



City of Tarpon Springs, Florida

Board of Commissioners
324 East Pine Street
Tarpon Spring, Florida 34689
(727) 938-3711

<http://www.ctsfl.us/agenda.htm>

REGULAR SESSION AGENDA TUESDAY, JANUARY 27, 2026 6:30 PM - CITY HALL AUDITORIUM

CALL TO ORDER

ROLL CALL

REFLECTION: Reverend Tory Hough, New Spring Church-Still Waters Center

PLEDGE OF ALLEGIANCE

SPECIAL PRESENTATIONS

1. Sustainability Feasibility Study; **Paul Benvie, DRMP and Dell Jones, Solar Utility Partners, LLC**
2. Certificate of Recognition; Tarpon Springs Discount Grocery (**Vice Mayor Mike Eisner**)

PUBLIC COMMENTS

CONSENT AGENDA

3. Attorney Fees:
 - a. Unice Salzman, P.A. Invoice 89321 (**Andrew Salzman City Attorney**)
 - b. Johnson Jackson PLLC Invoices 16115, 16116, 16117 (**Charles Rudd City Manager**)
4. Special Events:
 - a. Sunset Beach Concert Series 2026 (**Chris Cotta Public Works Director**)
 - b. 51st Annual Tarpon Springs Fine Arts Festival on the Bayou 2026 (**Chris Cotta Public Works Director**)
 - c. Greek Independence Day Parade 2026 (**Chris Cotta Public Works Director**)
5. Corrective Update City Rules #11 (**Tabatha Adkins Human Resources Director**)
6. Approval of Land Use Restriction Agreement with the Citizens Alliance for Progress (**Charles Rudd City Manager**)

ORDINANCES AND RESOLUTIONS

7. **Ordinance 2025-20 (2nd Reading);** Text Amendment to Special Area Plan Revising Intensity/Density Standards in the Downtown Character District (Application 25-91) (**Legislative**)(**Renea Vincent, Planning & Zoning Director**)
8. **Resolution 2026-05;** Authorizing Changes in the Organization of the Project Administration Department (**Bob Robertson Project Administration Director, Charles Rudd City Manager**)

BOARD AND STAFF COMMENTS

ADJOURNMENT

CITY OF TARPON SPRINGS

SOLAR FEASIBILITY STUDY OF CITY-OWNED FACILITIES

PROJECT PRIORITIZATION LIST

SEPTEMBER 2nd, 2025

Background

The purpose of this project is to provide the City of Tarpon Springs (City) with a comprehensive analysis of the feasibility of solar installations at City-owned facilities. Part of the scope is to provide the City with a Project Prioritization List (Task 3), prioritization list for solar installation projects across the facilities based on technical feasibility, energy savings, and financial considerations. This report serves as the deliverable for that portion of the project.

This analysis is supplemental to the Site Assessment Report, dated April 4, 2025, and the Energy Efficiency Analysis, dated August 28, 2025, which together detailed findings at eight City-owned facilities identified by the City of Tarpon Springs as candidates for potential solar installations: the Recreation Center (400 S. Walton St.), the Public Safety building and lot (444 Huey Ave.), the Library building and lot (138 E. Lemon St.), the Public Works building and lot (325 E. Pine St.), the Golf Course parking lot (1310 Pinellas Ave.), City Hall (324 E. Pine St.), the Landfill (101 Meres Blvd.), and the dredge spoils parcel adjacent to the RO Plant at L & R Industrial Blvd. The April Site Assessment focused on evaluating solar feasibility at each location, including rooftop and ground-mount potential, site constraints, and projected solar output, while the August Energy Efficiency Analysis identified and provided tailored recommendations for load reduction prior to solar implementation. Together, these reports established both the physical feasibility of solar adoption and the operational opportunities for reducing energy demand.

This current report, which provides a prioritization framework, represents the next step in the City's renewable energy planning process. By integrating findings from both the supply-side (solar potential) and demand-side (efficiency measures) analyses, it ensures that recommended solar projects are both technically sound and financially optimized. In addition, the prioritization process addresses strategic considerations such as permitting, installation ease, community visibility, and coordination with the City's long-term clean energy program, thereby supporting an actionable and phased implementation plan.

Prioritization Analysis

The study indicates that the city-owned facilities in Tarpon Springs have significant potential for solar energy adoption, with energy usage ranging from over 960,000 kWh at the Public Safety building to as little as 12,000 kWh at the Cart Barn (Appendix A-1). Financial feasibility depends strongly on system size and installation complexity. For example, the Community Center and Library both show favorable returns due to newer roofing, straightforward layouts, and strong solar output potential relative to their load (Appendix A-2). In contrast, City Hall and the Cultural Center present higher costs and

structural risks, raising payback periods.

National market research reinforces these local findings: the commercial solar sector reached record levels in Q1 2025, highlighting stable institutional demand even as the residential segment contracted. Tarpon Springs’ facilities therefore align with the broader trend of public and commercial entities driving steady adoption despite volatility in the residential market.

Current federal incentives (30% Investment Tax Credit under Section 48E) are available only for projects started before July 4, 2026, and in service by December 31, 2027 (Table 1; Appendix A-3). This creates financial urgency, as projects delayed past that timeline risk losing substantial federal support, significantly reducing cost-effectiveness. This timing coincides with broader industry “construction waves” as developers accelerate projects ahead of policy deadlines. Analysts project that this pull-forward effect could add about 4 GW annually nationwide during 2027–2030. For Tarpon Springs, this means that early action not only secures the ITC but also avoids higher equipment and financing costs expected as national demand spikes.

Table 1: Federal Tax Credit Summary Table

Sector	2025 (Install by)	2026–2027 Status
Residential homeowners	Dec 31, 2025	No credit from Jan 1, 2026
Leases / PPAs (48E)	Dec 31, 2027	Extensions expire after 2027
Commercial / Utility-scale	Begin by Jul 4, 2026; service by Dec 31, 2027	No credit after 2027

Broader U.S. market conditions also highlight risks. Persistent supply shortages of transformers and interconnection delays continue to challenge developers. With distribution transformer demand up 34% since 2019 and current deficits around 10%, municipalities with early procurement and planning will be better positioned to avoid cost escalation. For Tarpon Springs, moving quickly on high-priority facilities mitigates exposure to these bottlenecks.

The prioritized projects collectively offset a substantial portion of annual consumption. Facilities such as the Library and Community Center can generate more electricity than their usage (257,094 kWh vs. 239,887 kWh; 241,626 kWh vs. 224,383 kWh, respectively), leading to net-positive energy outcomes (Appendix A-2). On the other hand, the Public Safety building, despite having the highest energy load, would still offset less than one-third of its annual demand even with a large PV system, highlighting the need for complementary energy efficiency measures. Overall, implementation across the top six ranked facilities could reduce City-wide grid demand by several hundred thousand kWh annually, aligning with Tarpon Springs’ clean energy goals (Appendix A-4).

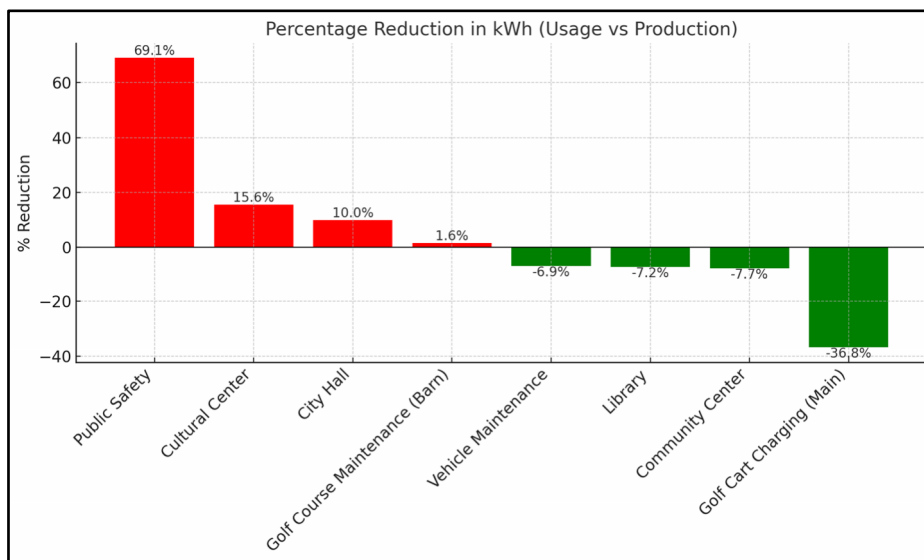


Figure 1: Expected Usage vs Production.

Based on energy usage, projected solar production, system size, and estimated costs, the facilities have been ranked to reflect their relative priority for solar implementation. The ranking highlights which sites present the most immediate opportunities for cost-effective energy savings, while also identifying facilities that may require additional study or higher investment

Table 2 Facilities Ranking:

Rank	Address	Usage (kWh)	PV Production (kWh)
1	Community Ctr. 400 S Walton Ave.	224,383	241,626
2	Course Maintenance 1310 Pinellas Ave	85,160	83,778
3	Library 138 E Lemon St.	239,887	257,094
4	Public Safety- S. Huey Ave.	963,557	297,333
5	Vehicle Maintenance. 325 Pine St.	72,056	77,014
6	Cart Barn 1310 Pinellas Ave	12,150	16,616
7	City Hall 324 Pine St.	626,420	563,935
8	Cultural 101 Pinellas Ave.	42,727	36,079

Project sequencing should prioritize sites with the most favorable cost-benefit and installation ease.

- Phase 1 (High Priority/Quick Wins): Community Center, Course Maintenance, and Library. These facilities combine lower costs, high solar production, and minimal structural risk.
- Phase 2 (Moderate Complexity): Public Safety and Vehicle Maintenance facilities. While it is costlier and larger, they provide high visibility and substantial long-term savings.
- Phase 3 (Complex/High Risk): City Hall and Cultural Center. These require structural inspections and may involve external conduct runs or complicated access, delaying implementation.
- Phase 4 (Special Case): Dredge Spoil parcel. Although not originally included in the City building list, this ground-mounted site offers unique advantages (steady loads, quick build potential, and scalability) but requires additional property, geotechnical, and interconnection studies.

Challenges and Recommendations

- Non-Recommended Sites: City Hall's potential roof upgrade costs may lower its priority, despite its large energy load. Landfill presents the potential for the largest energy generation but requires further review of interconnection feasibility before advancing.
- Recommended Investigations:
 - Structural analyses for City Hall and the Public Safety Building roofs.
 - Geotechnical studies for the Landfill (ballasted system) and Dredge Spoils (foundation suitability).
 - Utility coordination for interconnection and net metering, particularly at the Landfill and Dredge Spoil sites.
 - Collection of as-built roofing plans to confirm structural capacity across facilities.
 - Boundary review, test of existing 162 kW DC array performance, and confirmation of interconnection capacity for Dredge Spoils.
- General Comments: Permitting is expected to be manageable across most facilities; however, public-facing sites such as City Hall, the Recreation Center, and the library will require careful scheduling to minimize disruption. Landfill's scale, combined with the potential to pursue a Power Purchase Agreement (PPA), represents a unique large-scale opportunity provided stakeholders align and technical uncertainties are addressed.

Conclusion

The solar feasibility analysis for Tarpon Springs demonstrates that several City-owned facilities are well-positioned to achieve significant cost savings and energy reductions through PV implementation. Facilities such as the Community Center, Course Maintenance, and Library offer the strongest near-term opportunities, providing favorable cost-benefit ratios, straightforward installations, and the potential to offset nearly all their annual energy demand. Larger and more complex sites like City Hall, the Public Safety Building, and the Cultural Center present meaningful long-term benefits but require

further structural or logistical review before advancing. Ground-mounted options at the Landfill and Dredge Spoil sites represent unique large-scale opportunities pending additional technical and interconnection studies.

Collectively, these projects create a pathway for the City to achieve its clean energy goals while reducing operating costs, improving resiliency, and demonstrating leadership in sustainability. Key challenges and recommendations to support next steps are summarized in the Challenges and Recommendations section and supported by technical details contained in Appendix A (A-1 through A-4).

Appendix A: Resources

Appendix Index:

A-1 Energy Use Data Duke Energy.

A-2 PV Assessment.

A-3 Tax Credits 2025.

A-6 PV Prioritization Evaluation.

DUKE ENERGY BILLING -2024 BILLING

Account Number	Meter Number	SI #	Location	October		November		December		January		February		March		April		May		June		July		August		September		2024 TOTALS		Account Number	Department	
				kWh Totals	\$ Total	Amount Due	kWh Usage	Amount Due	kWh Usage	Amount Due	kWh Usage	Amount Due	kWh Usage	Amount Due	kWh Usage	Amount Due	kWh Usage	Amount Due	kWh Usage	Amount Due	kWh Usage	Amount Due	kWh Usage	Amount Due	kWh Usage	Amount Due	kWh Usage	Amount Due	kWh Usage			
52077-53441	2813016	444	S Hairy Ave - Pub Safety Fac	1,927,114.68	222,692.92	9,860.36	78,747.42	9,658.05	78,679.86	8,852.96	71,958.66	8,960.52	73,176.72	8,156.75	68,146.98	8,396.01	70,028.04	9,433.79	84,067.74	8,610.03	81,370.74	9,301.94	88,272.06	10,274.39	97,659.90	10,853.37	101,282.28	111,341.46	963,557.54			
1073641	555	E Harrison St - Cops N' Kids	101,763.12	14,160.62	719.36	4,911.58	548.47	3,535.55	395.54	412.43	2,328.44	382.34	1,915.51	395.54	2,037.01	344.07	2,087.10	452.85	2,441.59	769.42	6,152.66	860.13	7,901.39	767.76	6,445.62	775.18	6,473.22	7,080.31	30,882.58			
83805-28455	107910	1025	1103 Gulf Rd - Fire Station 70	86,160.04	692.39	4,228.17	546.46	4,228.17	546.46	4,228.17	546.46	4,228.17	546.46	4,228.17	546.46	4,228.17	546.46	4,228.17	546.57	4,427.27	678.49	6,133.27	749.91	5,323.27	655.38	5,080.73	676.19	4,881.52	6,766.99	44,582.06		
64136-04608	215412	1600	L & R Industrial Bldg Fire Station 71	26,763.98	34,424.80	1,791.43	13,132.07	1,455.08	10,712.98	1,348.76	9,980.04	1,269.90	8,759.89	1,216.24	8,187.54	1,343.02	10,497.07	1,391.43	10,867.46	1,701.86	15,253.15	1,598.34	11,809.49	1,364.94	11,644.24	1,520.72	13,451.54	1,420.58	11,896.52	17,212.40	134,881.99	
84357-23812	9916991	400	S Waltons-Community Ctr	448,766.88	21,017.52	3,568.54	22,417.38	2,857.62	14,642.44	2,479.38	10,379.36	2,467.32	10,953.56	15,193.42	11,987.56	2,094.64	12,183.48	3,022.55	20,449.90	3,488.78	25,797.22	3,711.82	27,818.88	3,547.28	27,796.18	3,210.22	24,772.30	35,508.76	224,383.44			
08035-76297	1071333	323	Pine St Sign Shop-Parks Div	43,801.36	7,434.34	251.49	1,340.00	148.53	797.10	104.50	102.59	351.00	130.97	788.00	237.90	1,370.00	348.25	2,972.68	449.19	3,081.00	448.79	3,161.00	392.00	3,043.00	3,161.00	3,043.00	3,161.00	3,043.00	3,161.00	21,900.68		
09471052	325	E Pine St - Veh Maint	60,009.82	10,333.90	467.96	2,719.55	433.35	2,112.22	301.31	1,349.52	390.05	1,480.84	376.69	1,632.22	382.01	1,985.87	349.29	2,057.32	460.35	3,338.00	444.46	3,113.46	448.10	3,040.37	3,999.79	3,798.84	489.59	3,133.70	5,166.95	30,034.91		
29407-81175	2804066	325	E Pine St	144,113.76	19,379.24	799.66	5,364.16	645.01	3,992.32	385.35	4,046.16	440.76	337.19	3,523.52	631.21	4,324.88	829.01	5,892.32	1,015.70	8,220.28	1,012.97	8,543.88	1,001.99	8,123.92	1,062.18	8,768.88	876.22	6,852.80	9,689.12	72,056.88		
11819-49114	2812286	138	E Lemon St Library	479,773.28	67,896.40	3,399.63	22,105.84	2,701.90	17,316.40	2,204.69	13,018.28	1,956.76	14,477.44	2,689.13	14,450.96	2,465.09	16,201.16	2,776.47	15,551.92	3,314.20	22,370.16	3,338.90	24,118.68	3,568.77	27,465.96	3,307.38	25,333.44	2,646.70	22,675.88	33,919.30	239,887.44	
14904-14695	1073495	101	S Pinellas Avenue Cultural	85,635.20	13,314.62	720.74	4,322.41	487.83	2,427.67	530.49	2,144.14	161.20	979.39	207.66	1,065.09	323.90	769.65	385.03	2,216.34	668.97	4,419.43	812.66	6,230.96	862.44	6,593.69	810.39	6,033.95	686.00	5,274.88	6,657.31	42,727.60	
84869-73986	8628294	100	Berkman Ln Heritage Center	132,944.92	20,980.10	979.44	6,039.20	753.10	4,172.85	697.65	6,134.40	829.39	3,516.83	1,031.09	6,134.40	736.44	3,003.97	933.09	3,299.78	744.01	3,299.78	933.09	7,081.20	1,011.25	7,860.80	1,168.84	9,434.03	1,089.84	8,478.80	10,465.05	66,472.46	
91271-70210	1077216	21	Parkin Ct (Safford House)	81,796.00	13,380.98	594.26	3,313.00	212.76	1,126.00	281.94	1,555.00	180.16	1,051.40	234.99	1,293.00	284.36	1,146.00	271.44	1,595.00	639.73	3,876.00	960.95	6,133.00	1,304.60	7,692.00	1,038.64	6,657.00	871.84	5,539.00	6,602.99	40,908.00	
14856-48129	1073470	160	E Tarpon Ave - Train Depot	97,620.00	15,959.68	625.08	3,488.00	285.84	1,546.00	471.72	2,614.00	747.83	4,548.00	403.59	2,405.00	243.53	1,489.00	226.69	1,304.00	757.83	4,487.00	1,059.33	6,751.00	1,337.47	8,553.00	1,136.31	7,251.00	704.44	4,454.00	7,959.84	48,810.00	
54711-27442	9900823	324	E Pine St - City Hall	1,252,840.80	170,017.12	6,471.35	42,602.40	5,954.43	38,492.76	5,954.43	38,492.76	5,954.43	38,492.76	5,954.43	38,492.76	5,954.43	38,492.76	5,954.43	38,492.76	5,954.43	38,492.76	5,954.43	38,492.76	5,954.43	38,492.76	5,954.43	38,492.76	5,954.43	38,492.76	5,954.43	38,492.76	
1044165	0	Dedecouse Blvd (Marina)	107,607.72	16,358.94	552.80	3,526.48	479.85	2,459.40	471.96	3,426.26	616.77	4,024.39	586.69	3,622.71	573.94	3,675.91	774.22	5,226.55	938.16	6,682.02	885.98	7,348.34	742.63	4,819.02	528.45	3,879.35	8,175.47	51,863.86				
40134-48223	1073956	1310	S Pinellas Ave, CHHS	84,552.60	12,103.58	572.80	3,819.94	541.90	3,451.33	446.54	2,734.97	417.00	2,716.66	449.37	2,981.51	440.59	2,848.13	470.02	3,047.96	561.72	4,050.64	548.13	4,183.84	560.23	4,395.25	539.19	4,229.96	504.30	3,906.11	6,051.79	42,276.30	
09288-58253	2813044	1310	S Pinellas Ave Carl Barn	170,320.00	27,856.56	1,216.56	6,880.00	1,228.09	6,960.00	939.32	5,740.00	990.32	5,740.00	990.32	5,740.00	990.32	5,740.00	990.32	5,740.00	990.32	5,740.00	990.32	5,740.00	990.32	5,740.00	990.32	5,740.00	990.32	5,740.00	990.32	5,740.00	
16175-31273	4103655	1310	S Pinellas Ave Maint Building	24,320.00	4,322.00	205.22	1,080.00	165.76	856.00	140.37	710.00	150.79	651.00	165.24	921.00	142.69	701.00	139.16	759.00	385.30	1,045.00	238.11	1,301.00	228.58	1,157.00	207.91	1,225.00	218.81	1,386.00	2,161.84	12,150.00	
94336-35034	4381993	898	S Lewis Ave, Meter B Yard Waste	7,790.00	1,660.60	95.46	451.00	68.82	299.00	43.08	131.00	34.17	105.00	37.86	128.00	36.49	132.00	38.49	132.00	102.65	533.00	100.81	541.00	101.57	540.00	86.60	527.00	89.30	3,095.00			
Totals				5,609,498.16	\$ 756,765	\$ 33,578.34	230,816.60	\$ 28,904.85	197,058.72	\$ 27,074.26	175,122.18	\$ 26,637.91	177,885.50	\$ 27,023.24	184,770.63	\$ 26,956.74	189,884.08	\$ 28,598.37	209,319.81	\$ 34,473.02	267,829.10	\$ 35,290.03	282,975.54	\$ 36,977.51	297,530.42	\$ 37,923.88	309,924.01	\$ 34,944.54	281,632.49	\$ 378,382.69	2,804,749.08	

