



AGENDA
TAVARES CITY COUNCIL
March 19, 2025
4:00 PM
TAVARES CITY HALL COUNCIL CHAMBERS
201 E MAIN STREET, TAVARES

(Members of the public wishing to speak on an item that is on the agenda must fill out a Request to Speak form available from the City Clerk or at the Council Meeting prior to the meeting being called to order. In addition, the Mayor will ask for comment under the 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 Shane Hargrave, Compass Life Church

III. APPROVAL OF AGENDA

IV. IMPACT FEE WORKSHOP

Tab 2 Council Workshop to discuss Draft City of Tavares 2025 Municipal Impact Fee Study for Police, Fire, Parks, and General Government (Finance)

V. PROCLAMATIONS/PRESENTATIONS

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

VII. READING OF ALL ORDINANCES/RESOLUTIONS INTO RECORD

VIII. CONSENT AGENDA

Tab 3 Approval of the March 5, 2025, City Council Meeting Minutes (City Clerk)

IX. RESOLUTIONS

X. ORDINANCES - PUBLIC HEARING

First Reading

Second Reading

Tab 4 Ordinance 2025-01 - Language Amendment to Chapter 6 of the City of Tavares City Ordinance, "Fire Protection and Prevention" (Fire)

XI. GENERAL GOVERNMENT

Tab 5 City of Tavares Civic Group Entrance Sign Recognition (Community Services)

Tab 6 Tavares Skate Park Demolition (Utilities)

Tab 7 RFQ 2025-0003, Governmental Relations Firm (Finance)

XII. NEW BUSINESS

XIII. OLD BUSINESS

XIV. AUDIENCE TO BE HEARD

XV. REPORTS

Tab 8 City Administrator Report

Tab 9 City Council Member Reports

XVI. 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
3/19/2025**

AGENDA TAB NO.: 1

SUBJECT TITLE: Pastor Shane Hargrave, Compass Life Church

OBJECTIVE:

Pastor Shane Hargrave, Compass Life Church, will provide the invocation and lead those present in the Pledge of Allegiance.

SUMMARY:

Pastor Shane Hargrave, Compass Life 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
3/19/2025**

AGENDA TAB NO.: 2

SUBJECT TITLE: Council Workshop to discuss Draft City of Tavares 2025 Municipal Impact Fee Study for Police, Fire, Parks, and General Government (Finance)

OBJECTIVE:

For the City Council to hold a Public Workshop to discuss the City of Tavares 2025 Municipal Impact Fee Study dated February 13, 2025, with dedicated discussions related to the extraordinary circumstances necessitating the proposed Impact Fees for Police, Fire, Parks, and General Government.

SUMMARY:

By way of background, the following information is provided to assist the City Council as they review the City of Tavares 2025 Municipal Impact Fee Study Draft Report for Police, Fire, Parks and General Government Facilities Impact Fees. The Draft Study Report is dated February 13, 2025.

- The prior study for City of Tavares Police, Fire and Park Impact Fees was dated September 12, 2006.
- The City Council adopted Ordinance 2007-02 on February 21, 2007, which implemented the 2006 study recommendations.
- On June 4, 2021, CS/CS/CS/HB337, known as the Florida Impact Fee Act, was signed into law which brought several changes to Impact Fee requirements.

Some changes for Impact Fees provided in the Florida Impact Fee Act (F.S § 163.31801) include the following:

- The law provides an introduction of definitions for the term infrastructure and public facilities.
- The law also creates a cap on the amount local governments can increase impact fees. This cap limits the increase to no more than 12.5% in a given year and no more than 50% over a four-year period.
- An increase greater than 50% requires a two-thirds vote of the City Council and provides at least two publicly noticed workshops.
- Local Governments will be required to credit developers or builders on a dollar-for-dollar basis when they contribute toward public facilities or infrastructure.
- The law requires that impact fees be split out into their own accounting fund.
- Local governments must limit administrative charges for the collection of impact fees to actual costs.
- Changes to the Financial Statement Audit Affidavit requirements by the CFO.

