



AGENDA
TAVARES CITY COUNCIL
April 15, 2026
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 Thomas Jamieson, First Baptist Church of Mount Dora

III. APPROVAL OF AGENDA

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2 Proclamation - Water Conservation Month (Mayor)

Tab 3 GFOA Distinguished Budget Award (Mayor)

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO RECORD

VII. CONSENT AGENDA

Tab 4 Approval of the April 1, 2026, City Council Meeting Minutes (City Clerk)

VIII. RESOLUTIONS

IX. ORDINANCES - PUBLIC HEARING

First Reading

Second Reading

Tab 5 Ordinance 2026-03 - Charter Amendment Referendum for Four-Year Terms for City Council Members (City Administrator)

X. GENERAL GOVERNMENT

Tab 6 Tavares Library Update and National Library Week Recognition
(Community Services)

Tab 7 FY 2027 Proposed Budget Calendar (Finance)

XI. NEW BUSINESS

XII. OLD BUSINESS

XIII. AUDIENCE TO BE HEARD

XIV. REPORTS

Tab 8 City Administrator Report

Tab 9 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
4/15/2026**

AGENDA TAB NO.: 1

SUBJECT TITLE: Pastor Thomas Jamieson, First Baptist Church of Mount Dora

OBJECTIVE:

Pastor Thomas Jamieson, First Baptist Church of Mount Dora, will provide the invocation and lead those present in the Pledge of Allegiance.

SUMMARY:

Pastor Thomas Jamieson, First Baptist Church of Mount Dora, 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
4/15/2026**

AGENDA TAB NO.: 2

SUBJECT TITLE: Proclamation - Water Conservation Month (Mayor)

OBJECTIVE:

For the Mayor to read a proclamation declaring April 2026 as Water Conservation Month with adoption by the Tavares City Council.

SUMMARY:

The Florida Section American Water Works Association (FSAWWA), Florida's Water Management Districts, and the City of Tavares work together to increase awareness of the importance of water conservation and encourage businesses, industries, schools, and citizens to save water and thus promote a healthy economy and community. April has been designated as Water Conservation Month as it is typically a dry month and water demands are most acute.

OPTIONS:

1. The Mayor read a proclamation declaring April 2026 as Water Conservation Month with adoption by the Tavares City Council.
2. Do not adopt the proclamation.

STAFF RECOMMENDATION:

Option 1, for the Mayor to read a proclamation declaring April 2026 as Water Conservation Month with adoption by the Tavares City Council.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Water Conservation Month 2026

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



PROCLAMATION

WATER CONSERVATION MONTH

APRIL 2026

WHEREAS, water is a basic and essential need of every living creature; and

WHEREAS, the State of Florida, Water Management Districts, and the City of Tavares are working together to increase awareness about the importance of water conservation; and

WHEREAS, the City of Tavares and the State of Florida have designated April, typically a dry month when water demands are most acute, Florida's Water Conservation Month, to educate citizens about how they can help save Florida's precious water resources; and

WHEREAS, the City of Tavares has always encouraged and supported water conservation, through various educational programs and special events; and

WHEREAS, every business, industry, school, and citizen can help by saving water and thus promote a healthy economy and community; and

NOW, THEREFORE, the Tavares City Council does hereby proclaim the month of April 2026 as

Water Conservation Month

PASSED AND DULY ADOPTED by the Tavares City Council on this 15th day of April 2026.

Lori A. Pfister, Mayor

**AGENDA SUMMARY
TAVARES CITY COUNCIL
4/15/2026**

AGENDA TAB NO.: 3

SUBJECT TITLE: GFOA Distinguished Budget Award (Mayor)

OBJECTIVE:

Present Award for the Government Finance Officers Association Distinguished Budget Presentation Award for the Fiscal Year 2026 Adopted Budget.

SUMMARY:

The "Distinguished Budget Presentation Award" has been awarded to the City of Tavares by the Government Finance Officers Association of the United States for the Fiscal Year 2026 Adopted Budget.

The award reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. To receive the budget award, the budget document had to satisfy nationally recognized guidelines for an effective budget presentation. This award is the highest form of recognition in governmental budgeting. Its attainment represents a significant achievement by the city.

OPTIONS:

N/A

STAFF RECOMMENDATION:

Request that the Mayor present the Distinguished Budget Presentation Award to the City Administrator, Finance Director, and Finance Staff.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Result Letter
2. Budget Award
3. Press Release

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
4/15/2026**

AGENDA TAB NO.: 4

SUBJECT TITLE: Approval of the April 1, 2026, City Council Meeting Minutes (City Clerk)

OBJECTIVE:

For the Council to consider approval of the April 1, 2026, City Council meeting minutes.

