



**AGENDA  
TAVARES CITY COUNCIL  
April 16, 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 [susie.novack@tavaresfl.gov](mailto:susie.novack@tavaresfl.gov))

**I. CALL TO ORDER**

**II. INVOCATION/PLEDGE OF ALLEGIANCE**

Tab 1 Pastor Michael Watkins, Friendship C.M.E. Church

**III. APPROVAL OF AGENDA**

**IV. PROCLAMATIONS/PRESENTATIONS**

Tab 2 Community Grant Award Update from Triangle Community Alliance, Inc.

Tab 3 Proclamation - Water Conservation Month (Mayor)

Tab 4 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 5 Approval of the April 2, 2025, City Council Impact Fee Workshop and Regular Meeting Minutes (City Clerk)

**VIII. RESOLUTIONS**

**IX. ORDINANCES - PUBLIC HEARING**

**First Reading**

Tab 6                    Ordinance 2025-04 - City of Tavares 2025 Municipal Impact Fees for Police, Fire, Parks, and General Government (Finance)

**Second Reading**

**X.        GENERAL GOVERNMENT**

Tab 7                    Traffic Light - David Walker and Old 441 Warrant Study (Public Works)

Tab 8                    Award Invitation to Bid Number (ITB) 2025-0006 for the N. St. Clair Abrams Treatment Pond (Eagle Park) to the Lowest Responsive Bidder (Finance)

**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  
4/16/2025**

**AGENDA TAB NO.: 1**

**SUBJECT TITLE: Pastor Michael Watkins, Friendship C.M.E. Church**

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**OBJECTIVE:**

Pastor Michael Watkins, Friendship C.M.E. Church, will provide an invocation and lead those present in the Pledge of Allegiance.

**SUMMARY:**

Pastor Michael Watkins, Friendship C.M.E. Church, will provide an invocation and lead those present in the Pledge of Allegiance.

**OPTIONS:**

N/A

**STAFF RECOMMENDATION:**

N/A

**FISCAL IMPACT:**

N/A

**LEGAL SUFFICIENCY:**

N/A

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

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
4/16/2025**

**AGENDA TAB NO.: 2**

**SUBJECT TITLE: Community Grant Award Update from Triangle Community Alliance, Inc.**

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**OBJECTIVE:**

For the Council to receive an update on the Community Grant awarded to Triangle Community Alliance, Inc.

**SUMMARY:**

Debbi Weinert, Executive Director, Triangle Community Alliance, Inc., asked for the opportunity to provide an update on the \$500 Community Grant awarded for the Dolly Parton Imagination Library program.

**OPTIONS:**

1. Receive an update on the Triangle Community Alliance, Inc. Community Grant award.
2. Do not receive a Community Grant update.

**STAFF RECOMMENDATION:**

Option 1, for the Council to receive an update on the Triangle Community Alliance, Inc. Community Grant award.

**FISCAL IMPACT:**

None.

**LEGAL SUFFICIENCY:**

Yes.

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

1. 25 Q1 UPDATE
2. TCA Historical Review 2021-24

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
4/16/2025**

**AGENDA TAB NO.: 3**

**SUBJECT TITLE: Proclamation - Water Conservation Month (Mayor)**

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**OBJECTIVE:**

For the Mayor to read a proclamation declaring April 2025 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 2025 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 2025 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 2025

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



**PROCLAMATION**

**WATER CONSERVATION MONTH**

**APRIL 2025**

**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.

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

**Water Conservation Month**

**PASSED AND DULY ADOPTED** by the Tavares City Council on this 16th day of April 2025.

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Walter B. Price, Sr., Mayor

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
4/16/2025**

**AGENDA TAB NO.: 4**

**SUBJECT TITLE: GFOA Distinguished Budget Award (Mayor)**

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**OBJECTIVE:**

Present Award for the Government Finance Officers Association Distinguished Budget Presentation Award for the Fiscal Year 2025 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 2025 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 our 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  
4/16/2025**

**AGENDA TAB NO.: 5**

**SUBJECT TITLE: Approval of the April 2, 2025, City Council Impact Fee Workshop and Regular Meeting Minutes (City Clerk)**

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**OBJECTIVE:**

To consider approval of the April 2, 2025, City Council Impact Fee Workshop and Regular Meeting minutes.

**SUMMARY:**

Attached is the April 2, 2025, City Council Impact Fee Workshop and Regular Meeting minutes as submitted by the City Clerk.

**OPTIONS:**

1. Move to approve the City Council Impact Fee Workshop and Regular Meeting minutes under the Consent Agenda.
2. Move to approve the City Council Impact Fee Workshop and Regular Meeting minutes with corrections.

**STAFF RECOMMENDATION:**

For the Council's approval.

**FISCAL IMPACT:**

None.

**LEGAL SUFFICIENCY:**

Yes.

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

1. 04-02-2025 CC Minutes

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



**TAVARES CITY COUNCIL  
MEETING MINUTES  
APRIL 2, 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  
Amanda Boggus, 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 Kevin Honeycutt, First Baptist Church of Tavares**

Pastor Kevin Honeycutt of First Baptist Church of Tavares provided the invocation and led those present in the Pledge of Allegiance.

### **III. APPROVAL OF AGENDA**

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

### **MOTION**

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

### **IV. IMPACT FEE WORKSHOP**

#### **Tab 2. Second Council Workshop to discuss Draft City of Tavares 2025 Municipal Impact Fee Study for Police, Fire, Parks, and General Government**

Mayor Price welcomed those present to the second public workshop to discuss the Draft City of Tavares 2025 Municipal Impact Fee Study for Police, Fire, Parks, and General Government.

Ms. Houghton made the following presentation:

*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.*

*On March 19, 2025, the City Council held the first of two publically noticed Workshops to discuss the Draft Impact Fee study proposing updated impact fees.*

*This workshop represents the second of two required publically noticed workshops to be held by the City Council for the Study and proposed rates as required by FS 163.3801. This report is delivered to the City Council for their review for workshop discussions.*

*Upon consensus of the City Council (at this second workshop), a Final Report and proposed Ordinance will be brought to the City Council at the next City Council meeting for First Reading.*

Michelle Galvin of Raftelis, Consultant, said the impact fees are one-time fees for new development to pay for growth-related capital. The fees were last updated in 2006, and

since then, there have been significant rises in construction costs, materials, and vehicles. She said the increased costs put a burden on the City's infrastructure needs as people continue to develop Tavares.