The **Draft** Impact Fee report has been prepared by the City's Rate Consultant, Joe Williams of Raftelis, and discusses the following for each impact fee: Police, Fire, Parks, and General Government Facilities. The Draft Report has been prepared within the constraints of the Florida Impact Fee Act.

- An Introduction
- Existing Impact Fees
- Incremental Costs
- Impact Fee Development
- Impact Fee Comparisons

Discussions at the workshop are required to have dedicated discussions related to the extraordinary circumstances necessitating the need to exceed the phase-in limitations set forth in FS 163.31801. The Draft Report identifies the following extraordinary circumstances:

- Recent large inflationary cost increases
- Additional capital improvements based on a significant increase in population growth.

This workshop represents one of two required workshops to be held by the City Council for the Study as required by FS 163.3801. This report is delivered to the City Council for their review for workshop discussions.

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OPTIONS:

1. **Council holds Workshop Discussions for the Draft City of Tavares Impact Fee Study dated February 13, 2025, for Police, Fire, Parks, and General Service Impact Fees with dedicated discussions on the extraordinary circumstances necessitating the need to exceed the phase-in limitations of FS 163.31801**

STAFF RECOMMENDATION:

1. **Council holds Workshop Discussions for the Draft City of Tavares Impact Fee Study dated February 13, 2025, for Police, Fire, Parks, and General Service Impact Fees with dedicated discussions on the extraordinary circumstances necessitating the need to exceed the phase-in limitations of FS 163.31801**

FISCAL IMPACT:

None. There is no cost for Workshop discussions.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. 2024 Tavares Impact Fee Report - Draft 1-lhstamp

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
3/19/2025**

AGENDA TAB NO.: 3

SUBJECT TITLE: Approval of the March 5, 2025, City Council Meeting Minutes (City Clerk)

OBJECTIVE:

For the Council to consider approval of the March 5, 2025, City Council meeting minutes.

SUMMARY:

Attached are the March 5, 2025, City Council meeting minutes submitted by the City Clerk.

OPTIONS:

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

STAFF RECOMMENDATION:

For the Council's consideration.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. 03-05-2025 CC Minutes

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



**TAVARES CITY COUNCIL
MEETING MINUTES
MARCH 5, 2025 – 4:00 PM
TAVARES CITY HALL COUNCIL CHAMBERS
201 EAST MAIN STREET, TAVARES**

COUNCIL MEMBERS PRESENT

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

STAFF PRESENT

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

I. CALL TO ORDER

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

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1. Pastor Dewey Smith, First Baptist Church of Mount Dora

Pastor Dewey Smith, First Baptist Church of Mount Dora, provided the invocation and led those present in the Pledge of Allegiance.

III. APPROVAL OF AGENDA

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

MOTION

Lori Pfister moved to approve the Agenda, seconded by Troy Singer. The motion carried unanimously 5-0.

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2. Proclamation – Employee Appreciation Day

Mayor Price read a Proclamation declaring March 7, 2025, Employee Appreciation Day. In 1995, Dr. Bob Nelson, a founding member of Recognition Professionals International, created Employee Appreciation Day to reward and thank employees for their hard work and dedication to an organization. Employee Appreciation Day is held on the first Friday of March each year.

MOTION

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

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 ordinance at First Reading by title only:

ORDINANCE 2025-01

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA AMENDING THE CITY CODE OF ORDINANCES CHAPTER 6 FIRE PROTECTION AND PREVENTION, ARTICLE IV FIRE PREVENTION STANDARDS, SECTION 6-96 NATIONAL FIRE PROTECTION ASSOCIATION CODES ADOPTED; AND AMENDING CHAPTER 6 FIRE PROTECTION AND PREVENTION, ARTICLE IV FIRE PREVENTION STANDARDS,

**SECTION 6-97 STANDARD FIRE PROTECTION CODE ADOPTED;
SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS
ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING
SEVERABILITY AND CONFLICTS; AND PROVIDING FOR AN
EFFECTIVE DATE.**

VII. CONSENT AGENDA

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

MOTION

Lori Pfister moved to approve the Consent Agenda [Tab 3. Approval of the February 19, 2025, City Council Meeting Minutes], seconded by Bob Grenier. The motion carried unanimously 5-0.

