



AGENDA
TAVARES CITY COUNCIL
December 3, 2025
4:00 PM
TAVARES CITY HALL COUNCIL CHAMBERS
201 E MAIN STREET, TAVARES

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

I. CALL TO ORDER

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1 Pastor Jonathan Pearson, LifePoint Church

III. APPROVAL OF AGENDA

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2 Tavares Chamber of Commerce Update

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 November 19, 2025, City Council Meeting Minutes
(City Clerk)

VIII. RESOLUTIONS

IX. ORDINANCES - PUBLIC HEARING

First Reading

Tab 4 Ordinance 2025-10 - Amending Code of Ordinances, Article IV -
Garage Sale Regulations, Section 10-15-152 and Section 10.5-156
(Police Department)

Tab 5 Ordinance 2025-11 - Amending the Land Development Regulations,
Chapter 21 Sign Regulations, Sections 21-17 Miscellaneous Signs

(Community Development)

Second Reading

X. GENERAL GOVERNMENT

- Tab 6 Tavares Public Library Happy Healthy Holiday Series update
(Community Services)
- Tab 7 Tavares Recreation Re-Cap (Community Services)
- Tab 8 2026 Projects and Initiatives Update (City Administrator)

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
12/3/2025**

AGENDA TAB NO.: 1

SUBJECT TITLE: Pastor Jonathan Pearson, LifePoint Church

OBJECTIVE:

Pastor Jonathan Pearson, LifePoint Church, will provide the invocation and lead those present in the Pledge of Allegiance.

SUMMARY:

Pastor Jonathan Pearson, LifePoint Church, 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
12/3/2025**

AGENDA TAB NO.: 2

SUBJECT TITLE: Tavares Chamber of Commerce Update

OBJECTIVE:

Receive an update on the Tavares Chamber of Commerce.

SUMMARY:

The Tavares Chamber of Commerce will provide an update on Chamber activities.

OPTIONS:

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

STAFF RECOMMENDATION:

Option 1, receive an update from the Tavares Chamber of Commerce.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
12/3/2025**

AGENDA TAB NO.: 3

SUBJECT TITLE: Approval of the November 19, 2025, City Council Meeting Minutes (City Clerk)

OBJECTIVE:

Approval of the November 19, 2025, City Council meeting minutes.

SUMMARY:

Attached are the November 19, 2025, City Council meeting minutes as submitted by the City Clerk.

OPTIONS:

1. Approve the meeting minutes as submitted under the Consent Agenda.
2. 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. 11-19-2025 CC Minutes

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



**TAVARES CITY COUNCIL
MEETING MINUTES
NOVEMBER 19, 2025 – 4:00 PM
TAVARES CITY HALL COUNCIL CHAMBERS
201 EAST MAIN STREET, TAVARES**

COUNCIL MEMBERS PRESENT

**Lori Pfister, Mayor
Bob Grenier, Vice Mayor
Sandy Gamble, Council Member
Doug Keown, Council Member
Walter Price, 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
Sarah Coursey, Police Chief
James Dillon, Public Works Director
Mark O'Keefe, Support Services Director
Brian Dykes, Interim Utilities Director**

I. CALL TO ORDER

Mr. Drury called the meeting to order at 4:00 p.m., and asked those present to silence their cell phones.

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1. Bob Bliss, Elder, Mount Dora Church of Christ

Bob Bliss, Elder, Mount Dora Church of Christ, provided the invocation and led those present in the Pledge of Allegiance.

III. ELECTION RESULTS

Tab 2. November 4, 2025, Tavares Municipal Election Results

Ms. Novack made the following presentation:

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

IV. SWEARING IN OF NEW COUNCIL MEMBERS

Chief Coursey swore in Sandy Gamble, who was elected to Seat 2, and Doug Keown, who was elected to Seat 4, to the Tavares City Council.

V. CONVENING OF NEW COUNCIL

VI. ELECTION OF MAYOR

Tab 3. Election of Mayor

Mr. Drury made the following presentation:

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.*

Mr. Drury opened the floor for nominations for the position of Mayor.

Council Member Grenier nominated Council Member Lori Pfister for the position of Mayor.

Council Member Price nominated himself for the position of Mayor.

With no further nominations, Mr. Drury closed the nomination period and invited Council Members to make statements.

Council Member Price reflected on his service as Mayor over the past year and shared that he appreciated the opportunity to serve in that role. He noted that he had attended various City events and community activities in his capacity as Mayor and stated that the experience had been meaningful to him and important to the position. He added that he felt prepared to continue serving as Mayor.

Council Member Grenier expressed that Council Member Pfister had been a dedicated champion of Tavares throughout her twenty years of service. He stated that she had been instrumental in the City’s transformation and remained a highly engaged representative who embodied the community’s spirit.

Council Member Pfister stated she would accept the position if elected. She expressed her commitment to serving the people of Tavares and noted that she focused her time and attention on matters important to the City and its residents.

Mr. Drury closed the Council's comment period and invited audience comments. There were none, and he closed the public comment period.

MOTION

John Drury called for a show of hands to elect Lori Pfister as Mayor. Lori Pfister was elected Mayor 4-1 as follows:

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

Mayor Pfister asked those wishing to speak on an agenda item to complete and submit a Request to Speak form.