Sites evaluated - Layouts and energy yield needed

Meter Number	SI #	Location	kWh Totals 12/2024	\$ Total	\$/kWh	Sites evaluated
Totals						8,278,614.44 \$ 1,139,943
2813016	444	S Hairy Ave - Pub Safety Fac	1,927,115	\$ 222,693	0.12	640 Hairy Ave
9900823	324	E Pine St, City Hall	1,252,841	\$ 170,017	0.14	324 E Pine St
2812026	138	E Lemon St Library	479,775	\$ 67,899	0.14	138 E Lemon St
9916991	400	S Waltons-Community Ctr	448,767	\$ 71,018	0.16	400 S Walton St
215412	1600	L & R Industrial Bldg Fire Station 71	26,764	\$ 34,425	0.13	
2813044	1310	S Pinellas Ave Carl Barn	170,320	\$ 27,857	0.16	1310 S Pinellas Ave
2804066	325	E Pine St Public Works	144,114	\$ 19,378	0.13	325 E Pine St
8628294	100	Berkman Ln Heritage Center	132,945	\$ 20,990	0.16	
1044165	0	Dedecouse Blvd (Marina)	107,608	\$ 16,351	0.15	
1073641	555	E Harrison St - Cops N' Kids	101,765	\$ 14,161	0.14	
1073470	160	E Tarpon Ave - Train Depot	97,620	\$ 15,960	0.16	
107910	1025	1103 Gulf Rd - Fire Station 70	86,160	\$ 13,533	0.15	
1073495	101	S Pinellas Avenue Cultural	85,635	\$ 13,315	0.16	101 Meron Bld.
1073956	1310	S Pinellas Ave CHHS	84,553	\$ 12,104	0.14	
1077216	21	Parkin Ct (Safford House)	81,796	\$ 13,386	0.16	
09471052	325	E Pine St - Voh Maint	60,010	\$ 10,334	0.17	325 E Pine St
1071333	323	Pine St Sign Shop-Parks Div	43,801	\$ 7,434	0.17	
4103655	1310	S Pinellas Ave Maint Building	24,320	\$ 4,322	0.18	1310 Pinellas Ave
4381993	898	S Lewis Ave, Meter B Yard Waste	7,790	\$ 1,661	0.21	

DUKE ENERGY BILLING -2024 BILLING

Account Number	Meter Number	St #	Location	kWh Totals Usage	kWh Totals Production	\$ Total	October			November			December			January			February			March			April			May			June		
							Amount Due	kWh Usage	kWh Production	Amount Due	kWh Usage	kWh Production	Amount Due	kWh Usage	kWh Production	Amount Due	kWh Usage	kWh Production	Amount Due	kWh Usage	kWh Production	Amount Due	kWh Usage	kWh Production	Amount Due	kWh Usage	kWh Production	Amount Due	kWh Usage	kWh Production	Amount Due	kWh Usage	kWh Production
82007-53441	2813016	444	S Huey Ave - Pub Safety Fac	963,557.34	297,333.00	222,682.92	9,860.36	78,747.42	23,384.00	9,658.05	78,679.86	22,218.00	8,983.29	70,166.94	15,681.00	8,852.96	71,958.66	23,727.00	8,960.52	73,176.72	20,667.00	8,156.75	68,146.98	22,690.00	8,396.01	70,028.04	31,359.00	9,433.79	84,067.74	33,603.00	8,610.03	81,370.74	26,413.00
53085-29455	1073641	555	E Harrison St - Cops N' Kids	50,882.56		14,160.62	719.36	4,911.58		548.47	3,535.55		412.43	2,328.44		382.34	1,915.51		358.54	2,037.01		344.07	2,087.10		452.85	2,841.59		689.76	4,852.89		769.42	6,152.66	
83065-29455	1073910	1025	1107 Gulf Rd - Fire Station 70	44,580.02		13,533.18	692.59	4,238.17		548.46	3,338.74		437.43	2,405.26		449.09	2,731.05		474.89	2,799.33		430.04	2,507.02		473.09	2,729.28		565.57	3,801.58		607.34	4,437.27	
64136-09468	215412	1600	L & R Industrial Blvd Fire Station 71	134,881.99		34,424.80	1,781.43	13,132.07		1,455.08	10,712.98		1,348.76	9,080.04		1,269.90	8,709.89		1,216.24	8,187.54		1,343.02	10,497.07		1,391.43	10,807.46		1,701.96	15,253.15		1,398.34	11,309.49	
84587-28812	9916891	400	S Walton-Community Ctr.	224,383.44	241,626.00		71,017.52	3,568.54	22,417.38	2,867.62	14,642.44	16,414.00	2,479.38	10,379.36	11,547.00	2,467.32	10,923.32	17,251.00	2,933.56	15,193.42	15,842.00	2,397.05	11,967.56	18,551.00	2,094.64	12,183.48	26,469.00	3,022.55	20,469.90	28,910.00	3,488.78	25,797.22	22,932.00
06035-76289	1071533	323	Pine St, Sign Shop-Parks Div	21,903.68		7,434.34	21,903.68	1,360.00		148.53	757.00		104.50	543.00		102.59	531.00		130.97	708.00		237.30	1,370.00		348.25	2,061.00		532.53	2,897.268	3,883.00			
	89471052	325	E Pine St - Veh Maint			30,004.91			467.96	2,719.55			433.35	2,112.22		301.31	1,549.52		390.05	1,498.84		376.69	1,632.22		382.01	1,985.87		369.29	2,071.32		460.35	3,338.00	
29407-81173	2804066	325	E Pine St	72,056.88	77,014.00		19,378.24	799.66	5,364.16	645.01	3,992.32	5,175.00	585.35	4,046.16	3,635.00	653.23	4,403.76	5,411.00	537.19	3,523.52	5,029.00	631.21	4,324.88	5,907.00	829.01	5,892.32	8,462.00	1,015.70	8,220.28	9,282.00	1,032.37	8,543.88	7,361.00
15619-49514	2812026	138	E Lemon St Library	239,887.64	257,094.00		67,838.60	3,399.63	22,185.84	2,701.90	17,316.60	19,158.00	2,204.69	13,818.28	13,513.00	1,956.76	14,437.64	20,452.00	2,069.13	14,450.96	17,781.00	2,465.09	16,203.16	19,725.00	2,776.47	19,551.92	27,237.00	3,164.20	22,370.16	29,026.00	3,338.90	24,138.68	22,866.00
14924-16993	1073495	101	S Pinellas Avenue Cultural	42,727.60	36,079.00		13,314.62	720.74	4,522.41	487.83	2,427.67	2,467.00	530.49	2,144.14	1,741.00	161.20	999.39	2,605.00	207.66	1,065.09	2,382.00	323.90	769.65	2,766.00	385.03	2,216.34	3,946.00	668.97	4,419.43	4,304.00	812.66	6,320.96	3,406.00
84869-7386	8628294	100	Beekman Ln, Heritage Center	66,472.46		20,980.10	939.44	6,039.20		753.10	4,172.85		697.65	2,335.37		829.39	3,516.83		1,031.09	6,134.40		736.44	3,000.97		520.91	2,958.23		744.01	5,259.78	933.09	7,881.20		
91271-29210	1072216	23	Parkin Ct (Safford House)	40,898.00		13,385.98	594.56	3,313.00		212.76	1,126.00		283.94	1,535.00		180.16	1,014.00		224.99	1,293.00		204.38	1,165.00		273.44	1,595.00		639.73	3,876.00		963.95	6,133.00	
14856-48129	1073470	160	E Tarpon Ave - Train Depot	48,810.00		15,959.68	625.06	3,488.00		285.84	1,546.00		471.72	2,614.00		747.83	4,548.00		403.59	2,405.00		243.53	1,409.00		226.69	1,304.00		737.83	4,487.00	1,059.33		6,751.00	
54711-27442	9900823	324	E Pine St, City Hall	626,420.40	563,935.00		170,017.12	6,471.35	42,602.40	5,954.43	38,492.76	42,055.00	5,995.65	39,694.44	29,683.00	6,226.61	38,500.44	44,904.00	5,762.69	37,469.52	39,166.00	6,863.18	50,985.96	43,039.00	7,756.08	58,824.96	59,533.00	8,048.33	64,828.32	63,820.00	8,280.49	67,701.12	50,163.00
	1044165	0	Dodecanese Blvd (Marina)	53,803.86		16,350.94	552.83	3,536.48		479.85	2,639.40		671.96	3,406.26		616.77	4,042.51		743.70	4,924.39		586.68	3,622.73		573.94	3,675.91		774.52	5,226.55	918.16	6,682.02		
40134-48223	1073936	1310	S Pinellas Ave, Clbhs	42,276.30		12,103.58	572.80	3,819.94		541.90	3,451.33		446.54	2,734.97		417.00	2,716.66		449.37	2,981.51		440.59	2,848.13		470.02	3,047.96		561.72	4,050.64	548.13	4,183.84		
09288-86253	2813044	1310	S Pinellas Ave Cart Barn	85,160.00	83,778.00		27,856.56	1,216.56	6,880.00	1,228.09	6,860.00	6,491.00	935.72	5,280.00	4,550.00	749.75	4,560.00	6,845.00	939.32	5,740.00	5,953.00	990.32	6,060.00	6,712.00	1,083.57	6,640.00	9,208.00	1,456.10	8,960.00	9,875.00	1,270.63	8,120.00	7,857.00
16375-33273	6103635	1310	S Pinellas Ave, Maint Building	12,138.06	16,616.00		4,322.08	206.52	1,080.00	165.76	856.00	1,241.00	140.37	710.00	876.00	156.79	831.00	1,326.00	165.24	921.00	1,155.00	142.69	781.00	1,268.00	199.80	1,753.00	185.10	1,445.00	1,879.00	218.11	1,301.00	1,476.00	
94326-35034	4381993	898	S Levis Ave, Meter B Yard Waste	3,895.00		1,660.60	95.46	451.00		68.82	299.00		430.00			34.17	103.00		128.00			132.00			38.49			112.65		553.00			
Totals				2,804,749.88	1,573,475.00	756,765.38	33,578.34	230,816.60	119,260.00	28,904.85	197,058.72	115,219.00	27,074.26	175,122.18	81,226.00	26,637.91	177,885.50	122,521.00	27,023.24	184,770.63	107,975.00	26,956.74	189,884.08	120,658.00	28,598.37	209,319.81	167,967.00	363,789.10	180,699.00	35,290.03	282,975.54	142,474.00	

Sites evaluated - Layouts and energy yield needed						
Meter Number	St #	Location	kWh Totals 12 2024		\$ Total	€/kWh
			Totals	4,139,307.22	\$ 2,607,991	Sites evaluated
2813016	444	S Huey Ave - Pub Safety Fac	1,927,115	\$	222,683	0.12 444 Huey Ave.
9900823	324	E Pine St, City Hall	1,252,841	\$	170,017	0.14 324 E. Pine St.
2812026	138	E Lemon St Library	479,775	\$	67,839	0.14 138 E. Lemon St.
9916891	400	S Walton-Community Ctr.	448,767	\$	71,018	0.16 400 S. Walton St.
215412	1600	L & R Industriail Blvd Fire Station 71	269,764	\$	34,425	0.13
2813044	1310	S Pinellas Ave Cart Barn	170,320	\$	27,857	0.16 1310 S Pinellas Ave
2804066	325	E Pine St Public Works	144,114	\$	19,378	0.13 325 E. Pine St.
8638294	100	Beekman Ln, Heritage Center	132,945	\$	20,990	0.16
1044165	0	Dodecanese Blvd (Marina)	107,498	\$	16,351	0.15
1073641	555	E Harrison St - Cops N' Kids	101,765	\$	14,161	0.14
1073470	160	E Tarpon Ave - Train Depot	97,620	\$	15,960	0.16
1073910	1025	1103 Gulf Rd - Fire Station 70	89,160	\$	13,533	0.15
1073495	101	S Pinellas Avenue Cultural	85,455	\$	13,315	0.16 101 Meres Blvd.
1073936	1310	S Pinellas Ave, Clbhs	84,553	\$	12,104	0.14
1072216	23	Parkin Ct (Safford House)	81,796	\$	13,386	0.16
89471052	325	E Pine St - Veh Maint	60,010	\$	10,334	0.17 325 E. Pine St.
1071533	323	Pine St, Sign Shop-Parks Div	43,801	\$	7,434	0.17
6103635	1310	S Pinellas Ave, Maint Building	24,300	\$	4,322	0.18 1310 Pinellas Ave
4381993	898	S Levis Ave, Meter B Yard Waste	7,790	\$	1,661	0.21

Meter numbers furnished by the city do not match the photos take at the sites. We need to confirm the data received is valid.

‘Safe harbor’ no more?: How Trump could crack down on clean energy credits

By James Bikales

07/10/2025 05:00 AM EDT

President Donald Trump's Monday executive order [cracking down on clean energy tax credits](#) injects a fresh round of uncertainty for solar and wind developers already facing an onerous new deadline to qualify their projects for the incentives.

Republicans' [sweeping tax law](#) signed last week terminates the clean electricity investment and production tax credits for projects that start producing electricity after 2027, though a [last-minute compromise inserted by the Senate](#) offers more time for projects that begin construction in the next 12 months.

But that softer phase-out is now in doubt. Trump's [executive order](#) directs the Treasury Department to get rid of the credits as quickly as possible, including by potentially rewriting long-standing rules that define when a project is considered to have started construction.

That move by Trump was made to [fulfill a promise to hard-right House Republicans](#), who briefly withheld their votes for the megabill over the Senate's easing of the clean energy credit rollbacks. But experts warned the new executive order could also mark an unprecedented — and legally dubious — attempt to rewrite a law passed by Congress in its implementation phase.

For clean energy developers, the order represents a potential threat to the window of certainty — albeit a short one — that Senate moderates had given them to get their projects online and be assured of receiving the credits. The policy whipsaw has already taken a toll, with more than \$14 billion in U.S. clean energy projects [delayed or canceled since January](#).

“A long-standing principle in the tax administration is that people are able to rely on the rules as they exist and the laws that exist,” said Wally Adeyemo, who served as deputy Treasury secretary under the Biden administration. “I don't know that any Treasury Department, Democratic or Republican, wants to be in a position where what they're doing is stopping manufacturing projects that are creating jobs in communities.”

The crux of the issue is how to determine whether a project has commenced construction and can qualify for the longer credit timeline. Long-established guidance, first [issued in 2013](#) by the Obama administration and [updated in 2018](#) by the first Trump administration, lays out two tests to make that determination.

Developers can either show they have started significant physical work, or qualify under a “safe harbor” provision by incurring 5 percent of the total cost of the project. The guidance also requires projects to demonstrate “continuous construction,” a threshold they can meet by completing the project within four years.

The Senate inserted language into the new tax law that codified the 2013 and 2018 guidance, which would typically bar any changes by the administration. But the codifying provision was placed within a subsection related to the credit's foreign entity of concern requirements — not directly applied to the overall timeline of the credits.

That could leave it vulnerable to changes by the Trump administration, experts said. But they noted it would create the highly unusual situation of having competing definitions of the same term in the law — and applying a narrower definition to wind and solar power than other technologies that qualify for the credit, such as nuclear and geothermal energy.

“There seems to be something fundamentally unfair about the idea of applying different definitions to the same term in the same body of law, though I'm not sure there's any prohibition against it,” Heather Cooper, a partner focused on energy tax issues at law firm McDermott Will and Emery, said in an email.

How might Trump redefine ‘commence construction’?

Trump's executive order directs Treasury to issue new guidance that prevents “artificial acceleration or manipulation of eligibility” and restricts the use of “broad safe harbors unless a substantial portion of a subject facility has been built.”

There are several ways Treasury may look to translate that directive into guidance, said David Burton, a partner at the law firm Norton Rose Fulbright who specializes in tax equity transactions.

Most notably, it could try to alter the 5 percent safe harbor threshold to require developers to put more money down or take additional steps before a project is considered to have begun construction.

One change that conservative House Republicans [said administration officials floated last week](#) was requiring projects to have received certain permits — which can often be delayed for years by factors outside developers' control. The administration could also look to shorten the four-year “continuity safe harbor” for projects to be placed in service once they commence construction.

But the order also directs Treasury to develop new guidance within 45 days — a very short timeline for a complex rulemaking redefining the construction standard, especially as the department [continues to staff up](#). Instead, experts said it may issue sub-regulatory guidance tightening enforcement of the existing rules and follow up with additional changes.

In a bid to crack down further on the credits, it is also possible the administration could seek to apply its new guidance retroactively to enactment of the law, though that would contravene long-standing Treasury Department precedent.

“Doing unprecedented things that are inconsistent with historical practice has not stopped the Trump administration before,” Burton said.

Will Congress and the courts allow it?

Any move to adjust the commence construction standard is virtually certain to draw legal challenges arguing it defies the intent of Congress in writing the law.

“The existing beginning of construction safe harbors have been the nonpartisan standard for industry for over a decade,” Ted Lee, who helped write the Biden administration's rules for the [Inflation Reduction Act](#) credits as deputy assistant secretary for tax policy and delivery, said in an email.

“Any significant changes to this long-standing interpretation would invite legal challenges, disrupt the market, and further exacerbate the energy affordability crisis,” he added.

Senate lawmakers who worked to insert the language [told POLITICO last week](#) they intended to allow shovel-ready projects to qualify. And at least one moderate House Republican [has already suggested](#) he will push back on executive action to erode the credits.

Still, any lawsuits could take too long for projects that are seeking to line up their financing now. Cooper noted that many developers are in the “extremely unfortunate position” of needing to move quickly to take advantage of the credits but having “no idea what the new rules are going to require.”

“If the 5 percent safe harbor is out, if the physical work test as we know it is out, then what are they supposed to do today?” Cooper said.

What will Treasury do about foreign entity of concern?

For the clean energy industry, the longer-term — and perhaps more impactful — question is how the Trump administration will implement the law's complex web of new requirements that bar credits from going to foreign entities of concern, like China. Those restrictions could disqualify projects even if they meet the commence construction standard.

The foreign entity of concern requirements in the IRA took years for the Biden administration to interpret and [sparked massive industry squabbling](#) — and those were narrower than the provisions in the new tax law.

Trump's executive order offered no clues into its intentions on those rules, only directing Treasury to “take prompt action” to implement them. But the administration will likely face pressure from domestic manufacturers to severely crack down on Chinese companies, especially after the Senate [dropped a proposed excise tax](#) on solar and wind projects that use foreign components.

“We anticipate a strident approach, with the possibility of uniquely creative requirements and showings, both designed to impede credit access,” analysts TD Cowen wrote in a research note Monday. “We believe this is a policy tailwind for domestic clean energy manufacturers.”

Kelsey Tamborrino contributed to this report.

Tarpon Springs Solar Feasibility Study Priority Tool -							
Use data sort to rank by cost, ease of installation and suggested Rank							
Rank	Address	Usage	PV		PV Size -kW	Budgetary Estimate	Notes
		(kWh)	Production (kWh)	Capacity			
1	Community Ctr. -400 S Walton Ave.	224,383	241,626	93%	201.9	\$ 363,501	Newer building with standing seam metal roof. Simpler module attachment and possibly no penetrations in the metal roof.
2	Course Maintenance -1310 Pinellas Ave	85,160	83,778	102%	76.6	\$ 137,959	Roofing is ideal for both buildings. Some concern with golf ball strikes. Could be mitigated with tree planting.
3	Library - 138 E Lemon St.	239,888	257,094	93%	215.9	\$ 388,618	Newer building with standing seam metal roof. Simpler module attachment and possibly no penetrations in the metal roof.
4	Public Safety- S. Huey Ave.	963,557	297,333	324%	867.2	\$1,560,963	Relatively new roofing. Access to the building for maintenance is easy, not ideal for use during construction due to security. Crain lifts required for PV construction materials.
5	Vehicle Maintenance -325 Pine St.	72,057	77,014	94%	64.9	\$ 116,732	Older building and structural inspection recommended for the PV design.
6	Cart Barn - 1310 Pinellas Ave	12,150	16,616	73%	10.9	\$ 19,683	Older building and structural inspection recommended for the PV design.
7	City Hall -324 Pine St.	626,420	563,935	111%	563.8	\$1,014,801	Older building and a structural engineering assessment advised. Interconnection point and home runs from PV to the inverters may require conduit runs on the outside of the building. Roofing material is relatively new. Access to roof for maintenance and construction is not ideal. Crain lifts required for PV construction materials.
8	Cultural - 101 Pinellas Ave.	42,728	36,079	118%	38.5	\$ 69,219	Older building with tile roofing. Inverter location and wire runs could be external to the building. Older building and structural inspection recommended for the PV design.
NA	Dredge Spoil	Unknown	Unknown			2	Greenfield site and other PV arrays nearby. Facilitates a designated PV operator position to assure the PV investment continues optimal performance and regular maintenance

* Ease of installation - ranking from 1-5, 5 being more difficult of a project. Considerations are: Wind loads based on the location and height of the building, additional engineering, structural, geotechnical and electrical interconnection point, roofing type and age, and time to complete.