Tab 3. Approval of the February 19, 2025, City Council Meeting Minutes

Approved on the Consent Agenda.

VIII. RESOLUTIONS

IX. ORDINANCES – PUBLIC HEARING

First Reading

Tab 4. Ordinance 2025-01 – Language Amendment to Chapter 6 of the City of Tavares City Ordinance, “Fire Protection and Prevention”

No discussion at First Reading.

Second Reading

X. GENERAL GOVERNMENT

Tab 5. Accept and Award Recommended Architect Firm for the Golden Triangle Regional Park – West Campus Design

Mr. Aldrich made the following presentation:

On January 10, 2025, the City of Tavares advertised a Request For Qualifications (RFQ 2025-0001) for an architect firm to complete a build-out of the Golden Triangle Regional Park – West Campus at the Woodlea Sports Complex as a phased project. Three firms responded with statements of qualifications on February 13, 2025.

*Dix.Hite + Partners
150 West Jessup Avenue
Longwood, FL 32750*

*GatorSkitch Architects & Planners
1000 E. Highway 50, Ste. 201A
Clermont, FL 34711*

*Powell Studio Architecture
713 W Montrose St
Clermont, FL 34711*

A selection committee made up of the following evaluated the three proposals at a committee meeting on February 19, 2025:

*Pete Sherrard, City of Tavares
Phil Clark, City of Tavares
Angela Harrold, Lake County, Florida*

All firms were qualified and capable of the job, and it was a difficult decision to select the top firm. Ultimately, the selection committee unanimously ranked the firms as follows:

- 1. Powell Studio Architecture*
- 2. Dix.Hite + Partners*
- 3. GatorSkitch Architects & Partners*

Attached is the RFQ response from the number one selected firm, Powell Studio Architecture. The other RFQ responses are available upon request.

Staff recommended Option 1, for the Council to approve the recommended architectural firm, Powell Studio Architecture, and authorize staff to negotiate a contract.

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

MOTION

Sandy Gamble moved to approve the RFQ award to Powell Studio Architecture [Option 1], seconded by Lori Pfister.

Vice Mayor Pfister noted her confidence in the ranking committee.

The motion carried unanimously 5-0.

Mr. Powell thanked the Council and said he looked forward to working with the City.

Tab 6. Provide Draft Report and Set public Workshop Dates for Fire, Police, Parks, and General Government Impact Fees

Ms. Houghton made the following presentation:

By way of background, the following bullet points are provided to assist the City Council as they review the City of Tavares 2025 Municipal Impact Fee Study Draft Report for Police, Fire, Parks and General Government Facilities Impact Fees. The Draft Study Report is dated February 13, 2025.

- *The prior study for City of Tavares Police, Fire and Park Impact Fees was dated September 12, 2006.*
- *The City Council adopted Ordinance 2007-02 on February 21, 2007, which implemented the 2006 study recommendations.*
- *On June 4, 2021, CS/CS/CS/HB337, known as the Florida Impact Fee Act, was signed into law which brought several changes to Impact Fee requirements.*

Some changes for Impact Fees provided in the Florida Impact Fee Act (F.S § 163.31801) include the following:

- *The law provides an introduction of definitions for the terms infrastructure and public facilities.*
- *The law also creates a cap on the amount local governments can increase impact fees. This cap limits the increase to no more than 12.5% in a given year and no more than 50% over a four-year period.*
- *An increase of greater than 50% requires a two-thirds vote of the City Council, and provides for at least two publicly noticed workshops (This is the case for Tavares).*
- *Local governments will be required to credit developers or builders on a dollar-for-dollar basis when they contribute toward public facilities or infrastructure.*
- *The law requires that impact fees be split out into their own accounting fund.*
- *Local governments must limit administrative charges for the collection of impact fees to actual costs.*
- *Changes to the Financial Statement Audit Affidavit requirements by the CFO.*