SUMMARY:

Attached are the April 1, 2026, City Council meeting minutes as submitted by the City Clerk.

OPTIONS:

1. Move to approve the meeting minutes 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. 04-01-2026 CC Minutes

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



**TAVARES CITY COUNCIL
MEETING MINUTES
APRIL 1, 2026 – 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, Utilities Director**

I. CALL TO ORDER

Mayor Pfister called the meeting to order at 4:00 p.m. She 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. Reverend Thomas “Jay” Kowalski, First United Methodist Church of Eustis

Reverend Thomas “Jay Kowalski, First United Church, provided the invocation and led those present in the Pledge of Allegiance.

III. APPROVAL OF AGENDA

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

MOTION

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

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2. Lake County ‘America’s 250-Year Celebration Plans

Mr. Drury introduced Levar Cooper, Director of the Lake County Office of Communications. He said Mr. Cooper would provide an update regarding Lake County’s coordinated efforts to commemorate the 250th anniversary of the founding of the United States.

Mr. Cooper said he served as the Communications Director for Lake County Government and noted that he was a graduate of Tavares High School, Class of 2002. He provided a PowerPoint presentation outlining the America’s 250 initiative at the national, state, and local levels, including the Lake County brand developed in-house.

Mr. Cooper stated that the campaign objectives included fostering civic pride by highlighting Lake County’s contributions to the nation’s 250-year history, uniting communities around shared values, educating residents on local history and environmental features, promoting tourism and economic development, and engaging stakeholders across the County’s municipalities and partner agencies.

Mr. Cooper stated that partnerships included Discover Lake, the Office of Tourism, Library Services, the Historical Museum, municipalities, and educational institutions throughout Lake County. He stated that, in the coming weeks, the rotunda of the County Administration Building would be decorated to feature historical displays, including brief histories of the fourteen municipalities, items from the Historical Society, and curated library materials highlighting the County’s history.

Mr. Cooper expressed appreciation to the City of Tavares and its staff for their partnership in installing flags along Main Street, stating that the display contributed to the overall celebration effort.

Mr. Cooper said the initiative aimed to celebrate unity, opportunity, and the community's natural beauty, while recognizing the contributions of residents, businesses, veterans,

first responders, and local institutions. He encouraged the public to follow Lake County's social media platforms for updates on upcoming events and participation opportunities.

Tab 3. Tavares Chamber of Commerce Update

Stephanie Hayes, President and CEO of the Tavares Chamber of Commerce, stated that the organization had 318 members. She noted that the Taste of Tavares event would be held the following day from 6:00 p.m. to 9:00 p.m., noting that approximately 60 tickets remained available out of 300 total tickets and that all vendor spaces had been filled. She encouraged interested individuals to contact the Chamber to purchase tickets and stated that the event would include both business and food vendor competitions.

Mayor Pfister invited comments from the Council.

Council Member Gamble asked whether vendors would have all necessary equipment, including generators. Ms. Hayes stated that most vendors would be fully equipped, noting that only a few vendors had requested minor assistance. She added that vendors would provide approximately 300 samples.

Council Member Gamble stated that consideration should be given to expanding the event area in the future. Ms. Hayes said the event had grown significantly and that it had been difficult to turn vendors away, indicating that additional space would be evaluated for future events.

Ms. Hayes stated that the Chamber was also planning to host a hurricane expo in June.

Council Member Keown encouraged the public to obtain tickets while available.

Tab 4. Powerhouse Youth Project

Mayor Pfister stated that she had been contacted by County Commissioner Kirby Smith regarding the Powerhouse Youth Project and introduced Scott Chevalier, Executive Director, to present information on the initiative.

Mr. Chevalier stated that the Powerhouse Youth Project was focused on supporting and empowering youth through mentorship, education, and community engagement opportunities. He discussed the organization's mission to help young people in crisis who had become disengaged from education and society, and to assist them in identifying purpose and direction in their lives. He noted that the organization had been recognized as Nonprofit of the Year in 2024 and had received a leadership award in 2025.

Mr. Chevalier provided a presentation outlining the need for the program, including statistics reflecting a significant number of youth ages 16 to 24 who were not in school or employed. He stated that the program was built on two core principles: that every

individual has a passion and purpose, and that every individual needs guidance and mentorship to achieve it. He emphasized that students from all backgrounds could be at risk and stated that the program focused on building life skills, confidence, and direction beyond graduation.