VII. ELECTION OF VICE MAYOR

Tab 4. Election of Vice Mayor

Mayor Pfister made the following presentation:

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.

Mayor Pfister opened the floor for nominations for Vice Mayor.

Council Member Keown nominated Council Member Grenier for Vice Mayor.

There were no further nominations, and Mayor Pfister closed the nomination period.

Mayor Pfister asked for comments from the Council.

Council Member Grenier stated that he deeply valued the City and was proud to serve as Vice Mayor. He thanked Council Member Keown for the nomination.

Mayor Pfister commented that Council Member Grenier had long been a champion of the City's history and had played a significant role in preserving and promoting Tavares' historical identity.

Mayor Pfister opened the floor for comments from the audience. There were none, and she closed the public comment period.

MOTION

Lori Pfister called for a show of hands to elect Bob Grenier as Vice Mayor. The motion carried unanimously, 5–0.

VIII. SUNSHINE LAW/ETHICS UPDATE

Tab 5. Sunshine Law and Ethics Update

Attorney Holt provided the annual update on the Sunshine Law and Ethics laws. She stated that there were no significant statutory changes during the year, except for the addition of a "Stolen Valor" provision in Chapter 112 that prohibits misrepresenting prior military service and carries penalties including fines and potential removal from office.

Attorney Holt reviewed the provisions of Chapter 112 relating to the Code of Ethics, including solicitation of gifts, compensation, conflicts of interest, and the requirement for Council Members to disclose or recuse themselves when appropriate. She encouraged Council Members to seek advisory opinions from the Florida Commission on Ethics or contact her directly when uncertain about potential violations.

Attorney Holt reviewed Chapter 119 regarding public records and the Sunshine Law. She emphasized the need for publicly noticed meetings when two or more Council Members discuss City business and noted that text messaging, emails, or the use of intermediaries to discuss City business were prohibited. She advised directing any citizen requests for public records through the City Clerk to ensure compliance with statutory requirements.

At the request of Mayor Pfister, Attorney Holt addressed the need to disclose ex parte communications prior to quasi-judicial matters, explaining that such communication may occur with citizens, applicants, or other parties and must be truthfully disclosed when required.

Mayor Pfister recognized Lake County Commissioner Smith in the audience.

IX. APPROVAL OF AGENDA

Mayor Pfister asked if there were any changes to the Agenda. There were none.

MOTION

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

X. PROCLAMATIONS/PRESENTATIONS

Tab 6. Recognition of Tavares Middle School Cross Country Team

Mr. Aldrich made the following presentation:

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.

Girls Varsity – State Champions - Alice Ilea – 1st Place, Isabella Neal, Lindsey Mishler, Lilliana Gutfreind, Meadow Sadlemire, Arie Yahna 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

Mr. Aldrich invited Head Coach Kevin Von Maxey to the podium. Coach Von Maxey introduced the members of the Tavares Middle School boys and girls cross country teams and recognized their recent accomplishments at the Middle School State Cross Country Championships. He reported that the girls' team had earned its fifth consecutive state championship, and the boys' team had earned its third consecutive

state championship. He also recognized individual state champions and state and district medalists.

Coach Von Maxey introduced each team member and described their performance during the season, noting their undefeated records and district wins. He acknowledged the long-standing support of the program by parents and the community.

Mr. Aldrich invited the students and families forward for photographs with the City Council.

Council Member Gamble commended the students for their achievements and thanked the coaches and parents for their dedication to the program.

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

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

XII. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

Ms. Novack read the following resolution by title only:

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.

XIII. CONSENT AGENDA

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

MOTION

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

Tab 7. Approval of the October 15, 2025, City Council Meeting Minutes

Approved on the Consent Agenda.

XIV. RESOLUTIONS

Tab 8. Resolution 2025-21 – Final Budget Amendment for FY2025

Ms. Houghton made the following presentation:

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.

Staff recommends Option 1, for the Council to move to approve Resolution 2025-21, amending the Fiscal Year 2024-2025 City of Tavares Annual Operating Budget.

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

MOTION

Sandy Gamble moved to approve [Resolution 2025-21], seconded by Doug Keown. The motion carried unanimously 5-0.

XV. ORDINANCES – PUBLIC HEARING

First Reading

Second Reading

XVI. GENERAL GOVERNMENT

Tab 9. Board Appointment to the Police Pension Board

Mayor Pfister made the following presentation:

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.

Mayor Pfister said she would like to appoint Doug Roberts to the Police Pension Board.

MOTION

Sandy Gamble moved to approve the appointment of Doug Roberts to the Police Pension Board for the term ending November 2027, seconded by Doug Keown. The motion carried unanimously 5-0.

Tab 10. Mayor's Youth Council Pairing

Mayor Pfister made the following presentation:

Mayor Pfister said the Mayor's Youth Council began in 2016. 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 Council discussed the pairing of the Mayor's Youth Council members. Mayor Pfister said the program provided students the opportunity to learn about City operations, shadow departments, participate in events, and gain experience as future leaders.

The Mayor's Youth Council members in attendance were acknowledged, and the Council proceeded with seat-order pairing. The Mayor's Youth Council members were paired with Council Members as follows: Trinity Coleman with Vice Mayor Grenier; Brooke Donaldson with Council Member Gamble; Olivia Ebert with Council Member Price; Savannah Minchey with Council Member Keown; and Mary Louise Gabrielle Sarno with Mayor Pfister.