*The **Draft** Impact Fee report has been prepared by the City's Rate Consultant, Joe Williams of Raftelis, and discusses the following for each impact fee: Police, Fire, Parks, and General Government Facilities. The Draft Report has been prepared within the constraints of the Florida Impact Fee Act.*

- *An Introduction*
- *Existing Impact Fees*

- *Incremental Costs*
- *Impact Fee Development*
- *Impact Fee Comparisons*

This report is delivered to the City Council for their review in anticipation of two public workshops to be scheduled by the City Council.

Staff recommended Option 1, for the City Council to discuss setting dates for two Public Workshops for public discussions for review of the City of Tavares 2025 Municipal Impact Fee Study Draft Report dated February 13, 2025.

Ms. Houghton invited Raftelis Consultant Michelle Galvin to the podium for a presentation.

Ms. Galvin provided a PowerPoint presentation review of the 2024 Municipal Impact Fee Draft Study. She said two Workshops and readings for an Ordinance to adopt fees would be scheduled. Ms. Galvin noted that impact fees could not be implemented for 90 days after passage of an ordinance. She provided area fees and the proposed changes, which were average impact fee rates by comparison.

Mr. Drury noted the official process would begin at the two workshops.

Mayor Price asked for comments from the Council.

Vice Mayor Pfister noted her support for moving forward with scheduling the workshops.

Council Member Singer thanked Ms. Galvin for her hard work on the study. He said there was a lot of growth in the City, and people moved to it because they loved what was happening. Council Member Singer said the Council should ensure the development was paying for it rather than the current residents. If not, the City would be in a deficit of \$7.5 million dollars in 2034. He said it was time to address the City's impact fees and looked forward to the workshops.

Council Member Gamble asked if the impact fees would be for future developments, not those that had already come before the Council for approval or broken ground. Mr. Drury confirmed. He said the impact fees would not be effective until 90 days after adopting an ordinance. He said the ordinance could not be adopted until two public workshops were held.

Council Member Gamble asked if a moratorium on approving plans could be implemented until the process begins. Attorney Holt said she would look into it and return her findings to the Council.

Council Member Grenier noted his support for scheduling the workshops.

Council Member Singer recommended incorporating the workshops in the next two City Council meetings.

MOTION

Lori Pfister moved to hold Impact Fee Workshops on March 19, 2025, and April 2, 2025, to be agendized with the Regular City Council meetings, seconded by Bob Grenier. The motion carried unanimously 5-0.

Mayor Price asked how often the study would be reviewed. Ms. Galvin said the study is reviewed every 4 to 5 years.

Mayor Price made the following comments regarding the study:

- Page 107 of 125, 4th paragraph – refers to the 'original cost' for the Police Department portion, and page 112 of 125 refers to the 'original value' for the Fire Department. Ms. Galvin said it was a cost based on the fixed assets. Mayor Price said page 112 should be correct to reflect 'costs.'
- Page 112 said the Fire Department's reflected cost was \$9,629,400; further down in the spreadsheet, it is reflected as \$8,657,800. Ms. Galvin said they would review the amounts.
- Page 116, Parks and Recreation, still included Fred Stover Sports Complex, which had been sold. Ms. Houghton noted the sale was pending when the information was added. Ms. Galvin said it would be addressed.
- Page 119, General Government Facilities, Table 27, reflects Public Works at \$241,900 when Public Works has a new facility at a higher cost. Ms. Galvin said a table was missing and the section would be added.

XI. NEW BUSINESS

XII. OLD BUSINESS

Council Member Grenier asked for an update on Aesop's Park. Mr. Dillon said the contractor broke ground, and the project was expected to be completed by the end of April 2025.