Mr. Chevalier described the Pathway to Purpose (P2P) program and stated that the initiative worked to help students become the best version of themselves, change the trajectory of their lives, and develop practical skills such as communication, work ethic, and career readiness. He provided examples of student success stories and stated that the program fostered hope and opportunity through mentorship and relationship-building. A video presentation was shown highlighting student experiences and outcomes.

Mayor Pfister invited comments from the Council.

Council Member Gamble stated that the presentation had been informative and thanked Mayor Pfister for bringing the program forward.

Mayor Pfister expressed appreciation to Commissioner Smith, who was present in the audience, for introducing the program and stated that she was interested in exploring how the initiative could be brought to Tavares High School.

Mr. Chevalier stated that implementation typically began with engagement from community and business leaders, followed by coordination with school leadership. He stated that funding could be achieved through partnerships, grants, and community support, noting that the program had initially been self-funded in other locations.

Mr. Drury asked whether the program could be implemented outside of a high school setting, such as at the Golden Triangle YMCA or another facility. Mr. Chevalier stated that the program could be offered off-campus if an appropriate space was available and noted that the organization was also developing an off-campus model to serve students ages 18 to 22 who may not have participated while in school.

Mr. Drury asked about the frequency and structure of the program. Mr. Chevalier stated that implementation varied by location, with sessions typically held one to two days per week depending on school or program needs, and noted that the program operated under an annual contract structure.

Council Member Gamble stated that the program would also be beneficial at the middle school level. Mr. Chevalier stated that expansion into middle schools was underway and emphasized the importance of early engagement.

Vice Mayor Grenier stated that youth from all backgrounds could benefit from the program and emphasized that many students, regardless of circumstance, would benefit from mentorship and life guidance. Mr. Chevalier agreed and stated that the

program served students across all demographics, including high-achieving students seeking direction beyond academics.

Stephanie Hayes, Tavares Chamber of Commerce, spoke in support of the program and stated that it was a strong initiative for the community.

Mr. Gary Santoro, a resident of Royal Harbor, Tavares, commented that parental involvement was an important factor in youth success, and family engagement was critical to long-term outcomes.

County Commissioner Kirby Smith spoke in support of the program and stated that even helping one child could have a meaningful impact on the community. He encouraged local businesses and community leaders to support the initiative and expressed interest in exploring opportunities to partner with the City, including potential use of facilities such as the Golden Triangle YMCA or Regional Park. He stated that he looked forward to further discussion with Mr. Drury regarding ways to support the program locally.

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

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

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

RESOLUTION 2026-08

A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, APPROVING A SPECIAL USE PERMIT TO ALLOW FOR A LAUNDROMAT LOCATED AT 1248 WELLS AVENUE; SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING AN EFFECTIVE DATE.

ORDINANCE 2026-03

AN ORDINANCE PROPOSING AN AMENDMENT TO THE CHARTER OF THE CITY OF TAVARES, FLORIDA; AMENDING SECTION 3.03 OF THE CHARTER PERTAINING TO TERMS OF OFFICE OF CITY COUNCILMEMBERS; AMENDING SECTION 10.04 OF THE CHARTER PERTAINING TO MUNICIPAL ELECTIONS; PROVIDING FOR FOUR (4) YEAR TERMS OF OFFICE FOR CITY COUNCILMEMBERS; PROVIDING THAT MUNICIPAL ELECTIONS SHALL BE HELD EVERY TWO (2) YEARS IN EVEN-NUMBERED YEARS CONSISTENT WITH STATEWIDE GENERAL ELECTION CYCLES; PROVIDING TRANSITIONAL PROVISIONS ESTABLISHING STAGGERED TERMS; PROVIDING FOR

A REFERENDUM; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

VII. CONSENT AGENDA

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

MOTION

Walter Price moved to approve the Consent Agenda [Tab 5. Approval of the March 18, 2026, City Council Meeting Minutes], seconded by Doug Keown. The motion carried unanimously 5-0.

Tab 5. Approval of the March 18, 2026, City Council Meeting Minutes

Approved on the Consent Agenda.

VIII. RESOLUTIONS

Tab 6. Resolution 2026-08 – Special Use Permit for a Laundromat at 1248 Wells Avenue

Mr. Fabre made the following presentation:

An application for a Special Use Permit has been submitted to allow the operation of a laundromat at 1248 Wells Avenue. The subject property is located on the west side of Wells Avenue at the north corner intersection with South Duncan Drive. The building on the site was most recently occupied by a convenience store with gas & fuel sales. The property is located within the Mixed Use (MU) zoning district, where a laundromat is permitted only upon approval of a Special Use Permit by the City Council.