Mr. Drury explained that the students were now officially paired and that their school representative would guide them through the program syllabus. He noted that the students would join their paired Council Member at various times, participate in

community events such as the Christmas parade, complete assigned coursework, tour City departments, and take part in a mock meeting and graduation ceremony in April.

Mayor Pfister added that students who successfully completed the program would receive a \$1,000 scholarship. She encouraged the participants to attend as many City events as possible and invited them to help carry the Mayor's Youth Council banner in the upcoming Christmas parade. She asked the students to meet briefly with their paired Council Member after the meeting and reminded them that all communication would occur through their designated school chaperone.

Tab 11. Horizon Teams

Mr. Drury made the following presentation:

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 Shepard 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.

The Council reviewed the current list of Horizon Teams.

There was a consensus to approve the following appointments for 2025-2026:

- **Tavares to Mount Dora Rails to Trails (L. Pfister/J. Dillon)**
- **Regional Park E. Campus Partnership (L. Pfister/J. Drury/Aldrich)**
- **Regional Park W. Campus Partnership (S. Gamble/ J. Drury/S. Aldrich)**
- **Preservation of History (B Grenier/J. Drury/S. Aldrich/D. Blaise)**
- **N/S City Gateways – St Clair and Sinclair (W. Price/J. Dillon)**
- **Economic Development (L Pfister/B. Tweedie)**
- **West Main Street Gateway (S. Gamble/J. Dillon)**
- **S.R. 19/561 and 448 Corridors (W. Price/A. Fabre)**
- **Old 441 Corridor (D. Keown/A. Fabre)**
- **Sister City Program (B Grenier/J. Drury)**
- **Parking Garage (S. Gamble/J Dillion)**
- **America In Bloom (D. Keown/J Dillion)**
- **Fairgrounds (L Pfister/J Drury/B Tweedie/B Dykes/J Dillon)**
- **Legislative (W. Price/J. Drury)**

- Commercial/Retail (W. Price/B. Tweedie)
- Major St. Clair Abrams Steetscape (B. Grenier/J. Dillon)

Tab 12. Board Representatives

Mr. Drury noted a 2025 Board Resrepresentative List was provided to the Council to review and make appointments. The Council reviewed the current list of Board Appointments.

There was a consensus to approve the following appointments for 2025-2026:

- **B.E.T.T.E.R. Tavares Race Relations Group:** (S. Gamble, Alternate D. Keown/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 Bonifacino**
- **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 D. Keown)
- **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:** (J Drury & B Dykes & S. Coursey)
- **Tavares Chamber of Commerce:** (D. Keown/B. Tweedie)
- **School Concurrency Committee Annual Meeting:** (S Gamble)
- **School Concurrency Technical Advisory Committee:** (A. Fabre)

Tab 13. St.Clair Abrams Culvert/Stormwater Conveyance Update

Mr. Dykes made the following presentation:

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.

Council Member Gamble said he requested an update on the planned culvert replacement near the funeral home, noting that recent heavy rainfall had caused flooding and residents had contacted him regarding water pooling at the entrance to their neighborhood. He stated that the culvert project had been planned for several years and was expected to improve water flow through the adjacent canal and help alleviate flooding concerns in the Lake Frances area.

Council Member Gamble emphasized the need for the Council to be aware of the anticipated funding requirement of approximately \$350,000 to provide the City's 50% match when the project moved forward. He also noted that the future improvements associated with the U.S. 441 to Main Street corridor project would further rely on effective stormwater management.

Council Member Gamble asked whether sufficient reserves were available to support the City's portion of the project. Mr. Drury confirmed that funding was available.

Tab 14. Jones Brothers Seaplanes, LLC, Assignment of Lease at Tavares Seaplane Base

Mr. Tweedie made the following presentation:

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.

Mr. Tweedie presented the request for approval of the assignment of the Jones Brothers Seaplanes lease to a new owner. He stated that the dais folders contained the existing lease, prior lease assignments, and the proposed assignment to the incoming owner, which he described as ministerial in nature. He noted that Jones Brothers

Seaplanes would transfer ownership effective December 1, 2025, and that the new owner, Tommy Dykes, had provided a résumé highlighting strong business and aviation experience. Mr. Tweedie expressed that staff was pleased with the transition plan and that the current owner would remain in an advisory capacity for six months to one year to assist with the handover.

Mayor Pfister asked for comments from the Council, and there were none.

MOTION

Bob Grenier moved to approve the lease agreement, seconded by Doug Keown. The motion carried unanimously 5-0.

XVII. NEW BUSINESS

XVIII. OLD BUSINESS

Council Member Gamble noted that the Council continued to receive emails regarding yard sales and stated that he did not recall the matter returning to the Council for further action. Attorney Holt confirmed that the draft ordinance was on the Planning and Zoning Board agenda for the following day. Once reviewed and approved by the Planning and Zoning Board, the ordinance would proceed to the City Council for first reading on December 3, followed by second reading on December 17.

Council Member Gamble commented that his understanding was that the property owner involved had been notified and would no longer hold additional yard sales. Mr. Drury confirmed that this was the information that had been provided to staff.

