



AGENDA
TAVARES CITY COUNCIL
May 7, 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)

I. CALL TO ORDER

II. INVOCATION/PLEDGE OF ALLEGIANCE

Tab 1 Pastor Marc E. Kappel, Faith Lutheran Church

III. APPROVAL OF AGENDA

IV. PROCLAMATIONS/PRESENTATIONS

Tab 2 Tavares Chamber of Commerce Update

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO RECORD

VII. CONSENT AGENDA

Tab 3 Approval of the April 16, 2025, City Council Meeting Minutes (City Clerk)

VIII. RESOLUTIONS

Tab 4 Resolution 2025-05 - Variance - Reduced Side & Rear Yard Setbacks for "Tavares Heritage Square" - 122 East Main Street, Tavares, FL (Community Development)

Tab 5 Resolution 2025-06 - Acceptance of Florida Department of Transportation (FDOT) Aviation Grant for the Tavares Seaplane Base (FA1) Master Plan Update (Economic Development)

IX. ORDINANCES - PUBLIC HEARING

First Reading

Second Reading

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

X. GENERAL GOVERNMENT

Tab 7 Report Writer Contract with the LCSO (Police)

Tab 8 FY 2026 Proposed Budget Calendar (Finance)

Tab 9 Recreation Department Program Update (Community Services)

Tab 10 CDBG Application Approval for Park Restroom Construction at the Golden Triangle Regional Park - East Campus (Community Services)

Tab 11 Request to Participate in Lake 100 Study (City Administrator)

XI. NEW BUSINESS

XII. OLD BUSINESS

XIII. AUDIENCE TO BE HEARD

XIV. REPORTS

Tab 12 City Administrator Report

Tab 13 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
5/7/2025**

AGENDA TAB NO.: 1

SUBJECT TITLE: Pastor Marc E. Kappel, Faith Lutheran Church

OBJECTIVE:

Pastor Marc E. Kappel, Faith Lutheran Church, provided the invocation and led those present in the Pledge of Allegiance.

SUMMARY:

Pastor Marc E. Kappel, Faith Lutheran Church, provided the invocation and led 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
5/7/2025**

AGENDA TAB NO.: 2

SUBJECT TITLE: Tavares Chamber of Commerce Update

OBJECTIVE:

Receive an update on the Tavares Chamber of Commerce from CEO/President Stephanie Hayes.

SUMMARY:

Ms. Hayes will provide an update on Chamber activities.

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
5/7/2025**

AGENDA TAB NO.: 3

SUBJECT TITLE: Approval of the April 16, 2025, City Council Meeting Minutes (City Clerk)

OBJECTIVE:

For the Council to consider approval of the April 16, 2025, City Council meeting minutes.

SUMMARY:

Attached is the April 16, 2025, City Council meeting minutes as 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 approval.

FISCAL IMPACT:

None.

LEGAL SUFFICIENCY:

Yes.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. 04-16-2025 CC Minutes

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



**TAVARES CITY COUNCIL
MEETING MINUTES
APRIL 16, 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 - *Absent*
Troy Singer, Council Member - *Absent***

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 Michael Watkins, Friendship C.M.E. Church

Pastor Michael Watkins, Friendship C.M.E. Church, 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 would like to add Tab 1A [Present Certificates of Graduation to the 5 Mayor's Youth Council Students] under IV. Proclamations/Presentations.

MOTION

Lori Pfister moved to approve the Agenda with said changes, seconded by Sandy Gamble. The motion carried unanimously 3-0.

IV. PROCLAMATIONS/PRESENTATIONS

Tab 1A. Present Certificates to Mayor's Youth Council

Mayor Price presented the following Mayor's Youth Council members with their program completion certificates and college scholarships: Kane Rogers Buigas, Mitchell Garcia, Anderson Fish, Alyssa Liddy, and Kelly Lopez.

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

Debbi Weinert, Executive Director of Triangle Community Alliance, Inc., provided an update on the \$500 Community Grant awarded for the Dolly Parton Imagination Library Program.

Council Member Gamble said the program was a great opportunity for the children in the community.