Accordingly, the applicant has included a Special Use Site Plan that has a list of conditions of approval for construction. Please note that the existing fuel tanks and canopy are scheduled to be removed. The Special Use Site Plan is attached for your review and consideration.

The subject property is contiguous to a commercial (C-1) zoned development (Dora Canal Plaza) to the north and is surrounded by a mix of Planned Development (PD) commercial uses and Residential Multi-Family (RMF-3) zoning. Based on the surrounding land uses and zoning patterns in the area, staff finds that the proposed laundromat is a compatible and appropriate use for the property.

On March 19, 2026, the Planning & Zoning Board met and voted unanimously (6-0) to recommend approval of Resolution 2026-08 as presented.

Staff recommends that the City Council moves to approve Resolution 2026-08 (Option 1).

Council Member Price asked whether the proposed laundromat would replace the existing adjacent laundromat or operate as a separate business. Mr. Fabre stated that the proposed laundromat would be under separate ownership.

Council Member Gamble asked whether the renderings reflected modifications to the existing building or new construction. Mr. Rob Owens, Licensed Architect, stated that the existing building would be modified, including the removal of the existing roof, raising the walls approximately five (5) feet, and constructing a parapet wall around the roof to screen rooftop equipment.

Council Member Gamble asked about the anticipated hours of operation. Mr. Owens stated that he did not have the specific business plan, noting that some laundromats operate 24 hours while others have limited hours.

Council Member Gamble said the existing structure had been an eyesore for some time and that the proposed improvements would be a welcome change. He also noted that underground tanks had been removed from the site.

Vice Mayor Grenier stated that he appreciated the design elements that would conceal rooftop equipment and said that, while the architecture was modern in style, it was an improvement over the existing condition. He noted his support for approval.

Mayor Pfister stated that the project would create jobs and improve the site's appearance, and that she supported the proposal.

Council Member Gamble asked about rooftop equipment and potential noise impacts. Mr. Owens stated that the building would likely include packaged air-conditioning units and possibly evaporative-cooling units. Council Member Gamble expressed concern regarding potential noise impacts to nearby residents. Vice Mayor Grenier stated that the parapet wall would help mitigate noise and noted that some noise was typical in a business district.

MOTION

Sandy Gamble moved to approve Resolution 2026-08, seconded by Doug Keown. The motion carried unanimously 5-0.

IX. ORDINANCES – PUBLIC HEARING

First Reading

Tab 7. Ordinance 2026-03 – Charter Amendment Referendum for Four-Year Terms for City Council Members

No discussion at First Reading.

Second Reading

X. GENERAL GOVERNMENT

Tab 8. 2026 America in Bloom Discussion

Mr. Dillon made the following presentation:

This spring, the America in Bloom evaluation team will conduct a comprehensive assessment of the City of Tavares. Any subsequent awards or recognitions resulting from this year's evaluation will be announced during the annual National Symposium. The National Symposium provides a platform for educational sessions, informative tours, and an opportunity for community leaders to connect and exchange ideas aimed at fostering improvement and collaboration. The 2026 symposium is scheduled to take place in Washington, D.C., hosted by Alexandria, Virginia, from September 24th to September 26th. The total cost for registration, airfare, and accommodation equates to \$1,715 per attendee. It has been customary to send staff and Council members to attend this important event.

Mayor Pfister asked which Council Members would be interested in attending.

Mayor Pfister, Council Member Price, and Council Member Keown each indicated that they would like to attend.

Mayor Pfister asked whether Mr. Drury would also be attending. Mr. Drury said that he planned to attend.

Mr. Drury stated that three Council Members had expressed interest in attending and that no formal vote was required.

Tab 9. SECO Energy – Utility Easements at Golden Triangle Regional Park West Campus

Mr. Aldrich made the following presentation:

SECO Energy is requesting twenty-foot (20') easements on City-owned property located at the Golden Triangle Regional Park West Campus, currently known as the Woodlea Sports Complex. The first easement will run north / south for an approximate distance of seven hundred fifty feet (750'), just west of the water treatment plant access road to the new maintenance barn. The second easement will run for approximately six hundred thirty feet (630') just on the east side of the road to the electrical box and fenced in electrical building. The easements shall grant SECO the privilege to construct, operate, and maintain

underground electric transmission and distribution lines, and communication systems and all associated equipment necessary to serve future growth at the park. This easement request has been reviewed by City staff with no objections.

Staff recommends Option 1, for the City Council to approve the easement agreement between the City of Tavares and SECO Energy granting twenty-foot (20') easements on City-owned property located at the Golden Triangle Regional Park West Campus, currently known as Woodlea Sports Complex.