XIX. AUDIENCE TO BE HEARD

Mary Bell Brinkle, Director of the Resource Center, 4341 McDonald Road, Apopka, spoke on behalf of the Friends of the Golden Triangle Historic and Resource Center. She expressed appreciation to the City for its partnership and support during a recent five-day community celebration, which included tributes recognizing the 140-year legacy of Union Congregational Church, the 250th birthday of the United States Marine Corps, and the Veterans Day observance at the Tavares Cemetery and Arboretum. She thanked Council Member Grenier for his advocacy and acknowledged the assistance of Mr. Drury, Mr. Dillon, Ms. Anderson, and all City employees who contributed their time and enthusiasm. She stated it had been an honor to collaborate with the City in preserving and celebrating local history.

Donald Kehr, 16833 Deer Island Road, Lake County, representing the Neighbors for Responsible Development, LLC, addressed concerns regarding significant development pressures in the area. He stated that more than 500 acres near his neighborhood were under contract or listed for sale, and that realtors were advertising the development

potential despite the rural zoning classifications. He explained that his group included members who previously participated in the Shirley Shores community efforts and that they sought improved communication and collaboration with the City. Mr. Kehr expressed concern about the volume and complexity of development applications and encouraged the Council to consider long-range planning needs as the community grows. Mayor Pfister thanked Mr. Kehr for his interest and comments.

Gary Santoro, Royal Harbor, Tavares, addressed the Council and offered congratulations to Council Member Gamble on his re-election and to Council Member Keown on his election. He thanked Council Member Price for his service as Mayor during the past year and stated that Mayor Pfister and Vice Mayor Grenier were well-suited to their respective roles. Mr. Santoro expressed strong appreciation for City staff and emphasized the importance of supporting them in their work. He also commented on recent traffic congestion during the Renaissance Faire, noting that major roadways were gridlocked and that limited options existed for redirecting vehicles. With the fairgrounds project planned for Tavares, he encouraged the City to consider future traffic impacts and the potential for significant congestion.

With no further public comment, Mayor Pfister closed the Audience to Be Heard.

XX REPORTS

Tab 15. City Administrator Report

Mr. Drury reported that he had no additional items beyond those contained in the Council's packet. He stated that Commissioner Kirby Smith had attended the meeting earlier but had to leave for another commitment. Commissioner Smith had asked Mr. Drury to convey his congratulations to Council Member Gamble and Council Member Keown for stepping up to serve the citizens of Tavares, and to extend his best wishes to Mayor Pfister and Vice Mayor Grenier.

Chief Coursey reported that the Police Department had participated in the recent Citizens Academy banquet and thanked Council Member Price, Council Member Gamble, and Mr. Tweedie for attending the event.

Chief Keith reported that the Veterans Day remembrance ceremony had been held at the Tavares Cemetery and Arboretum and noted that the event had been well attended.

Each Department Director extended congratulations to the Council on their elections and wishes for a happy Thanksgiving.

Tab 16. City Council Member Reports

Council Member Keown

Council Member Keown stated that he appreciated the opportunity to serve the people of Tavares and looked forward to contributing to the work of the City. Additional comments were as follows:

- He expressed his appreciation for City staff and his intention to support their efforts.
- He wished everyone a happy Thanksgiving.

Council Member Price

Council Member Price reported that he attended the Citizens Police Academy graduation banquet. Additional comments were as follows:

- He recommended the program based on his experience as a past graduate.
- He attended the Union Congregational Church birthday celebrations, including the pancake breakfast, walking tour, and Sunday service.
- He attended the Veterans Day ceremony at the Tavares Cemetery and Arboretum.
- He wished everyone a happy Thanksgiving.

Council Member Gamble

Council Member Gamble reported that he attended the Citizens Police Academy graduation banquet. Additional comments were as follows:

- He provided an update from the Central Florida Regional MPO, noting reduced state funding for transportation projects.
- He discussed ongoing traffic concerns and encouraged residents to contact their state representatives regarding transportation needs and development constraints placed on municipalities.
- He suggested that athletic fields planned for the West Campus could reduce the need to duplicate fields at the YMCA property.
- He wished everyone a safe and happy Thanksgiving.

Vice Mayor Grenier

Vice Mayor Grenier reported on recent historical and community events associated with the City's Founders Day and Veterans Day activities. Additional comments were as follows:

- He thanked Mary Bell Brinkle for her leadership during the five-day celebration and acknowledged her contributions as Director of the Tavares History Research Center.
- He recognized the collaboration between the historical group, Union Congregational Church, and City staff.
- He thanked Mr. Drury and City employees for their support.

- He thanked Council Member Price for his service as Mayor.
- He congratulated Council Member Keown and acknowledged his military service.
- He expressed appreciation to the community for the opportunity to serve as Vice Mayor.

Mayor Pfister

Mayor Pfister reported on Council matters and expressed appreciation for the strong working relationships among Council Members. Additional comments were as follows:

- She congratulated Council Member Gamble on his unopposed re-election and welcomed Council Member Keown to the Council.
- She encouraged Council Member Keown to seek guidance from Mr. Drury as needed.
- She thanked Council Member Price for his service as Mayor during the past year.
- She discussed state-level actions in Tallahassee that have reduced local authority related to development and growth management.
- She emphasized the Council's continued commitment to maintaining a high quality of life for Tavares residents.

