amending the FY 2024-2025 City of Tavares Annual Operating Budget.

Option 2: Do not approve Resolution 2025-21.

STAFF RECOMMENDATION:

Move to approve Resolution 2025-21, amending the Fiscal Year 2024-2025 City of Tavares Annual Operating Budget.

FISCAL IMPACT:

Estimated final budget amounts are included with the budget detail for this amendment.

LEGAL SUFFICIENCY:

The resolution has met legal sufficiency.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Resolution 2025-21
2. Exhibit A

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

RESOLUTION 2025-21

A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, AMENDING THE 2025 FISCAL YEAR ADOPTED BUDGET FOR THE CITY OF TAVARES, REPRESENTING THE THIRD AND FINAL AMENDMENT TO THE ADOPTED BUDGET, AND PROVIDING FOR A REPEALER, SEVERABILITY AND AN EFFECTIVE DATE.

NOW, THEREFORE BE IT RESOLVED BY THE MAYOR, AND CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA:

Fund Name	Fund Number	Estimated Revenues ¹	Reserve Appropriations ³	Unappropriated Revenues ²	Estimated Appropriations/ Expenditures
General Fund	001	28,127,931	\$ 1,846,841	\$ -	\$ 29,974,772
Water/Wastewater Utility	401	13,561,690	1,391,259	-	\$ 14,952,949
Water/Wastewater Impacts	441	1,299,721	-	(26,102)	\$ 1,273,619
W/WW RR&I Fund	443	300,000	812,441	-	\$ 1,112,441
SRF Construction Fund	444	-	418,955	-	\$ 418,955
W/WW SRF Loan	445	2,404,478	-	-	\$ 2,404,478
Sunset View Fund	447	101,644	25,000	-	\$ 126,644
Solid Waste	402	4,550,088	750,357	-	\$ 5,300,445
Stormwater	403	2,208,920	191,347	-	\$ 2,400,267
Seaplane Base Fund	405	1,677,345	-	(89,400)	\$ 1,587,945
Pavilion Fund ⁵	406	861,662	-	-	\$ 861,662
Police Education	102	1,538	-	-	\$ 1,538
Community Redevelopment	105	765,536	-	(73,574)	\$ 691,962
Police Impacts	110	103,048	100,246	-	\$ 203,294
Fire Impacts	111	194,096	-	(48,028)	\$ 146,068
Forfeiture Fund	112	-	-	-	\$ -
Park Impacts	114	173,391	-	(158,627)	\$ 14,764
Building Permits	115	898,760	-	(898,760)	\$ -
Citizen Donation Fund	119	11,400	-	(9,600)	\$ 1,800
Fire Assessment Fund	122	2,022,563	-	-	\$ 2,022,563
Grant Fund	151	1,576,780	759,892	-	\$ 2,336,672
Infrastructure Sales Tax	152	2,608,884	1,076,175	-	\$ 3,685,059
ARPA	155	-	114,634	-	\$ 114,634
Grants - FL DEO Specific	156	-	-	-	\$ -
Debt Service Fund	201	1,181,642	6,497	-	\$ 1,188,139
Capital Project Fund	302	-	-	-	\$ -
Capital Project Fund	303	-	9,619	-	\$ 9,619
Capital Project Fund (Public Works Facility)	304	-	127,125	-	\$ 127,125
Municipal Police Pension ⁴	601	2,816,220	-	(1,108,290)	\$ 1,707,930
Firefighter's Pension ⁴	602	3,179,557	-	(628,190)	\$ 2,551,367
General Employee Pension ⁴	603	81,576	-	(74,746)	\$ 6,830
Mildred Hunter Trust ⁴	605	405	-	(405)	\$ -
Wooton Park Playground ⁴	606	565	-	(565)	\$ -
		<u>\$ 70,709,440</u>	<u>\$ 7,630,388</u>	<u>\$ (3,116,287)</u>	<u>\$ 75,223,541</u>

¹ Estimated Revenues = anticipated revenue collections.

² Negative Reserve Appropriations assumes unappropriated revenues.

³ Positive Reserve Appropriations assumes appropriating (spending) an amount of reserves.

⁴ Special Revenue Fund.

Section 1. Whereas the adopted budget for the City of Tavares for Fiscal Year 2025 should be increased from \$66,530,603 to \$75,223,541 in both revenues and expenditures, where the increase represents increases or decreases in estimated revenues and expenditures due to prior year project/encumbrance rollovers previously approved by the City Council.