**Estimated Cost - Where PV production exceeds the electric usage, cost equals - 95% of electric usage times, \$1.80 per watt or \$1800 per kWh

CITY OF TARPON SPRINGS
SOLAR FEASIBILITY STUDY OF CITY-OWNED FACILITIES
ENERGY EFFICIENCY ANALYSIS
August 28th, 2025

Background

The purpose of this project is to provide the City of Tarpon Springs (City) with a comprehensive analysis of the feasibility of solar installations at City-owned facilities. Part of the scope is to provide the City with an **Energy Efficiency Analysis**, identifying opportunities for reducing energy use before or during the implementation of solar projects, as well as a review of City supplied audit results. This report serves as the deliverable for that portion of the project.

This analysis is supplemental to the Site Assessment Report, dated April 4, 2025 which detailed our findings at eight City-owned facilities identified by the City of Tarpon Springs as candidates for potential solar installations:

- Recreation Center - 400 S. Walton St.
- Public Safety building/lot - 444 Huey Ave.
- Library building/lot - 138 E. Lemon St.
- Public works building/lot - 325 E. Pine St.
- Golf course parking lot - 1310 Pinellas Ave.
- City Hall - 324 E. Pine St.
- Landfill - 101 Meres Blvd.
- Dredge spoils parcel, adjacent to the RO plant - L & R Industrial Blvd.

Electrical Infrastructure

Electrical services appear accessible across most facilities, with generators indicating robust systems (e.g., 800 kW at Public Safety, 250 kW at Recreation Center and City Hall). The Library's electrical room and Public Works' metered pump building suggest straightforward interconnection potential. However, panel capacity, transformer upgrades, and utility interconnection requirements (via Duke Energy) need further review. The Landfill requires grid interconnection, potentially via a Power Purchase Agreement (PPA), while the Dredge Spoils site may integrate with the RO plant's existing solar infrastructure.

Energy Efficiency Analysis

Tarpon Springs benefits from strong solar irradiance, averaging approximately 5.5–6.0 kWh/m²/day according to NREL estimates. Across the city, most sites exhibit good to excellent solar access with minimal shading concerns. The Landfill and Dredge Spoils parcels, as open ground-mount locations, offer the greatest solar potential, while rooftop facilities such as the Library, Public Works, and Recreation Center also present favorable orientations with few obstructions. Although the Public Safety Building’s rooftop equipment slightly reduces layout flexibility, it does not significantly limit overall solar potential.

In alignment with the city-wide clean energy program, Tarpon Springs should complement solar deployment with targeted efficiency improvements. This supports the goal of initiating a renewable energy plan while also expanding energy efficiency efforts across facilities. Energy-efficient lighting in small commercial buildings offers one of the most immediate and cost-effective opportunities, capable of reducing electricity use by 20–40 percent, lowering CO₂ emissions, and enhancing comfort and productivity.

Best practices include deploying LED technology (achieving 60–80 percent savings compared to incandescent), selecting lighting with the appropriate color rendering index for the task, implementing automated controls such as occupancy and daylight sensors, and incorporating daylighting strategies through skylights and tubular daylight devices.

A focus on lifecycle cost savings, which account for both energy and maintenance benefits, ensures long-term value. For example, replacing 100 fluorescent 32W fixtures with 15W LEDs yields annual savings of approximately 5,100 kWh and avoids nearly 4,700 pounds of CO₂ emissions—equivalent to removing almost half a car from the road. Depending on the retrofit approach, typical payback periods range from one to five years, highlighting the strong financial and environmental return on investment.

To ensure that retrofits not only save energy but also provide proper working conditions, lighting upgrades should be designed to meet recommended illuminance levels. These standards vary by application and help balance efficiency with visibility, safety, and comfort.

Table 1: Recommended Illuminance.

Application	Recommended Illuminance
Storage / Low Activity	100–200 lux (10–20 fc)
General Office Work	300–500 lux (30–50 fc)
Detailed Office / Technical Tasks	500–750 lux (50–75 fc)
Retail Sales Areas	500–800 lux (50–80 fc)
Precision Assembly	1,000+ lux (100+ fc)

Once appropriate illuminance levels are established, facilities can choose from a range of retrofit strategies. Each option varies in cost, savings potential, and payback, allowing decision-makers to balance upfront investment with long-term benefits.

Table 2: Energy Efficiency Retrofit Summary.

Solution	Typical Cost/Unit	Energy Savings	Payback Period	CO₂ Saved per Unit/Year
LED Bulb Replacement	\$8–25	50–70%	1–2 years	~47 lbs
LED Retrofit Kit	\$30–80	55–75%	2–3 years	~53 lbs
New LED Fixture	\$80–200	60–80%	3–5 years	~58 lbs
Occupancy Sensor	\$40–120	15–50%	1–3 years	Variable
Skylight / Tubular Daylighting Device (TDD)	\$500–2,500	20–60% (daytime lighting)	5–10 years	Variable

In addition to illuminance and efficiency measures, lighting design should also account for color temperature and color rendering index (CRI) to maximize comfort and performance. Warm tones in the range of 2700–3000K are recommended for hospitality or lounge spaces where a welcoming atmosphere is desired. Neutral tones of 3500–4100K are best suited for offices and classrooms, providing a balanced, natural light that supports productivity. Cooler tones of 5000–6500K are most effective in industrial or precision work settings, where alertness and visibility are critical. At the same time, CRI values should be matched to the task: 90+ for retail, healthcare, or art where color accuracy matters, 80–89 for offices and classrooms, and below 80 for warehouses and exterior lighting where color rendering is less important.

By combining solar feasibility with targeted energy efficiency strategies—supported by illuminance standards, retrofit approaches, and thoughtful integration of both color temperature and CRI—Tarpon Springs can achieve meaningful reductions in electricity costs, lower community-wide carbon emissions, and create healthier, more comfortable environments for building occupants.

Saving Opportunities

The following energy-saving measures are recommended across all facilities, regardless of size or function. These strategies include a mix of low-cost improvements that can be implemented quickly for immediate impact, as well as advanced measures that provide higher long-term returns on investment.

- Low-Cost Measures:
 - Lighting:
 - LED Lighting Upgrades: Replace fluorescent, halogen, or HID with LEDs; expect 40–70% lighting energy reduction and quick payback (1–3 years).

- Occupancy Sensors & Daylight Harvesting: Auto-off lighting in restrooms, offices, storage, and meeting rooms.
- Energy Awareness Programs: Engage staff with simple rules (turn off lights, consolidate plug loads).
- HVAC Efficiency:
 - Programmable Thermostats & Scheduling: Optimize HVAC schedules to match building use.
 - Seal Air Leaks: Weatherstripping and air-sealing exterior doors/windows to reduce HVAC load.
 - Regular Maintenance: Clean coils, replace filters, check refrigerant levels — improves HVAC efficiency 5–15%.
- Advanced Measures:
 - Building Automation System (BAS): Integrates HVAC, lighting, and scheduling for optimal performance.
 - Solar PV: Works well for daytime-load facilities (water/wastewater plants, libraries).
 - Energy Storage:
 - Battery Energy Storage: Helps with demand charge management for facilities with high peak usage.
 - Thermal Energy Storage: For large cooling loads (indoor rec centers), shift cooling to off-peak hours. A time of use rate is the key to evaluating ice storage. Use of this technology involves making ice in storage banks during off peak hours and melting of the ice in a chilled water-cooling system for air conditioning.

Details of each facility with energy savings techniques and recommendations are provided in the table below:

Table 3: Energy Savings Recommendations per Facility.

Facility and Address	Annual Energy Use	Key Energy Load	Recommended Energy Techniques
Recreation Center 400 S. Walton St.	224,383 kWh/year	HVAC, lighting, plug loads	• General Low-Cost Measures • LED lighting with controls (gyms, meeting rooms, apparatus bays) • Demand-Controlled Ventilation (CO₂ sensors) • High-efficiency RTUs/HVAC retrofits (>15 yrs) • Destratification fans in tall spaces • Plug load management (timers/smart strips)
Public Safety Building 444 Huey Ave.	963,557 kWh/year	HVAC, lighting, plug loads	
Library 138 E. Lemon St.	239,888 kWh/year	HVAC, lighting, plug loads	

Golf Course (Barn) 1310 Pinellas Ave.	85,160 kWh/year	lighting, plug loads	General Low-Cost Measures
Golf Course (Maintenance) 1310 Pinellas Ave.	12,150 kWh/year	lighting, plug loads	General Low-Cost Measures
City Hall 324 E. Pine St.	626,420 kWh/year	HVAC, lighting, plug loads	General Low-Cost Measures
Landfill 101 Meres Blvd.	N/A	Negligible onsite use	Reducing consumption at this site is likely not feasible due to negligible use and large solar array generating energy potential.
Dredge Spoils Parcel L & R Industrial Blvd.	N/A	Negligible onsite use	
Public Works Building 325 E. Pine St.	72,057 kWh/year	Aeration blowers, pumps, solids handling (WWTP)	- General Low-Cost Measures - High-Efficiency Blowers with VFDs: Aeration is often >50% of WWTP energy use; VFDs + dissolved oxygen controls can cut blower energy by 20–50%. - Fine-Bubble Diffusers: More oxygen transfer per kWh vs coarse bubbles. Pump Optimization: Right-size pumps and add VFDs. - Sludge Thickening/Dewatering Upgrades: Reduce volume requiring treatment. - On-site Biogas Use: Capture methane from digesters for heat or electricity.
		Pumps, motors, pretreatment systems (RO Plant)	- General Low-Cost Measures - High-efficiency pumps & motors (IE3/IE4) - VFDs to match pump speed to demand (20–40% savings) - Energy recovery devices (reuse brine energy) - System optimization (membrane cleaning, reduced pressure)

Challenges and Recommendations

- Non-Recommended Sites: City Hall’s potential roof upgrade costs may lower its priority. The Landfill has the potential to generate the highest production, but interconnection uncertainty requires further study.
- Recommended Investigations:

- Structural analyses for City Hall and Public Safety Building roofs.
- Geotechnical studies for Landfill (ballasted system) and Dredge Spoils (foundations).
- Utility coordination for interconnection and net metering, especially for Landfill and Dredge Spoils.
- As-built plans for roofing systems to confirm structural capacity.
- Lighting Audit in all buildings to identify over-lit areas to reduce unnecessary fixtures.
- General Comments: Permitting is expected to be manageable, but public-facing sites (City Hall, Recreation Center, Library) require careful scheduling. The landfill's scale and PPA potential offer a unique opportunity, pending stakeholder alignment.

Conclusion

The analysis confirms that City-owned facilities in Tarpon Springs have strong potential for solar energy deployment, particularly at the Landfill and Dredge Spoils parcels for ground-mounted systems and at several rooftops with minimal shading. While structural and interconnection considerations require further evaluation, no major barriers were identified. In parallel, energy efficiency measures such as LED lighting upgrades, occupancy controls, HVAC scheduling, and advanced retrofit options can reduce electricity use by 20–40 percent, lowering both costs and emissions. Implementing these measures prior to or alongside solar installations will optimize system sizing, improve payback, and support the City's long-term clean energy objectives.

CITY OF TARPON SPRINGS

SOLAR FEASIBILITY STUDY OF CITY-OWNED FACILITIES

SITE ASSESSMENT REPORT

APRIL 4, 2025

Background

The purpose of this project is to provide the City of Tarpon Springs (City) with a comprehensive analysis of the feasibility of solar installations at City-owned facilities. Part of this analysis is to provide the City with a Site Assessment Report, detailing the findings at each facility, including, roof or ground conditions, energy use patterns, and any identified constraints or challenges. This report is the deliverable for that portion of the project.

On-site assessments were conducted on April 4, 2025 at eight City-owned facilities identified by the City of Tarpon Springs as candidates for potential solar installations:

- Recreation Center - 400 S. Walton St.
- Public Safety building/lot - 444 Huey Ave.
- Library building/lot - 138 E. Lemon St.
- Public works building/lot - 325 E. Pine St.
- Golf course parking lot - 1310 Pinellas Ave.
- City Hall - 324 E. Pine St.
- Landfill - 101 Meres Blvd.
- Dredge spoils parcel, adjacent to the RO plant - L & R Industrial Blvd.

Personnel present for the site assessments included representatives from DRMP, is subconsultant, and the City. Specifically, the following were present:

- Paul Benvie, Project Manager, DRMP
- Dell Jones, Subconsultant, SolarUtility Partners
- Holly Langston, Sustainability Coordinator, City of Tarpon Springs

All sites were accessible and safe to inspect during a single coordinated visit. No locations were deferred due to access, safety, or scheduling limitations.

Recreation Center

Address: 400 S. Walton St.

Roof Condition: Standing seam metal roof on the gymnasium in good condition. No visible damage or deterioration. Superstructure appeared to be in good condition and capable of supporting the added loads of solar modules and raking material.

Orientation & Shading: Sloped roof sections face East and West. No significant shading.

Structural Evaluation: Structurally sound. Suitable for non-penetrating clamp-based solar mounting.

Available Area: Ample space on the gymnasium roof.

Electrical Infrastructure: Includes 250 kW generator. Electrical service is accessible.

Other Constraints: No major permitting or access issues. Coordination is needed to minimize disruptions at this public facility.

Annual Energy Use / Production:

Use: 224,383 kWh/year

Potential: 241,626 kWh/year

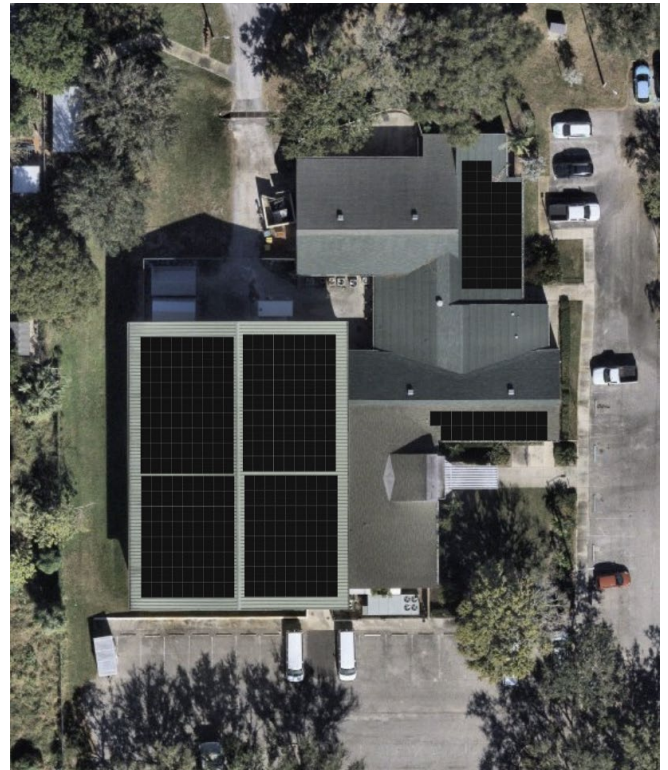


Figure 1 - Recreation Center - Conceptual Layout

Public Safety Building

Address: 444 Huey Ave.

Roof: Membrane roofing. Functional roof with mechanical equipment including water tanks and chillers.

Orientation & Shading: Favorable orientation. Minimal shading.

Structural Evaluation: Visual inspection acceptable; rooftop equipment limits space. Further review recommended.

Available Area: Moderate, due to rooftop equipment.

Electrical Infrastructure: 800 kW generator. Solar-thermal potential for hot water heating. Interconnection feasible.

Other Constraints: High energy use; thermal offset opportunity.

Annual Energy Use / Production:

Use: 963,557 kWh/year

Potential: 297,333 kWh/year



Figure 2 - Public Safety Building - Conceptual Layout

Library

Address: 138 E. Lemon St.

Roof Condition: Standing seam metal
roof in good condition.

Orientation & Shading: Good
orientation. Minimal shading.

Structural Evaluation: No issues
observed. As-built plans needed.

Available Area: Moderate to ample.

Electrical Infrastructure:
Accessible. Electrical room evaluated.

Other Constraints: None significant.

Annual Energy Use / Production:

Use: 239,888 kWh/year

Potential: 257,094 kWh/year



Figure 3 - Library - Conceptual Layout

Public Works Building

Address: 325 E. Pine St.

Roof: Metal roof in good condition.

Orientation & Shading:
Good orientation. Minimal
obstructions.

Structural Evaluation: Structurally
sound. Clamp-compatible.

Available Area: Good.

Electrical Infrastructure: Accessible.
Metered buildings. Major energy load
from irrigation pumps.

Other Constraints: None.

Annual Energy Use / Production:

Use: 72,057 kWh/year

Potential: 77,014 kWh/year



Figure 4 - Public Works Building - Conceptual Layout

Golf Course

Address: 1310 Pinellas Ave.

Roof: Cart barn, shop, and pump buildings have metal roofs. Parking lot viable for solar canopy.

Orientation & Shading: Excellent solar exposure.

Structural Evaluation: No concerns.
Roofs suitable for clamps.

Available Area: Moderate to large.

Electrical Infrastructure: Pump building is metered. High irrigation energy demand.

Other Constraints: Consider golf ball impact risk. Use hail-rated panels or netting.

Annual Energy Use / Production:

Barn Use: 85,160 kWh/year;
Production: 83,778 kWh/year

Maintenance Use: 12,150 kWh/year;
Production: 16,616 kWh/year



Figure 5 - Golf Course Cart Barn - Conceptual Layout



Figure 6 - Golf Course Maintenance - Conceptual Layout

City Hall

Address: 324 E. Pine St.

Roof: Roofing material in good condition. May require structural upgrades. Previous A/C units mounted on footers.

Orientation & Shading: Favorable.

Structural Evaluation: No issues noted but roof reinforcement likely needed.

Available Area: Moderate.

Electrical Infrastructure: 250.4 kW generator. Service appears accessible.

Other Constraints: Structural upgrades may increase cost.

Annual Energy Use / Production:

Use: 626,420 kWh/year

Potential: 563,935 kWh/year



Figure 7 - City Hall - Conceptual Layout

Landfill

Address: 101 Meres Blvd.

Ground Condition: Closed landfill. 5+ acres usable. Recommend ballasted ground-mount system.

Orientation & Shading: Excellent. Unshaded.

Structural Evaluation: No subsurface penetration. Further study of landfill cap required.

Available Area: Very large (up to 30 MW system). A conceptual layout would require a survey and geotechnical evaluation as well as an identified target offtaker or back into the grid for revenue generation.

Electrical Infrastructure: No facility load identified. Interconnection or Power Purchase Agreement (PPA) model suggested. Perhaps the Advent Health Hospital could be an offtaker.

Other Constraints: Near hospital and Pinellas Trail. Land lease or developer-owned model possible.

Annual Energy Use / Production:

Use: N/A

Potential: 30 MW (up to 50,000 MWh/year) based on site survey, etc.

Dredge Spoils Parcel

Address: L & R Industrial Blvd.

Ground Condition: Open parcel adjacent to RO plant. Survey needed.

Orientation & Shading: Excellent solar access.

Structural Evaluation: Unknown. Recommend geotechnical investigation.

Available Area: Moderate to large (15-20 MW). A conceptual layout would require a survey and geotechnical evaluation.

Electrical Infrastructure: Coordinate with existing RO plant solar. Grid expansion potential.

Other Constraints: Integration with existing solar systems. Permitting and access to be confirmed.

Annual Energy Use / Production:

Use: TBD (RO plant)

Potential: 20 MW (up to 30,000 MWh/year), based on site survey, etc.