Mayor Pfister asked for comments from the Council.

Council Member Price asked whether the smaller of the two easements would run through an existing ballfield. Staff confirmed that the easement area currently overlapped an existing field and stated that the infrastructure was already in place. Council Member Price expressed concern that future work within the easement could disrupt the ballfield and asked whether the easement could be relocated to avoid impacting recreational areas.

Council Member Gamble asked whether the easement could be relocated and noted that approving the easement would allow work to proceed before the master plan was completed, which could affect one or more fields.

Mayor Pfister asked whether the utility could be required to remain underground. Staff stated that the existing infrastructure was already underground and that the easement language was standard for utility providers.

Mr. Drury stated that the easement had existed for some time and that any relocation of utilities would be addressed as part of the overall master planning process. He recommended that Council approve the first easement and table the second easement to allow additional evaluation in coordination with the master plan and potential future improvements.

Council Members discussed the importance of aligning utility placement with future park development and minimizing impacts to existing facilities.

MOTION

Sandy Gamble moved to approve Easement No. 1 and table Easement No. 2 pending further review in conjunction with the Master Plan, seconded by Walter Price. The motion carried unanimously 5-0.

XI. NEW BUSINESS

XII. OLD BUSINESS

Council Member Gamble asked for an update on the anticipated installation timeline for the west-end gateway signage.

Mr. Dillon stated that he had received an update from the manufacturer and that the gateway feature was expected to be installed by the end of the month.

Council Member Gamble stated that he had been unable to attend a prior meeting regarding the ballfields and the YMCA and requested that information presented at that meeting be forwarded to him and the Council. He also stated that he had heard that a ballfield may be impacted by parking and requested additional information on the matter.

Mr. Dillon stated that the staff would provide the requested information.

XIII. AUDIENCE TO BE HEARD

Don Kehr, 16833 Deer Island Road, Lake County, representing the Sunnyland Chapter of the Antique and Classic Boat Society, thanked the Council for their continued support of the Sunnyland Boat Festival and stated that the recent event had been successful. He expressed appreciation to Vice Mayor Grenier and Mr. Tweedie for attending the event and providing brief remarks. He also thanked the City for hosting a gathering at the Pavilion on the Lake and stated that the partnership had been strong for many years and he looked forward to its continuation.

Dr. Terri Pfister-Soos, a resident of the City of Tavares, addressed the Council. She stated that she had attended the Sunnyland Boat Festival and enjoyed the event. She commented on the continued growth and positive changes within the City over the past twenty years and stated that she appreciated the Council's efforts.

Dr. Pfister-Soos also commented on the Powerhouse Youth Project presentation and thanked the Council for allowing the program to be presented. She stated that she supported efforts to bring the program into local schools, including Tavares High School, as well as expansion into middle and elementary school levels. She emphasized the importance of such programs for students and the future of the community.

Dr. Pfister-Soos further stated that she looked forward to participating in the upcoming Tavares Police Department 5K event.

XIV. REPORTS

Tab 10. City Administrator Report

Mr. Drury stated that he wished to echo the comments made by Mr. Kehr regarding the Sunnyland Boat Festival. He stated that the City hosted thousands of visitors and noted that the event was successful due to strong coordination between the event organizers and City staff. He stated that the Police Department, Fire Department, Economic Development Department, Public Works Department, and Utilities Department all worked behind the scenes to ensure the event was safe and successful, and that no issues were reported.

Chief Coursey reported that the upcoming 5K event would support child abuse prevention efforts.

Mr. Dykes reported that ditch work at Lake Francis had begun and was expected to be completed the following day.

Mr. Aldrich noted that Dr. Terri Pfister-Soos had previously served as a summer camp counselor for the City.

Ms. Houghton reported that the Finance Department was working with auditors and preparing for the upcoming budget season.

Tab 11. City Council Member Reports

Council Member Gamble stated that it had been great to see Dr. Terri Pfister-Soos in the audience and noted that he had known her for many years. He commented on the City's recent acquisition of scoop trucks through grant funding and stated that pursuing grants was important, noting that if the City did not pursue them, others would. He expressed appreciation to Department Directors for their efforts in securing grant funding to reduce costs to the City and its residents. He also stated that he was pleased to see ditch work underway in the Lake Francis area and noted that completion of the culvert replacement would further improve conditions. He reminded residents to exercise caution while traveling along U.S. Highway 441 due to ongoing construction and traffic conditions.

Council Member Keown stated that he had met with several residents and had received positive feedback regarding City staff. He commended Mr. Fabre, Mr. Dillon, Mr. Dykes, and Chief Coursey for providing timely and helpful responses to inquiries. He also noted that residents had expressed appreciation for the cleanliness of the cemetery and the helpfulness of library staff. He encouraged the public to attend the Taste of Tavares event.