Vice Mayor Pfister inquired about the sign-up process for children. Ms. Weinert said program sign-up is available at local events and through the online Dolly Parton Imagination Library website. She noted that three million books are mailed by the Dolly Parton Imagination Library each month.

Tab 3. Proclamation – Water Conservation Month

Mayor Price read a Proclamation to the Utilities Department declaring April 2025 as Water Conservation Month in the City of Tavares.

MOTION

Sandy Gamble moved to approve the Proclamation, seconded by Lori Pfister. The motion carried unanimously 3-0.

Tab 4. GFOA Distinguished Budget Award

Mayor Price made the following presentation:

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.

Mayor Price presented the GFOA Distinguished Budget Award to Ms. Houghton and the Finance Staff, including Brett Jones and Alex Patton.

Ms. Houghton thanked the Council and Mr. Drury for their support. She noted that the City received no comments from the auditors, which indicates a terrific job. She said the Finance staff played a significant role in completing the budgeting.

Mayor Price said the Finance team did a great job on the budget, and he could personally attest as it included 650 pages of detailed information.

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

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

VI. READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD

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

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.

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 5. Approval of the April 2, 2025, City Council Impact Fee Workshop and Regular Meeting Minutes], seconded by Sandy Gamble. The motion carried unanimously 3-0.

Tab 5. Approval of the April 2, 2025, City Council Impact Fee Workshop and Regular Meeting Minutes

Approved on the Consent Agenda.

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

No discussion at First Reading.

Second Reading

X. GENERAL GOVERNMENT

Tab 7. Traffic Light – David Walker and Old 441 Warrant Study

Mr. Dillon made the following presentation:

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.

Staff recommended Option 2, for the Council to decline 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 decide to wait until 2027 to submit another request to the County.

Mayor Price asked for comments from the Council.

Council Member Gamble said he would like to move forward and include funding in the upcoming budget rather than wait for the County, as the intersection was a safety hazard.

Vice Mayor Pfister noted her preference to use the City's resources on the section of roads from Main Street to Lane Park Road. Mr. Drury stated that a traffic light at SR 561 should be installed and completed by January 2026 at the intersection of SR 19 and SR 561. He said that light and the long-term plan for the 4-lane SR 19 to the Howey bridge should help alleviate issues along that stretch of road.

Mayor Price asked how long it would take to install a traffic light at SR 19 and 561. Mr. Drury said if the Council funds the project in next year's budget, the light installation could be completed in two years. Mayor Price noted his preference for the County to fund the analysis.

MOTION

Lori Pfister moved to approve Option 2, seconded by Sandy Gamble. The motion carried unanimously 3-0.

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 ? contract?

Ms. Houghton made the following presentation:

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.

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.

Staff recommends Option 1, for the Council 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.

Mayor Price asked if the City had previously worked with Valencia Construction Group. Mr. Clark said no and that the engineer had reviewed and recommended the company.

Ms. Houghton said the City would require proof of licensure and a project history from Valencia Construction Group.

MOTION

Sandy Gamble moved to award ITB 2025-0006 to Valencia Construction Group, and to take \$30,880.66 from Stormwater Reserves, seconded by Lori Pfister. The motion carried unanimously 3-0.

Council Member Gamble said he was glad to see the project come to fruition.

Mr. Clark thanked Ms. Houghton and Brett Jones for their assistance.

XI. NEW BUSINESS

XII. OLD BUSINESS

XIII. AUDIENCE TO BE HEARD

Vanessa Mahai, 1421 S. Center Street, Eustis, president of the Babe Ruth Booster Club, said the Club would like to become a parent-led organization and release the Tavares Recreation Department from the program. She noted a concern regarding losing participants to other leagues.

Council Member Gamble asked Ms. Mahai if she had spoken with Babe Ruth International regarding her request. Ms. Mahai confirmed and said two Babe Ruth programs could not be represented in the same City, and as long as the City of Tavares relinquished the program, then the parents could lead their program.

TJ Fish, of 1110 Juniper Court, Tavares, commended the City for securing substantial grant funding for stormwater improvements. He noted that he represented the City on the Lake-Sumter Metropolitan Planning Organization (MPO) Advisory Committee and appreciated Council Member Gamble's leadership. Mr. Fish emphasized the importance of the MPO, describing it as a vital yet often misunderstood regional agency that played a key role in collaborating with the Florida Department of Transportation (FDOT).