Section 2. Whereas this resolution represents the Third and Final amendment to the Adopted Budget for Fiscal Year 2025. (Exhibit A)

Section 3. Whereas any resolution or portion of a resolution in conflict with this resolution or any portion of this resolution is hereby repealed.

Section 4. Whereas if any section, sentence, clause, phrase or word of this resolution is held invalid by a court of competent jurisdiction, the remainder of the resolution shall not be affected and remain in full force and effect.

Section 5. Be it resolved that this resolution shall be effective upon its adoption.

PASSED and ADOPTED this 19th day of November 2025, by the City Council of the City of Tavares, Florida.

, Mayor
Tavares City Council

ATTEST:

Susie Novack
City Clerk

Approved as to form:
Lindsay Holt, Esq.
City Attorney

**AGENDA SUMMARY
TAVARES CITY COUNCIL
11/19/2025**

AGENDA TAB NO.: 9

SUBJECT TITLE: Board Appointment to the Police Pension Board (Mayor)

OBJECTIVE:

To request that the Mayor make an appointment to the Tavares Police Pension Board, with approval from the City Council.

SUMMARY:

There are three seats expiring on the Tavares Police Pension Board. One of these seats is a Council-appointed position for the term November 2025–2027.

The City advertised the Council-appointed seat in the Daily Commercial and on the City’s website. No new applications were received. The City did receive a request for reappointment from Doug Roberts, who currently holds the seat.

The other two expiring seats will come before the City Council at a later date, following the Pension Board’s December meeting, when candidates will be presented for the Mutual Appointment (5th Trustee) and the Elected Police Officer Trustee positions.

There are currently no expiring seats on the Tavares Fire Pension Board.

OPTIONS:

1. For the Mayor to make an appointment to the Police Pension Board, with approval from the Council.
2. Take no action at this time.

STAFF RECOMMENDATION:

1. For the Mayor to make an appointment to the Police Pension Board, with approval from the Council.

FISCAL IMPACT:

Minimal advertising costs to the Daily Commercial.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Request for Reappointment - Doug Roberts

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
11/19/2025**

AGENDA TAB NO.: 10

SUBJECT TITLE: Mayor's Youth Council Pairing (City Administrator)

OBJECTIVE:

For the Mayor to pair each Tavares High School student with a Council Member for the 2025–2026 Mayor's Youth Council program.

SUMMARY:

Tavares High School has completed its competitive selection process for the 2025–2026 Mayor's Youth Council. Five students were selected to participate in the program. The Mayor's Youth Council serves as an introductory program designed to familiarize local high school students with municipal government operations.

Each Council Member has been provided with the participating students' letters for pairing consideration. Copies will also be included in the Council's dais folders at the meeting.

Tavares High School has selected the following five (5) students:

- Trinity Coleman
- Brooke Donaldson
- Olivia Ebert
- Savannah Minchey
- Mary Louise Gabrielle Sarno

The syllabus for the 2025–2026 Mayor's Youth Council program is attached.

OPTIONS:

1. For the Mayor to pair each Tavares High School student with a Council Member.
2. Pair by lottery.
3. Discuss the pairing among Council members

STAFF RECOMMENDATION:

Council's discretion

FISCAL IMPACT:

Each student who successfully completes the program will receive a \$1,000 scholarship toward a post-secondary education.

LEGAL SUFFICIENCY:

Legally sufficient.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Letter of Intent - Redacted
2. Mayor's Youth Council Syllabus

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

Mayors Youth Council

2025-2026

Syllabus

The Tavares Youth Council is created for educational purposes only. The appointment of members to the Tavares Youth Council is an honorary designation and is not for the purpose of bestowing to them any obligations to or authority of the sovereign. They shall not function as an advisory committee to the Council and their meetings shall be for ceremonial and educational purposes only.

Name of Student: _____

1. Student shall be paired up with one Council member based on their introduction letter. Date paired: _____ Name of Council Member: _____.
2. Student shall attend four (4) Council meetings at the audience level during the one school year program. Dates of meetings: _____

3. Student shall attend one (1) Council meeting with their paired Council Member at the dais in a “shadowing” capacity. Date of Meeting: _____
4. Student shall attend two (2) Council functions outside normal meetings, like a ribbon cutting, Chamber luncheon or groundbreaking ceremony:
 - a. Name/Date of event _____/_____
 - b. Name/Date of event _____/_____
5. The student shall shadow two (2) Department Directors (one for a morning and one for an afternoon) and write a reflection about the functions of that department for the paired Council Member. ***(Attach reflection report; include a copy of the organizational chart and budget for that department.)***
6. The student shall read the City Charter and write a summary of it for the Council Member. ***(Attach summary; summary shall include the difference between a Council/Manager form of government and a Council/Mayor form of government.)***
7. All five students will hold a mock Council meeting at the end of the program to graduate, at which they will elect a mock Mayor and vice Mayor and then run a mock meeting. Council members will be in the audience, role-playing various roles. Upon completion, the student will be presented with a Certificate of Completion from the City Council members who mentored the student and a \$1,000.00 scholarship to a post-secondary school of their choice. Date of Meeting: _____.