Solar Resource Assessment

Tarpon Springs benefits from strong solar irradiance (approximately 5.5–6.0 kWh/m²/day per NREL estimates). All sites exhibit good to excellent solar access, with minimal shading concerns. The Landfill and Dredge Spoils sites, being open ground-mount locations, have the highest potential, while rooftop sites (Library, Public Works, Recreation Center) benefit from favorable orientations and minimal obstructions. The Public Safety Building's rooftop equipment slightly limits layout flexibility but does not significantly impact solar potential.

Electrical Infrastructure

Electrical services appear accessible across most facilities, with generators indicating robust systems (e.g., 800 kW at Public Safety, 250 kW at Recreation Center and City Hall). The Library's electrical room and Public Works' metered pump building suggest straightforward interconnection potential. However, panel capacity, transformer upgrades, and utility interconnection requirements (via Duke Energy) need further review. The Landfill requires grid interconnection, potentially via a PPA, while the Dredge Spoils site may integrate with the RO plant's existing solar infrastructure.

Challenges and Recommendations

- **Non-Recommended Sites:** City Hall's potential roof upgrade costs may lower its priority. The Landfill has the potential to generate the highest production but interconnection uncertainty requires further study.
- **Recommended Investigations:**
 - Structural analyses for City Hall and Public Safety Building roofs.
 - Geotechnical studies for Landfill (ballasted system) and Dredge Spoils (foundations).
 - Utility coordination for interconnection and net metering, especially for Landfill and Dredge Spoils.
 - As-built plans for roofing systems to confirm structural capacity.
- **General Comments:** Permitting is expected to be manageable, but public-facing sites (City Hall, Recreation Center, Library) require careful scheduling. The landfill's scale and PPA potential offer a unique opportunity, pending stakeholder alignment.



Solar Feasibility Study City-owned Facilities

Prepared by:



January 27, 2026



Project Background & Objectives



Library - Conceptual Layout

Study Purpose and Goals

Evaluate technical and financial feasibility of solar projects across city-owned facilities to support renewable energy goals.

Facility Assessment Criteria

Assess roof and ground conditions, shading, orientation, and electrical infrastructure for solar suitability at multiple sites.

Project Prioritization and Recommendations

Prioritize projects based on solar potential and cost-effectiveness with actionable implementation and funding strategies.

Alignment with Sustainability Goals

Supports city's sustainability commitment by reducing carbon emissions and operational costs through renewable energy transition.

Task 1

Site Assessment



Golf Course Maintenance Facility - Conceptual Layout

Rooftop Solar Suitability

Recreation Center, Library, and Public Works Building have structurally sound, minimally shaded roofs ideal for solar installations.

Ground-Mounted Solar Potential

Landfill and Dredge Spoils Parcel offer large areas and excellent sunlight, suited for ground-mounted solar systems.

Structural and Electrical Challenges

City Hall and Public Safety Building may require structural upgrades; some sites need electrical transformer enhancements.

Overall Site Viability

Most assessed facilities are viable for solar projects, with varying complexity and readiness levels identified.

Task 2

Energy Efficiency Analysis



Vehicle Maintenance Building - Conceptual Layout

Energy Efficiency Opportunities

LED lighting, occupancy sensors, daylight harvesting, HVAC optimization, and programmable thermostats reduce energy use effectively.

Energy Savings Impact

Replacing 100 fluorescent fixtures with LEDs saves about 5,100 kWh annually and cuts CO₂ emissions by 4,700 pounds.

Advanced Efficiency Measures

Building automation systems, energy storage, and demand-controlled ventilation optimize energy for high-load facilities.

Tailored Facility Recommendations

Customized strategies based on energy usage patterns maximize savings and support solar system optimization.

Task 3

Project Prioritization



Recreation Center - Conceptual Layout

Prioritization Criteria

Projects prioritized based on technical feasibility, Energy savings, financial factors, and strategic considerations.

Phases Project Implementations

Phase 1 targets quick wins with easy installation.

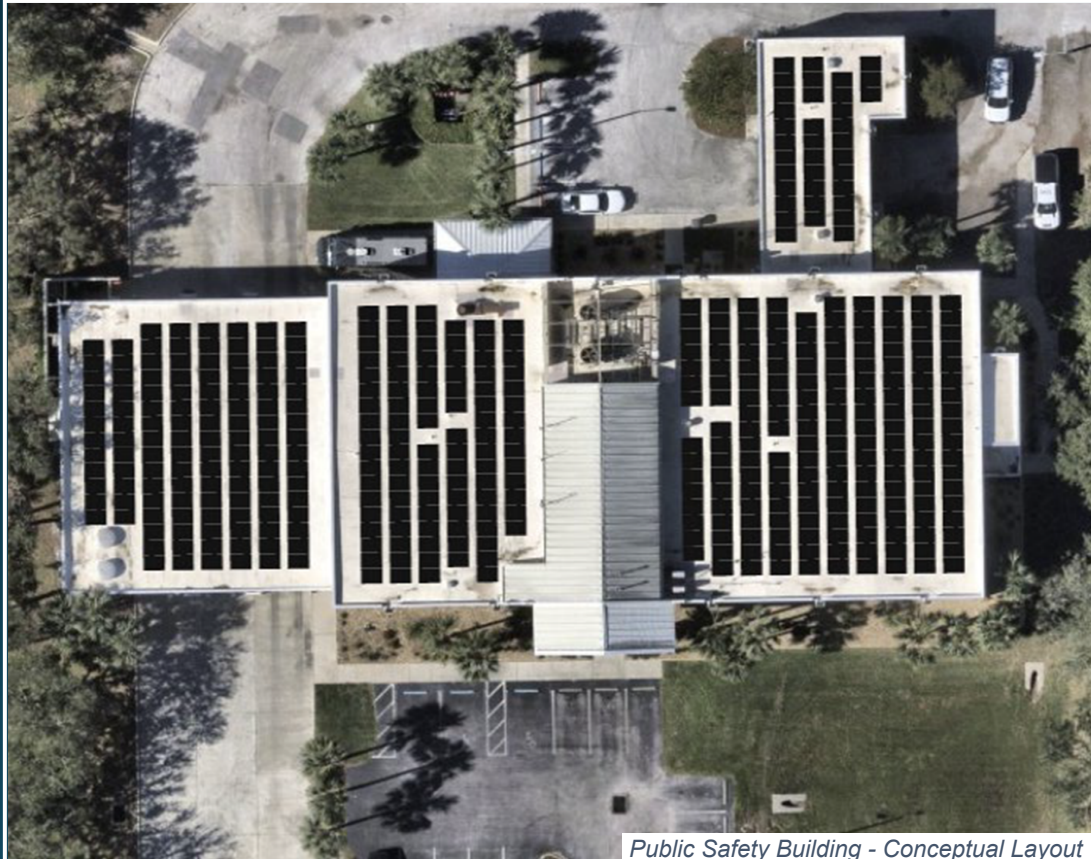
Phase 2 involves moderate complexity.

Phase 3 are more complex and higher risk.

Special Case and Urgency

Dredge Spoils Parcel is a scalable special case: early project start urged to meet 2027 Federal incentives deadline.

Recommendations



Public Safety Building - Conceptual Layout

Site Risk Studies

Conduct detailed structural and geotechnical studies for sites with potential risks like City Hall and the Landfill.

Utility Coordination

Coordinate with utilities to address interconnection requirements for ground-mounted solar systems at key sites.

Funding and Incentives

Prioritize securing funding and federal tax incentives before expiration to support project financing and success.

Implementation Planning

Develop detailed implementation schedules aligned with permitting and minimize disruptions at public facilities.

Next Steps

- Accept the Solar Feasibility Study

Completion and Acceptance of the Solar Feasibility Study supports:

- Actions 20, 21, 15 & 16 in the City's adopted Sustainability Plan
- *Goal A.1 City-wide Clean Energy* in the City's Strategic Plan

Tarpon Springs



Certificate of Recognition

The Board of Commissioners of the City of Tarpon Springs, Florida
presents this certificate and acknowledges

**Jonathan Metcalf, Owner
Tarpon Springs Discount Grocery**

In recognition of your generous donations to various organizations within the City, including St. Timothy Lutheran Church, Citizens Alliance for Progress, Shepherd Center, local churches, as well as other groups throughout the City and the State of Florida.

We deeply appreciate your remarkable contributions to the well-being of our community and those in need. This certificate is presented in recognition of your significant role and ongoing support and commitment to our community.

Commissioner David Banther

Commissioner Frank DiDonato

Commissioner Panagiotis Koulias

Vice Mayor Mike Eisner

Mayor John M. Koulianos

In Witness Whereof this Certificate is presented this 27th day of January 2026.

Attest: _____
Irene S. Jacobs, City Clerk & Collector

UNICE SALZMAN, P.A.
ATTORNEYS AT LAW
1815 Little Road, 2nd Floor
Trinity, Florida 34655
727-723-3772
Tax I.D No. 59-3664875

City of Tarpon Springs
324 E. Pine St.
Tarpon Springs FL 34689

Attn: Charles Rudd

Page: 1
January 05, 2026
Account No: 1924-0000M
Invoice No: 89321

City of Tarpon Springs/General



		<u>Description</u>	<u>Hours</u>	
12/01/2025	AJS	Review correspondence from City Clerk regarding Elections; Review correspondence from City Clerk regarding Candidates; Review documentation; Analysis of Public Arts issue; Review correspondence from Jamie Taylor; Review and revise Boat Launch Ordinance; Review and analysis of Amendments to General Penalty and Code Enforcement Ordinances; Review new claim.	3.70	832.50
12/02/2025	AJS	Prepare for and attend office hours; Review correspondence from City Clerk; Review and analysis of Election contract and Ballot Resolution; Prepare e-mail to City Clerk; Review correspondence from Anela Saday; Review and analysis of Electrical Services Agreement and documentation; Prepare e-mail to Anela Saday.	5.40	1,215.00
12/03/2025	AJS	Review correspondence from Commissioner Banther; Prepare e-mail to Commissioner Banther regarding meeting issue; Review correspondence from Karen Lemmons; Review and analysis of Marine Commerce Committee Resolution; Prepare e-mail to Karen Lemmons; Review correspondence from PJ Harbert; Review and analysis of DRE contract; Prepare e-mail to PJ Harbert.	2.10	472.50
	AJS	Review correspondence from City Manager; Review and analysis of Community Garden issue; Prepare e-mail to City Manager; Review Notice of Injury information.	1.70	382.50
12/04/2025	AJS	Review filings regarding Notice of Foreclosure; Review correspondence from Patty Hall; Review and analysis of Goodyear Auto Center document; Prepare e-mail to Patty Hall; Review correspondence from Patty Hall; Review and analysis of Autozone documents; Prepare e-mail to Patty Hall; Review correspondence from Jamie Taylor regarding Boat Launch Ordinance; Prepare e-mail to Jamie Taylor; Prepare Residential Trailer Parking Ordinance; Prepare e-mail to City Manager, Jamie Taylor and Thomas Kiger.	4.70	1,057.50
12/08/2025	AJS	Review correspondence from Patty Hall; Review and analysis of Pierce Fire Apparatus documents; Prepare e-mail to Patty Hall; Review correspondence from Janina Lewis; Review and analysis of Continuing Services documents		

			Hours	
		with Pinellas County; Prepare e-mail to Janina Lewis; Review communications regarding potential lawsuit; Review correspondence from Katie Cole; Review draft Development Order; Prepare e-mail to City Manager and Renea Vincent.	2.80	630.00
12/09/2025	AJS	Attend office hours.	3.50	787.50
	AJS	Prepare for and attend Commission Meeting.	4.00	900.00
12/10/2025	AJS	Review correspondence from Anela Saday; Review and analysis of Lift Station Supervisory Control documents; Prepare e-mail to Anela Saday; Review correspondence from Janina Lewis; Review and analysis of Bid Award regarding Downtown Shuttle carts; Prepare e-mail to Janina Lewis; Review correspondence from Anela Saday; Review and analysis of Engineered Sprayed Solution; Prepare e-mail to Anela Saday.	2.90	652.50
12/11/2025	AJS	Prepare for and attend Code Enforcement Meeting; Review correspondence from PJ Harbert; Review and analysis of Construction Grant Agreement; Prepare e-mail to PJ Harbert; Review correspondence from and prepare an email to City Manager regarding 144 E. Tarpon Agreement; Review correspondence from Janina Lewis; Review and analysis of OnBase Software documents.	2.30	517.50
12/12/2025	AJS	Review correspondence from Attorney Cole; Review and analysis of edits to Tarpon Registry Agreement; Prepare e-mail to Attorney Cole; Prepare e-mail to City Manager and Renea Vincent regarding edits; Review correspondence from and prepare an email to Janina Lewis regarding Agreement provision; Review correspondence from Attorney Cole; Review correspondence from Jannie Taylor; Review Ordinances; Review correspondence from Trish Hickey regarding Court Order regarding Smith-Gillespie; Review correspondence from Chief Jeff Young, (2x).	1.50	337.50
	AJS	Review correspondence from Attorney Koulianos; Prepare e-mail to Bob Robertson regarding Timm Group; Review correspondence from and prepare an email to City Manager; Prepare e-mail to Attorney Cole regarding Tarpon Registry.	0.40	90.00
12/15/2025	AJS	Prepare for and attend Planning and Zoning Meeting.	1.40	315.00
	AJS	Review correspondence from Janina Lewis; Review and analysis of Construction Management Risk Agreement; Prepare e-mail to Janina Lewis; Review correspondence from Janina Lewis; Review and analysis of Actuarial Agreement; Prepare e-mail to Janina Lewis; Review correspondence from Tommy Kiger regarding Harbor Watch.	2.60	585.00
12/16/2025	MXG	Review agenda and materials prior to City Commission Meeting.	0.50	112.50
	MXG	Attend City Commission Meeting.	1.80	405.00
	AJS	Attend office hours; Review correspondence from Janina Lewis; Review and analysis of Code Enforcement Vehicle Purchase document; Prepare e-mail to Janina Lewis.	2.60	585.00
12/17/2025	EBE	Prepare and attend Tarpon Springs Board of Adjustment.	3.50	787.50
12/23/2025	AJS	Prepare for and attend Office hours; Review communication from Florida		

City of Tarpon Springs/General

		League regarding litigation.	Hours 2.20	495.00
12/24/2025	AJS	Review correspondence from Janiau Lewis; Review and analysis of Craig Park document; Prepare e-mail to Janiau Lewis.	2.40	540.00
12/29/2025	AJS	Review correspondence from Renea Vincent; Review and analysis of variance issue; Prepare e-mail to Renea Vincent; Review Notice of Claim; Review Demand for Settlement; Review Workers' Compensation claim.	0.50	112.50
12/30/2025	AJS	Prepare for and attend meeting with Mayor Koulianos, City Manager Rudd, Tom Kiger, Chief Scott Young and residents of Harbor Watch.	2.20	495.00
12/31/2025	AJS	Review correspondence from Anela Saday; Review and analysis of Invitation to Bid regarding Custom Sumitomo Mixer Assemblies; Prepare e-mail to Anela Saday; Review correspondence from Jamie Taylor; Review and analysis of same; Prepare e-mail to Jamie Taylor regarding resolution; Telephone conference with Commissioner; Review correspondence from Patty Hall; Review and analysis of Red Wing Safety document; Prepare e-mail to Patty Hall; Review correspondence from Major Gibson; Review and analysis of Mutual Aid Agreement; Prepare e-mail to Major Gibson.	4.20	945.00
		For Current Services Rendered	58.90	13,252.50
		Total Current Work		13,252.50
		Balance Due		<u>\$13,252.50</u>

INVOICE

Johnson Jackson PLLC
100 N Tampa St, Suite 1800
Tampa, FL 33602

Invoice #: 16115
Date: 01-12-2026
Due On: 02-11-2026

City of Tarpon Springs
324 E Pine Street Tarpon Springs
Tarpon Springs, FL 34689

Matter Number:0010.0001 City of Tarpon Springs/General

Services

Date	TK	Description	Hours	Rate	Total
12-18-25	EGJ	Review correspondence from Tabatha Adkins regarding leave of absence and employment status; phone conference with Tabatha Adkins	0.40	225.00	\$90.00
12-19-25	EGJ	Analyze proposal for MOU; phone conference with Tabatha Adkins; review DROP and statutes related to pensions; review CBA	2.20	225.00	\$495.00
12-22-25	EGJ	Analyze potential revisions to MOU letter	0.60	225.00	\$135.00
12-22-25	REC	Review Florida law and Tarpon Springs ordinance related to Deferred Retirement Option Plan for the purpose of preparing advice and counsel related to the Firefighters' Pension Trust Fund.	1.80	225.00	\$405.00
12-22-25	REC	Review Florida law and Tarpon Springs ordinance related to Deferred Retirement Option Plan for the purpose of preparing advice and counsel related to the Firefighters' Pension Trust Fund.	0.50	225.00	\$112.50
12-23-25	EGJ	Analyze labor matter for discussion with Chief Scott Young and Tabatha Adkins	0.80	225.00	\$180.00
12-29-25	EGJ	Attend meeting with Chief Scott Young, City Manager Rudd, and Tabatha Adkins regarding labor matter	0.60	225.00	\$135.00

Services Subtotal: \$1,552.50

Expenses

12-31-25	12/31 - Westlaw Research	1.00	149.22	\$149.22
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Expenses Subtotal: \$149.22

Subtotal:	\$1,701.72
Total Invoice Due:	\$1,701.72
Payment	\$0.00

Please make all amounts payable to: Johnson Jackson PLLC
TAX ID: 82-0921194

A handwritten signature in black ink, appearing to be 'JH' or similar, located to the right of the payment information.

INVOICE

Johnson Jackson PLLC
100 N Tampa St, Suite 1800
Tampa, FL 33602

Invoice #: 16116
Date: 01-12-2026
Due On: 02-11-2026

City of Tarpon Springs
324 E Pine Street Tarpon Springs
Tarpon Springs, FL 34689

Matter Number:0010.0018 City of Tarpon Springs/IAFF Negotiations 2023



Services

Date	TK	Description	Hours	Rate	Total
12-18-25	EGJ	Attend meeting with Tabatha Adkins and Chief Young regarding IAFF MOU	0.50	225.00	\$112.50

Services Subtotal: \$112.50

Subtotal:	\$112.50
Total Invoice Due:	\$112.50
Payment	\$0.00

Please make all amounts payable to: Johnson Jackson PLLC
TAX ID: 82-0921194

INVOICE

Johnson Jackson PLLC
100 N Tampa St, Suite 1800
Tampa, FL 33602

Invoice #: 16117
Date: 01-12-2026
Due On: 02-11-2026

City of Tarpon Springs
324 E Pine Street Tarpon Springs
Tarpon Springs, FL 34689

Matter Number:0010.0020 City of Tarpon Springs/

Services

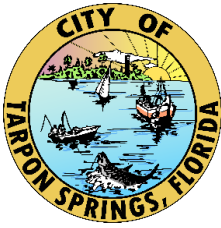
Date	TK	Description	Hours	Rate	Total
12-02-25	EGJ	Attend deposition of Plaintiff	9.00	225.00	\$2,025.00
12-04-25	EGJ	Phone conference with Tabatha Adkins regarding Plaintiff's deposition debrief	0.20	225.00	\$45.00
12-04-25	EGJ	Participate in Court-ordered mediation	4.50	225.00	\$1,012.50
Services Subtotal:					\$3,082.50

Expenses

12-31-25		12/31 - Westlaw Research	1.00	10.85	\$10.85
Expenses Subtotal:					\$10.85

Subtotal: \$3,093.35
Total Invoice Due: \$3,093.35
Payment \$0.00

Please make all amounts payable to: Johnson Jackson PLLC
TAX ID: 82-0921194



Public Works Department
Office of the Director

Chris Cotta
Public Works Director

To: Mayor and Board of Commissioners
From: Chris Cotta, Public Works Director
Date: January 27, 2026
Subject: Special Event: City of Tarpon Springs Recreation Department
Sunset Beach Concert Series 2026
2/5, 3/5, 4/2, 5/7, 6/4, 7/2, 8/6, 9/3, 10/1 & 11/5, 2026

Recommendation:

That the Mayor and Board of Commissioners approve the City of Tarpon Springs Recreation Departments' special event application for the "Sunset Beach Concert Series" for the dates of 2/5, 3/5, 4/2, 5/7, 6/4, 7/2, 8/6, 9/3, 10/1 & 11/5, 2026

If a change in the event date is necessary due to inclement weather, the City Manager will authorize/designate a rain date.

Background:

This event has been approved by the Special Events Review Committee based on previous years' events.

The concerts begin at 7:00 p.m. and end at 9:00 p.m. Handicap and Vendor parking spaces will be barricaded off the night before at 10:00pm.

This year the bonfires are on hold until water gets reinstalled. At that time, they will resume. All set-up and clean-up will be the Recreation Division's responsibility.