Mr. Fish shared his long-term involvement with the SR 19 project, which began with project development and environmental studies conducted fifteen years ago. Those studies led to a 4-lane design, including an additional bridge structure. Mr. Fish highlighted the bridge as a critical bottleneck and suggested considering segmentation of the project design for financial feasibility. He noted that the 4-lane expansion would likely reach SR 448 first, with the bridge portion addressed later due to cost and complexity.

He also mentioned that the Town of Howey-in-the-Hills requested a roundabout at the intersection of SR 19 and SR 48, which had already been designed. Mr. Fish explained that the bridge served dual regional functions: supporting north-south traffic to Groveland and east-west traffic from Orange County to The Villages. He said the existing 4-lane section from CR 561 to downtown has never been studied for expansion. Mr. Fish cautioned against expecting FDOT to 6-lane the road without a study and design phase, noting that such expansion could require additional right-of-way and impact nearby businesses.

Jerome Henin, the Henin Group, 1065 West Morse Boulevard, Winter Park, said he would like to discuss the impact fee ordinance. Mayor Price said there would be no discussion at first reading. Mr. Drury said the Audience to be Heard portion of the agenda was for items not on the agenda. He noted that the Ordinance 2025-04 discussion would be held May 7, 2025.

XIV. REPORTS

Tab 9. City Administrator Report

Mr. Drury said the Mayor's Youth Council began many years ago and was stalled due to COVID-19. He said getting Tavares High School reengaged took work and noted the program went well. Mr. Drury said he looked forward to next year's program.

Tab 10. City Council Member Reports

Vice Mayor Pfister wished those present a Happy Good Friday off with their families.

Council Member Gamble wished those present a Happy Good Friday and Easter.

Mayor Price congratulated the Mayor's Youth Council for a successful program and said he looks forward to next year. He wished those present a Happy Easter.

XV. ADJOURNMENT

There was no further business, and Mayor Price adjourned the meeting at 5:01 p.m.

Respectfully,

Susie Novack, MMC, FCRM
City Clerk

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/7/2025**

AGENDA TAB NO.: 4

SUBJECT TITLE: Resolution 2025-05 - Variance - Reduced Side & Rear Yard Setbacks for "Tavares Heritage Square" - 122 East Main Street, Tavares, FL (Community Development)

OBJECTIVE:

To consider variances for a reduced side and rear yard setbacks for "Tavares Heritage Square" - 122 East Main Street.

SUMMARY:

This is a variance application from Tavares Heritage Square LLC for a reduction of the required minimum side yard setback of 7.5 feet and a rear yard setback of 10 feet for property located at 122 East Main Street. Specifically, the property owner desires to build to the historic zero (0') setbacks along Ruby Street and S. Rockingham Avenue. The owner of the property wishes to construct two (2) mixed-used (commercial on the first floor and residential on the top floors) multi-story building structures.

Furthermore, the property at 122 East Main Street is in the Commercial Downtown District (CD) and the Downtown Waterfront Entertainment District, both of which promote zero setbacks under certain conditions. Moreover, several existing buildings along Ruby Street (Puddle Jumpers Restaurant, Citrus Sky Bar/Key West Resort, Lakeview Inn West, Citrus on the Lake) and on Rockingham Avenue (O'Keefe's Irish Pub and City Hall) exhibit zero (0') setbacks as existing conditions. Since the proposed zero (0') setbacks are consistent with the historical character of the area, city staff is recommending approval of all presented variances.

OPTIONS:

1. That the City Council moves to approve Resolution 2025-05.
2. That the City Council moves to deny Resolution 2025-05.

STAFF RECOMMENDATION:

On April 17, 2025, the Planning & Zoning Board met and voted unanimously (6-0) to recommend approval of Resolution 2025-05 as presented. Additionally, since there are several existing vacant parcels in the Downtown Entertainment District, the P&Z Board suggested that the City Council should direct Staff to amend the Land Development Regulations to allow zero (0') foot building yard setbacks on all fronts, including the sides and rear yards.