Ms. Galvin presented a PowerPoint presentation on the Draft Impact fee report, including the following highlights:

- Existing and Proposed Single-Family Residential Impact Fees
- Local Comparison
- Proposed Impact Fees and Cost Factors
  - Updated Police Impact Fees
  - Updated Fire Impact Fees
  - Updated Parks and Recreation Impact Fees
  - New General Government Impact Fees
- Revenue Forecast
- Next Steps
- First Impact Fee Workshop held on March 19, 2025

Council Member Singer asked if there would be any effect moving forward if some of the numbers in the agenda packet were inaccurate, as the Council pointed out previously. Ms. Houghton said a draft report was presented to the Council. Once the Council approves moving forward, a final report would be returned for two ordinance readings. At that time, all corrections would be made. Attorney Boggus stated that Florida Statutes require the City to hold two workshops and confirmed that the City was legally covered. As long as the City was on record, everyone was aware of the corrected information, and they had an opportunity to engage, the City should be okay.

Ms. Galvin said the next step would include two public hearings for an ordinance and a 90-day waiting period before implementation.

Mayor Price asked for the deficit if a phased-in schedule was implemented. Ms. Galvin stated there would be a \$1.4 million dollar difference utilizing a phased-in approach.

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

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

Vice Mayor Pfister expressed her support for moving forward at the whole level of funding, as the City had not raised impact fees in many years. She said the residents were bearing the cost of growth, and adopting the impact fee increase was being a responsible steward to the taxpayers.

## **MOTION**

**Lori Pfister moved to move forward with the Ordinance phase with a full increase, seconded by Bob Grenier.**

Council Member Gamble concurred with Vice Mayor Pfister and requested confirmation that only new construction and particular renovations would be subject to impact fees, not buildings currently owned by anyone. He said if the Council does not implement the impact fee increase, then in years to come, they would have to increase taxes to maintain the same level of service.

Vice Mayor Pfister noted that no local builders or developers were in the audience for comment.

Council Member Singer said growth should pay for growth. He stated that the average price of a new home was \$380,000, and the impact fee would be less than 1% of the home's price. Council Member Singer noted his support for moving forward and said that if the City implemented a phase-in, it would cost \$1.5 million dollars. He said that if conditions changed, the Council could suspend or reduce the impact fees.

Council Member Grenier concurred with the Council's comments and expressed his support for moving forward. He stated that he would not be available to attend the April 16 City Council meeting and would be present for the final vote on an ordinance in May.

Council Member Singer asked if a new study would be planned in four (4) to five (5) years. Mr. Drury confirmed five (5) years.

Mayor Price asked Mr. Fabre when renovation impact fees would be applied. Mr. Fabre stated that interior renovations, such as a bathroom, would not be applicable, and impact fees would be incurred if a wing was added to a home.

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

## **V. PROCLAMATIONS/PRESENTATIONS**

### **Tab 3. Tavares Chamber of Commerce Update**

David D'Agostino, Board Chairman of the Tavares Chamber of Commerce, provided an update on upcoming events, chamber news, and current member and visitor statistics.

Council Member Gamble asked if the Chamber would consider seeking sponsorships for future drone shows, such as the 4<sup>th</sup> of July and Christmas celebrations. Mr. D'Agostino said the Tavares Chamber would do everything possible to help.

Council Member Singer said the Taste of Tavares is a great event and hoped the Chamber would continue to host the event.

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

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

**VII. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD**

Ms. Novack stated there were no Ordinances or Resolutions before the Council for consideration.

**VIII. 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 March 5, 2025, City Council Meeting Minutes], seconded by Sandy Gamble. The motion carried unanimously 5-0.**

**Tab 4. Approval of the March 19, 2025, City Council Impact Fee Workshop and Regular Meeting Minutes**

*Approved on the Consent Agenda.*

**IX. RESOLUTIONS**

**X. ORDINANCES – PUBLIC HEARING**

**First Reading**

**Second Reading**

**XI. GENERAL GOVERNMENT**

**Tab 5. Tavares Public Library Program Overview**

Rebecca Campbell, Library Director, said April 6 - 12, 2025, marked National Library Week in the United States. National Library Week is a celebration that highlights the valuable role that libraries, librarians, and library workers play in transforming lives and strengthening communities. Ms. Campbell provided a presentation highlighting some programs and events scheduled for National Library Week.

**Tab 6. Police Pension DROP Program**

Chief Coursey made the following presentation:

*Some of the police officers are under the local city pension plan (closed for new employees), while other, more recent hires, are under the Florida Retirement System (FRS) which is open to new employees. Once eligible for retirement, an officer can elect to participate in the DROP (Deferred Retirement Option Plan). This allows the employee to defer their retirement benefits and continue working while accumulating their pension payments in a special interest-bearing account. The FRS allows for an 8-year DROP, while the local city plan currently allows for only 5 years. The Police pension board is making a request to amend the closed local City plan to reflect an increase from a 5-year DROP to an 8-year DROP to mirror FRS.*

*An Ordinance would need to be crafted and approved by the City Council to effectuate this change.*

*Staff recommended Option 1, for the Council to approve the City staff working with the City attorney to craft an Ordinance to be brought back to the City Council for its approval along with any actuarial and fiscal impact.*

Mayor Price asked if the request would benefit the employees who were on the City plan by switching from a five-year DROP to an eight-year DROP. Chief Coursey confirmed and said the officers could work longer and still accumulate that money. She said they were in favor of the DROP extension.

## **MOTION**

**Lori Pfister moved to approve Option 1, seconded by Troy Singer.**

Council Member Gamble noted his support.

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

Council Member Gamble asked if any other employees were on a similar plan. Mr. Drury noted that the general employees were on the extended plan. He said it was an additional benefit to employees, which allowed them to build up their retirement savings over eight years instead of five. The Fire Department was also eligible to extend its DROP program.

## **Tab 7. 2025 Projects and Initiatives Status Report**

Mr. Drury said he provided the Council with a list of projects and initiatives staff worked on each mid-year. He said the Council had been provided a comprehensive list of some, not all, projects and initiatives as an opportunity to be updated on what the Department Directors were working on and to give a quick reference guide when the Council talks with their constituents. Mr. Drury highlighted the following projects and initiatives:

- West Main Street Gateway (Phase I - Sign/Arch)
- David Walker Drive – Intersection with US441
- Trails Partnership between Lake County, Mount Dora, Tavares, Trust for Public Lands, Florida Central Railroad, and CSX
- Regional Park – East Campus (YMCA) and West Campus (Woodlea Sports Park)
- Technology Initiatives throughout departments

Council Member Gamble asked if the City could approach the County regarding putting a traffic signal at the intersection of David Walker Road. He said he would like to see the County's study at the intersection. Mr. Drury said two previous studies were conducted, and he would acquire their latest study.