Approval of this event authorizes the Sponsor/User the use of City property for said special event with the understanding that they must operate and carry out the needs and functions of the event within the confines and requirements established and approved by the Special Events Committee, the B.O.C and the Sponsor's application on record.

City of Tarpon Springs
Application for Special Events

Event Information:

Date of Application: 12/19/2025

Name of Event: Sunset Beach Concert Series

Date(s) of Event: February 5, March 5, April 2, May 7, June 4, July 2, August 6, September 3, October 1, and November 5, 2026

Alternate Date(s): February 12, March 12, April 9, May 14, June 11, July 9, August 13, September 10, October 8, and November 12, 2026

Hours of Event: Concert is from 7:00 – 9:00 pm

Set up/break down time needed: 4:00 pm to 10:00 pm

Type/Purpose of Event: Beach Concert at Sunset Beach

Location of Event (include map for parade/procession routes with assembly and disband points):Sunset Beach

If Closure of City Parking is needed, please check street:

Mother Meres ☐ Tarpon Ave. ☐ Orange St. ☐ Court/Lemon ☐

Other: Recreation center closes the front section of the beach at 10pm the day before the concert for vendors and two separate rows for handicapped parking

Disposition of Proceeds: None, Free event

Applicant Information:

Name of Organization: Tarpon Springs Recreation Division

Registered Nonprofit Org.: Yes ☐ No ☐ or City Department ☒

Organizations Address: 400 S Walton Ave. Tarpon Springs, FL 34689

Individual to Contact: Ashley Harter

(Telephone #) 727-942-5628 (email) aharter@ctsfl.us

Alternative Contact: Jamie Taylor

(Telephone #) 727-942-5628 (email) jtaylor@ctsfl.us

General Information:

Number of Vendors: 2-3 (Sponsor is required to keep a list of vendors and must be able to produce upon request.)

Location for Designated Vendor Parking (Please complete Vendor Designated Parking Form and attach to application): Sunset Beach Parking lot

Approximate Number of Attendees: 500-1000 Entrance Fee: \$ FREE

Location for Attendee Parking: Sunset Beach Parking lot, Tarpon High School Drivers Education Lot (Shuttle)

Will Private Security be Provided: Yes ☒ No ☐ Name of Private Company: Tarpon Springs Police-1 officer

Will the Following be Provided: Traffic Control: Yes ☒ No ☐ Crowd Control: Yes ☒ No ☐

Will Music be Provided: Yes ☒ No ☐ Hours of Play: 7:00 pm-9:00 pm Band: ☒ DJ: ☐ or
Other: _____

Type & Location of Toilet Facilities: Sunset Beach Bathrooms- Please leave unlocked until 10pm**

Tent or Other Structure: Yes ☒ No ☐ Type of Structure: 10x10 tents

How will Structure be Secured: Tent weights

Solid Waste Collection/Disposal: Yes ☐ No ☒ Dumpster: ☐ Rolloff: ☐ Other: TSRD will
throw trash in dumpster at the beach

If parade # of: Participants _____ Animals _____ Floats _____ Bands _____ Other _____

Amusement/Carnival Rides: Yes ☐ No ☒ Name of Company Providing Rides: _____ Types of Rides: _____

Is Diagram of Layout Attached: Yes ☐ No ☒

Will Food/Beverages be Served: Yes ☒ No ☐

Cooked on Site: ☒ Catered: ☐ Sold: ☒ Given Away: ☐

Will Alcoholic Beverages be Served: Yes ☐ No ☒

Type of Alcoholic Beverages: N/A

Event Sponsor is responsible to ensure that all food/alcohol vendors have all necessary licenses as required by the Department of Business and Professional Regulations, Division of Hotels & Restaurants and/or Division of Alcohol and Tobacco, Department of Health, Environmental Health Division, or any other applicable State Agency.

Equipment/Miscellaneous (please check if needed):

Barricades: ☒ How many: We will use TSRD barricades

Cones: ☐ How many: _____

Portable Stage: ☐ Location: _____

Electricity Needed: ☒ Where: Bandshell and standing poles near shower

Public Restrooms: ☒ Hours of Opening/Closing: Please leave open till 10 pm

Street Banners: ☒ Location: sports fields and parks

Electric Message Board: ☒ Advertising event

Additional City Trash Cans: ☒ 4 Trash Cans

Directional Parking Signs: ☐ Locations: _____

Other: City Shuttle Bus with Driver monthly.

Is a check made payable to the City of Tarpon Springs for the Application Fee & Deposit Attached:

Yes ☐ No ☐ N/A ☒

If not, when will it be sent: City Event

Is the Certificate of Insurance Attached: Yes ☐ No ☒ If not, when will it be sent: on file

I (we) agree that it is my (our) responsibility to clean up after the conclusion of the special event: Yes ☒ No ☐

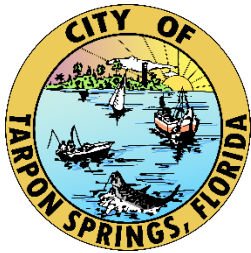
I (we) have read and completed this application and it is true and correct to the best of my (our) knowledge; I (we) have read the general instructions for this application and the City of Tarpon Springs Ordinance #88-25 and agree to conform with the provisions as set forth therein. I (we) understand that knowingly providing false information on the application shall automatically void the application and cancel the event.

Ashley Harter

Signature of Applicant

12/19/25

Date



Chris Cotta
Public Works Director

Public Works Department Office of the Director

To: Mayor and Board of Commissioners

From: Chris Cotta, Public Works Director

Date: January 27, 2026

Re: Special Event – Chamber of Commerce
51st Annual Tarpon Springs Fine Arts Festival
March 14 & 15, 2026

Recommendation:

That the Mayor and Board of Commissioners approve the Tarpon Springs Chamber of Commerce's special event application for the "51st" Annual Tarpon Springs Fine Arts Festival" on March 14 & 15, 2026 (set-up to begin on March 9th & clean-up to end on March 16) at Craig Park.

If a change in the event date is necessary due to inclement weather, the City Manager will authorize/designate a rain date.

Background:

This event has been approved by the Special Events Review Committee based on past years' events.

The hours of the festival are from 9:00 a.m. to 5:00 p.m. Saturday and Sunday. Food and alcoholic beverages (beer/wine) will be sold, and there will be a \$5.00 entrance fee with all proceeds going to the Chamber of Commerce.

The Chamber has requested that they be allowed to enforce no pets being allowed in the section of the park where the event is to be held, that the boat ramp, tennis courts and playground be closed for the duration of the event including set-up time.

The event sponsor is responsible for all set up and clean up of the area.

Approval of this event authorizes the Sponsor/User the use of City property for said special event with the understanding that they must operate and carry out the needs and functions of the event within the confines and requirements established and approved by the Special Events Committee, the B.O.C and the Sponsor's application on record.

**City of Tarpon Springs
Application for Special Events**

Event Information:

Date of Application: December 1, 2025

Name of Event: 51st Annual Tarpon Springs Fine Arts Festival on the Bayou

Date(s) of Event: March 14-15, 2026

Alternate Date(s): N/A

Hours of Event: Saturday, March 14th: 9:00am-5:00am; Sunday, March 15th: 9:00am-5:00pm

Set up/break down time needed: Mon., March 9th: 9:00am – Monday, March 16th: 12:00 noon

Type/Purpose of Event: Fundraiser for the T.S. Chamber of Commerce which will include artists and food vendors.

Location of Event: Craig Park Also need to have boat ramp, tennis courts, and playground closed beginning Wed. (3/11) – Mon. (3/16 noon). Also: No pets allowed on grounds.

If Closure of a City Parking is needed, please check: Mother Meres ☐ Tarpon Ave. ☐ Orange St. ☐ Court/Lemon ☐
Other:

Disposition of Proceeds: T.S. Chamber of Commerce

Applicant Information:

Name of Organization: Tarpon Springs Chamber of Commerce

Registered Nonprofit Org.: Yes ☒ No ☐

Organizations Address: 1 N. Pinellas Ave., Tarpon Springs, FL 34689

Individual to Contact: Jean Hungiville (Telephone #) (757)709-0955 (email) president@tarponspringschamber.org

Alternative Contact: pending (Telephone #) (email)

General Information:

Number of Vendors: 200 artists and 5 - 10 food vendors (Sponsor is required to keep a list of vendors, and must be able to produce upon request.) Will need to use Craig Park Rec Center bldg.. Wed. (3/11) – Mon. (3/16).

Location for Designated Vendor Parking (Please complete Vendor Designated Parking Form and attach to application): street parking

Approximate Number of Attendees: 15,000 Entrance Fee: \$ \$5.00

Location for Attendee Parking: Public parking lots, street parking, private parking lots

Will Private Security be Provided: Yes ☒ No ☐ Name of Private Company: T.S.P.D.(day) & Signal of NPR (overnite)

Will the Following be Provided: Traffic Control: Yes ☒ No ☐ Crowd Control: Yes ☒ No ☐

Will Music be Provided: Yes ☐ No ☒ Hours of Play: Hours of event DJ: ☐ Other:

Type & Location of Toilet Facilities: 10 port-a-lets and 2 washing stations. Also need City portable restrooms hooked up behind Rec. Center bldg. with keys.

Tent or Other Structure: Yes ☒ No ☐ Type of Structure: Tents, Fence, Booths

How will Structure be Secured: Free standing and Fence company

Solid Waste Collection/Disposal: Yes ☒ No ☐ Dumpster: ☒ Rolloff: ☐ Other: Also need 40 trash cans

If parade # of: Participants _____ Animals _____ Floats _____ Bands _____ Other _____

Amusement/Carnival Rides: Yes ☐ No ☒ Name of Company Providing Rides: _____

Types of Rides: _____ N/A _____ Is Diagram of Layout Attached: Yes ☐ No ☒

Will Food/Beverages be Served: Yes ☒ No ☐ Cooked on Site: ☒ Catered: ☐ Sold: ☐ Given Away: ☐

Will Alcoholic Beverages be Served: Yes ☒ No ☐ Type of Alcoholic Beverages: Beer & Wine

Event Sponsor is responsible to ensure that all food/alcohol vendors have all necessary licenses as required by the Department of Business and Professional Regulations, Division of Hotels & Restaurants and/or Division of Alcohol and Tobacco, Department of Health, Environmental Health Division or any other applicable State Agency.

Equipment/Miscellaneous (please check if needed):

Barricades: ☒ How many: 50

Cones: ☒ How many: 70

Portable Stage: ☐ Location: _____

Electricity Needed: ☒ Where: where available

Public Restrooms: ☐ Hours of Opening/Closing: Regular hours during the week. On Sat. and Sun. not using but need City portable restrooms hooked up behind Rec. Center with keys

Street Banners: ☒ Locations: City approved locations

Additional City Trash Cans: ☒

Directional Parking Signs: ☒ Locations: In areas designated by City

Other: _____

Is a check made payable to the City of Tarpon Springs for the Application Fee & Deposit Attached: Yes ☐ No ☒

If not, when will it be sent: Will be delivered 01/30/26

Is the Certificate of Insurance Attached: Yes ☐ No ☒ If not, when will it be sent: When received from insurance co.

I (we) agree that it is my (our) responsibility to cleanup after the conclusion of the special event: Yes ☒ No ☐

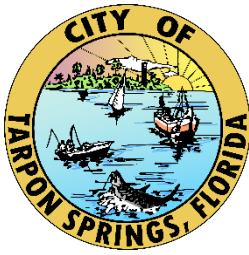
I (we) have read and completed this application and it is true and correct to the best of my (our) knowledge; I (we) have read the general instructions for this application and the City of Tarpon Springs Ordinance #88-25 and agree to conform with the provisions as

set forth therein. I (we) understand that knowingly providing false information on the application shall automatically void the application and cancel the event.

Jean Hungiville
Signature of Applicant

12/01/2025
Date





Public Works Department
Office of the Director

Chris Cotta
Public Works Director

To: Mayor and Board of Commissioners

From: Chris Cotta, Public Works Director

Date: January 27, 2026

Re: Special Event – Greek Independence Day Parade
March 29, 2026

Recommendation:

That the Mayor and Board of Commissioners approve the Greek Independence Day Parade Committee's special event application for the "Greek Independence Day Parade", and the temporary closure of Lemon St. (Safford Ave. to Pinellas Ave.), Pinellas Ave. (Lemon St. to Dodecanese Blvd.), and Dodecanese Blvd. (Pinellas Ave. to Hope St.) on Sunday, March 29, 2026.

If a change in the event date is necessary due to inclement weather, the City Manager will authorize/designate a rain date.

Background:

This event has been approved by the Special Events Review Committee based on past years' events.

The hours of the parade will be from approximately 12:30 p.m. to 2:30 p.m. Set up will begin at noon with the roads re-opening as the parade passes through town. The road closure will be coordinated through the TSPD.

Approval of this event authorizes the Sponsor/User the use of City property for said special event with the understanding that they must operate and carry out the needs and functions of the event within the confines and requirements established and approved by the Special Events Committee, the B.O.C and the Sponsor's application on record.

City of Tarpon Springs
Application for Special Events

Event Information:

Date of Application: Amendment to March 27, 2025 Application
Name of Event: Greek Independence Day Parade
Date(s) of Event: March 29, 2026
Alternate Date(s): _____
Hours of Event: 12:30 p.m. - 2:30 p.m.
Set up/break down time needed: _____
Type/Purpose of Event: Parade to celebrate Greek Independence Day

Location of Event (include map for parade/procession routes with assembly and disband points): Court Street one block W. and E. from Pinellas Ave. for staging area then down Pinellas Ave N to Dunwoody Blvd. Left to Hope St. (Need Court St to have No Parking on day of event)

If Closure of City Parking is needed, please check street:

Mother Meres ☐ Tarpon Ave. ☐ Orange St. ☐ Court Lemon ☒

Other: One block East and West from Pinellas Ave.

Disposition of Proceeds: If any, to the 2027 Greek Independence Day Parade Committee.

Applicant Information:

Name of Organization: Greek Independence Day Parade Committee of Florida

Registered Nonprofit Org.: Yes ☒ No ☐ or City Department ☐

Organizations Address: P.O. Box 891, Tarpon Springs, FL 34688

Individual to Contact: Nikitas Manias - President

(Telephone #) 727-239-8130 (email) Niknmanias@gmail.com

Alternative Contact: Tom Tsagaratos - Treasurer

(Telephone #) 727-359-2330 (email) ~~Sotargast~~ Sotargast@hotmail.com

General Information:

Number of Vendors: -0- (Sponsor is required to keep a list of vendors and must be able to produce upon request.)

Location for Designated Vendor Parking (Please complete Vendor Designated Parking Form and attach to application): -0-

Approximate Number of Attendees: 2,000 Entrance Fee: \$ -0-

Location for Attendee Parking: Church parking lots, Public Parking lots, Street Parking and authorized business parking.

Will Private Security be Provided: Yes ☐ No ☒ Name of Private Company: _____

Will the Following be Provided: Traffic Control: Yes ☒ No ☐ Crowd Control: Yes ☒ No ☐ TSPD

Will Music be Provided: Yes ☐ No ☒ Hours of Play: _____ Band: ☐ DJ: ☐ or

Other: _____

Type & Location of Toilet Facilities: _____

Tent or Other Structure: Yes ☐ No ☐ Type of Structure: _____

How will Structure be Secured: _____

Solid Waste Collection/Disposal: Yes ☐ No ☐ Dumpster: ☐ Rolloff: ☐ Other: _____

If parade # of: Participants 200⁺ Animals -0- Floats 8 Bands 1 Other _____

Amusement/Carnival Rides: Yes ☐ No ☒ Name of Company Providing Rides: _____

Types of Rides: _____

Is Diagram of Layout Attached: Yes ☐ No ☐

Will Food/Beverages be Served: Yes ☐ No ☒

Cooked on Site: ☐ Catered: ☐ Sold: ☐ Given Away: ☐

Will Alcoholic Beverages be Served: Yes ☐ No ☒

Type of Alcoholic Beverages: _____

Event Sponsor is responsible to ensure that all food/alcohol vendors have all necessary licenses as required by the Department of Business and Professional Regulations, Division of Hotels & Restaurants and/or Division of Alcohol and Tobacco, Department of Health, Environmental Health Division, or any other applicable State Agency.

Equipment/Miscellaneous (please check if needed):

Barricades: ☒ How many: _____

Cones: ☒ How many: _____

Portable Stage: ☒ Location: IF available

Electricity Needed: ☒ Where: Sponge Diver Statue (Dadocanes); Along the parade route

Public Restrooms: ☐ Hours of Opening/Closing: _____

Street Banners: ☒ Location: Along the parade route

Electric Message Board: ☒ _____

Additional City Trash Cans: ☐ _____

Directional Parking Signs: ☐ Locations: _____

Other: _____

Is a check made payable to the City of Tarpon Springs for the Application Fee & Deposit Attached:

Yes ☒ No ☐ N/A ☐

If not, when will it be sent: _____

Is the Certificate of Insurance Attached: Yes ☐ No ☒ If not, when will it be sent: Prior to the Parade ASAP

I (we) agree that it is my (our) responsibility to clean up after the conclusion of the special event: Yes ☒ No ☐

I (we) have read and completed this application, and it is true and correct to the best of my (our) knowledge; I (we) have read the general instructions for this application and the City of Tarpon Springs Ordinance #88-25 and agree to conform with the provisions as set forth therein. I (we) understand that knowingly providing false information on the application shall automatically void the application and cancel the event.



Signature of Applicant

9/22/2025

Date



TARPON SPRINGS POLICE DEPARTMENT

"Building a Better Future Through Excellence in Policing"

Jeffrey P. Young
CHIEF OF POLICE

Extra Duty Detail Application

Business Name: Greek Parade Committee Phone Number: _____
Address of event: Greek Independence Day Parade
Applicant Name: Effie Vassiliou Phone Number: 727 692-6565
Applicant's Address: 123 E Orange St, Tarpon Springs, FL
Applicant's Date of birth: 4/19/45 Email address: effievassiliou@live.com
Applicant's Driver's License Number: V 240-200-45-639-D State: FL
Contact Person at the event: Effie Vassiliou
Type of event: Parade
Will alcohol be served at the event? YES NO Number of expected Participants: _____
Requested Officer Duties (please be specific):

How Many Officers do you require: _____ Police Vehicle Required: YES NO

Starting Date: _____ Ending Date: _____ Starting Time: _____ Ending Time: _____

By signing this form, I agree that, I have read and understand the entire agreement and agree to pay for the services rendered, which are in writing or are verbally agreed upon in an emergency situation to prevent shutting down the event if it becomes too large.

[Signature]
Applicant's signature of understanding

Approved
or
Denied

by: _____ Date: _____



444 S. HUEY AVE., TARPON SPRINGS, FL 34689 - PHONE (727) 938-2849
WWW.TSPD.US

"A Full Service Accredited Law Enforcement Agency"





Memorandum

Date: January 21, 2026
To: Mayor and Board of Commissioners
Through: Charles Rudd, City Manager
From: Tabatha Adkins, Human Resources Director
Subject: Corrective Update City Rules #11

Recommendation:

Pursuant to City Charter, Section 16(1)(k) of the City Charter, City Rule #11, shall be updated to the version submitted for review and approval.

Background:

Rule #11 – Leaves –

The Human Resources department continues to work through policies and procedures that have not been updated in several years. *Rule #11 Leaves Section II Sick Leave* had an incorrect statement that referred to FLSA and exempt status. That statement has been removed and a best practices statement added.

We have also added language to include the payouts for any employee who is full-time and comes back as a part-time employee. This clarifies that they will be paid out for accrued leave when they terminate their full-time status and will be hired back as a part-time employee.

Changes are minimal but included in Red.

Funding

N/A

Strategic Plan Objective:

Good Governance F.1.2 Create and maintain City-wide process improvements strategy

RULE 11

EMPLOYEE LEAVES

SECTION I. VACATION LEAVE

- (a) Every full-time employee shall be entitled to vacation leave with pay at their regular salary or hourly rate. The **regular** part-time employee's vacation leave shall be pro-rated based upon their scheduled work week not upon the actual hours worked.
- (b) Vacation shall be accrued monthly at the rate indicated below and shall begin one month after the employee's date of employment.

General Employees Vacation Table
1 to 5 years = 2 weeks + 1 day (11 days)
5 to 10 years = 3 weeks (15 days)
10 to 20 years = 4 weeks (20 days)
20+ years = 5 weeks (25 days)

*For Police Officers and fire department, the CBA, GO and SOP apply.