This syllabus is submitted as complete with all attachments to the Mayor for consideration of having met the terms and conditions to receive a Certificate of Completion from the Mayor of the City of Tavares.

(Signature of Student)

(Date)

(Signature of paired Councilmember)

(Date)

**AGENDA SUMMARY
TAVARES CITY COUNCIL
11/19/2025**

AGENDA TAB NO.: 11

SUBJECT TITLE: Horizon Teams (City Administrator)

OBJECTIVE:

To Establish the 2025 Horizon Team Board Representatives

SUMMARY:

The City Administrator has identified multi-year projects that will be completed sometime in the future (Horizon Teams). He has assigned staff to these Horizon Teams to shepherd these projects through, from inception and budgeting to implementation and completion. Staff researches various aspects of the projects and brings their research to the City Administrator. The Administrator brings that research forward for the full Council's benefit and further discussion and/or action. The City Administrator invites one Council member to join the "Staff Horizon Team" and attend research meetings for those "Horizon Teams" in which the Council member has a particular interest. Below is a listing of those Horizon Teams, their current status (Active or Complete) for this past year (2024), the associated assigned staff and Council member. Note: There are two VACANT opportunities for the Council to consider joining. The Council is provided an opportunity to change representation on those teams listed below.

Current Active Horizon Teams
(Council Member Liaison/Lead Staffer)
Current 2024

1. Tavares to Mount Dora Rails to Trails (_____/J. Dillon)
2. Regional Park E. Campus Partnership (L. Pfister/J. Drury/Aldrich)
3. Regional Park W. Campus Partnership (S. Gamble/ J. Drury/S. Aldrich)
4. Preservation of History (B Grenier/J. Drury/S. Aldrich/D. Blaise)
5. N/S City Gateways – St Clair and Sinclair (W. Price/J. Dillon)
6. Economic Development (L Pfister/B. Tweedie)
7. West Main Street Gateway (S. Gamble/J. Dillon)
8. S.R. 19/561 and 448 Corridors (W. Price/A. Fabre)
9. Old 441 Corridor (_____/A. Fabre)
10. Sister City Program (B Grenier/J. Drury)
11. Parking Garage (S. Gamble/J Dillon)
12. America In Bloom (_____/J Dillion)
13. Fairgrounds (L Pfister/J Drury/B Tweedie/B Dykes/J Dillon)
14. Legislative (_____/J. Drury)
15. Commercial/Retail (_____/B. Tweedie)
16. Major St. Clair Abrams Streetscape (_____/J. Dillon)

COMPLETED IN 2024

1. Public Works Complex (Bob Grenier/J. Dillon) - **COMPLETE**

2. Wooton Wonderland Rebuild (T. Singer/J. Dillon) – **COMPLETE**
3. Fred Stover Fields Transition (S. Gamble/S. Aldrich) – **COMPLETE**
4. Waterfront Park-Naming Horizon Team (L. Pfister/J. Drury) - **COMPLETE**

OPTIONS:

1. Discuss representation on the Staff Horizon Teams
2. Receive the information and discuss at the next meeting.

STAFF RECOMMENDATION:

Discuss representation on Horizon Teams

FISCAL IMPACT:

Some meetings may have incidental costs associated with them or require trips to Deland (FDOT District 5), Orlando (DEP) or Tallahassee (Governor and State Legislature). Costs greater than incidental are budgeted in the City budget.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
11/19/2025**

AGENDA TAB NO.: 12

SUBJECT TITLE: Board Representatives (City Administrator)

OBJECTIVE:

To Discuss the 2026 Board Representation

SUMMARY:

Below is a listing of the 2025 Board Representation. An opportunity is provided for the Council to discuss their representation to those Boards and make any changes so desired.