Vice Mayor Pfister asked for an update on turning the old Public Works complex into downtown parking. Mr. Drury said bids would go out in two weeks to remove the buildings and graveling. Mr. Dillon noted Phase I would include fifty (50) parking spaces, and Phase II would consist of forty (40) parking spaces. He said a mix of asphalt and gravel would go down first, and the entire parking area would eventually be paved.

Council Member Grenier asked how far into Sorrento the trail would go. Mr. Dillon said the trail would go all the way to Redtail.

Council Member Gamble asked if water and sewer were available to the sixteen (16) homes on the Peninsula. Mr. Clark said it was only to the entrance of the subdivision. He said Phase II or III of the Crestwind project would bring services to the front of the homes toward the end of the year.

Mayor Price inquired about work in the Tavares Nature Park. Mr. Drury said a meeting with Florida Wildlife Commission biologists was held following Hurricane Milton and resulted in an agreement on developing a system of trails that would coincide with the biological habitats in the park and provide improved park accessibility year-round. He said the initiative would support responsible land management and open areas for wildflowers and bird watching that were difficult to access and navigate. Mr. Drury said a new GIS layer had been created, and Public Works was working with several land management companies to develop a scope of work that would best fit the City's budget. The Parks Division was updating the management plan for the park to be submitted with a timeline for the proposed trail improvements. Upon review and approval, work could be scheduled once funding was available and a schedule to reopen the hurricane-damaged paths was forthcoming. Until that time, the park remained closed.

### **Tab 8. Waterfront Park Designations Map**

Mr. Tweedie made the following presentation:

*The City's public-use waterfront property spans almost a mile from end to end and includes several different features, facilities and amenities to include, among others: Pavilion on the Lake event center, a playground, splash pad, special event pad/venue, passive park space, gazebos and pavilions, seaplane base, sand volleyball courts, a boat slip marina, boat ramp, parking etc. The waterfront has become a hub of entertainment, arts and culture, events and lots of activity for the community and visitors. And it serves a unique and vital function as the "Economic Engine" for our downtown business sector.*

*The waterfront has generally been designated and referred to as Wooton Park and Wooton Park West, with Pontoon Promenade being adopted by the Council previously, but with no further designation or depiction of the specific areas, functions and identifying features of each area. In order to clearly identify, depict and display these various functions, features and uses for City residents and visitors alike, it would be useful to have designations, signage, maps and online graphics clearly and simply designating these areas, which would also help to make the area more attractive and marketable. With input from the resident "keeper of History", Council member Bobby Grenier, the City Administrator and Economic Development Director, the attached graphic depiction has been developed for City Council discussion and consideration, designating and color coding the following 4 distinct areas of the Waterfont Park:*

- 1. Wooton Park*
- 2. Pontoon Promenade East*
- 3. Seaplane Base*
- 4. Pontoon Promenade West*

*If adopted, this plan would officially designate each of these four sections and include each of their specific features, amenities and facilities within each section. Staff could then put together a plan to include appropriate color code maps/signage to be physically placed on the property depicting and identifying each section as well as online graphics etc. including estimated cost to implement, which would be included in the upcoming FY 26 budget for Council consideration.*

*Staff recommended Option 1, for the Council to approve the waterfront park designations map.*

Mayor Price asked for comments from the Council.

Vice Mayor Pfister thanked Mr. Tweedie. She said area designations were needed to assist those with mobility issues to park areas. She said the designated areas provided ease of use for anyone who visits the City's waterfront.

Council Member Grenier stated that the Tavares Ecological Park was the fifth element of the entertainment historic district. He said the signage makes Tavares a tourist

destination and noted his support. Mr. Drury said the Tavares Ecological Park would be added to the map.

Council Member Singer asked if a budget would be developed for FY 2026 to develop a plan and for the costs of signage and maps. Mr. Tweedie confirmed.

Council Member Singer asked if the designation would affect Police and Fire response times. Chief Coursey and Chief Keith said the designated areas would be helpful and would not significantly impact response time.

## **MOTION**

**Lori Pfister moved to approve Option 2 with the addition of the Tavares Ecological Park, seconded by Bob Grenier. The motion carried unanimously 5-0.**

## **XII. NEW BUSINESS**

## **XIII. OLD BUSINESS**

Council Member Singer said he received a letter from David D'Agostino regarding a contact he has in Natchez, Mississippi, who may be able to assist with a Sister City program. Mr. Drury asked Council Member Singer to forward the contact information for the Horizon team to review. He thanked Mr. D'Acostino.

## **XIV. AUDIENCE TO BE HEARD**

Gary Santoro, Royal Harbor, Tavares, thanked the Council for supporting the Police Department pension request. Mr. Santoro thanked Mr. Drury and Mr. Fabre for inviting staff members to speak at the Planning and Zoning meetings. He said Division Chief Mike Willis made a phenomenal presentation and noted his support for showcasing City employees.

## **XV. REPORTS**

### **Tab 9. City Administrator Report**

Mr. Drury said he would like to echo Mr. Santoro's comments as it was nice working with Mr. Fabre to add a new component to the Planning and Zoning Board meetings. He said each month, a Department Director would either speak to the Board or assign a staff member to provide updates on how their process works to assist in completing a building permit or planning initiative. Mr. Drury thanked Mr. Fabre and Mr. Santoro.

Mr. Drury noted that the Mayor's Youth Council Mock Meeting would be held on April 16 at 3:00 p.m., immediately preceding the Council meeting. Mr. O'Keefe said the Mayor's Youth Council program was highlighted in a recent City newsletter.

Mr. Dillon said Publix contacted the City regarding a public service community program encouraging their associates to volunteer for environmental initiatives. Tavares was selected for an environmental and beautification project on Wednesday, April 9, where one hundred (100) volunteers gathered at the Public Works operations center and planted trees along the western stormwater basin. He said the collaboration promotes environmental awareness and education and contributes to the America in Bloom program.

Chief Keith stated the Fire Department would be participating in a multi-agency aerial truck training exercise the following week throughout the City. He said ladder trucks would be in the downtown area during the training.

Mr. Fabre thanked Mayor Price and Council Member Singer for attending the recent Horizon Team corridor meetings. He said future presentations would be made to the Council after receiving a review from the Planning and Zoning Board.