XIII. AUDIENCE TO BE HEARD

XIV. REPORTS

Tab 7. City Administrator Report

Mr. Tweedie provided an update on the positive economic impact of the recent Planes, Tunes, and BBQ event. He gave special thanks to Special Events and Operations Manager Cheri Moan for organizing the event, as well as the following staff members for their assistance:

Dan Charles, Waterfront Operations Manager

Diontre Schwier, Waterfront Operations Supervisor
Jason Santiago, Customer Service Specialist for Marina
Andrew Hamilton, Waterfront Operation Specialist for Marina
Chris Brink, Waterfront Operation Specialist for Marina
Brett Malikien, Waterfront Maintenance Technician for Marina
Kenneth Pearce, ROW Technician II
Gene Lajuenesse, ROW Technician II
Shawn Bronson, ROW Technician II
Rick Provencher, ROW Technician II
Kristie Pelfrey, Administrative Assistant
Jeff Caudill, Streets and Roads Maintenance Worker I
Emma Tighe, Parks Specialist I
Eric Lowe, Parks Specialist I
Latravenous 'Tray' Tolbert, Maintenance Worker I for Solid Waste
Dwayne Cannon, Maintenance Worker 1 for Solid Waste
Brandon Rosario, Senior Traffic Sign/Pavement Technician
Donald Hill, Utility Technician Worker for Water
Kayla Gaines, Recreation Coordinator
Adam Fisher, Network Administrator
Officer Courtney Burns
Officer Layne Sauseda
Officer Ben Postma
Officer Brenden Welte
Officer Alex Wilklow
Officer Dan Dixon
Corporal Cullin O'Shea
Sgt. Nicholas Dambro
Sgt. Joseph Kellan
Officer Dan Dixon
Captain Jared Blessing
Captain Jon Hall
Fire Division Chief Mike Willis
Fire Inspector Lee Cheney
Lieutenant Matt Simmons
Engineer Matt Parkhurst
Firefighter/Paramedic Shawn McDougald
Firefighter/Paramedic Imer Robles
Firefighter/Paramedic Alex Dacek
Firefighter/Paramedic Joseph Maleski
Firefighter/EMT Tyler Wagner

Mr. Tweedie thanked the Finance Department and said all departments in the City helped their small but mighty Team. He also thanked the Mount Dora Police Department for loaning the City a security system for the event.

Council Member Gamble recommended removing a tree along the shoreline as it blocks patrons' viewing of drone shows and fireworks.

Council Member Singer said the drone show was fantastic. He said Planes, Tunes, and BBQ was the first event utilizing the Tav Lee Trail Reroute around the Seaplane Base and asked if it helped the Tavares Teams and pedestrian traffic flow. Mr. Tweedie said it was a significant improvement with safety benefits, and the team did not have to set up barricades and maintain a perimeter around them. Council Member Singer said the reroute was well worth the investment.

Mr. Dillon said the Florida Chapter of the American Public Works Association awarded the City of Tavares a Project of the Year Award for the Public Works Facility and Lake Technical College Operations Center.

Mr. Aldrich thanked the Council for their support and for those who attended the Babe Ruth Baseball opening day event.

Tab 8. City Council Member Reports

Vice Mayor Pfister said she could not attend the weekend events due to her work schedule. She heard the Babe Ruth League opening day event was good and saw a lot of positive social media comments on the Planes, Tunes, and BBQ event. Vice Mayor Pfister said it was nice to see those comments from businesses who recognized City employees for their hard work and efforts.

Vice Mayor Pfister commended Mr. Dillon for winning the American Public Works Association Project of the Year award. She said it was an excellent week for employee appreciation.

Council Member Grenier noted his support for the Employee Appreciation Day Proclamation. He commended the staff for their hard work and efforts.

Mayor's Youth Council member Anderson Fish said he was optimistic about new development in the City.

Council Member Singer said the City employees are appreciated each day of the year. He commended all the employees who assisted with the Planes, Tunes, and BBQ event and Mr. Aldrich and Deputy Director of Recreation Pete Sherard for their efforts on the Babe Ruth League opening day event.