XXI. ADJOURNMENT

There was no further business, and Mayor Pfister adjourned the meeting at 5:18 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
12/3/2025**

AGENDA TAB NO.: 4

SUBJECT TITLE: Ordinance 2025-10 - Amending Code of Ordinances, Article IV - Garage Sale Regulations, Section 10-15-152 and Section 10.5-156 (Police Department)

OBJECTIVE:

Amending Code of Ordinances, Article IV - Garage Sale Regulations, Section 10-15-152 and Section 10.5-156 - Ordinance 2025-10 (Police Department)

SUMMARY:

On July 2, 2025, the Police Department formally requested that City Council consider amending the existing Garage Sale regulations within the City's Code of Ordinances. The primary objective of the proposed amendment is to establish a permit requirement for garage sales and to define penalties for violations. This initiative addresses the ongoing challenge of monitoring the current limit of four (4) garage sales per property per calendar year.

Under the proposed ordinance, residents would be required to obtain a no-cost permit prior to holding a garage sale, with a maximum of four permits allowed annually per property. Enforcement provisions include an initial warning for first-time violations, followed by a \$150 fine for a second offense and \$250 for any subsequent offenses.

Following review, City Council directed staff to proceed with drafting the ordinance to incorporate these changes. Ordinance 2025-10, which amends Chapter 10.5, Article IV — Garage Sales Regulations, specifically Sections 10.5-152 and 10.5-156, is attached for your review and formal action.

OPTIONS:

1. That the City Council moves to approve Ordinance 2025-10.
2. That the City Council moves to deny Ordinance 2025-10.

STAFF RECOMMENDATION:

On November 20, 2025, the Planning & Zoning Advisory Board met and formally recommended approval (5-0) of Ordinance 2025-10. Discussion ensued on topics of displaying of permits, HOA authorized yard sales, yard-sales versus state-sales definitions, and notifying the public and HOAs on the new ordinance if adopted. All the concerns were addressed at the public hearing.

Staff recommend that the City Council moves to approve Ordinance 2025-10.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

The ordinance has been reviewed by the City Attorney and approved for legal sufficiency.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Ordinance 2025-10
2. 07-02-2025 Garage Sale Staff Report
3. 07-02-2025 Tab 9 Garage Sales CC Minutes
4. Newspaper Ad

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

ORDINANCE 2025-10

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA AMENDING THE CITY CODE OF ORDINANCES BY AMENDING CHAPTER 10.5, LICENSES AND BUSINESS REGULATIONS, ARTICLE IV ENTITLED GARAGE SALE REGULATIONS, BY AMENDING SECTION 10-15-152, NO PERMIT REQUIRED; AND SECTION 10.5-156, PENALTY; SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING SEVERABILITY AND CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Tavares has advertised as required by law for two public hearings prior to adoption of this ordinance; and

WHEREAS, the City of Tavares Planning and Zoning Board, and City Council held duly noticed public hearings providing opportunity for individuals to hear and be heard regarding the adoption of the proposed ordinance; and,

WHEREAS, the Tavares City Council desires to amend the Code of Ordinance, Chapter 10.5, Licenses and Business Regulations, Article IV Garage Sale Regulations, Section 10.5-152 No Permit Required and Section 10.5-156 Penalty, to require a Permit for a Garage Sale and define a Penalty fine per violations; therefore

BE IT ORDAINED by the City Council of the City of Tavares, Florida, as follows:

Section 1. Text Amendments.

That the City of Tavares Code of Ordinances be hereby amended as shown by ~~strike through~~ and **underline** as follows:

CHAPTER 10.5 – LICENSES AND BUSINESS REGULATIONS

Article IV. – Garage Sale Regulations

Section 10.5-152 ~~No~~ Permit Required.

~~No~~ **A** permit shall be required by the city for a garage sale conducted within the city pursuant to this article. No more than four (4) garage sales may be conducted at any one residence or household during any calendar year. Garage sales shall be limited in duration to no more than the daylight hours (not to exceed 7:00 p.m.) of three (3) consecutive days.

Sec. 10.5-156. - Penalty.

Any person who conducts or aids in conducting any garage sale not in accordance with the provisions of this article shall be in violation of this Code of Ordinances and shall be punished in accordance with ~~section 1-15~~ this section of this the Code. ~~Any person who owns or controls a residential property not in accordance with the provisions of this article shall be in violation of this Code of Ordinances and shall be punished in accordance with section 1-15 of this Code or, in the alternative, may be subject to prosecution before the City Code Enforcement Board.~~

- 1. First Violation: Verbal Warning
- 2. Second Violation: \$150.00 fine
- 3. Third Violation: \$250.00 fine
- 4. All subsequent violations: \$250.00 fine

Section 2. Severability and Conflicts

The provisions of this ordinance are severable and it is the intention of the City Council in Tavares, Florida, to confer the whole or any part of the powers herein provided. If any court of competent jurisdiction shall hold any of the provisions of this ordinance unconstitutional, the decision of such court shall not impair any remaining provisions of this ordinance.

Section 3. Effective Date.

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

PASSED AND ORDAINED this _____ of _____, 2025, by the City Council of the City of Tavares, Florida.