Staff recommend that the City Council moves to approve Resolution 2020-05.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

This Resolution has been reviewed by the City Attorney and approved for legal sufficiency.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Resolution 2025-05
2. Aerial Map
3. Location Map
4. Newspaper Ad
5. Ordinance 2025-04 proof of publication

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

RESOLUTION 2025-05

A RESOLUTION OF THE CITY OF TAVARES, FLORIDA, GRANTING VARIANCES TO THE CITY OF TAVARES LAND DEVELOPMENT REGULATIONS FOR THE MINIMUM SIDE AND REAR YARD SETBACKS IN A COMMERCIAL DOWNTOWN DISTRICT (CD) ZONING FOR PROPERTY LOCATED AT 122 EAST MAIN STREET; SUBJECT TO THE RULES, REGULATIONS AND OBLIGATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL; PROVIDING AN EFFECTIVE DATE.

WHEREAS, Tavares Heritage Square LLC is the owner of property addressed as 122 E. Main Street, legally defined in “**Exhibit A**” attached to this resolution; and

WHEREAS, the subject property is zoned Commercial Downtown District (CD); and,

WHEREAS, the subject property is in the Downtown Waterfront Entertainment District which promotes zero setbacks under certain conditions; and

WHEREAS, the minimum front yard setback within the Commercial Downtown District (CD) zoning district is 0 feet, and,

WHEREAS, the minimum side street setback within the Commercial Downtown District (CD) zoning district is 7.5 feet, and,

WHEREAS, the minimum rear yard setback within the Commercial Downtown District (CD) zoning district is 10 feet, and,

WHEREAS, the property owner desires to develop the property per the City’s adopted Land Development Regulations and adopted density limits per the adopted 2040 “Taking Flight” Comprehensive Plan.

WHEREAS, the City Council finds the requested variance to be in harmony with existing site conditions and will not be detrimental to the surrounding downtown scape; therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TAVARES, FLORIDA AS FOLLOWS:

The applicant is hereby granted variances to allow for the following specified development standards:

1. The minimum street side setback along S. Rockingham Ave. is reduced from 7.5 feet to 0 feet;
2. The minimum rear setback along Ruby Street is reduced from 10 feet to 0 feet.

THIS RESOLUTION will become effective upon approval by the Tavares City Council.

PASSED AND RESOLVED this ____ day of _____ 2025 by the Tavares City Council.