Council Member Price stated that he had the opportunity to view the new scoop trucks and described them as impressive equipment. He stated that he was pleased the City was able to acquire the equipment through grant funding. He also stated that he looked forward to the installation of the gateway sign and expressed interest in a potential opening ceremony. He wished everyone a Happy Easter.

Vice Mayor Grenier stated that he had recently given a presentation in Clermont and noted that a significant portion of the presentation included images of the City of Tavares, which reflected positively on the community. He stated that the Sunnyland Boat Festival and related events had been successful and highlighted the City's continued connection to boating and waterfront activities. He encouraged the public to reflect on the significance of Good Friday and wished everyone a Happy Easter.

Mayor Pfister stated that she had observed positive comments about the City while reviewing information about other municipalities and noted that Tavares continued to operate without the issues seen elsewhere. She stated that the success of the City was the result of the collective efforts of the City Administrator, Department Directors, and staff, and expressed appreciation for their work. She stated that their efforts made it easy to serve as Mayor and represent the City. She wished everyone a Happy Easter and encouraged the community to enjoy the holiday weekend.

XV. ADJOURNMENT

There was no further business, and Mayor Pfister adjourned the meeting at 5:26 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
4/15/2026**

AGENDA TAB NO.: 5

SUBJECT TITLE: Ordinance 2026-03 - Charter Amendment Referendum for Four-Year Terms for City Council Members (City Administrator)

OBJECTIVE:

To consider approval of an ordinance proposing a Charter amendment to extend City Council member terms from two (2) years to four (4) years, establish staggered terms, and align municipal elections with statewide general election cycles, subject to voter approval by referendum.

SUMMARY:

The proposed ordinance amends Sections 3.03 and 10.04 of the City Charter to provide for four-year terms for City Council members and to align municipal elections with statewide general elections held in even-numbered years, which will significantly reduce election costs. Currently, City Council Members serve two-year terms.

The ordinance includes transitional provisions to establish staggered terms. Council Seats One (1), Three (3), and Five (5) elected in November 2026 would serve four-year terms, while Seats Two (2) and Four (4), elected in November 2025, would serve three-year transitional terms. Beginning in November 2028, all Council members would serve four-year terms, with elections continuing every two years.

Pursuant to Section 166.031, Florida Statutes, the proposed Charter amendment must be approved by the electors of the City through a referendum. The ordinance provides the ballot title and question for placement on the next available municipal election ballot.

OPTIONS:

1. Approve Ordinance 2026-03.
2. Do not approve Ordinance 2026-03.
3. Provide direction to staff for revisions.

STAFF RECOMMENDATION:

Option 1, for the Council to approve Ordinance 2026-03.

FISCAL IMPACT:

The estimated one-time cost to place the referendum on the ballot is \$14,000 (ballot pages, postage,

advertising and translation services). This is off-set in the long run because of the estimated election expense savings of \$35,000 every other year if this passes.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. ORDINANCE 2026-03 - Ballot Referendum Four Year Term
2. Legal Ad - Proof of Publication

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

ORDINANCE 2026-__

AN ORDINANCE PROPOSING AN AMENDMENT TO THE CHARTER OF THE CITY OF TAVARES, FLORIDA; AMENDING SECTION 3.03 OF THE CHARTER PERTAINING TO TERMS OF OFFICE OF CITY COUNCILMEMBERS; AMENDING SECTION 10.04 OF THE CHARTER PERTAINING TO MUNICIPAL ELECTIONS; PROVIDING FOR FOUR (4) YEAR TERMS OF OFFICE FOR CITY COUNCILMEMBERS; PROVIDING THAT MUNICIPAL ELECTIONS SHALL BE HELD EVERY TWO (2) YEARS IN EVEN-NUMBERED YEARS CONSISTENT WITH STATEWIDE GENERAL ELECTION CYCLES; PROVIDING TRANSITIONAL PROVISIONS ESTABLISHING STAGGERED TERMS; PROVIDING FOR A REFERENDUM; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Tavares operates pursuant to its municipal charter adopted under the laws of the State of Florida; and

WHEREAS, the Charter currently provides that members of the City Council are elected at large by the electors of the City and serve terms of two (2) years; and

WHEREAS, the City Council finds that extending the term of office for councilmembers to four (4) years will promote continuity in governance, enhance stability in municipal policymaking, and permit the effective implementation of long-term municipal initiatives; and

WHEREAS, the City Council further finds that aligning municipal elections with statewide general election cycles occurring every two (2) years in even-numbered years will improve voter participation and administrative efficiency; and

WHEREAS, Section 166.031, Florida Statutes, authorizes the governing body of a municipality to propose amendments to its charter for approval by the electors of the municipality; and

WHEREAS, the City Council desires to submit to the electors of the City of Tavares a proposed amendment to the Charter to extend councilmember terms to four (4) years and establish staggered terms so that municipal elections will continue to occur every two (2) years.