- (c) Use of vacation will be granted based upon activity within the Department to include such as vacancies, absences, unusual workload, etc.
- (d) Authorized vacation for employees should be counted as hours worked.
- (e) Accumulation of vacation leave will normally not exceed the maximum number of days that can be accumulated by the employee in two years as September 30th of each year.
- (f) With prior approval of the City Manager, Section I Paragraph "e" may be waived.
- (g) In the event an employee is on authorized leave of absence without pay or is absent because of sick leave without pay, time off without pay, or vacation without pay, such absence of a minimum of thirty (30) calendar days within a year by the employee shall not be deemed to have earned vacation leave for that time of absence.
- (h) An employee absent and being compensated under the sick leave provisions shall be considered as having been continuously employed for the purpose of earning a vacation. This provision shall be deemed to include any period of absence to the extent to which the employee, because of an injury incurred in the City service, receives income under the Worker's Compensation Act. Otherwise, the other provisions in this section will apply.
- (i) Upon separation of an employee from the City service for any reason he shall be paid at the time of separation for the unused portion of vacation leave for which he may at that time be eligible.
- (j) Any employee transferred from one department to another or appointed from certification to a position in another department without break in service shall carry his accumulated vacation leave to such other

department. **Employees going from Full Time status to Part Time status shall be considered terminated and rehired in regard to payouts.**

- (k) Final decision as to whether an employee may take vacation leave shall rest solely with the Department Head. However, no employee shall be required to forego his vacation in two consecutive calendar years, nor shall any employee be required to defer his vacation beyond the point where he can fully utilize his accumulated vacation benefits under this Rule.
- (l) All accumulated unused vacation leave shall be credited to any employee transferred to another department or **similar** classification without a break in service or returning from a leave of absence. An employee who has accrued vacation leave based on a 56-hour work week and who is placed in a position of 40 hours per week shall have his vacation leave accrual adjusted.

SECTION II. SICK LEAVE

- (a) Every full-time permanent employee shall accumulate sick leave at the rate of 12 days per year for General Employees. Sick leave will be charged in one-quarter (1/4) hour increments except for salaried exempt. **Full-time exempt employees are charged sick leave in increments of half of their regular scheduled shift hours.** ~~Full-time exempt employees are charged sick leave in eight (8) hour increments only as per FLSA.~~
- (b)
- (c) Sick leave may be accumulated in accordance with, 2(a) for each pay period the employee works, which shall be deemed to include actual work and approved leave periods which are considered hours worked. The maximum accrual is determined by Policy # 17, §IV.
- (d) All accumulated unused sick leave shall be credited to any employee transferred to another department or classification without break in service or returning from a leave of absence. An employee who has accrued sick leave based on a 56-hour work week and who is placed in a position of 40 hours per week shall have his sick leave accrual adjusted. **Employees going from Full Time status to Part Time status shall be considered terminated and rehired in regard to payouts.**
- (e) In the event an employee has been separated from employment with the City, unless he is reinstated within 90 calendar days and has not received a sick leave pay-off, his subsequent sick leave accumulation shall be calculated as a new employee.
- (f) Under the provisions of this section, an employee may utilize his sick leave for absences from duty on any of his regularly scheduled workdays for the number of regular hours he would otherwise have been scheduled to work on that day had not such absence occurred. Sick leave for hourly

and hourly non-exempt employees will be taken and charged in one-quarter (1/4) hour increments.

(g) Sick leave shall not be considered a privilege to be used at the employee's discretion, but should be used only for his absences:

(1) Due to personal illness or physical incapacity caused by factors over which the employee has no reasonable immediate control.

(2) Necessitated by exposure to contagious disease in which the health of others would be endangered by his attendance on duty.

(3) Due to dental appointments, physical examinations or other personal sickness prevention measures.

(4) Due to illness of a member of his immediate family which requires his or her personal care and attention, not exceeding in any one year the accumulated number of scheduled work hours in the employee's regularly scheduled work week, or upon approval by the Department Head, a maximum of 2 weeks. The term "immediate family" as used in this paragraph shall mean spouse, spouse's parents, parents, stepparents, stepchildren, stepbrothers, stepsisters, grandparents, children, grandchildren, brothers or sisters of the employee or of the employee's husband or wife. This leave applies to those who do not qualify for FMLA.

(h) An employee absent for one of the reasons mentioned above shall inform his immediate supervisor no later than one (1) hour before his normal shift begins, unless circumstances make such notification unreasonable or impossible. Failure to do so may be the cause of denial of sick leave with pay for the period of absence.

(i) The employee may be required to submit evidence in a form prescribed by the Department Head:

(1) When requested by the Department Head.

(2) When the illness of employee necessitates an absence for three consecutively scheduled workdays.

(j) Whenever an employee has advance knowledge that he will require sick leave of more than thirty (30) calendar days' duration, he shall submit a written notice to his Department Head to be forwarded with a written recommendation to the City Manager for approval. Each notice of this nature must be supported by evidence in the form of a medical certification of the adequacy of the reason for such sick leave. Failure to do so when required may be cause for denial of sick leave and may result

in disciplinary action pursuant to the City's attendance policy. Please also refer to the City's FMLA policy.

- (k) The City agrees to pay the following compensation to any employee injured while acting in the line of duty, in accordance with the following definitions, terms and conditions:

An employee who is temporarily disabled while acting in the line of duty will continue to receive wages subject to the following conditions:

1. The disability must have resulted from an injury or illness sustained directly in the performance of the employee's work, with case law regarding on-duty disability under the Worker's Compensation Act, and Section 185.34, F.S. to be used as a general standard.
2. If incapacitated for the employee's regular position, such employee shall be given other duties for the period of recuperation, if practical. Unwillingness to accept such an assignment as directed will make the employee ineligible for disability leave during the time involved.
3. A physician selected by the employer will be used to determine the physical ability of the employee to continue working or to return to work. Any medical or other examinations required by the employer shall be at the employer's expense with transportation to and from such examination provided by the employer.
4. No such leave shall be given for more than 90 calendar days. The City Manager may grant additional monthly extensions of such 90-day period upon request of the employee.
5. Workers' Compensation
 - a. An employee on disability leave shall receive compensation in accordance with Florida Statute 440. The only exception will be for missed scheduled work time during the first seven (7) days of total disability. During the first seven (7) days of disability the city will pay a benefit eligible employee their basic hourly rate for missed scheduled work time and deduct it from the employees' accrued sick leave. If the benefit eligible employee has insufficient sick leave accrued, then deductions may be made from the employee's accrued vacation leave. If both accruals are exhausted then the City will allow a benefit eligible employee's sick leave accrual to go into the negative for the first seven (7) days of total disability. This negative accrual will offset with future normal positive accruals. If the disability extends past twenty-one days, then the City is reimbursed by its insurance carrier in accordance with F.S. 440.12 for the first seven (7) days of total disability. Partial days of disability will be charged against accruals in the same manner. When the City is reimbursed by the workers' compensation carrier

for the first seven (7) days of disability, the City will replenish the employee's accrual to the extent of the reimbursement. Partial days of disability do not count towards the initial seven (7) days of total disability. Therefore, partial days of disability are not reimbursable and are not restored.

- b. Police and Fire bargaining unit employees – Disability compensation will be paid in accordance with their respective collective bargaining agreements in harmony with Florida Statutes 440 and (specific to police Florida Statute 943.10.(1) and (2).)

It is the intention of these rules that nothing in these rules shall interfere with the normal procedures under Workers' Compensation Law or the requirements of the City's Workers' Compensation insurance coverage.

- (l) An employee may not utilize his accumulated sick leave reserve for absences resulting from an injury arising out of and in the course of employment, other than City employment for which monetary or other valuable consideration is received or expected.
- (m) Sick and vacation leave may be used for any loss of time from employment by reason of illness or physical incapacity due to pregnancy or childbirth, the same as for any other illness or physical incapacity.
- (n) Except in the cases of injury incurred in the line of duty, employees shall not be entitled to use sick leave until the completion of 30 calendar days of continuous service following the date of original appointment.
- (o) Upon the separation from the City service in good standing after five years, an employee shall be paid a percentage of his accumulated unused sick leave based upon years of service, i.e. 5 years – 5%, 6 years – 6%, 7 years – 7% with final calculation not to exceed payment of 40 days.
- (p) These sick leave provisions are designed for the protection and benefit of eligible employees and represent a considerable investment by the City. Few employees' benefits can equal the satisfaction and security of continuing paycheck when illness or accident occurs and yet experience has shown that none is considered more lightly or subject to more abuse, every effort has been made to encourage the conservation of these benefits for the purposes designated and the provisions hereof contemplate equitable and honorable utilization of affected employees. Fairness, therefore, dictates the reminder that the use of sick leave for purposes other than those designated herein will be considered a major rule infraction to be followed by disciplinary action up to and including dismissal.

SECTION III. BEREAVEMENT LEAVE

- (a) Bereavement leave needed due to a death in the employee's immediate family, shall not exceed a total of three days. The term "immediate family," as used in this paragraph, shall mean spouse, parents, stepparents, spouse's parents, grandparents, children, stepchildren, grandchildren, brothers, stepbrothers, sisters, stepsisters, sister-in-law or brother-in-law. If unusual circumstances should necessitate an absence longer than three days to accomplish the purpose for which this paragraph is designed, the employee's Department Head, with the prior approval of the City Manager, or his designee may authorize use of additional sick leave. Prior to utilizing bereavement leave, an employee must notify his or her immediate supervisor of the death prior to the start of the leave.

SECTION IV. LEAVE WITHOUT PAY

- (a) Hourly, non-exempt employees are expected to work their assigned work week and to report to work and leave work on time. If an employee is late reporting to work, and it is not a result of sickness, the tardy time will be considered leave without pay and cannot be charged to vacation because vacation requires prior approval. Likewise, if an employee fails to report to work without giving proper notice, the time will also be leave without pay.
- (b) A regular employee may, on written application, be granted a leave of absence without pay upon the prior written approval of the City Manager for any of the following reasons:
- (1) Because of physical or mental disability of the employee. (See Accommodations for Employees with Disabilities Policy).
 - (2) Because the employee has announced his candidacy for public office.
 - (3) Because the employee is entering upon a course of training or study for the purpose of improving the quality of his service to the City and/or of fitting himself for promotion.
 - (4) Because of extraordinary reasons, sufficient in the opinion of the City Manager, to warrant such leave of absence.
- (c) Leave for any of the above reasons shall be subject to the following regulations:
- (1) Such leave shall not be granted for more than one (1) year.
 - (2) An employee who is granted a leave of absence without pay and who is at that time eligible for vacation leave shall be required to use such vacation leave prior to the commencement of the leave of absence without pay.

- (a) While an employee is on unpaid leave of absence, sick leave and vacation leave will not accrue.
- (b) The City will continue to pay the employees' insurance premiums for the first 30 days, i.e., health, dental, long-term disability (except IAFF Members) and Life Insurance. Thereafter the employee is responsible for all premiums until reinstatement from leave of absence except in accordance with FMLA.
- (3) An employee granted a leave of absence hereunder shall, except as hereinafter provided, be restored to his former position on the expiration of the leave or if approved by the City Manager before the expiration thereof.
- (4) In the event that it is determined by the City Manager that it would be unreasonable and/or against the best interests of the City to restore such employee to his former position, or in the event that his former position has been abolished or filled in the meantime, he shall be placed at the head of the eligibility list for the class of position nearest approximating that in which he was employed immediately prior to such leave, provided he is qualified for such position, except in accordance with FMLA.

SECTION V. UNEXPLAINED ABSENCE

- (a) Any employee who is absent from duty for three (3) consecutive workdays without notice and valid reason shall be deemed to have abandoned his City employment and quit his position.
- (b) The failure of an employee to report for duty at the expiration of a leave of absence or vacation leave, with or without pay, shall be deemed an absence without leave, and subject to disciplinary action.

SECTION VI. HOLIDAY LEAVE

- (a) Employees shall be granted time off with pay for 13 holidays set forth below:

M.L. King Day
Epiphany
Memorial Day
Juneteenth
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve

New Year's Day
President's Day
Independence Day

Christmas Day

- (b) Temporary, part-time and seasonal employees shall receive no compensation for holidays. Such employees who work on a holiday shall be compensated only for the time actually worked at the straight time rate.
- (c) Whenever one of the designated holidays falls on a Saturday or Sunday, the preceding Friday or the following Monday shall be designated by the City Manager as the official holiday for the purpose of this Section.
- (d) Holidays falling within the period of annual vacation leave shall be used as a holiday and not charged as vacation. Holidays falling within a period of sick leave shall not be counted as a workday unless the employee would have been scheduled to work on such holiday.
- (e) Payment for designated holidays shall be as listed below:

General Employees:

Holidays worked – 8 hours pay for hours worked at either straight time or time and a half, whichever is applicable according to the procedures in the Overtime Section.

Holiday Not Worked – 8 hours holiday pay at straight time rate.

Police and Fire Sworn Personnel: Refer to Labor contract.

- (e) An employee who, because of the necessity of continuing essential services, is scheduled to work on a holiday and who, without notice and/or valid reason, fails to report for such work, shall be subject to disciplinary action.
- (f) Unless specifically provided otherwise in these Rules and Regulations, employees working in positions classified as salaried exempt who are entitled under this Rule to be granted holidays and who, because of the necessity of continuing essential services or performing emergency work, are required to work on a legal holiday, shall receive equivalent time off at such time as the Department Head and/or the City Manager may designate or in connection with annual vacation leave under the applicable provisions therefore.
- (g) An hourly non-exempt or hourly employee, excluding a rotating shift employee, who does not work the workday before and the workday after a designated holiday or who is not on authorized paid absence, shall not be entitled to any compensation for the holiday. Employees who are absent from work in a non-pay status shall not be paid for holidays falling within such periods and shall forfeit the holiday(s).

SECTION VII. ADDITIONAL TIME OFF

- (a) An employee shall be granted necessary time off from his duties with compensation for any of the following reasons:
- (1) For appearance in courts or before boards as a witness when, in the opinion of the City Manager, such appearance is necessary in the best interest in the City.
 - (2) For participation in promotional examinations held by the City (only to the extent said examinations fall within the employees' regular work hours).
 - (3) For serving on a jury. The employee shall be required to furnish proof of such service and shall work any part of his regular schedule when not required to serve on said jury. The provisions of this subsection shall be deemed to include the requirement of having to report for jury duty and standing by until release by the court, whether the employee actually serves on a jury during such time or not.
 - (4) For active training duty with federally recognized components of the Armed Forces. Such time off shall be granted for a period not to exceed the term specified in the orders to the employee to report for annual active-duty training with said reserve component when, and only when, said active-duty training is mandatory. Unless otherwise approved by the City Manager, such time off shall be limited to 240 working hours in any one annual period, except as otherwise required by law. Failure to report to work at the beginning of the next regularly scheduled working period following the duty shall be grounds for disciplinary action.
 - (5) For military leave other than training. Employees shall be granted leave of absence under the terms of Florida and Federal law; upon such leave of absence being granted the employee shall receive full pay for the first 30 days of the leave, unless required by law.
 - (6) Attendance at professional or other conventions, institutes, courses or meetings when such attendance is approved by the City Manager or Department Head.
 - (7) Attendance at City in-service training and other City in-service meetings when, in the opinion of the City Manager, such meetings are designed to improve the City services and/or the employee's performance or to prepare him for advancement and when approved by the City Manager.

- (8) For each donation, blood donors will be granted two hours' time off from work to be taken during the same pay period with approval of their supervisor.
- (b) An employee may be granted time off without compensation for attendance at meetings other than those specified in Subsection (a) above or to attend to urgent personal business, provided that such employee shall request approval from his Department Head in sufficient time to permit the latter to make arrangements therefore, and further provided that such time off will not seriously affect the efficient operation of the department. AP Code Max. 5 days – longer time req's – LOA.
- (c) With the approval of his Department Head, an employee may be granted time off from his duties for acting as an active or honorary pallbearer at funeral or for attendance at state funerals of City officials, of employees or their wives or husbands, or military or fraternal funerals when the employee is acting in an official capacity at said military or fraternal funerals. Such time off may be granted with or without compensation at the discretion of the Department Head and the City Manager.
- (d) With the approval of the Department Head and City Manager, an employee may be granted time off from his duties to report to a community service-related project. Such time may be granted with or without compensation at the discretion of the Department Head and the City Manager based on the nature of the service, the operational needs of the department, and the benefit to the community.

SECTION 8. MATERNITY LEAVE

- (a) A pregnant employee shall be entitled to use available sick leave for any illness or period of disability associated with her pregnancy. If the employee does not have any sick leave available, the City Manager may authorize unpaid leave of absence.
- (b) An employee may utilize any available sick or vacation leave for maternity leave. If the employee is entitled to FMLA, the available sick and vacation leave will be utilized concurrently with the FMLA.
- (c) Pregnant employees may request maternity leave of absence without pay prior to the expected date of delivery or subsequent thereto. Such request must be in writing and is subject to the approval of the City Manager.
- (d) To the extent the employee is entitled to FMLA, please refer to the City's FMLA Policy.



Project Administration Department

324 East Pine Street
Tarpon Springs FL 34689
(727) 942-5638

Memorandum

Date: January 27, 2026

To: Mayor, Board of Commissioners, and City Manager

Through: Bob Robertson, Project Administration Director

From: P.J. Harbert, Grant Project Specialist

Subject: Land Use Restriction Agreement-City of Tarpon Springs and the Citizens Alliance for Progress

Recommendation

Approval is recommended for the Mayor or his designee per City resolution to execute a Land Use Restriction Agreement with the Citizens Alliance for Progress. The purpose of this agreement is to allow for the City to continue to lease the property for the Citizens Alliance for Progress located at 401 East Martin Luther King Jr Drive in Tarpon Springs. Mr. David Archie, Executive Director of the Citizens Alliance for Progress, has requested that City sign the attached Land Use Restriction Agreement to satisfy a requirement for a proposed grant from the Juvenile Welfare Board.

Summary

Mr. David Archie has submitted a grant proposal to the Juvenile Welfare Board to replace cabinetry and to install impact-resistant windows. As part of that grant, the Juvenile Welfare Board has requested that the Citizens Alliance for Progress and the City of Tarpon Springs sign a Land Use Restriction Agreement that states the City will continue to allow the Citizens Alliance for Progress to use the land owned by the City while the grant is in active status.

The agreement document is attached.

The City Attorney has reviewed this document.

This instrument was prepared by
And to be returned to
Colleen M. Flynn, Esq.
Johnson, Pope, Bokor,
Ruppel & Burns, LLP
311 Park Place Blvd.
Suite 300
Clearwater, FL 33759
(727) 461-1818

LAND USE RESTRICTION AGREEMENT

This Land Use Restriction Agreement ("Agreement"), is entered into this February 1st day of 2026, by and between **The Juvenile Welfare Board of Pinellas County**, an Independent Special District ("JWB"), having its principal office at 14155 58th Street North, #100, Clearwater, FL 33760 and **C.A.P., Inc. d/b/a Citizens Alliance for Progress Inc.** ("Agency"), a 501(c)(3) not-for-profit corporation organized under the laws of the State of Florida, having its principal office at 401 E Martin Luther King Jr Drive, Tarpon Springs, FL, 34689 and The City of Tarpon Springs having its principle address at 324 East Pine Street, Tarpon Springs, FL 34689 ("Owner") the owner of the Property (as defined below) (JWB, Agency and Owner collectively "Parties") :

WHEREAS, the Juvenile Welfare Board is an Independent Special District pursuant to F.S. 189. In accordance with JWB's Special Act (2003-32, Laws of the State of Florida), it funds services for children as needed for the general welfare of Pinellas County; and

WHEREAS, JWB issued a Request for Applications ("Capital RFA") to 501(c)(3) agencies that currently receive program funding from JWB for Non-Operating and Capital Projects to make a one-time-only investment in capacity building projects to increase the ability of funded agencies to operate effectively and efficiently over the long-term.

WHEREAS, in response to the Capital RFA, Agency requested funding for Facility Enhancements-Windows and Doors and Facility Enhancements-Kitchen and Breakroom ("the Project"); and

WHEREAS, Agency was approved and awarded funding in the amount of \$136,431 by JWB for the Project;

WHEREAS, the Project will be completed at the Property owned by Owner;

WHEREAS, JWB and Agency have entered into a written agreement for the award of the Project as an Amendment to the Fiscal Year 26 Agreement between Agency and JWB for programming (the Award Agreement");

WHEREAS, Owner has consented to the Project at the Property as the Project benefits and improves the Property;

WHEREAS, as a condition of the award to Agency for the Project and all other terms and conditions set forth in the Award Agreement, Owner agrees to certain land use restrictions on the Property; and

NOW, THEREFORE, in consideration of the mutual performance of the promises and covenants contained herein, JWB, Agency and Owner agree as follows:

1. RECITALS: The Parties agree that the recitals are true and accurate and are incorporated into the terms of this Agreement.