Attorney Boggus asked when the dog park would reopen. Mr. Dillon said the contractor anticipated completing work on the dog park by the end of the month. He said there would be a second phase of the project, which would include installing bee mats at a later date. Attorney Boggus noted that the Planning and Zoning Board presentation by Fire Department Division Chief Willis was excellent.

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

Vice Mayor Pfister commended those staff members and departments who assisted with the Sunnyland Antique Boat Show. She asked if the City could look for a way not to charge entry fees to City residents. Mr. Tweedie said the staff would continue encouraging the organization to provide fee relief to the residents.

Vice Mayor Pfister commended Mr. Aldrich and said her grandson enjoyed a recent STEAM program visit to the Utility Department lab.

Council Member Grenier thanked the staff for their thorough summaries and presentations to the Council. He hoped those present enjoyed having Good Friday off and that everyone would reflect on what Good Friday and Easter represent.

Council Member Singer said he appreciated the Tavares Chamber of Commerce for returning the Taste of Tavares event and thanked Board Chairman David D'Agostino for his efforts.

Council Member Gamble thanked Chief Coursey and the Tavares Police Department for their efforts on the recent Xavier Williams candlelight vigil at Wooton Park. He said Pastor Michael Watkins also extended his appreciation and thanks to the department.

Council Member Gamble noted Tavares High School would be replacing sidewalks as soon as their baseball and softball seasons concluded.

Mayor Price commended the Police Department and their charity for an unbelievable turnout for the Xavier Williams vigil at Wooton Park. He was proud of the community and to be a part of it.

Mayor Price discussed his recent legislative trip to Tallahassee on behalf of the City. He said most bills identified by the Florida League of Cities would harm municipalities. He discussed home rule issues and thanked Mr. Dillon and Tracy Anderson for their efforts on behalf of the Trails project.

**XVI. ADJOURNMENT**

There was no further business, and Mayor Price adjourned the meeting at 5:22 p.m.

Respectfully,

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Susie Novack, MMC, FCRM  
City Clerk

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
4/16/2025**

**AGENDA TAB NO.: 6**

**SUBJECT TITLE: Ordinance 2025-04 - City of Tavares 2025 Municipal Impact Fees for Police, Fire, Parks, and General Government (Finance)**

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**OBJECTIVE:**

To obtain Council Approval for Ordinance No. 2025-04 accepting the City of Tavares 2024 Municipal Impact Fee Study for Fire, Police, Parks, and General Government Impact fees, and to implement Impact Fee recommendations as discussed in two publicly noticed workshops held by the City Council with specific discussions concerning extraordinary circumstances

**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 Final Draft Report for Police, Fire, Parks and General Government Impact Fees. The Final Draft Report is dated April 10, 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.

Changes to 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 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 towards 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 Final Draft Report has been prepared by the City's Rate Consultants, Joe Williams and Michelle Galvin 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

The City Council held two publicly noticed workshops on March 19, 2025, and April 2, 2025 as required by the Florida Impact Fee Act, FS 163.381801. At each of the two workshops, the City Council held dedicated discussions related to the extraordinary circumstances necessitating the need to exceed the phase-in limitations set forth in FS 163.31801. Extraordinary circumstances included the following:

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

Upon consensus by the City Council on April 2, 2025, the second publicly noticed workshop, a Final Draft Report and proposed Ordinance, is provided to the City Council for approval.

### **OPTIONS:**

1. **Motion to accept the City of Tavares 2024 Municipal Impact Fee Study Final Report dated April 10, 2024, for Fire, Police, Parks, and General Government Impact Fees, and Adopt Ordinance 2025-04 implementing the recommended Impact Fees, having held two publicly noticed workshops with dedicated discussions demonstrating extraordinary circumstances, necessitating the need to exceed the phase-in limitations of F.S. 163.31801**

### **STAFF RECOMMENDATION:**

1. **Motion to accept the City of Tavares 2024 Municipal Impact Fee Study Final Report dated April 10, 2024, for Fire, Police, Parks, and General Government Impact Fees, and Adopt Ordinance 2025-04 implementing the recommended Impact Fees, having held two publicly noticed workshops with dedicated discussions demonstrating extraordinary circumstances, necessitating the need to exceed the phase-in limitations of F.S. 163.31801**
2. **Motion to not accept and not to approve.**

### **FISCAL IMPACT:**

None. There is no cost for accepting the Final Draft Report or for Adoption of Ordinance 2025-04.

### **LEGAL SUFFICIENCY:**

Legally Sufficient

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

1. Ordinance #2025-04 for Fire-Police-Parks-GenGov Impact Fees - DRAFT BLACKLINED\_lh chgs 04102025 (Holt revisions)\_All Mark-ups accepted\_lh
2. Impact Fee Ordinance No. 2025-04 Exhibit A - Fee Schedule
3. 2024 Tavares Impact Fee Report - Final Draft Revised

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

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**ORDINANCE NO. 2025 - 04**

**AN ORDINANCE OF THE CITY OF TAVARES, FLORIDA, AMENDING ORDINANCE 95-43, AND ORDINANCE 2007-02 CHAPTER 6 OF THE CITY CODE OF ORDINANCES; UPDATING IMPACT FEES, RELATED TO FIRE, POLICE, PARKS IMPACT FEES; AND PROVIDING FOR GENERAL GOVERNMENT PUBLIC FACILITIES IMPACT FEES; PROVIDING FOR SHORT TITLE, FINDINGS, AUTHORITY, DEFINITIONS, APPLICABILITY, PAYMENT, DEDICATIONS, A FEE SCHEDULE, IMPACT FEE TRUST FUNDS, LIMITATIONS ON THE USE OF IMPACT FEE FUNDS, REFUNDS, EXEMPTIONS, CREDITS, PENALTIES, SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the rapid rate of future growth and new development in the City of Tavares (the "City") requires a substantial increase in fire and rescue facilities, police facilities, and park and recreation facilities; and

WHEREAS, the Tavares City Council has determined that future growth and new development that creates the need for and benefits from the provision of new public facilities should contribute its fair share of the cost of providing such facilities; and

WHEREAS, the City Council has studied the necessity for and implications of updating current impact fees for fire and emergency facilities, police facilities, and parks and recreation, and of adopting general government impact fees, and has retained Raftelis Financial Consultants, Inc. ("Raftelis") to prepare a methodology report (hereinafter the "Methodology Report"): "City of Tavares, 2024 Municipal Impact Fee Study," prepared by Raftelis, and dated April 11, 2025; and