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

ATTEST

Susie Novack, City Clerk

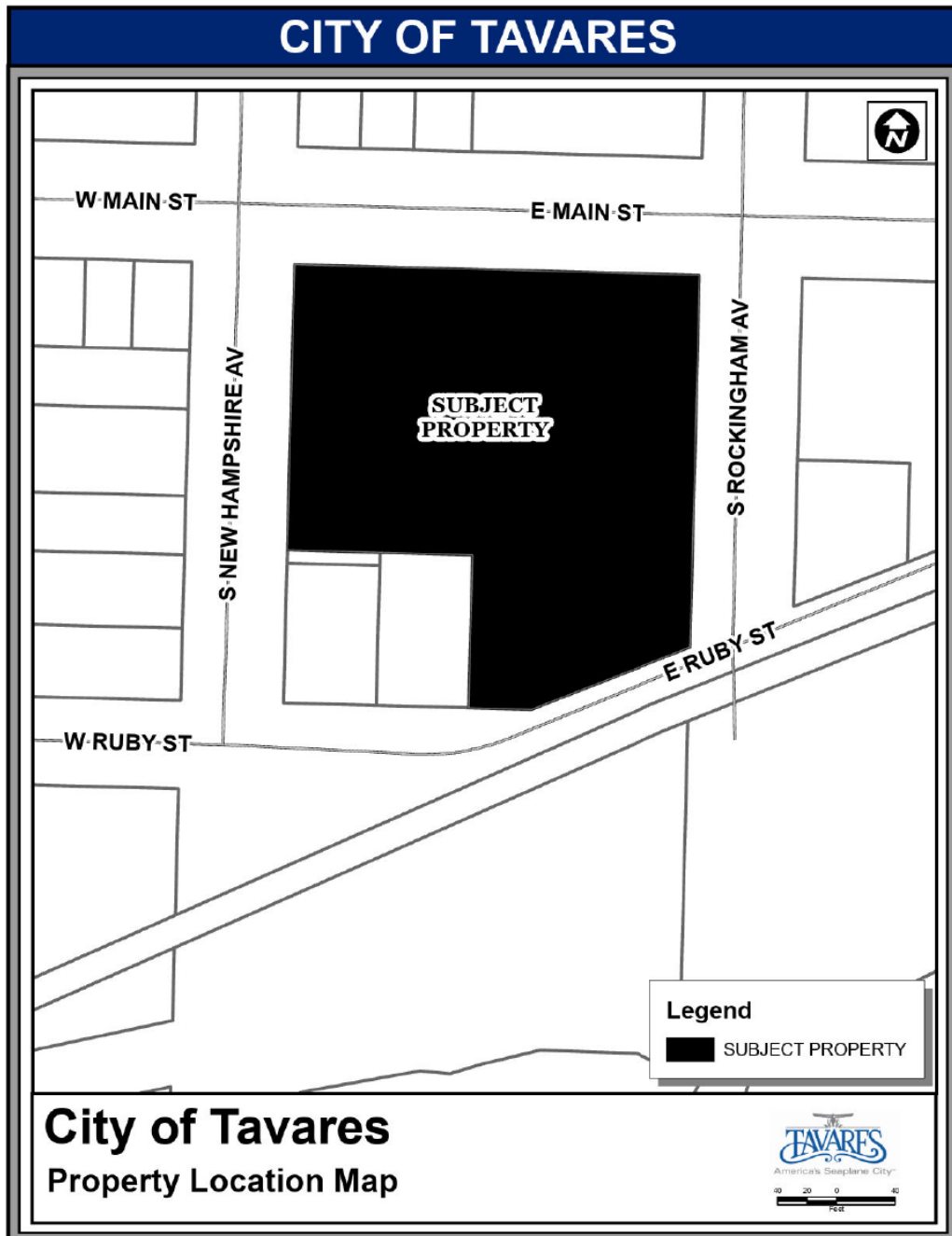
Approved as to form and legality:

Lindsay C. T. Holt, City Attorney

Exhibit "A"

Parcel ID# 29-19-26-0100-008-00A00

TAVARES N 14 FT OF LOTS A, B, C & D, LOTS E, F, G, H, K, L, M, N, O, P, R, S, V, W BLK 8
PB 1 PG 64 ORB 6424 PG 2449



**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/7/2025**

AGENDA TAB NO.: 5

SUBJECT TITLE: Resolution 2025-06 - Acceptance of Florida Department of Transportation (FDOT) Aviation Grant for the Tavares Seaplane Base (FA1) Master Plan Update (Economic Development)

OBJECTIVE:

For Council to pass Resolution 2025-06 (attached) , authorizing the acceptance of a Florida Department of Transportation Aviation grant in the amount of \$174,656 from the State of Florida (attached) to complete a master plan update for the Tavares Seaplane Base. Authorizing the expenditure of \$43,664 FY 25 general fund reserves to provide the City match funding and authorizing the City Administrator to execute the FDOT grant agreement on behalf of the City of Tavares.

SUMMARY:

Previously, in 2017, the City of Tavares completed its initial airport master planning process for the city-owned and operated public use, Florida Department of Transportation (FDOT) licensed airport, the Tavares Seaplane Base, which is designated FA1. The Master Plan was approved by FDOT and the Tavares Seaplane Base was adopted into the Florida Aviation System Plan on January 31, 2017, setting up eligibility for future FDOT Aviation grant funding.

The City became grant-eligible this year and staff worked with its professional aviation consulting firm, Avcon and FDOT District 5 staff to determine, identify and establish the FDOT-required, 5-year airport capital improvement funding priority program, known as JACIP (Joint Automated Capital Improvement Plan). The first priority project identified was a required update to the master plan including an updated inventory and property map and required re-platting of the airport property. It was anticipated that this would occur in the next fiscal year and city match funding would be budgeted accordingly.