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

SECTION 1. AMENDMENT TO SECTION 3.03 OF THE CITY CHARTER.

Section 3.03 of the Charter of the City of Tavares, Florida, is hereby amended to read as follows:

Section 3.03. Election and terms.

Terms for newly elected councilmembers shall commence at the first regular meeting following the general municipal election. The members of the city council shall hold their office for the term of ~~two (2)~~ four (4) years or until their successors are elected and qualified, except as otherwise provided in the transitional provisions of this Charter amendment.

SECTION 2. AMENDMENT TO SECTION 10.04 OF THE CITY CHARTER.

Section 10.04(a) of the Charter of the City of Tavares, Florida, is hereby amended to read as follows:

Section 10.04. Elections.

(a) *General election.* A general election shall be held on the first Tuesday after the first Monday in November of each even-numbered year to choose successors to each councilmember whose term will expire before the next general election and, except as otherwise provided in the city Charter, to fill each vacancy in elective office for the unexpired portion of the term.

(b) *Council positions.* For each council seat that is up for election, the candidate who receives the highest number of votes cast for the office shall be declared elected.

SECTION 3. TRANSITIONAL PROVISIONS

In order to establish staggered four-year terms while maintaining municipal elections every two (2) years:

1. Council Seats One (1), Three (3), and Five (5) elected at the November 2026 municipal election shall serve four (4) year terms expiring in November 2030.
2. Council Seats Two (2) and Four (4) elected at the November 2025 municipal election shall serve three (3) year transitional terms expiring in November 2028.
3. Beginning with the elections held in November 2028, and thereafter, councilmembers elected to all seats shall serve four (4) year terms.
4. Following completion of the transitional terms, municipal elections shall continue to occur every two (2) years in even-numbered years, alternating between presidential and gubernatorial election cycles.

SECTION 4. REFERENDUM

Pursuant to Section 166.031, Florida Statutes, the Charter amendments proposed by this ordinance shall be submitted to the electors of the City of Tavares for approval at the next available municipal election.

The ballot title and question shall read substantially as follows:

CHARTER AMENDMENT REFERENDUM

FOUR-YEAR TERMS FOR TAVARES CITY COUNCIL

Shall the City of Tavares Charter be amended to extend City Councilmember terms from two (2) years to four (4) years and align municipal elections with statewide election cycles occurring every two (2) years, with transitional terms to establish staggered four-year council terms?

- YES FOR APPROVAL
- NO FOR DISAPPROVAL

SECTION 5. SEVERABILITY

If any section, subsection, sentence, clause, or provision of this ordinance is held invalid by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining portions of this ordinance.

SECTION 5. EFFECTIVE DATE OF ORDINANCE

If approved by a majority of the electors voting on the measure, the Charter amendments set forth herein shall become effective immediately upon certification of the election results.

PASSED AND ORDAINED this __ day of _____, 2026, by the City Council of the City of Tavares, Florida.

Lori A. Pfister, Mayor
Tavares City Council

Passed First Reading _____, 2026

Passed Second Reading _____, 2026

ATTEST:

Susie Novack, City Clerk

Approved as to form and legality

Lindsay Holt, City Attorney

**AGENDA SUMMARY
TAVARES CITY COUNCIL
4/15/2026**

AGENDA TAB NO.: 6

SUBJECT TITLE: Tavares Library Update and National Library Week Recognition (Community Services)

OBJECTIVE:

To provide an update on activities and programs within the Tavares Public Library and recognize April 19 – 25, 2026 as National Library Week.

SUMMARY:

National Library Week is an event sponsored by the American Library Association (ALA) and observed in libraries across the country each April. It is a time to celebrate our nation's libraries, library workers' contributions, and promote the support and use of all types of libraries - school, public, and academic.

This year, National Library Week is being celebrated from April 19 - 25, 2026. This year's theme for National Library Week is **Find Your Joy**. The library will provide a summary of how joy shows up every day at the Tavares Public Library.