2. PROJECT DESCRIPTION

- a) Agency shall install impact windows and renovate kitchen and breakroom to include replacement of cabinetry, hardware, and finishes in accordance with the terms of the Award Agreement.
- b) Property: The "Property" subject to this Agreement is 401 E Martin Luther King Jr Drive, Tarpon Springs, FL 34689, which is further known as:

LEGAL DESCRIPTION: NOBLIT's, G.E SUB LOTS 10,11,12 AND 13 & BEG AT SW COR OF LOT 17 RUN W 152 FT TH N 147.5 FT TH E 152 FT TH S TO POB & VAC ALLEY

PARCEL NO#: 13-27-15-60246-000-0100

- c) Owner hereby warrants that it is the only fee simple owner of the Property and is lawfully able to enter into this Agreement and restrict the use of the Property as described herein.
- d) During the Restricted Period of this Agreement, as further defined herein, the Property shall be used in whole or in part to provide programming funded by JWB.

3. LAND USE RESTRICTIONS

- a) Use Restrictions: Owner covenants and agrees that during the Restricted Period, the Property shall be used in whole or in part to provide programming funded by JWB.
- b) Restricted Period: Notwithstanding the termination or expiration of the Award Agreement, the land use restrictions referenced herein shall remain in full force and effect, restricting the use of the Property to the use outlined herein, from the Effective Date of this Agreement until January 31, 2056 (hereinafter the "Restricted Period"). Should the Property not be used in whole or in part for JWB funded programming until the end of the Restricted Period, Agency and Owner agree that they will be jointly and severally liable and required to reimburse JWB for the funds granted to Agency for the Project. The amount to be reimbursed to JWB shall be pro-rated in accordance with the depreciation of assets schedule agreed to by JWB and Agency in the Award Agreement, which Owner hereby agrees to abide by.
- c) Successors and Assigns: The covenants and conditions contained herein shall run with the land and shall bind Owner, its successors, assigns, and all subsequent owners of the Property or any interest therein, during the Restricted Period. Owner shall expressly reference the conditions and covenants of this Agreement on any deed or other instrument conveying ownership interest in the Property. Notwithstanding the foregoing, if all or any part of the Property or an interest therein is sold or transferred, JWB may, in its sole discretion, and in addition to all other remedies provided in law or equity, require Agency and Owner jointly and severally to reimburse JWB funds granted to Agency for the Project upon such sale or transfer. The amount to be reimbursed to JWB shall be pro-rated in accordance with the depreciation of assets schedule agreed to by JWB and Agency in the Award Agreement, which Owner hereby agrees to abide by.
- d) Sale or Lease Notice Requirements: Owner covenants that no lease, sale or title transfer in whole or in part to any third party of the Property shall occur prior to giving JWB ninety (90) days' prior written notice.
- e) Recording: This Agreement shall be properly filed and recorded by JWB in the official public records of Pinellas County, Florida and shall constitute a restriction upon the use of the Property subject to and in accordance with the terms contained herein.

4. MISCELLANEOUS

- a) Prior to the end of the Restricted Period, this Land Use Restriction Agreement may only be terminated or modified in writing and signed by JWB.
- b) No waiver of any provision hereon shall be deemed to imply or constitute a further waiver thereof or a waiver of any provision set forth herein.
- c) Should any provision herein be declared invalid by a legislative, administrative or judicial body of competent jurisdiction, the other provisions hereof shall remain in full force and effect and shall be unaffected by same.
- d) This Land Use Restriction Agreement shall be enforced in accordance with the laws of the State of Florida. The Circuit Court of Pinellas County is the sole venue for any dispute.
- e) In the event of litigation by reason of this Agreement to enforce the Land Used Restriction or for repayment to JWB of the funds for the Project granted to Agency should the Property not be used in whole or in part for JWB funded programming, JWB shall be entitled to recover its reasonable attorneys' fees and costs in addition to all other expenses incurred in such litigation from Agency and Owner jointly and severally.

IN WITNESS WHEREOF, the undersigned has executed this Agreement as of the date first written above.

ATTEST:

**Juvenile Welfare Board, an Independent Special
District of the State of Florida**

Witness: Robbi Stivers
14155 58th Street N., #100, Clearwater, FL 33760

By: _____
Michael G. Mikurak, Interim CEO

Witness: Elaine Melkioty
14155 58th Street N., #100, Clearwater, FL 33760

STATE OF FLORIDA
COUNTY OF PINELLAS

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 202__, by **Michael G. Mikurak, as Interim CEO** of JUVENILE WELFARE BOARD OF PINELLAS COUNTY, on behalf of JUVENILE WELFARE BOARD OF PINELLAS COUNTY. Said person is (*check one*) ☐ personally known to me or ☐ has produced a valid driver's license as identification.

[Notary Seal]

Signature of person taking acknowledgment
Name (typed, printed or stamped): _____
Title or Rank: _____
Serial number (if any): _____

ATTEST:

AGENCY: C.A.P., Inc. d/b/a Citizens Alliance for Progress

Witness #1 Signature
14155 58th Street N., #100, Clearwater, FL 33760

Robbi Stivers
Print or Type Name

Witness #2 Signature
14155 58th Street N., #100, Clearwater, FL 33760

Elaine Melkioty
Print or Type Name

By: _____

David Archie/Executive Director

STATE OF FLORIDA
COUNTY OF PINELLAS

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 202__, by _____, as _____ of _____, on behalf of _____. Said person is *(check one)*
☐ personally known to me or ☐ has produced a valid driver's license as identification.

[Notary Seal]

Signature of person taking acknowledgment
Name (typed, printed or stamped): _____
Title or Rank: _____
Serial number (if any): _____

ATTEST:

OWNER: City of Tarpon Springs

Witness #1 Signature

Address

Print or Type Name

Witness #2 Signature

Address

Print or Type Name

By: _____

Name/Title

STATE OF FLORIDA
COUNTY OF PINELLAS

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 202__, by _____, as _____ of _____, on behalf of _____.

Said person is (*check one*) ☐ personally known to me or ☐ has produced a valid driver's license as identification.

[Notary Seal]

Signature of person taking acknowledgment

Name (typed, printed or stamped): _____

Title or Rank: _____

Serial number (if any): _____



Parcel Summary (as of 03-Nov-2025)				Parcel Map											
Parcel Number															
13-27-15-60246-000-0100															
Owner Name															
TARPON SPRINGS, CITY OF															
Property Use															
8913 City Gov't - Non-residential (commercial) only															
Site Address															
401 E MARTIN LUTHER KING JR DR															
TARPON SPRINGS, FL 34689															
Mailing Address															
PO BOX 5004															
TARPON SPRINGS, FL 34688-5004															
Legal Description															
NOBLIT'S, G.E. SUB LOTS 10,11,12 AND 13 & BEG AT															
SW COR OF LOT 17 RUN W 152 FT TH N 147.5 FT TH															
E 152 FT TH S TO POB & VAC ALLEY															
Current Tax District															
TARPON SPRINGS (TS)															
Year Built															
1957 1935 1995															
Heated SF	Gross SF	Living Units	Buildings												
10,307	10,883	0	3												

Exemptions

Year	Homestead	Use %	Status	Property Exemptions & Classifications Government
2027	No	0%		
2026	No	0%		
2025	No	0%		

Miscellaneous Parcel Info

Last Recorded Deed	Sales Comparison	Census Tract	Evacuation Zone	Flood Zone	Elevation Certificate	Zoning	Plat Bk/Pg
05907/1681	Find Comps	274.04	A	Current FEMA Maps	Check for EC	Zoning Map	H1/88

2025 Final Values

Year	Just/Market Value	Assessed Value/SOH Cap	County Taxable Value	School Taxable Value	Municipal Taxable Value
2025	\$1,685,643	\$1,468,761	\$0	\$0	\$0

Value History (yellow indicates corrected value)

Year	Homestead Exemption	Just/Market Value	Assessed Value/SOH Cap	County Taxable Value	School Taxable Value	Municipal Taxable Value
2024	N	\$1,504,215	\$1,335,237	\$0	\$0	\$0
2023	N	\$1,450,194	\$1,213,852	\$0	\$0	\$0
2022	N	\$1,241,162	\$1,103,502	\$0	\$0	\$0
2021	N	\$1,096,780	\$1,003,184	\$0	\$0	\$0
2020	N	\$911,985	\$911,985	\$0	\$0	\$0

2025 Tax Information



Do not rely on current taxes as an estimate following a change in ownership. A significant change in taxable value may occur after a transfer due to a loss of exemptions, reset of the Save Our Homes or 10% Cap, and/or market conditions. Please use our **Tax Estimator** to estimate taxes under new ownership.

Tax Bill	2025 Millage Rate	Tax District
View 2025 Tax Bill	18.8372	(TS)

Sales History

Sale Date	Price	Qualified / Unqualified	Vacant / Improved	Grantor	Grantee	Book / Page
01-Jan-1899						05907/1681

2025 Land Information

Land Area: $\cong$ 46,409 sf $\cong$ 1.06 acres	Frontage and/or View: None	Seawall: No
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Property Use	Land Dimensions	Unit Value	Units	Method	Total Adjustments	Adjusted Value
Municipal	0x0	\$10	46,409	SF	1.0000	\$464,090

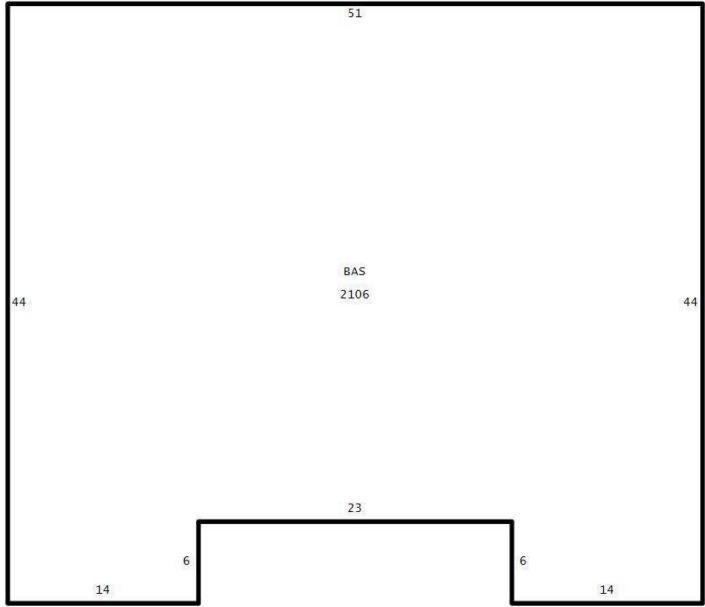
2025 Building 1 Structural Elements and Sub Area Information

Structural Elements		Sub Area	Heated Area SF	Gross Area SF
Foundation	Spread/Mono Footing	Base (BAS)	4,623	4,623
Floor System	Slab On Grade	Open Porch (OPF)	0	536
Exterior Walls	Concrete Block	Total Area SF	4,623	5,159
Unit Stories	1			
Roof Frame	Wood Frame/Truss			
Living Units	0			
Roof Cover	Built Up Wood			
Year Built	1957			
Building Type	Offices			
Quality	Average			
Floor Finish	Vinyl Asb Tile			
Interior Finish	Masonry			
Cooling	Heat & Cooling Pkg			
Fixtures	14			
Effective Age	41			

2025 Building 2 Structural Elements and Sub Area Information

Structural Elements		Sub Area	Heated Area SF	Gross Area SF
Foundation	Spread/Mono Footing	Base (BAS)	3,578	3,578
Floor System	Wood W/O Sub Floor	Open Porch (OPF)	0	40
Exterior Walls	Face Brick	Total Area SF	3,578	3,618
Unit Stories	1			
Roof Frame	Gable Or Hip			
Living Units	0			
Roof Cover	Composition Shingle			
Year Built	1935			
Building Type	Offices			
Quality	Average			
Floor Finish	Carpet Combination			
Interior Finish	Dry Wall			
Cooling	Heat & Cooling Pkg			
Fixtures	8			
Effective Age	33			

2025 Building 3 Structural Elements and Sub Area Information

Structural Elements		Sub Area	Heated Area SF	Gross Area SF
Foundation	Continuous Footing	Base (BAS)	2,106	2,106
Floor System	Slab On Grade	Total Area SF	2,106	2,106
Exterior Walls	Concrete Blk/Stucco			
Unit Stories	1			
Roof Frame	Gable Or Hip			
Living Units	0			
Roof Cover	Composition Shingle			
Year Built	1995			
Building Type	Offices			
Quality	Average			
Floor Finish	Carpet Combination			
Interior Finish	Dry Wall			
Cooling	Heat & Cooling Pkg			
Fixtures	4			
Effective Age	25			

2025 Extra Features

Description	Value/Unit	Units	Total Value as New	Depreciated Value	Year
ASPHALT	\$4.00	17,400.0	\$69,600	\$69,600	0
FENCE	\$19.00	300.0	\$5,700	\$4,560	2018

Permit Data

Permit information is received from the County and Cities. This data may be incomplete and may exclude permits that do not result in field reviews (for example for water heater replacement permits). We are required to list all improvements, which may include unpermitted construction. Any questions regarding permits, or the status of non-permitted improvements, should be directed to the permitting jurisdiction in which the structure is located.

Permit Number	Description	Issue Date	Estimated Value
25-0000304	ADDITION/REMODEL/RENOVATION	04/08/2025	\$131,711
23-00001970	ADDITION/REMODEL/RENOVATION	09/20/2023	\$7,800
20-00001322	ROOF	05/20/2020	\$10,875
18-00003163	HEAT/AIR	12/12/2018	\$10,548
18-00002473	FENCE	09/24/2018	\$9,040
18-00002369	MISCELLANEOUS	09/24/2018	\$12,500
18-00001926	HEAT/AIR	07/11/2018	\$4,665
16-00001350	FENCE	06/13/2016	\$6,027
09-00001374	HEAT/AIR	11/18/2009	\$1,956
09-00000294	ROOF	04/02/2009	\$20,250



Memorandum

Date: January 27, 2026
To: Mayor and Board of Commissioners
Through: Charles Rudd, City Manager
From: Renea Vincent, Planning Director
Subject: **Ordinance 2025-20 (2nd Reading);** Text Amendment to Special Area Plan Revising Intensity/Density Standards in the Downtown Character District (Application 25-91) **(Legislative)(Renea Vincent, Planning & Zoning Director)**

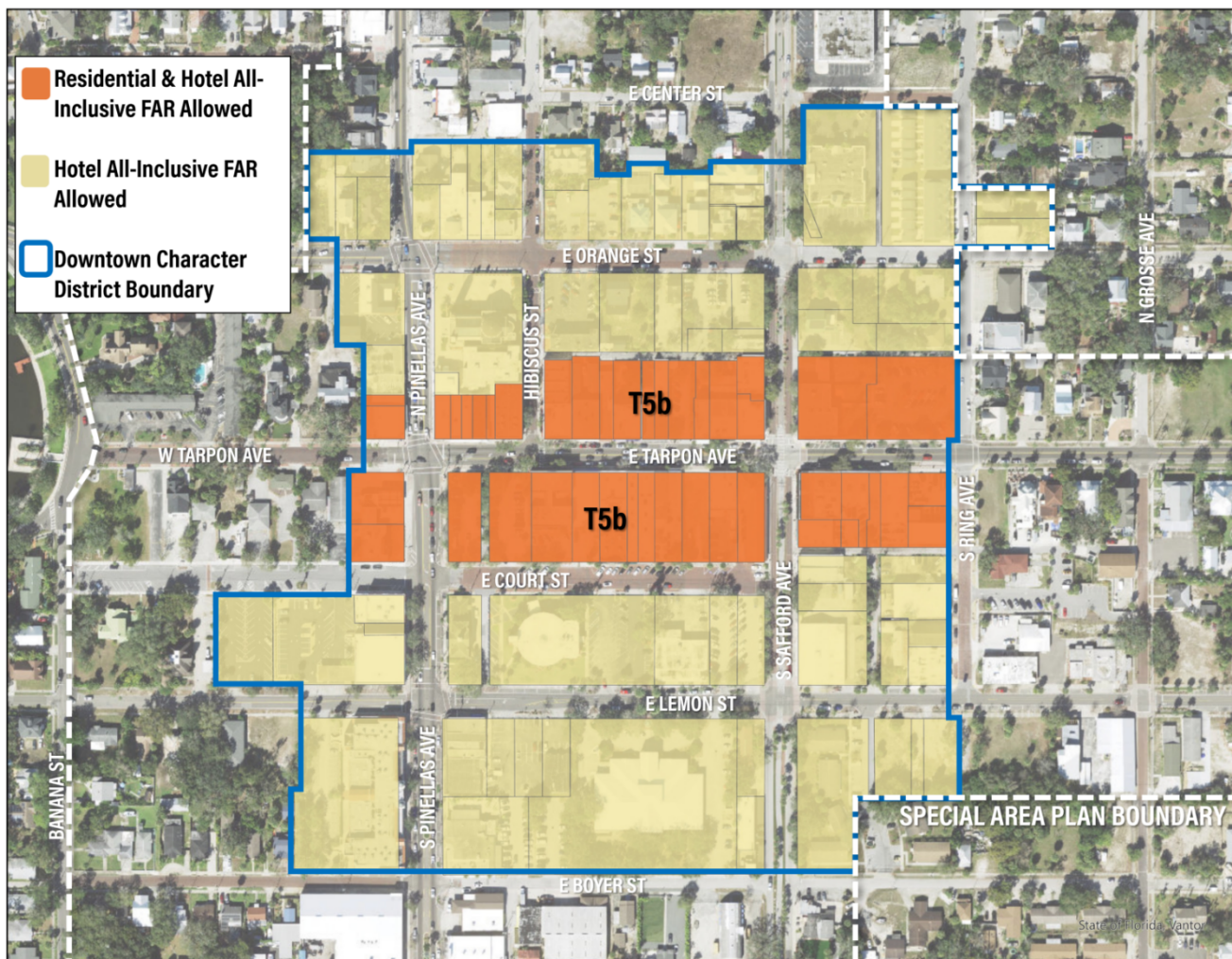
Recommendation

Staff recommends that the Board of Commissioners take action to approve, approve with amendments, or deny the ordinance.

Background

The Sponge Docks & CRA Special Area Plan (SAP) establishes maximum residential and lodging densities and intensities (floor area ratios (FAR)) for each character district, including the Downtown character district. The Downtown character district is intended to encourage mixed-use development, support existing and future businesses, and ultimately promote a vibrant, successful downtown. One way to do this is by providing residential and temporary lodging within and surrounding the downtown core.

To support this type of infill development, an amendment to the Downtown character district is proposed to provide an option for projects to utilize an all-inclusive FAR, rather than being limited by a maximum number of dwelling/lodging units. Instead, projects are limited by the FAR, and other factors such as other applicable SmartCode standards, building and fire code requirements, and, from a developer's perspective, the general economic market. The amendment would allow residential projects located within the Downtown character district and also the T5b transect zone to be able to utilize the all-inclusive FAR and hotel projects located anywhere within the Downtown character district to utilize the all-inclusive FAR (*see map below*).



In addition to supporting potential new projects, the proposed amendment will also remediate existing historic nonconforming residential densities found along Tarpon Avenue (*see Planning and Zoning Board Staff Memo for more details*) and help to enable the proposed hotel project on the Forbes property.

The Planning and Zoning Board reviewed the proposed amendment at their regular meeting on December 15, 2025, and unanimously recommended approval (6-0) of the proposed amendment as presented by staff. There were no members of the public who spoke on this item.

The staff memo prepared for the Planning and Zoning Board is available in the agenda backup materials and provides additional background information and staff analysis of the proposed amendment.

Funding

N/A

Strategic Plan Objective

Goal D.2: Attainable housing for all income levels.

D.2.2: Encourage infill redevelopment through incentives for vacant and unkept properties.

Goal D.3: A vibrant, life-long community where people can meet all daily needs of living and comfortably “age in place”.

D.3.1: Evaluate/Study the linkage between walkability, multimodal transportation, and attainable housing to inform areas most suitable for mixed-use redevelopment.



MEMORANDUM

To: Planning and Zoning Board

Staff: Renea Vincent, AICP CPM, Planning and Zoning Director

Date: December 8, 2025

Subject: Draft Ordinance 2025-20; Amendments to Sponge Docks and CRA Special Area Plan's Downtown Character District regulating Density and Floor Area Ratio (FAR)

RECOMMENDATION

Review and provide a recommendation to the Board of Commissioners regarding proposed changes to Table 3-5 of the Sponge Docks and Community Redevelopment Area (CRA) Special Area Plan's (SAP) Downtown Character District to allow an all-inclusive floor area ratio in lieu of the applicable density standards.