However, FDOT advised that extra funding became available in their current year program and has awarded the City of Tavares 80% grant funding in the amount of \$174,656 for the master plan update project, with the City being responsible for it's 20% required match of \$43,664 which is available in current FY 25 general fund reserves.

Funding and completing this project this year will provide accelerated eligibility for additional future FDOT funding, providing between 50% up to 95% of needed future capital improvement project costs for physical improvements to the facility, including safety and security enhancements, terminal improvements, fueling system improvements and other potential economic development related enhancements. Therefore, staff recommends acceptance of this grant award and the use of current fiscal year reserve funds to provide the required 20% city match for the \$174,656 FDOT grant.

OPTIONS:

1. For Council to pass Resolution 2025-06, authorizing the acceptance of a Florida Department of

Transportation Aviation grant from the State of Florida to complete a master plan update for the Tavares Seaplane Base. Authorizing the expenditure of \$43,664 FY 25 general fund reserves to provide the City match funding and authorizing the City Administrator to execute the FDOT grant agreement on behalf of the City of Tavares.

2. For Council to not pass Resolution 2025-06, authorizing the acceptance of a Florida Department of Transportation Aviation grant from the State of Florida to complete a master plan update for the Tavares Seaplane Base. Authorizing the expenditure of \$43,664 FY 25 general fund reserves to provide the City match funding and authorizing the City Administrator to execute the FDOT grant agreement on behalf of the City of Tavares.

STAFF RECOMMENDATION:

Staff recommends that Council moves to approve Resolution 2025-06, authorizing the acceptance of a Florida Department of Transportation Aviation grant from the State of Florida to complete a master plan update for the Tavares Seaplane Base. Authorizing the expenditure of \$43,664 FY 25 general fund reserves to provide the City match funding and authorizing the City Administrator to execute the FDOT grant agreement on behalf of the City of Tavares.

FISCAL IMPACT:

The total cost of the project will be 80% grant funded by FDOT and 20% remaining funding provided by the City for a total cost of \$218,320. The budget will be amended to add \$174,656 in revenue and expenditures to the Grant Fund. A city match of \$43,664 will also be added to the General Fund. General Fund reserves will be utilized to pay for the city match portion.

The General Fund's reserves are estimated to be \$658,437 more than three months' operating reserves. The Government Finance Officers Association recommends that the General Fund maintain at least two months' operating expenditures in reserve funds.

LEGAL SUFFICIENCY:

Legally sufficient.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. Resolution 2025-06 (Acceptance of FDOT Seaplane Base Master Plan Grant)
2. To Sponsor FM 456636-1 PTGA Master Plan Update Tavares Seaplane Base (002)

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/7/2025**

AGENDA TAB NO.: 6

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

OBJECTIVE:

For the City Council to Adopt 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 were 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 was provided to the City Council on April 16, 2025.

The First Reading of Ordinance 2025-04 was held on April 16, 2025.

This represents the Second Reading of Ordinance 2025-04 for the City Council.

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_Ih chgs 04102025 (Holt revisions)_All Mark-ups accepted_Ih_2
2. Impact Fee Ordinance No. 2025-04 Exhibit A - Fee Schedule
3. 2024 Tavares Impact Fee Report - Final Draft Revised
4. Ordinance 2025-04 proof of publication

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

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

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

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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;

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.

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

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.

(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

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.

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

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 fee payer 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

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 90th 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 7th day of May, 2025.

Walter Price, Mayor
CITY COUNCIL
CITY OF TAVARES, FLORIDA

Approved First Reading: April 16, 2025

Approved Second Reading: May 7, 2025

ATTEST:

Susie Novacks
CITY CLERK

APPROVED AS TO FORM

Lindsay C. T. Holt
CITY ATTORNEY

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/7/2025**

AGENDA TAB NO.: 7

SUBJECT TITLE: Report Writer Contract with the LCSO (Police)

OBJECTIVE:

To seek approval for a contract with the LCSO to contract their report writing service. This will allow officers to call in to LCSO and dictate calls for service that require a report. This service will allow officers to complete calls more effectively and efficiently. The service provides proper documentation of the reports and will comply with the new reporting system required by the state.