OPTIONS:

1. To hear the update.
2. Do not hear the update.

STAFF RECOMMENDATION:

Option 1: To hear the update

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
4/15/2026**

AGENDA TAB NO.: 7

SUBJECT TITLE: FY 2027 Proposed Budget Calendar (Finance)

OBJECTIVE:

To provide the Fiscal Year 2027 Proposed Budget Calendar.

SUMMARY:

The FY 2027 Proposed Budget Calendar is attached. The first City Council budget workshop is on Wednesday, July 15, 2026. The Maximum Tentative Millage Rate will be set at the same meeting.

OPTIONS:

Option 1: Approve the Fiscal Year 2027 Proposed Budget Calendar as provided.

Option 2: Discuss and adjust the budget calendar.

STAFF RECOMMENDATION:

Option 1: Approve the Fiscal Year 2027 Proposed Budget Calendar as provided.

FISCAL IMPACT:

No fiscal impact.

LEGAL SUFFICIENCY:

Legally Sufficient.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. FY 2027 TRIM Calendar

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

CITY OF TAVARES
UPDATED TRIM COMPLIANCE CALENDAR SCHEDULE
For Fiscal Year 2027 Proposed Budget

February 11, 2026	Budget Module opened for department budget entry
February 11, 2026	Budget Memo and Handbooks distributed to departments
February 18, 2026	Council sets Broad Budget Priorities
April 6, 2026	Budget Module closes for department entry
April 7 – 30, 2026	City Administrator Department Budget Workshops with Finance and Department Directors (including CIP)
May 31, 2026	Receive Property Appraiser “Best Estimate” of taxable values for FY 2027 (2026 Tax Year)
June 30, 2026	Receive Certified DR-420 (Taxable Value from Lake County Property Appraiser)
July 1, 2026	Official start of Department of Revenue TRIM Calendar
July 7-11, 2026	Deliver electronic budget and printed proposed budget binders to City Council
July 6 - 14, 2026	Individual Budget Meetings with Council Members with Proposed Budget Summary
July 15, 2026	Proposed Budget Presentation to City Council (General Fund)
July 15, 2026	Budget Workshop to set <u>Tentative Maximum Millage Rate for DR-420 Submittal</u>. The proposed millage rate may be lowered after submitting the DR-420, but it may not be increased.
August 1, 2026	DR-420 Maximum Millage Form due to Property Appraiser
August 5, 2026	Proposed Budget Presentation to City Council (Enterprise Funds & Special Funds) Discuss GENERAL FUND
August 19, 2026	Proposed CIP Budget Presentation to City Council (City Council Meeting)
August 19, 2026	City Council Budget Workshop to finalize budget in anticipation of First Public Hearing – 4:00 PM (City Council Meeting)

September 2, 2026 First public hearing to adopt Tentative Millage Rate and Tentative Budget (5:05 PM)

September 13, 2026 Advertise the Final Hearing to adopt Millage Rate and Final budget. SUNDAY Advertisement.

September 16, 2026 Hold second public hearing to adopt Millage rate and Final Budget (5:05 PM)

September 18, 2026 Deliver resolution adopting budget, and resolution adopting millage rate (electronic submission) **(3 DAYS OF ADOPTION)**.

October 1, 2026 Complete E-TRIM Final Certification for DR-422

October 13, 2026 Forward certification to the State of Florida Department of Revenue, Property Tax Administration Program.

Municipal Budget Hearings are prohibited by state statutes from being held on the same dates that County and School Board Hearings will be held.

1. 2026 School Board Hearing Dates: July 27, 2026, and September 14, 2026
2. 2026 Lake County Budget Hearing Dates: September 8, 2026, and September 22, 2026.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
4/15/2026**

AGENDA TAB NO.: 8

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	May 6, 2026, 4:00 p.m., Tavares City Council Chambers May 20, 2026, 4:00 p.m., Tavares City Council Chambers
Planning and Zoning Board Meeting	April 16, 2026, 3:00 p.m., Tavares City Council Chambers
Library Board Meeting	May 13, 2026, 4:00 p.m., Tavares Library Expansion Room
Code Enforcement Special Magistrate Hearing	April 28, 4:00 p.m., Tavares City Council Chambers

OUTSIDE AGENCY MEETINGS:

Heartland League of Cities Meeting	May 8, 2026, 12:00 noon, Location to be Determined
Lake Sumter MPO Governing Board Meeting	April 22, 2026, 2:00 p.m., Suite 175, 1300 Citizens Boulevard, Leesburg
Tavares Chamber of Commerce Business Meeting	April 22, 2026, 11:30 a.m., Tavares Civic Center

Attached is the current 2026 Event Calendar.

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_2026_Rvsd 4.2.2026

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
4/15/2026**

AGENDA TAB NO.: 9

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.