Council Member Gamble said he had a scheduling conflict and could not attend the Babe Ruth League opening day event. He commended Ms. Moan and the staff for their efforts on the Planes, Trains, and BBQ event. He noted his appreciation for the City staff.

Mayor Price expressed his appreciation for the City's employees. He attended the Babe Ruth League opening day event and noted that his son played in the program over 25 years ago at Fred Stover Field.

Mayor Price said he attended the Planes, Tunes, and BBQ and enjoyed the drone show.

XV. ADJOURNMENT

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

Respectfully,

Susie Novack, MMC, FCRM
City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
3/19/2025**

AGENDA TAB NO.: 4

SUBJECT TITLE: Ordinance 2025-01 - Language Amendment to Chapter 6 of the City of Tavares City Ordinance, "Fire Protection and Prevention" (Fire)

OBJECTIVE:

The objective of this agenda item is to present to City Council, the opportunity to consider and adopt a change in City of Tavares Ordinance, Chapter 6, "Fire Protection and Prevention". 2 Readings are required for this agenda item.

SUMMARY:

Currently, Chapter 6 of City Ordinance cites and enables specifically the 1997 edition of 3 fire prevention and life safety documents that impact the City of Tavares through the State of Florida. Those documents are: National Fire Code (NFPA) Pamphlet 1; Life Safety Code (NFPA) 101; and Standard Fire Protection Code. The current authorized editions of these documents are dated 2024. This ordinance change will bring those edition dates to the current standards enacted by the State of Florida. Additionally, language is being added to automatically enable the current edition of these documents as these edition dates change in the future. In the attached change documentation, changes are indicated by strikethrough for current language being deleted, and underline for new language being added.

OPTIONS:

Option 1:

Move to adopt Ordinance 2025-01 as presented, authorizing the Mayor to sign the document upon ratification at second reading.

Option 2:

Allow the issue to die without motion and vote, providing Staff with alternative direction.

STAFF RECOMMENDATION:

Staff recommends Council Move to adopt Ordinance 2025-01 as presented, authorizing the Mayor to sign the document upon ratification at second reading.

FISCAL IMPACT:

There is no fiscal impact associated with this ordinance change.

LEGAL SUFFICIENCY:

City Attorney authored the attached ordinance amendment document.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Ordinance 2025-01 (Amending Fire Ordinance)
2. Line Ad - Daily Commercial - Ordinance 2025-01

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

ORDINANCE 2025-01

AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA AMENDING THE CITY CODE OF ORDINANCES CHAPTER 6 FIRE PROTECTION AND PREVENTION, ARTICLE IV FIRE PREVENTION STANDARDS, SECTION 6-96 NATIONAL FIRE PROTECTION ASSOCIATION CODES ADOPTED; AND AMENDING CHAPTER 6 FIRE PROTECTION AND PREVENTION, ARTICLE IV FIRE PREVENTION STANDARDS, SECTION 6-97 STANDARD FIRE PROTECTION CODE ADOPTED; 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 Tavares City Council desires to amend the City's Code of Ordinances, Chapter 6, Fire Protection and Prevention, Article IV Fire Prevention Standards, Section 6-96 National Fire Protection Association codes adopted to update the prohibited hours of operation between the hours of 7:00PM and 7:00AM the following day and remove "street sweeper"; and

WHEREAS, the Tavares City Council desires to amend the City's Code of Ordinances, Chapter 6, Fire Protection and Prevention, Article IV Fire Prevention Standards, Section 6-97 Standard Fire Protection Association Code adopted to add (C) Any new residential dwelling units (D.U's) in commercial or industrial zoning district shall demonstrate the performance of acceptable internal residential noise levels; and,

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 underline and ~~striketrough~~:

Sec. 6-96. National Fire Protection Association codes adopted.

- (a) The National Fire Code (NFPA) Pamphlet 1, ~~1997~~ 2024 (Florida) Edition, as it may be amended and updated from time to time, and as published by the National Fire Protection Association is hereby adopted by reference in its entirety as the fire code for the city.
- (b) The Life Safety Code, (NFPA) 101, ~~1997~~ 2024 (Florida) Edition, as it may be amended and updated from time to time, and as published by the National Fire Protection Association, is hereby adopted by reference in its entirety as the Life Safety Code for the city.