SUMMARY:

Officers will call in to the dispatch service center and dictate reports. This saves valuable time and will allow officers to be back in service and available to respond to the next call for service or active patrols, thus more officers on the street.

OPTIONS:

1. Approve contract with the LCSO
2. Do not approve contract with the LCSO

STAFF RECOMMENDATION:

1. Approve contract with the LCSO

FISCAL IMPACT:

See attached contract

LEGAL SUFFICIENCY:

Yes

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. TPD report writers_T-10-2025--signed by LCSO

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/7/2025**

AGENDA TAB NO.: 8

SUBJECT TITLE: FY 2026 Proposed Budget Calendar (Finance)

OBJECTIVE:

To provide the Fiscal Year 2026 Proposed Budget Calendar.

SUMMARY:

The FY 2026 Proposed Budget Calendar is attached. The first City Council budget workshop is on Wednesday, July 16, 2025. The Maximum Tentative Millage Rate will be set at the same meeting.

OPTIONS:

Option 1: Approve the Fiscal Year 2026 Proposed Budget Calendar as provided.

Option 2: Discuss and adjust the budget calendar.

STAFF RECOMMENDATION:

No fiscal impact.

FISCAL IMPACT:

No fiscal impact.

LEGAL SUFFICIENCY:

Legally Sufficient.

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. FY 2026 TRIM Calendar

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

CITY OF TAVARES
UPDATED TRIM COMPLIANCE CALENDAR SCHEDULE
For Fiscal Year 2026 Proposed Budget

February 5, 2025	Council sets Broad Budget Priorities
February 5, 2025	Budget Module opened for department budget entry
February 19, 2025	Budget Memo and Handbooks distributed to departments
March 28, 2025	Budget Module closes for department entry
April 7 – 30, 2025	City Administrator Department Budget Workshops with Finance and Department Directors (including CIP)
May 31, 2025	Receive Property Appraiser “Best Estimate” of taxable values for FY 2025 (2025 Tax Year)
June 30, 2025	Receive Certified DR-420 (Taxable Value from Lake County Property Appraiser)
July 1, 2025	Official start of Department of Revenue TRIM Calendar
July 7-11, 2025	Deliver electronic budget and printed proposed budget binders to City Council
July 7 - 15, 2025	Individual Budget Meetings with Council Members with Proposed Budget Summary
July 16, 2025	Proposed Budget Presentation to City Council (General Fund)
July 16, 2025	Budget Workshop to set <u>Tentative Maximum Millage Rate for DR-420 Submittal</u>. The proposed millage rate may be lowered after submitting the DR-420, but it may not be increased.
August 1, 2025	DR-420 Maximum Millage Form due to Property Appraiser
August 6, 2025	Proposed Budget Presentation to City Council (Enterprise Funds & Special Funds) Discuss GENERAL FUND
August 20, 2025	Proposed CIP Budget Presentation to City Council (City Council Meeting)
August 20, 2025	City Council Budget Workshop to finalize budget in anticipation of First Public Hearing – 4:00 PM (City Council Meeting)

September 3, 2025 **First public hearing to adopt Tentative Millage Rate and Tentative Budget (5:05 PM)**

September 14, 2025 **Advertise the Final Hearing to adopt Millage Rate and Final budget. SUNDAY Advertisement.**

September 17, 2025 **Hold second public hearing to adopt Millage rate and Final Budget (5:05 PM)**

September 19, 2025 Deliver resolution adopting budget, and resolution adopting millage rate (electronic submission) **(3 DAYS OF ADOPTION).**

October 2, 2025 **Complete E-TRIM Final Certification for DR-422**

October 14, 2025 Forward certification to the State of Florida Department of Revenue, Property Tax Administration Program.

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

1. 2025 School Board Hearing Dates: July 28, 2025, and September 8, 2025
2. 2025 Lake County Budget Hearing Dates: September 9, 2025, and September 23, 2025.

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/7/2025**

AGENDA TAB NO.: 9

SUBJECT TITLE: Recreation Department Program Update (Community Services)

OBJECTIVE:

To give council an update on all the recent programs and activities in Tavares.