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

First Reading: _____

Passed Second Reading: _____

ATTEST:

Susie Novack, City Clerk

APPROVED AS TO FORM AND LEGALITY:

Lindsay C. T. Holt, City Attorney

**AGENDA SUMMARY
TAVARES CITY COUNCIL
12/3/2025**

AGENDA TAB NO.: 5

SUBJECT TITLE: Ordinance 2025-11 - Amending the Land Development Regulations, Chapter 21 Sign Regulations, Sections 21-17 Miscellaneous Signs (Community Development)

OBJECTIVE:

To amend the City's Land Development Regulations Chapter 21, Sign Regulations, Section 21-17 Miscellaneous Signs, in order to permit up to seven flags on a parcel designated, owned and maintained by a HOA or other similar entity.

SUMMARY:

On September 17, 2025, during the Audience to be Heard portion of the City Council meeting (see attached), a resident from Lake Francis Estates submitted a request to allow six (6) flagpoles for a proposed Veterans Memorial.

Following discussion, City Council directed staff to prepare a text amendment to the Land Development Regulations to allow up to seven (7) flagpoles on parcels of land that are designated, owned, and maintained by a HOA. The proposed amendment ordinance would allow for this kind of request.

Attached for your review and formal recommendation is the revised language in Chapter 21 – Sign Regulations, specifically Section 21-17: Miscellaneous Signs.

OPTIONS:

1. That the City Council moves to approve Ordinance 2025-11.
2. That the City Council moves to deny Ordinance 2025-11.

STAFF RECOMMENDATION:

On November 20, 2025, the Planning & Zoning Advisory Board met and formally recommended approval (5-0) of Ordinance 2025-10. Discussion ensued on topics of pole construction, size of flag, pole placement. All the concerns were addressed at the public hearing.

Staff recommend that the City Council moves to approve Ordinance 2025-11.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

The ordinance has been reviewed by the City Attorney and approved for legal sufficiency.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Ordinance 2025-11
2. 09-17-2025 Minutes City Council
3. Newspaper Ad

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

ORDINANCE 2025-11

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA AMENDING THE CITY OF TAVARES LAND DEVELOPMENT REGULATIONS, CHAPTER 21 SIGN REGULATIONS, SECTION 21-17 MISCELLANEOUS SIGNS; SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING SEVERABILITY AND CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Tavares has advertised as required by law for two public hearings prior to adoption of this ordinance; and

WHEREAS, the City of Tavares Planning and Zoning Board, and City Council held duly noticed public hearings providing opportunity for individuals to hear and be heard regarding the adoption of the proposed ordinance; and,

WHEREAS, the Tavares City Council desires to amend the City's Land Development Regulations Chapter 21, Sign Regulations, Section 21-17 Miscellaneous Signs, to permit up to seven flags on a parcel designated, owned and maintained by a homeowners' association, property owners' association, community development district, or similar entity existing for common purposes; therefore

BE IT ORDAINED by the City Council of the City of Tavares, Florida, as follows:

Section 1. Text Amendments.

That the City of Tavares Land Development Regulations be hereby amended as shown by ~~strike through~~ and underline as follows:

CHAPTER 21 - SIGN REGULATIONS

Section 21-17 Miscellaneous Signs

(A) Flags. Flags shall be permitted subject to the following regulations:

- (1) Number of Flags Permitted. Three (3) flags shall be permitted per parcel; however the display of flags within any multi-occupancy development shall be designed for the use of the entire development, rather than for use by any individual tenant for his/her tenant space. Parcels used for common purposes that do not contain a residential dwelling or commercial building, that are owned and maintained by a homeowners' association,

property owners' association, community development district, or similar entity existing for common purposes may be permitted to display up to seven (7) flags.

- (2) Maximum Size. Fifty (50) square feet.
- (3) Maximum Height. The maximum height of any flagpole shall be thirty-five (35) feet. In the absence of a flagpole the maximum height of a flag affixed to a structure shall be thirty-five (35) feet.

Section 2. Severability and Conflicts

The provisions of this ordinance are severable and it is the intention of the City Council in Tavares, Florida, to confer the whole or any part of the powers herein provided. If any court of competent jurisdiction shall hold any of the provisions of this ordinance unconstitutional, the decision of such court shall not impair any remaining provisions of this ordinance.

Section 3. Effective Date.

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

PASSED AND ORDAINED this _____ of _____, 2025, by the City Council of the City of Tavares, Florida.

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

First Reading: _____

Passed Second Reading: _____

ATTEST:

Susie Novack, City Clerk

APPROVED AS TO FORM AND LEGALITY:

Lindsay C. T. Holt, City Attorney

**AGENDA SUMMARY
TAVARES CITY COUNCIL
12/3/2025**

AGENDA TAB NO.: 6

SUBJECT TITLE: Tavares Public Library Happy Healthy Holiday Series update (Community Services)

OBJECTIVE:

To update the Tavares City Council on recent and upcoming Library initiatives.

SUMMARY:

From festive learning opportunities and joyful literary experiences to fun family activities, the Tavares Public Library team has once again curated a slate of programs designed to keep library patrons at their happiest and healthiest during the holiday season.

This presentation will highlight some of the popular programs and events happening at the library over the next month.

OPTIONS:

- 1) To hear the update
- 2) To not hear the update

STAFF RECOMMENDATION:

Option 1. To hear the update

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
12/3/2025**

AGENDA TAB NO.: 7

SUBJECT TITLE: Tavares Recreation Re-Cap (Community Services)

OBJECTIVE:

To give the Tavares City Council an update and recap on the recent fall recreation programs in Tavares.