Board Representatives

B.E.T.T.E.R. Tavares Race Relations Group: (_____, Alternate S. Gamble/J. Drury/S. Coursey)

Florida League of Cities Legislative Committees

Environment & Energy Council (B. Dykes)

Transportation & Intergovernmental (A. Fabre)

Finance & Taxation (L. Houghton)

Utilities, Natural Resources, and Public Works (J. Dillon)

Lake Community Action Agency – Donna L. Klinger Bonifacio

Lake County Library Advisory Board (3rd Thursday at 5 p.m.): (Lawrence Ross (exp 02-28-2026)/Debbie Weinert - Alternate (exp 02-26-2026) – Appointed 04-06-2022)

Lake County Arts and Cultural Alliance: (City Representative - Iliana Buigas/Alternate Erika Buigas appointed 03-15-2023)

Lake County League of Cities (2nd Friday at 11:30 a.m.): (S. Gamble/Alternate _____)

Lake County League of Cities Solid Waste Advisory Committee: (L. Houghton)

Lake County Water Alliance Technical Committee: (B Dykes)

Lake Sumter Metropolitan Planning Organization Governing Board Member: (S. Gamble/Alternate W. Price)

Lake Sumter Metropolitan Planning Organization Technical Advisory Committee: (A. Fabre)

Lake Sumter Metropolitan Planning Organization Community Advisory Committee: (T.J. Fish)

YMCA Golden Triangle Advisory Board: (John Drury & B Dykes & S. Coursey)

Tavares Chamber of Commerce: (_____/B. Tweedie)

School Concurrency Committee Annual Meeting: (S Gamble)

School Concurrency Technical Advisory Committee: (A. Fabre)

OPTIONS:

- 1) Discuss representation, make changes and fill where needed
- 2) Bring back to a future meeting

STAFF RECOMMENDATION:

Discuss, make changes and fill vacancies

FISCAL IMPACT:

Deminimus

LEGAL SUFFICIENCY:

Yes

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
11/19/2025**

AGENDA TAB NO.: 13

SUBJECT TITLE: St. Clair Abrams Culvert / Stormwater Conveyance Update (Utilities)

OBJECTIVE:

To update the Council on the St. Clair Abrams Culvert / Stormwater Conveyance that affects Lake Frances Estates

SUMMARY:

Council member Sandy Gamble asked for an update on this project. The design for the stormwater conveyance Culvert Crossing that affects the Lake Frances Estates Entrance Road has been designed and engineered. The City is currently seeking Legislative appropriations from the House of Representatives and the Senate for grant opportunities which would require a 50% local match. The total cost of construction is estimated to be \$700,000. The City would need to match grant funds with \$350,000. Upon securing the grant, the City would need to allocate the necessary matching funds, subject to council approval, and proceed with the bidding process.

At such time as the City secures a grant, staff will bring the great and recommended source of matching dollars back to the City Council for consideration.

OPTIONS:

N/A

STAFF RECOMMENDATION:

Receive the update

FISCAL IMPACT:

None at this time.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
11/19/2025**

AGENDA TAB NO.: 14

SUBJECT TITLE: Jones Brothers Seaplanes LLC, Assignment of Lease at Tavares Seaplane Base (Economic Development)

OBJECTIVE:

Approval of lease assignment for Jones Brothers Seaplanes LLC to new ownership

SUMMARY:

Jones Brothers has informed staff that a new owner will be purchasing the business and will be maintaining current operations, aircraft and leasehold here at the Tavares Seaplane Base, effective December 1, 2025. Details and backup materials will be presented to Council by staff at the meeting.

OPTIONS:

1. Approve the requested lease assignment.
2. Do not approve the requested lease assignment.

STAFF RECOMMENDATION:

Staff recommends that council moves to approve option 1.

FISCAL IMPACT:

No fiscal impact

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
11/19/2025**

AGENDA TAB NO.: 15

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	December 3, 2025, 4:00 p.m., Tavares City Council Chambers December 17, 2025, 4:00 p.m., Tavares City Council Chambers
Planning and Zoning Board Meeting	December 18, 2025, 3:00 p.m., Tavares City Council Chambers
Library Board Meeting	December 10, 2025, 4:00 p.m., Tavares Library Expansion Room
Code Enforcement Special Magistrate Hearing	January 27, 2026, 4:00 p.m., Tavares City Council Chambers

OUTSIDE AGENCY MEETINGS:

Lake County League of Cities Meeting	December 12, 2025, 12:00 noon, Location to be Determined
Lake Sumter MPO Governing Board Meeting	December 3, 2025, 2:00 p.m., Suite 175, 1300 Citizens Boulevard, Leesburg
Tavares Chamber of Commerce Business Meeting	January 28, 2026, 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 10.29.2025
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
11/19/2025**

AGENDA TAB NO.: 16

SUBJECT TITLE: City Council Member Reports

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.