Sec. 6-97. Standard Fire Protection Code adopted.

The Standard Fire Protection Code, ~~1997~~ 2024 Edition, as it may be amended and updated from time to time, and as promulgated by the Southern Building Code Congress International, Inc., is hereby adopted by reference in its entirety, unless otherwise provided for in this chapter.

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
3/19/2025**

AGENDA TAB NO.: 5

SUBJECT TITLE: City of Tavares Civic Group Entrance Sign Recognition (Community Services)

OBJECTIVE:

To present Council with options to install two (2) gateway entrance signs along the roadways to recognize our community civic groups.

SUMMARY:

At the request of Mayor Price, staff researched and identified ten (10) civic service clubs in the Golden Triangle area to see if they had an interest in being recognized on a city gateway entrance sign. The clubs received a letter from the City asking if their club would like to be recognized on a gateway entrance sign along the roadway to welcome drivers to the City of Tavares. Upon the Council's approval and direction, two (2) signs will be placed at the entrance to the City, one along David Walker Drive between HWY 441 and Dora Avenue, and the other along Old HWY 441 coming from Mount Dora into Tavares just before the David Walker Drive intersection.

Two (2) clubs have responded, indicating their interest in being included in the signage: Rotary Club of Lake County Golden Triangle, and the Peninsular Masonic Lodge No. 85.

Working with Sign Crafters of Florida, staff have identified three options for local roadway signs, each with room to include up to five (5) civic club logos.

1. The first option is \$25,060.00
2. The second option is \$23,060.00
3. The third option is \$21,660.00

Inside your agenda packet are detailed descriptions of each option, showing the differences in the signage.

OPTIONS:

1. Council discusses and selects one of the three options presented, and identifies funding for the purchase and installation.
2. Council discusses and offers a different option for signage.
3. Council does not move forward with any of the options.

STAFF RECOMMENDATION:

Staff recommends that the Council discusses and provides directions to staff.

FISCAL IMPACT:

Funding will be taken out of reserves.

LEGAL SUFFICIENCY:

Meets legal sufficiency.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Tavares Civic Signage (option 1)
2. Tavares Civic Signage (option 2)
3. Tavares Civic Signage (option 3)

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
3/19/2025**

AGENDA TAB NO.: 6

SUBJECT TITLE: Tavares Skate Park Demolition (Utilities)

OBJECTIVE:

For Council to consider the demolition of the Tavares Skate Park and approve a budget amendment for the associated costs.

SUMMARY:

The city will need to expand the Waste Water Plant in the future, which will call for some additional land currently occupied by the defunct skate park. The skate park is currently inoperable and is both a liability and an eyesore. For these reasons, it is recommended that the Council demolish the skate park using Utility Enterprise Fund reserves and reclaim this property for future plant capacity expansion needs.

OPTIONS:

1. TO APPROVE utilizing \$93,000 of the Utility Enterprise Fund Reserves for the demolition of the skate park.
2. TO DISAPPROVE reserve funds for the demolition of the skate park.

STAFF RECOMMENDATION:

TO APPROVE reserve funds for demolition of skate park.

FISCAL IMPACT:

There is currently \$7,849,909 in Utility Enterprise Reserves. The \$93,000 estimated cost is made up of \$73,000 low bid from Brooks Company to do the work and \$20,000 contingency.

Reducing current reserves as proposed will still maintain the Governmental Finance Officers' Association's recommendation of no less than two months of operating expenditures in reserve funds.

LEGAL SUFFICIENCY:

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
3/19/2025**

AGENDA TAB NO.: 7

SUBJECT TITLE: RFQ 2025-0003, Governmental Relations Firm (Finance)

OBJECTIVE:

Request Council approval to issue a Request for Qualifications (RFQ), to secure the services of a Governmental Relations Firm.