SUMMARY:

The City of Tavares Recreation Department added to the community fun this fall with the following highlighted programs:

- Tavares Youth Soccer League
- Tavares Babe Ruth Baseball and Softball
- Start Smart Baseball
- Start Smart Soccer
- Senior Programs
- Homeschool Programs
- Pumpkin Scavenger Hunt
- Partnership Programs with the YMCA
- Full Steam Ahead
- BOO! Fest

OPTIONS:

- 1) To hear the update
- 2) To not hear the update

STAFF RECOMMENDATION:

Option 1. To hear the update

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
12/3/2025**

AGENDA TAB NO.: 8

SUBJECT TITLE: 2026 Projects and Initiatives Update (City Administrator)

OBJECTIVE:

To receive the 2026 Project and Initiatives currently underway

SUMMARY:

Attached is a list of the 2026 Projects and Initiatives currently programed and underway. An opportunity is presented to review, update and obtain additional information as warranted.

OPTIONS:

- 1) Receive as submitted
- 2) Receive and update

STAFF RECOMMENDATION:

Receive and discuss

FISCAL IMPACT:

None: To receive and discuss

LEGAL SUFFICIENCY:

Yes

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Projects Underway 2026

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

Tavares Projects and Initiatives Underway 2026

1) PROJECTS:

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

Surveying has recently been completed, and the location for the Gateway sign has been determined. The new Gateway Arch will be placed west of N. Lake Ave. Concept plans on design have been approved by Council. The second phase of the project will focus on hardscape and landscaping.

Public Works - St. Clair Abrams Gateway Improvements

A Horizon team has been formed to develop budgets and plans for this to mirror the West Main Street Gateway.

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

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

Public Works - AESOP Park Stormwater Enhancement

This project involved expanding and enhancing the pond located in Aesop's Park. The pond expansion improved stormwater quality and increased flood storage in this area. It also enlarged and improved the aquatic habitat for the recreational fishing program that the city and FWC have been cooperatively implementing at this site. The project is completed.

Public Works: Stormwater Enhancement

This project expanded and enhanced the pond located at the new Public Works off Captain Haynes Rd. The pond expansion improved stormwater quality and increased flood storage in the area. This project is completed.

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

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

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

Tavares Projects and Initiatives Underway 2026

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

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

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

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

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

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

The design is complete, with construction beginning in January 2026.

Improvements include:

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

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

This project will resurface West Burleigh Road (U.S. 441 / State Road (S.R.) 500 / S.R. 19) from Lakeshore Boulevard to Lake Eustis Drive. It will also upgrade pedestrian curb ramps to comply with current Americans with Disabilities Act (ADA) standards. Construction is expected to commence in early 2026.

Public Works - State Road 19 widening:

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

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

Public Works - Tavares-Mount Dora Rails To Trails Project:

A partnership between Lake County, Mount Dora, Tavares, Trust For Public Lands, Florida Central Railroad and CSX has been formed to appraise the line and apply for

Tavares Projects and Initiatives Underway 2026

a Federal Grant to purchase the property for a trail corridor. Grant application has been submitted to the U.S. Department of Transportation. Announcements on awards are forthcoming. .

Lake County Regional Park East Campus: The County, City and YMCA have entered into a partnership to build the County's Golden Triangle Regional Park – East Campus (Current YMCA Location). A Master Planning firm has been selected to develop the Master Plan and associated Capital Improvement program. The Recreation Department has relocated to the Regional Park.

Lake County Regional Park West Campus: The County and City have entered into a partnership to build the County's Golden Triangle Regional Park – West Campus (Current Woodlea Sports Location). A Master Planning firm has been selected to develop the Master Plan and associated Capital Improvement program.

Booster Pumps: A permanent booster pump by the Hospital is designed, permitted, funded and under construction.

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

2) INITIATIVES:

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

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

1. **Advent Health Waterman:** The hospital offers many high wage jobs and continues to expand. Hospital Campus growth and development include:
 - A) A 50,000 square foot medical office building at an estimated cost of \$30 million, located adjacent to the Waterman Campus at the Intersection of SR 441 and Huffstetter Drive (East of the Hospital). It will include radiology imaging, cardiac rehabilitation, and an outpatient lab. Under construction.
 - B) A 7,000 square foot Urgent Care Center located in the Lakeview Center Medical office park, across S.R. 441 from the Main Waterman Campus (between the former Radnothy now UF Health medical office and the V.A.

Tavares Projects and Initiatives Underway 2026

clinic) facing 441. This urgent care/walk in clinic is operated by Advent Health, completed and open.