WHEREAS, the Methodology Report sets forth reasonable methodologies for determining the impacts of new development on fire and rescue facilities, police facilities, park and recreation facilities, and general government facilities; and

WHEREAS, the City Council hereby adopts the methodologies and level of service standards relied upon in the Methodology Report as part of its ongoing comprehensive planning and capital improvement program; and

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CITY OF TAVARES, FLORIDA  
REVISED IMPACT FEE ORDINANCE #2007-02  
JANUARY 23, 2007

PAGE 1 OF 11

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WHEREAS, the Methodology Report and the impact fees established by said report reflect the proportionate demand created by new development for additional fire and rescue facilities, police facilities, park and recreation facilities, and general government facilities; and

WHEREAS, the City Council has determined that the impact fees calculated in the Methodology Report and adjusted as provided herein are based on the most recent and localized data; and

WHEREAS, the City shall hereafter include an affidavit, in audits submitted to the Auditor General, which are signed by the chief financial officer of the City stating that the City has complied with the auditing requirements set forth at § 163.31801(8), F.S.; and

WHEREAS, this Ordinance includes procedures for accounting and reporting of impact fee collections and expenditures in order to assure compliance with applicable legal standards; and

WHEREAS, this Ordinance includes separate accounting funds for each fire and rescue facilities, police facilities, park and recreation facilities, and general government facilities for which an impact fee is collected; and

WHEREAS, the City Council has determined that a nexus exists between new development subject to the requirements of this Ordinance and the need for additional fire and rescue facilities, police facilities, park and recreation facilities, and general government facilities; and

WHEREAS, the City Council has determined that new development creates additional needs for new fire and rescue facilities, police facilities, park and recreation facilities, and general government facilities, which additional needs otherwise would not exist but for new development; and

WHEREAS, the City Council has determined that the provision of new fire and rescue facilities, police facilities, park and recreation facilities, and general government facilities with proceeds from impact fees will result in a substantial and direct benefit to new development in a manner not shared by those not paying the fee; and

WHEREAS, the City Council identified extraordinary circumstances for the recommended impact fees for Fire, Police, Parks, and General Government facilities, and the City Council held the required two publicly noticed workshops with dedication discussions for demonstrating extraordinary circumstances necessitating the need to exceed the phase in limitations of FS 163.31801, and,

WHEREAS, the City provided notice of the enactment of this Ordinance at least ninety (90) days prior to the effective date of this Ordinance;

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WHEREAS, the impact fees imposed by this Ordinance, which require new development to contribute its fair share of the capital facility costs it creates, implements and is consistent with the City of Tavares Comprehensive Plan;

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

## ARTICLE I. IMPACT FEES

### Sec. 6-1. Short title.

This ordinance shall be referred to as the City of Tavares Impact Fee Ordinance.

### Sec. 6-2. Legislative findings.

The Tavares City Council finds, determines, and declares that:

(a) In order to maintain current level of service standards for police, fire/rescue, parks and recreation facilities, and general government facilities, the City of Tavares must expand its capital improvements system so that new development may be accommodated without decreasing current level of service standards. Expansion of the capital improvement system to accommodate new growth shall promote and protect the public health, safety, and general welfare of the residents of Tavares.

(b) The State of Florida, through the enactment of Section 163.31801, Florida Statutes, has authorized Tavares to enact reasonable impact fees to meet the capital improvements needs created by new development.

(c) The imposition of impact fees is one of the preferred methods of ensuring that new development bears a proportionate share of the cost of capital improvements necessary to accommodate such development. Allocation of a proportionate share of costs promotes and protects the public health, safety, and general welfare of the residents of Tavares.

(d) Each of the types of land uses described in the fee schedule hereof will create demands for the acquisition of, or expansion of, police, fire/rescue, parks and recreation facilities, and general government facilities and capital improvements.

(e) The report entitled "City of Tavares, Impact Fee Study," prepared by Raftelis, and dated April 11, 2025, sets forth a reasonable methodology and analysis for the determination of the impact of new development on the need for and costs of additional capital improvements in Tavares.

(f) The terms of this article ensure that new development subject to the payment of an impact fee will receive a substantial and proportionate benefit from the provision of capital improvements funded with impact fees collected pursuant to this article.

### Sec. 6-2.1. Authority.

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The Tavares City Council is authorized to enact this article pursuant to Article VIII, Section 2(b) of the Florida Constitution and Sections 163.31801 and 166.021, Florida Statutes.

Sec. 6-3. Definitions.

Capital improvement means non-site-related facilities, of the type included in the methodology study, including buildings, vehicles, equipment, and land, which add new capacity needed to serve new development. Capital improvements do not include operation, repair, or maintenance costs.

Dwelling unit shall be defined as set forth in Chapter 3 of the City of Tavares Land Development Regulations.

Fee schedule means the schedule set forth in Appendix 'A' of this article, which describes, by land use, impact fees to be paid by new development, pursuant to the terms of this article.

Fire and/or rescue facility – a capital improvement that supports the provision of fire protection and/or rescue services in the city.

General Government Facilities – a capital improvement that supports the general government facilities in the city.

Methodology study means the report entitled "City of Tavares, 2024 Municipal Impact Fee Study," prepared by Raftelis, and dated April 11, 2025.

Parks and recreation facility – a capital improvement that supports the provision of parks and recreation in the city.

Police facility – a capital improvement that supports the provision of law enforcement in the city.

Sec. 6-4. Applicability.

This article shall apply within the incorporated area of the City of Tavares, including those areas that are annexed into the city after the effective date of this article.

Sec. 6-5. Intent and purpose.

The purpose of this article is to regulate the use and development of land so as to assure that new development bears a proportionate share of the cost of capital expenditures necessary to provide police, fire/rescue, parks and recreation, and general government facilities capital improvements within the City of Tavares.

Sec. 6-6. Payment of impact fees.

(a) Any person who seeks to develop land within the City of Tavares, by applying for a building permit or final development order, is hereby required to pay impact fees in the manner and amount set forth in the fee schedule. The impact fee is due prior to the issuance

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of a building permit or final development order, except as otherwise provided by this article, shall be the sum of the applicable police facilities, fire/rescue facilities, parks and recreation facilities, and general government facilities impact fee.

(b) No building permit or final development order requiring payment of an impact fee pursuant to this article shall be issued unless and until impact fees herein required have been paid.

(c) No extension of a building permit or final development order for any activity requiring payment of an impact fee, pursuant to the fee schedule, shall be granted unless and until the impact fees in effect at the time of the extension request have been paid.