SUMMARY:

At the January 15, 2025 City Council meeting, the City Council approved Resolution 2025-01 authorizing a partnership with Lake County Florida and the City of Mount Dora to submit a grant application to the Department of Transportation (DOT) in the amount of \$25 million for the 2025 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant for the planned Wekiva Trail Extension Project (Segments 1 and 5).

On January 24, 2025, the US Department of Transportation (DOT) issued Amendment 1 which in essence changed the name of the grant from RAISE to the Better Utilizing Investments to Leverage Development (BUILD) Grant amongst other changes.

At the February 19, 2025, City Council Meeting, the City Council approved Resolution 2025-4 which reflected Council's approval for the grant application based on the DOT amendment to the Grant Program name from "RAISE" to "BUILD" as well as other changes to the grant program.

Previously, the Council requested Staff to look at contracting with a consultant to assist in securing Federal and State Funding for large City Projects.

The State of Florida currently has 412 cities and 57 counties all of which are competing for additional funding sources to meet capital needs. This RFQ is intended to provide several firms that may be qualified in Governmental Relations that the City may contract with for assistance in securing grant funding for Capital Projects in the areas of Water, Wastewater, Transportation, Trails, Recreation Facilities, Parks, and other capital needs. Responding firms will be ranked for selection.

Staff estimates the cost for a consultant to be approximately \$75,000. The cost would be shared equally between the Utilities Fund and the General Fund.

The initial RFQ is attached for your reference and is anticipated to be advertised in the March 23, 2025, Sunday edition of the Orlando Sentinel should the City Council recommend that staff begin the RFQ process.

OPTIONS:

1. **Move** to request the City Administrator to issue and publish RFQ 2025-0003, Governmental Relations Firm, and approve a budget amendment in the amount of \$75,000 from the General Fund and Water/Wastewater Operating Fund Reserves.

2. Move to not approve issuing an RFQ.

STAFF RECOMMENDATION:

1. **Move** to request the City Administrator to issue and publish RFQ 2025-0003, Governmental Relations Firm, and approve a budget amendment in the amount of \$75,000 from the General Fund and the Water/Wastewater Operating Fund reserves.

FISCAL IMPACT:

- \$37,500 from General Fund Reserves

It is estimated that the General Fund reserves are \$695,937 in excess of three months operating reserves.

- \$37,500 from Utility Reserves

It is estimated that the Utility Fund reserves are \$7,849,989 in excess of three months operating reserves.

The Governmental Finance Officers' Association recommends that the General Fund and Utility Operating Funds maintain no less than two months of operating expenditures in reserve funds.

LEGAL SUFFICIENCY:

Legally Sufficient

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. RFQ 2025-0003

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
3/19/2025**

AGENDA TAB NO.: 8

SUBJECT TITLE: City Administrator Report

OBJECTIVE:

The City Administrator will inform the City Council on city-related matters.

SUMMARY:

UPCOMING MEETINGS:

City Council Meeting	April 2, 2025, 4:00 p.m., Tavares City Council Chambers April 16, 2025, 4:00 p.m., Tavares City Council Chambers
Planning and Zoning Board Meeting	March 20, 2025, 3:00 p.m., Tavares City Council Chambers
Library Board Meeting	April 9, 2025, 4:00 p.m., Tavares Library Expansion Room
Code Enforcement Special Magistrate Hearing	March 25, 2025, 4:00 p.m., Tavares City Council Chambers

OUTSIDE AGENCY MEETINGS:

Lake County League of Cities Meeting	April 11, 2025, 12:00 noon, Host City to be Announced
Lake Sumter MPO Governing Board Meeting	April 23, 2025, 2:00 p.m., Suite 175, 1300 Citizens Boulevard, Leesburg
Tavares Chamber of Commerce Business Meeting	March 26, 2025, 11:30 a.m., Tavares Civic Center

CITY EVENTS:

The current 2025 City Event calendar is attached.

OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

N/A

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Tavares_2025 Event Calendar_Rvsd 2.3.2025

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
3/19/2025**

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.