2. **Medical Village Area:** Is located across the street from the Hospital and continues to grow as a Tavares high wage employment center with hundreds of jobs.
3. **Downtown Professional Services:** Located primarily around the Lake County Government campus on West Main Street consisting of Law Offices, Financial institutions, Bail bonds, Title companies and the like also acts as a high wage economic engine for Tavares.
4. **Downtown Entertainment & Business District:** Located along the waterfront and Mainstreet and consisting of hotel accommodations, bars and restaurants with a variety of dining, music, Special Events and entertainment options this too acts as an economic engine for Tavares offering a very wide range of job opportunities. Tavares Square is under contract to build a mixed-use building of apartments and Commercial. Further supporting the continued growth of the downtown.
5. **Commerce Park:** Located at the “Lake Ridge Industrial Park” continues to grow and receive new businesses. From machine shops, performance car rebuilds and steel fabrication, this park offers some very good higher wage jobs and entrepreneurial success and is yet another economic engine for Tavares.
6. **Ecotourism & Sports Tourism:** These economic impact nodes include the Marina facilities, seaplane base, waterfront volleyball courts and Big House baseball, basketball and volleyball youth tournaments bringing in outside dollars that are deposited into the Tavares community throughout hotel stays and dining experiences.
7. **Seaplane Base:** Maintaining safe waterfront facilities inclusive of the Prop Shop/Seaplane Base terminal building, fueling depots, and Flight operations for all aircraft and their passengers provides a very unique economic impacting engine for Tavares.
8. **Special Events:** Hosting 20 plus annual events at the waterfront provides for an infusion of outside dollars into the local community just at the right time and in sufficient quantities to keep these businesses operational year round.
9. **Arts, Culture & History:** By building and maintaining the City’s history museum in the Train Station, renovating the History Research Center and welcoming the Arts Museum on Ruby, additional economic benefits are realized in the downtown.
10. **Highway Commercial/Retail:** Properly zoning, permitting, lighting and supporting of the City’s commercial “gateway” entrance roadways (SR19, SR441, Old 441, and CR561 & 448) provides many business opportunities all of which provide a variety of jobs and economic impact to the city. Another economic engine for the city.
11. **Quick Service/Fast Casual Dining:** Visitor’s and the business community expect quick service options in a thriving community in America. Tavares, once a desert in this area, now has landed several throughout the

Tavares Projects and Initiatives Underway 2026

community further establishing itself as “the place to be”.

12. **Light Industrial Manufacturing Center**: Located at the City’s Eastern gateway along the old 441 corridors and Lake Ridge Industrial Park, this employment aspect diversifies further an already diversified economy for this city. Many jobs are created in these small factories and further provide an economic impact to Tavares.

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

Tavares Projects and Initiatives Underway 2026

Special Events & Community Events:

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

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

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

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

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

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

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

Tavares Projects and Initiatives Underway 2026

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

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

Finance/Customer Service/Purchasing/Budget

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

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

Tavares Projects and Initiatives Underway 2026

this initiative. This program continues to grow each and every year with the City receiving awards.

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

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

Technology

Text Messaging for Building Permit Inspection Scheduling:

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

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

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

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

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

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

Tavares Projects and Initiatives Underway 2026

is maximize as well as reduce the number of trips to the incinerator/landfill, thus reducing O&M cost and improving the Operator's efficiency. Project is ongoing.

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

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

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

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

Recreation

Senior programs

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

Youth programs

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

Tavares Projects and Initiatives Underway 2026

- introduces kids to 6 different sports and activities
- Rec Rover Tour Stops – a “pop-up” mobile recreation initiative that brings fun, games, music, and activities to informal settings such as local parks, playgrounds and schools
- Adult Kickball League – teams play the schoolyard game of kickball in a friendly competitive format featuring regular season play and tournaments.
- Father-Daughter Dance – a dance for girls of all ages and their dads held annually at the Tavares Pavilion on the Lake
- Mother-Son Night Out Event – a fun event to help mothers and sons engage in games, activities, and different projects
- Homeschool Programs – multiple tours of city sites for educational sessions for homeschool students at places such as the Public Safety Complex, Wastewater Lab Offices, and Marina & Seaplane Base
- NFL Youth Flag Football – youth flag football league for kids ages 5-14 held in the summer
- Tavares Youth Soccer League – youth soccer program for kids ages 3-14 held at the Golden Triangle Regional Park – East Campus in the fall
- Start Smart Sports Development – designed for kids ages 3-5 years old as an introduction to a variety of sports
- Start Smart Flag Football– designed for kids ages 3-5 years old as an introduction to flag football
- Youth Basketball Camp at the Tavares High School

Pavilion on the Lake

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

Arts & Culture

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

Library (Ongoing Recurring Programming):

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

Tavares Projects and Initiatives Underway 2026

- 1000 Books Before Kindergarten, a National Early Literacy initiative
- Book a Librarian
- Story Time for Children's Learning House
- Tax Aide Help, Friday and Saturdays 9:45 a.m – 2:00 p.m. Only site in Lake County to offer Tax Aide Help on Saturdays)
- PAWS Reading Therapy Dogs
- Movers and Shakers: Monthly movement and dance class for infants an preschoolers
- Self-Directed programs for Teens, such as Book Boxes and End of Semester Parties
- UF IFAS Gardening and Cooking Classes for teens and adults
- Make and Take Crafts
- New technology: Newline Display available for employees (and eventually the public) to use inside the library by reservation

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

- Author Talks
- Guest Speakers

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

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

Programming commemorating National Library and/or Literacy initiatives:

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

Holiday and Seasonal Themed programming:

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

Library Outreach:

Tavares Projects and Initiatives Underway 2026

- Advent Health

Tavares Projects and Initiatives Underway 2026

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
12/3/2025**

AGENDA TAB NO.: 9

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 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
12/3/2025**

AGENDA TAB NO.: 10

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.