(d) In the event impact fees are paid concurrently with the issuance of a building permit or final development order and subsequently, the building permit or final development order is amended, the applicant shall pay impact fees in effect at the time the amended building permit or amended final development order is issued with credit being given for the previous fees paid.

#### Sec. 6-7. Dedication of land.

The Tavares City Council may permit a developer, in lieu of payment of impact fees as required herein, to convey land by warranty deed, or dedicate land on a recorded plat, of suitable size, dimension, topography and general character to serve as a police, fire/rescue, parks and recreation, or general government capital improvement, or a substantial portion thereof, which will meet the capital improvement needs created by the new development.

#### Sec. 6-8. Fee Schedule.

(1) Fee schedules. The impact fee shall be the sum of the police facilities impact fee, the fire/rescue facilities impact fee, the parks and recreation facilities impact fee, and the general government facilities impact fee calculated using the schedules provided in Appendix 'A' of this article.

~~(2) Inflation adjustment. The City Council, by ordinance, may adjust the fee schedule on October 1 of each year in order to reflect cost increases in the provision of fire and rescue facilities, police facilities, and park and recreation facilities. The inflation adjustment shall be consistent with the methodology described in the methodology report, adjusted to reflect local conditions. Statutory notice requirements shall be observed.~~

(2) Unspecified uses. If the type of development activity that a building permit is applied for is not specified on the fee schedule, the city administrator or designee shall determine the appropriate fee by considering demographic or other documentation which is available.

(3) Change in use or density. In the case of change of use, redevelopment, or expansion or modification of an existing use on a site which requires the issuance of a building permit or final development order, impact fees shall be based upon the net increase in the impact fees for the new use as compared to the most intense previous use on or after the effective date of this article.

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(b) Alternative for developer fee study.

(1) If a feepayer opts not to have the impact fee determined according to the fee schedule, then the feepayer shall prepare and submit to the city administrator or designee, an independent fee calculation study for the land development activity for which a building permit or final development order is sought.

(2) The independent fee calculation study shall follow the prescribed methodologies and formats used in the methodology study in determining the fees set forth in the fee schedule. The documentation submitted shall show the basis upon which the independent fee calculation was made.

(3) The city administrator or designee shall consider the documentation submitted by the feepayer but is not required to accept such documentation if it is deemed to be inaccurate or not reliable. The city administrator or designee may, in the alternative, require the feepayer to submit additional or different documentation for consideration. If an acceptable independent fee calculation study is not presented, the feepayer shall pay impact fees based upon the fee schedule.

(4) If an acceptable independent fee calculation study is presented, subject to the approval of the city council, the city administrator or designee may adjust the impact fees as appropriate to the particular development, based on a showing, supported by the independent fee calculation study, that the fees set forth on the schedules provided in Appendix 'A' of this article do not reflect the proportionate impacts of the proposed land development activity.

(5) Determinations made by the city administrator or designee, pursuant to this paragraph, may be appealed to the city council upon a written request to the city administrator or designee, within ten (10) days of the city administrator's or designee's determination.

If an acceptable independent fee calculation study is presented, the city administrator or designee may adjust the impact fees as appropriate to the particular development. Determinations made by the city administrator or designee, pursuant to this paragraph, may be appealed to the city council upon a written request to the city administrator or designee, within ten (10) days of the city administrator's or designee's determination.

Sec. 6-9. Impact fees trust funds established.

(a) There are hereby established four (4) nonlapsing trust funds, to wit: the Police Facilities Impact Fee Trust Fund, the Fire/Rescue Facilities Impact Fee Trust Fund, the Parks and Recreation Impact Fee Trust Fund, and the General Government Impact Fee Trust Fund.

(b) Impact fees collected pursuant to this article shall be segregated into the Police Facilities Impact Fee Trust Fund, the Fire/Rescue Facilities Impact Fee Trust Fund, the Parks and Recreation Impact Fee Trust Fund, and the General Government Impact Fee Trust Fund, as applicable, and the four (4) trust funds shall not be commingled.

(c) Funds withdrawn from the Police Facilities Impact Fee Trust Fund, the Fire/Rescue Facilities Impact Fee Trust Fund, the Parks and Recreation Impact Fee Trust Fund, or the

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General Government Impact Fee Trust Fund shall be used in accordance with the provisions of this article.

Sec. 6-10. Use of impact fee funds.

(a) Impact fee funds collected, or land dedicated pursuant to section 6-7, shall be used solely for the purpose of acquiring or expanding capital improvements for police, fire/rescue, parks and recreation facilities, or general government facilities under the jurisdiction of the city and solely for the facility for which the impact fee was collected. Impact fee funds shall not be used to fund existing deficiencies or the operational, maintenance, or repair costs.

(b) In the event that bonds or similar debt instruments are issued for advance provision of capital improvements for which impact fees may be expended, impact fees may be used to pay debt service on such bonds or similar debt instruments to the extent that the capital improvements provided are of the type described in section 6-10(a).

(c) At least once each fiscal year, the city administrator shall present to the city council a proposed capital improvement program for police, fire/rescue, parks and recreation facilities, and general government facilities, assigning funds, including any accrued interest, from the applicable impact fee trust fund, to specific police, fire/rescue, parks and recreation, and general government capital improvement projects as provided in section 6-10(a). Monies, including any accrued interest, not assigned in any fiscal year shall be retained in the same impact fee trust fund until the next fiscal year.

(d) Funds may be used to provide refunds in the manner set forth in section 6-11.

(e) All administrative costs associated with providing capital improvements shall be eligible for the appropriation of impact fees collected by the city; however, administrative costs shall not exceed five (5) percent of the total amount expended or encumbered by the city.

Sec. 6-11. Refund of fees paid.

(a) Expired building permit or final development order. If a building permit or final development order expires or is cancelled without development commencing, then the feepayer shall be entitled to a refund, without interest, of impact fees paid, except that the city shall retain five (5) percent of the fee to offset a portion of the costs of collection and refund. The feepayer shall submit an application for such a refund to the city administrator or designee within thirty (30) days of the expiration of the order or permit, or thereafter waive any right to a refund.

(b) Funds not expended. Any funds not expended or encumbered by the end of the calendar quarter immediately following seven (7) years from the date impact fees were paid shall, upon application of the then current landowner, be returned to such landowner, without interest, provided that the landowner submits an application for a refund to the city administrator or designee within one hundred eighty (180) days of the expiration of the seven (7) year period.

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Sec. 6-12. Exemptions and credits.

(a) Exemptions.