SUMMARY:

The City of Tavares Recreation Department hosted a number of activities so far this year with the following highlighted programs:

- Tavares Babe Ruth League
- Full STEAM Ahead Educational Program
- Homeschool Programs
- Senior Series
- Take-A-Hike Program
- Father - Daughter Dance
- Egg-Venture

OPTIONS:

1. Hear update
2. Do not hear update

STAFF RECOMMENDATION:

Staff recommends that the council hears the update.

FISCAL IMPACT:

N/A

LEGAL SUFFICIENCY:

Meets legal sufficiency

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
5/7/2025**

AGENDA TAB NO.: 10

SUBJECT TITLE: CDBG Application Approval for Park Restroom Construction at the Golden Triangle Regional Park - East Campus (Community Services)

OBJECTIVE:

To seek approval from council for staff to apply for the 2025-2026 CDBG funds to be used towards the new construction of a park restroom to be located next to the soccer fields at the Golden Triangle Regional Park – East Campus.

SUMMARY:

The Community Development Block Grant (CDBG) is a competitive funding program through Lake County that provides grants for Urban County Partners that represent low to moderate income constituents in a particular geographic area. Over the past several years, CDBG funds have been used to construct public restrooms and improve other amenities at City parks such as Wooton Wonderland, Summerall Park, Aesop's Park, Ingraham Park, and Tavares Nature Park.

OPTIONS:

1. Approve staff to apply for the Community Development Block Grant (CDBG) to use towards the new construction of a park restroom to be located next to the soccer fields at the Golden Triangle Regional Park – East Campus.
2. Do not approve.

STAFF RECOMMENDATION:

Staff recommends council approve the recommendation to apply for the Community Development Block Grant (CDBG) to use towards the new construction of a park restroom to be located next to the soccer fields at the Golden Triangle Regional Park – East Campus.

FISCAL IMPACT:

100% grant with no match required

LEGAL SUFFICIENCY:

Meets legal sufficiency

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
5/7/2025**

AGENDA TAB NO.: 11

SUBJECT TITLE: Request to Participate in Lake 100 Study (City Administrator)

OBJECTIVE:

Respond to a request to participate in a Lake 100 study

SUMMARY:

Attached is a request from Lake 100 for Tavares to participate in a Lake County Cities and Lake County Government study. The study aims to answer the following four (4) questions:

- a. Are Lake's cities disproportionately subsidizing county services to areas outside municipal limits – and to what extent?
- b. Are specific services like law enforcement and fire duplicated or overlapping, potentially allowing for cost efficiencies?
- c. Will the resulting data assist elected leaders with neutral, independent data to better educate the public on operating budgets?
- d. Will the results of the study reinforce the business community's need for predictability, fairness and transparency in how growth is managed across jurisdictions?

OPTIONS:

- 1) Do not participate
- 2) Participate but not in the cost of the study
- 3) Participate in the cost up to a specific amount \$2,500?
- 4) Indicate a willingness to Participate depending upon cost to be determined at a later date and approved at a later date by Council once cost are known.

STAFF RECOMMENDATION:

Participate up to a cost of \$2,500.

FISCAL IMPACT:

There are sufficient funds in the budget to participate up to \$2,500.

LEGAL SUFFICIENCY:

yes

ATTACHMENTS AVAILABLE TO THE PUBLIC UPON REQUEST:

1. City Independent Study Request 4-25

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/7/2025**

AGENDA TAB NO.: 12

SUBJECT TITLE: City Administrator Report

OBJECTIVE:

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

SUMMARY:

The City Administrator will provide a summary at the meeting.

UPCOMING MEETINGS:

City Council Meeting	May 21, 2025, 4:00 p.m., Tavares City Council Chambers
Planning and Zoning Board Meeting	May 15, 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	May 14, 2025, 2:00 p.m., Suite 175, 1300 Citizens Boulevard, Leesburg
Tavares Chamber of Commerce Business Meeting	May 28, 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 4.14.2025

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

**AGENDA SUMMARY
TAVARES CITY COUNCIL
5/7/2025**

AGENDA TAB NO.: 13

SUBJECT TITLE: City Council Member Reports

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:

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.