(1) The following shall be exempted from payment of impact fees:

- a. Alterations of an existing building where no additional residential density is created, nor additional employees added, and where the use is not changed;
- b. The construction of an accessory building or structure;
- c. The replacement of a destroyed or partially destroyed building or structure on the same site with a new building or structure of the same size and use;
- d. Installation of a replacement mobile home on the same site, where a mobile home legally existed on such site on or prior to the effective date of this article;
- e. Public educational and ancillary plants constructed by district school board or community college district board of trustees, pursuant to sec. 1013.371, F.S.; and
- f. Charter school facilities, pursuant to 1002.33(18)(d), F.S.

(2) Any claim of exemption must be made no later than the time of application for a building permit or final development order. Any claim not so made shall be deemed waived.

(b) Credits.

(1) Obtaining credits. A developer may obtain credit against all or a portion of impact fees otherwise due or to become due by offering to dedicate needed land or construct needed capital improvements, or both. The offer of the developer shall specifically accompany a request for an impact fee credit. If the city administrator, or a designee, accepts such an offer, the credit shall be determined and provided in the following manner:

a. Credit for dedication of land. Credit for the dedication of land shall be based upon the following, as determined by the city:

1. The most recent assessed value of the land by the Lake County Property Appraiser, or
2. By better evidence of value, such as a contract for sale or recorded deed, or
3. By fair market value established by private appraisers acceptable to the city.

b. Credit for the dedication of capital improvements or land. Credit for the dedication of capital improvements or land shall be provided when the property has been conveyed by warranty deed or dedicated on a recorded plat, at no charge to, and accepted by the city in a manner satisfactory to the city council.

c. Credit of construction of capital improvements. Applicants for credit for construction of capital improvements shall submit acceptable engineering drawings and specifications, and construction costs estimates to the city administrator, or a designee. The city administrator, or a designee, shall determine credit for construction based upon either these cost estimates or upon alternative engineering criteria and construction cost estimates if the

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city administrator, or a designee, determines that such estimates submitted by the applicant are either unreliable or inaccurate.

d. Credit due upon completion of construction. Except as provided in subparagraph (e), credit against impact fees otherwise due shall not be provided until:

1. The construction is completed and accepted by the city; and
2. A suitable maintenance and warranty bond is received and approved by the city.

e. Bonding future improvements. Credit may be provided before completion of specified capital improvements if adequate assurances are given by the applicant that the provisions of paragraph (c) shall be met and the feepayer posts security, as provided below, for the costs of such construction. Security for the costs of construction in the form of a performance bond, irrevocable letter of credit or escrow agreement shall be posted with the city and approved by the city attorney. If the capital improvement project shall not be constructed within one (1) year of the acceptance of the offer to construct by the city administrator or designee, the amount of the security shall be increased for each year of the life of the security. In the event the capital improvement construction is not completed so as to provide the required improvements at the time the impact of the development occurs, the city shall draw on the security and provide for the required improvements.

(2) Claim for credit. Any claim for credit shall be made no later than the time of application for a building permit or final development order. Any claim not so made shall be deemed waived.

(3) Credits not transferable. Credits shall not be transferable from one project or development to another.

(4) Appeal of credit determinations. Determinations made by the city administrator, or a designee, pursuant to this section may be appealed to the city council by filing a written request with the city administrator, or a designee, within ten (10) days of the city administrator's determination.

#### Sec. 6-13. Penalties.

(a) Prosecution or civil litigation. A violation of this article shall be prosecuted as provided in code enforcement violation, pursuant to Chapter 162, Florida Statutes. However, in addition to or in lieu of such prosecution, the city shall have the power to sue in civil court to enforce the provisions of this article.

(b) Lien against property. Failure to dedicate land or to pay an impact fee when determined by the city as required to satisfy the impact of development shall result in the amount due becoming a lien against the property, as provided for herein. The city shall provide a written notice of the impact fee due by (1) personal service, (2) certified United States mail, return receipt requested, or (3) Federal Express or other equivalent overnight letter delivery company. Upon failure to pay the impact fee within thirty (30) days of the date of the notice, a notice of lien shall be served by (1) personal service, (2) certified United States mail, return receipt requested, or (3) Federal Express or other equivalent

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overnight letter delivery company, advising the property owner that the city shall file a claim of lien against the property in question. Once recorded, the claim of lien may be foreclosed as provided for in Chapter 170, Florida Statutes, Chapter 173, Florida Statutes, or any other applicable law. The lien for unpaid impact fee shall be coequal with a lien for state, county, special district and municipal taxes and superior in dignity to subsequently filed liens.

Sec. 6-14. Severability.

If any section, sentence, clause or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this ordinance.

Secs. 6-15-6-25. Reserved.

This Ordinance shall become effective on the 90<sup>th</sup> day following the adoption of this Ordinance.

**DONE AND ADOPTED at a duly called session of the City Council of the City of Tavares, Florida, this 7<sup>th</sup> day of May, 2025.**

[Redacted]  
Walter Price, Mayor  
CITY COUNCIL  
CITY OF TAVARES, FLORIDA

Approved First Reading: [Redacted] F April 16, 2025

Approved Second Reading: [Redacted] May 7, 2025

ATTEST: [Redacted]

[Redacted]  
Susie Novacks  
CITY CLERK

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APPROVED AS TO FORM

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Lindsay C. T. Holt  
CITY ATTORNEY

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
4/16/2025**

**AGENDA TAB NO.: 7**

**SUBJECT TITLE: Traffic Light - David Walker and Old 441 Warrant Study (Public Works)**

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**OBJECTIVE:**

Council to discuss whether to fund and conduct a traffic signal warrant analysis at the intersection of David Walker and Old 441 for fiscal year 2026 or consider postponing this initiative until fiscal year 2027, during which time the County may potentially provide funding for the study.

**SUMMARY:**

During the last Council meeting, Council discussed the possibility of installing a traffic light at the intersection of David Walker and Old 441 and requested staff to research when the previous warrant study was conducted for the aforementioned intersection. For context, the city has previously submitted requests to the County, which oversees traffic light installations in this area, on two occasions: in 2013 and 2020 (please see the attached studies). Both studies concluded that a traffic light was not warranted at that time, as detailed on page 22 of the 2013 study and page 21 of the 2020 study.

The County has expressed a willingness to conduct and fund these studies approximately every seven years. However, if the City wishes to pursue it sooner, it can commission a study earlier at an estimated cost of \$7,500. Alternatively, the City may elect to wait until 2027 to make another request to the County.

**OPTIONS:**

Option 1: Council authorizes the City Administrator to allocate \$7,500 for a traffic signal warrant analysis at the intersection of David Walker and Old 441 for the fiscal year 2026.

Option 2: Council declines to allocate \$7,500 for a traffic signal warrant analysis at the intersection of David Walker and Old 441 for the fiscal year 2026 and decides to wait until 2027 to submit another request to the County.

**STAFF RECOMMENDATION:**

Option 2: Council declines to allocate \$7,500 for a traffic signal warrant analysis at the intersection of David Walker and Old 441 for the fiscal year 2026 and decides to wait until 2027 to submit another request to the County.

**FISCAL IMPACT:**

Option 1: An allocation of \$7,500 will be designated in the FY-26 Streets Engineering budget to

conduct a traffic signal warrant analysis for the intersection of David Walker and Old 441.

Option 2: This initiative is expected to have no financial impact, as the County will sustain the proposed in FY-27.

**LEGAL SUFFICIENCY:**

Legally Sufficient

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

1. 2013 Signal Warant Analysis Old US 441 Final
2. 2020 Old 441 at David Walker Drive - Final SWA

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
4/16/2025**

**AGENDA TAB NO.: 8**

**SUBJECT TITLE: Award Invitation to Bid Number (ITB) 2025-0006 for the N. St. Clair Abrams Treatment Pond (Eagle Park) to the Lowest Responsive Bidder (Finance)**

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**OBJECTIVE:**

To approve and award the recommended lowest responsive bidder for the N. St. Clair Abrams Treatment Pond Project known as Eagle Park, authorize staff to negotiate a contract, and authorize a budget amendment for project costs exceeding grant funding.

**SUMMARY:**

Salient information related to the St. Clair Abrams Project:

- On July 19, 2023, the City Council approved Resolution 2023-11 authorizing the acceptance of a grant from Lake County Water Authority in the amount of \$376,955.
- On December 6, 2023, the City Council approved Resolution 2023-23 authorizing the acceptance of a State of Florida Direct Appropriation grant in the amount of \$200,000.
- On March 20, 2024, the City Council approved Resolution 2024-05 authorizing the acceptance of a grant from the Florida Department of Environmental Protection (FDEP) in the amount of \$176,955.
- On January 15, 2025, the City Council approved naming the pond for St. Clair Abrams Treatment Pond Project as Eagle Park.
- Total Grant Funding for the project is \$753,910.

On March 16, 2025, the City of Tavares advertised an Invitation to Bid (ITB) 2025-0006 for the St. Clair Abrams Treatment Pond Project. Eight (8) companies responded to ITB 2025-0006 with Valencia Construction Group being the lowest responsive bidder at \$784,790.66 (*All bids were adjusted for wetland planting - see Engineer's Recommendation Letter*).

Don Griffey of Griffey Engineering, engineer for the project, has reviewed all bid respondent proposals for ITB 2025-0006, and recommends awarding a contract to Valencia Construction Group for the project. The recommendation letter from Griffey Engineering is attached. Valencia Construction Group was the lowest responsive bidder. Staff reviewed all proposals and concurred with the Engineer's findings.

The table below summarizes the base bids, the total bids, and the bid amounts with the wetland planting deduction.

BIDDER	BASE BID	TOTAL BID	BID w/DEDUCT
Valencia Construction Group	\$932,451.73	\$980,755.31	\$784,790.66

Close Construction Services	\$932,131.56	\$1,002,131.56	\$984,116.56
Carr & Collier	\$1,024,700.00	\$1,094,700.00	\$1,013,610.00
Midsouth	\$1,184,925.60	\$1,184,925.60	\$1,184,925.60
DB Civil Construction	\$1,199,687.00	\$1,439,687.00	\$1,342,379.00
Bulldog Sitework	\$1,237,907.64	\$1,413,964.18	\$1,375,104.76
Dale Beasley Construction	\$1,133,597.73	\$1,504,828.71	\$1,504,828.71
Qualis General Contractors	\$1,758,504.86	\$1,852,636.86	\$1,682,636.86

Total grant funding for the project is \$753,910. A budget amendment in the amount of \$30,880.66 from Stormwater Reserves is requested to award the project.

The proposal from Valencia Engineering is attached for your review.

**OPTIONS:**

1. **Motion to Award** Invitation to Bid (ITB) 2025-0006 to Valencia Construction Group and authorize a budget amendment from Stormwater Reserves in the amount of \$30,880.66.
  
2. **Do not award.**

**STAFF RECOMMENDATION:**

1. **Motion to Award** Invitation to Bid (ITB) 2025-0006 to Valencia Construction Group and authorize a budget amendment from Stormwater Reserves in the amount of \$30,880.66.

**FISCAL IMPACT:**

Project award amount: \$784,790.66  
Grant Funding awarded for the project: \$753, 910  
Stormwater Reserves: \$30,880.66

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**LEGAL SUFFICIENCY:**

Legally Sufficient

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

1. Griffey\_RecommendationLetter\_StClairAbramProjAward\_ITB2025-06
2. Valencia Construction Group ITB2025-0006 submittal

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
4/16/2025**

**AGENDA TAB NO.: 9**

**SUBJECT TITLE: City Administrator Report**

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**OBJECTIVE:**

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

**SUMMARY:**

The City Administrator will provide a summary at the meeting.

**UPCOMING MEETINGS:**

City Council Meeting	May 7, 2025, 4:00 p.m., Tavares City Council Chambers  May 21, 2025, 4:00 p.m., Tavares City Council Chambers
Planning and Zoning Board Meeting	April 17, 2025, 3:00 p.m., Tavares City Council Chambers
Library Board Meeting	May 14, 2025, 4:00 p.m., Tavares Library Expansion Room
Code Enforcement Special Magistrate Hearing	May 27, 2025, 4:00 p.m., Tavares City Council Chambers

**OUTSIDE AGENCY MEETINGS:**

Lake County League of Cities Meeting	May 9, 2025, 12:00 noon, Location to be determined
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	April 23, 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:**

None.

**LEGAL SUFFICIENCY:**

Yes.

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

1. Tavares\_2025 Event Calendar\_Rvsd 4.7.2025

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

**AGENDA SUMMARY  
TAVARES CITY COUNCIL  
4/16/2025**

**AGENDA TAB NO.: 10**

**SUBJECT TITLE: City Council Member Reports**

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**OBJECTIVE:**

To inform the Council on city-related matters.

**SUMMARY:**

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

**OPTIONS:**

N/A

**STAFF RECOMMENDATION:**

N/A

**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.*