BACKGROUND:

The SAP establishes maximum residential and lodging densities and intensities (floor area ratios (FAR)) for each character district, including the Downtown character district. The maximum density provides the limit of the number of residential/lodging units a project can have based on the size of a property (Dwelling Units per Acre). FAR limits the total square footage a non-residential project can be based on the size of property (Sqft. of Property x FAR Allowance).

The Downtown character district is intended to encourage mixed use development and redevelopment that supports existing and future businesses and promotes a vibrant, successful downtown. One way to do this is by providing residential housing and temporary lodging in and around the downtown core. To support infill residential, lodging, and mixed-use development, the proposed amendment provides an option for projects located within the Downtown Character district (specifically within the T5b transect zone for residential) to utilize an all-inclusive FAR rather than being limited by a maximum number of units. Instead, projects are limited by the FAR, other SmartCode standards, building code and fire requirements, and the general economic market.

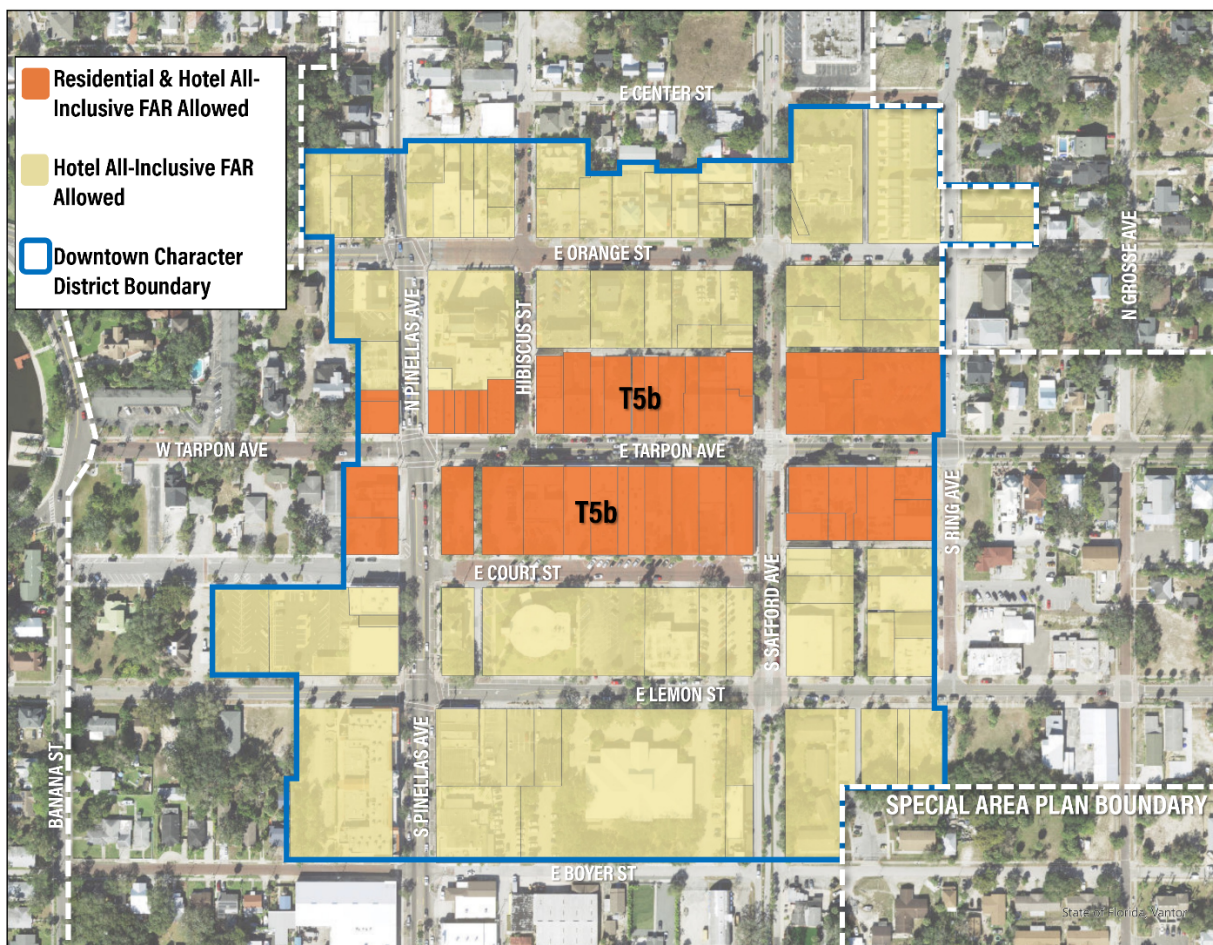
In addition to supporting potential new projects, the proposed amendment will remediate existing historic legal nonconforming residential densities within the T5b transect district (see table below). Further, the amendment will help to enable context-sensitive hotel development within the downtown, including the proposed Forbes Property project. Lastly, the Downtown character district boundary is outside of the Coastal High Hazard Area (CHHA), therefore the overall residential density will not be increased within this sensitive area.

Location	Number of Units	Actual Density	Permitted Density
111 E Tarpon Ave	4 units	23 du/ac	15 du/ac
151 E Tarpon Ave	2 units	29 du/ac	
165 E Tarpon Ave	6 units	75 du/ac	
106 E Tarpon Ave	11 units	40 du/ac	



SUMMARY OF CHANGES:

- Allow projects within the Downtown Character District and T5b transect zone to utilize the maximum FAR (all-inclusive FAR) in lieu of the applicable density standards.
- Allow hotels within the Downtown Character District to have a maximum all-inclusive FAR of 1.5 and 2.0 for parcels fronting Tarpon Avenue (between Pinellas Ave. and Ring Ave.) in lieu of a specific lodging density.
- Modifies footnote 1 to remove language that is no longer applicable due to amendments to the Special Area Plan made in 2021 regarding the CHHA.
- Below is a map of the area where the proposed changes are applicable:



ORDINANCE 2025-20

AN ORDINANCE OF THE CITY OF TARPON SPRINGS, FLORIDA AMENDING THE CITY OF TARPON SPRINGS SPECIAL AREA PLAN, SPONGE DOCKS AND COMMUNITY REDEVELOPMENT AREA, DOWNTOWN CHARACTER DISTRICT (TABLE 3-5); PROVIDING FOR FINDINGS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Tarpon Springs Board of Commissioners approved Ordinance 2010-26 adopting the “Special Area Plan Sponge Docks and Community Redevelopment Area”, February 2011, First Edition, by reference into the City of Tarpon Springs Comprehensive Plan on March 29, 2011; and,

WHEREAS, the Special Area Plan established maximum residential and lodging densities and intensities (floor area ratios (FAR)) for each character district, including the Downtown district, at the time of initial adoption; and,

WHEREAS, the Downtown Character District is intended to encourage mixed-use development and redevelopment that support the existing and future businesses and promote a vibrant, successful downtown; and,

WHEREAS, in support of infill residential, lodging, and mixed-use development, the proposed amendment provides an option for projects located within the Downtown Character District and the T5b transect district of the SmartCode to utilize an all-inclusive FAR in lieu of the applicable density standards; and,

WHEREAS, the proposed amendment will also remediate existing historic legal nonconforming residential densities within the T5b transect district; and,

WHEREAS, the proposed amendment will not increase the overall residential density within the Coastal High Hazard Area; and,

WHEREAS, the Planning and Zoning Board held a public hearing on the proposed amendment at its December 15, 2026, meeting.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA:

Section 1: FINDINGS

1. That the Board of Commissioners finds that this Ordinance is consistent with the Tarpon Springs Comprehensive Plan and overall intent of the Sponge Docks and CRA Special Area Plan, specifically the Downtown Character District.

2. That the amendment will not adversely impact nor exceed the capacity or the fiscal ability of the City to provide public facilities including transportation, water and sewer, solid waste, drainage, recreation, education, fire protection, library service and other similar public facilities.
3. The amendment recognizes existing legal nonconforming residential densities within the designated area and will remove those nonconformities.
4. The amendment will not increase residential density within the Coastal High Hazard Area.
5. The amendment will not increase overall floor area ratio allowances within the Special Area Plan boundary.

Section 2: AMENDMENT

The “Special Area Plan Sponge Docks and Community Redevelopment Area” February 2011 First Edition as amended, is hereby amended as follows:

See “Attachment A”

Section 3: SEVERABILITY

The provisions of this Ordinance shall be deemed to be severable. If any part of the Ordinance is deemed unconstitutional, it shall not affect the constitutionality of other portions of this Ordinance.

Section 4: EFFECTIVE DATE

This Ordinance shall become immediately effective upon final passage and adoption.

Downtown

The Downtown character district is focused on Tarpon Ave. which is the main street for the CRA. The suggested uses for this district are intended to promote retail development and encourage medium density and mixed use residential development to support the retail along Tarpon Ave.

Table Error! No text of specified style in document.-1: Density, Intensity, and Use Standards for Downtown Character District

DOWNTOWN			
Density (Base/Max.) in dus/acre ¹			15 / No Max
FAR (Max.) ^{2,3}			1.25
Non-Residential FAR (Max.) ^{3,4}			1.0
Impervious Surface Ratio (Max.) – <i>applies to new development only</i>			0.9
Recommended Building Height (Min./Max.) in floors (measured from fin. grade)			2 / 4
Uses	Residential	Single Family Homes	X
		Clustered Housing	
		Garden Apartments	
		Townhomes	X
		Midrise Apartments	X
		Live/Work Housing	X
	Lodging	B&B / Inn / Hotel ^{4,5}	X
	Mixed Use	Residential Mixed Use	X
		Commercial Mixed Use	X
	Commercial	Commercial Building	X
	Industrial	Light Industrial	
		Research Facility	
	Civic	Civic Buildings / Facilities	X
		Parking Structure	X

Table: Character District Development Standards for Downtown

- Notes:
- 1 All parcels are allowed to transfer the base residential development density to a receiving site within the CRD. ~~The receiving site can receive residential density up to the proposed maximum residential density.~~ Properties located within the Downtown Character District have no maximum limit to the amount of density that can be transferred from another property located elsewhere in the CRD.
 - 2 All parcels fronting Tarpon Avenue between Pinellas Avenue and Ring Avenue are allowed a maximum FAR of 2.0. All parcels fronting Tarpon Ave and Pinellas Ave are allowed to apply existing FAR in lieu of the proposed maximum FAR where existing FAR exceeds the proposed maximum.
 - 3 ~~In support of infill residential, lodging, and mixed use development, projects located within the T5b transect zone may utilize the maximum FAR (all-inclusive FAR) in lieu of the applicable density standards.~~
 - 3-4 All parcels fronting Tarpon Ave and Pinellas Ave are allowed to apply the maximum FAR allowance to commercial/non-residential development in lieu of the proposed maximum non-residential FAR.

- 45 Hotel development is limited to ~~h~~a maximum allowable building height of 4 to 6 floors. Hotels are allowed a maximum all-inclusive FAR of 1.5. Parcels fronting Tarpon Avenue between Pinellas Avenue and Ring Avenue are allowed a maximum all-inclusive FAR of 2.0. ~~and a maximum 50 lodging units per acre.~~ The specific density, intensity and height standards as well as design standards for hotels will be defined by the land development regulations based on location.

Tampa Bay Times

Published Daily

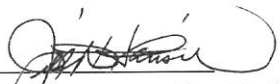
STATE OF FLORIDA } ss

COUNTY OF HERNANDO, CITRUS, PASCO,

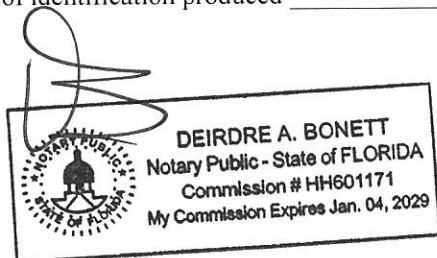
PINELLAS, HILLSBOROUGH County

Before the undersigned authority personally appeared Jill Harrison who on oath says that he/she is a Legal Advertising Representative of the Tampa Bay Times a daily newspaper printed in St. Petersburg, in Hernando, Citrus, Pasco, Pinellas, Hillsborough County, Florida that the attached copy of advertisement being a Legal Notice in the matter Application #25-91 was published in said newspaper by print in the issues of 11/26/25 or by publication on the newspaper's website, if authorized.

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes. Affiant further says the said Tampa Bay Times is a newspaper published in Hernando, Citrus, Pasco, Pinellas, Hillsborough County, Florida and that the said newspaper has heretofore been continuously published in said Hernando, Citrus, Pasco, Pinellas, Hillsborough County, Florida each day and has been entered as a second class mail matter at the post office in said Hernando, Citrus, Pasco, Pinellas, Hillsborough County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Signature of Affiant 
Sworn to and subscribed before me this **11/26/2025**

Signature of Notary of Public
Personally known ☒ or produced identification.
Type of identification produced _____



NOTICE OF AMENDMENT TO CODE OF ORDINANCES

The City of Tarpon Springs, Florida, proposes to adopt the following Ordinance:

ORDINANCE

AN ORDINANCE OF THE CITY OF TARPON SPRINGS, FLORIDA AMENDING THE CITY OF TARPON SPRINGS SPONGE DOCKS AND COMMUNITY REDEVELOPMENT AREA SPECIAL AREA PLAN TO ALLOW AN ALL-INCLUSIVE FLOOR AREA RATIO IN THE DOWNTOWN CHARACTER DISTRICT; PROVIDING FOR FINDINGS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Public Hearings on the proposed ordinance will be held before the **Planning & Zoning Board** on

Monday, December 15, 2025 @ 6:30 P.M.

Public Hearings on the proposed ordinance will be held before the Board of Commissioners on the following dates:

Tuesday, January 13, 2026 @ 6:30 P.M. (1st Reading)

Tuesday, January 27, 2026 @ 6:30 P.M. (2nd Reading)

THE PLANNING AND ZONING BOARD AND BOARD OF COMMISSIONERS PUBLIC HEARINGS WILL BE HELD IN THE CITY HALL AUDITORIUM, 324 EAST PINE STREET, TARPON SPRINGS, FLORIDA.

Said hearings may be continued from time-to-time pending Adjournment. All interested parties are invited to attend these meetings to express your views or to present facts in the case. If a person decides to appeal any decision made by the Board of Commissioners with respect to any matter considered at these meetings or hearings, he will need a 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.

Written comments may be addressed to the Planning & Zoning Department, Phone (727) 942-5611, City of Tarpon Springs, P.O. Box 5004, Tarpon Springs, Florida 34688-5004. Written comments will become a part of the record. Materials related to this ordinance, including the complete legal description of the subject property by metes and bounds, are available for inspection. Persons wishing to participate in the hearing or receive more information may contact the Planning & Zoning Department during City Hall business hours at (727) 942-5611, or visit the City's web site at www.ctsfl.us. Any person with a disability requiring reasonable accommodation in order to participate in these meetings should call (727) 942-5611 or email a written request to planning@ctsfl.us.

PLEASE REFERENCE APPLICATION #25-91

Tampa Bay Times

Published Daily

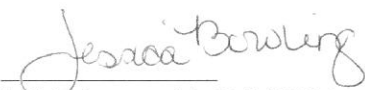
STATE OF FLORIDA} ss

COUNTY OF HERNANDO, CITRUS, PASCO,
PINELLAS, HILLSBOROUGH County

Before the undersigned authority personally appeared Jes Bowling who on oath says that he/she is a Legal Advertising Representative of the Tampa Bay Times a daily newspaper printed in St. Petersburg, in Hernando, Citrus, Pasco, Pinellas, Hillsborough County, Florida that the attached copy of advertisement being a Legal Notice in the matter Application #25-91 was published in said newspaper by print in the issues of 01/21/26 or by publication on the newspaper's website, if authorized.

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes. Affiant further says the said Tampa Bay Times is a newspaper published in Hernando, Citrus, Pasco, Pinellas, Hillsborough County, Florida and that the said newspaper has heretofore been continuously published in said Hernando, Citrus, Pasco, Pinellas, Hillsborough County, Florida each day and has been entered as a second class mail matter at the post office in said Hernando, Citrus, Pasco, Pinellas, Hillsborough County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

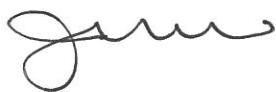
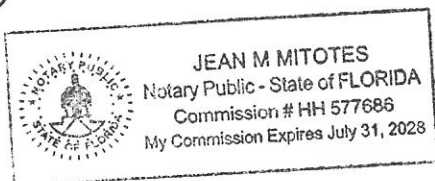
Signature of Affiant


Sworn to and subscribed before me this **01/21/2026**

Signature of Notary of Public

Personally known ☒ or produced identification.

Type of identification produced _____

LEGAL NOTICE

NOTICE OF AMENDMENT TO CODE OF ORDINANCES

The City of Tarpon Springs, Florida, proposes to adopt the following Ordinance:

ORDINANCE 2025-20

AN ORDINANCE OF THE CITY OF TARPON SPRINGS, FLORIDA AMENDING THE CITY OF TARPON SPRINGS SPONGE DOCKS AND COMMUNITY REDEVELOPMENT AREA SPECIAL AREA PLAN TO ALLOW AN ALL-INCLUSIVE FLOOR AREA RATIO IN THE DOWNTOWN CHARACTER DISTRICT; PROVIDING FOR FINDINGS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

A Public Hearing on the proposed ordinance will be held before the **Board of Commissioners** on the following date:

Tuesday, January 27, 2026 @ 6:30 P.M. (2nd Reading)

THE BOARD OF COMMISSIONERS PUBLIC HEARING WILL BE HELD IN THE CITY HALL AUDITORIUM, 324 EAST PINE STREET, TARPON SPRINGS, FLORIDA.

Said hearings may be continued from time-to-time pending Adjournment. All interested parties are invited to attend these meetings to express your views or to present facts in the case. If a person decides to appeal any decision made by the Board of Commissioners with respect to any matter considered at these meetings or hearings, he will need a 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.

Written comments may be addressed to the Planning & Zoning Department, Phone (727) 942-5611, City of Tarpon Springs, P.O. Box 5004, Tarpon Springs, Florida 34688-5004. Written comments will become a part of the record. Materials related to this ordinance, including the complete legal description of the subject property by metes and bounds, are available for inspection. Persons wishing to participate in the hearing or receive more information may contact the Planning & Zoning Department during City Hall business hours at (727) 942-5611, or visit the City's web site at www.ctsfl.us. Any person with a disability requiring reasonable accommodation in order to participate in these meetings should call (727) 942-5611 or email a written request to planning@ctsfl.us.

Please Reference Application #25-91

01/21/26 jlb

72392-1



Project Administration Department

324 East Pine Street
Tarpon Springs FL 34689
(727) 942-5638

Memorandum

Date: January 27, 2026

To: Tabatha Adkins, Human Resources Director

From: Bob Robertson, Project Administration Director *RBR*
Thomas Kiger, Public Services Director

Subject: Project Administration Department Reorganization - 2026

Summary

A re-organization of the Project Administration Department is proposed to add one (1) new *Project Administration Specialist* position and to reclassify the existing dual-role *Executive Assistant – Public Services/Projects* position into an *Executive Assistant – Public Services* position.

Background

The Project Administration Department (PAD) was created in March 2017. Its primary purpose is to provide technical and administrative support to City departments for the design and/or construction of City projects.

When the PAD was created, an existing executive assistant position in the Public Services Department (PSD) was reclassified into a dual-function Executive Assistant, continuing to serve the Public Services Department as well as the newly created Project Administration Department.

Since 2017, both departments have grown. The Public Services Department has added a Sustainability Division and has recently absorbed Utility Billing as part of its core functionality. Also in that time, PAD staffing has doubled and has added grant writing and management to its duties (see Figure 1, current PAD organizational chart). Furthermore, with the coming borrowing plan for additional

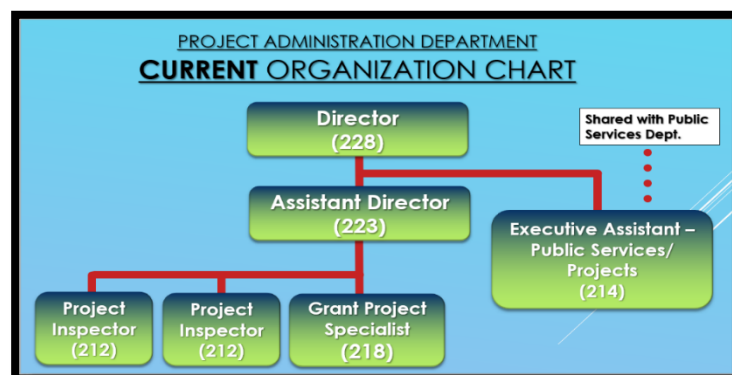


Figure 1 Current PAD Org Chart

and accelerated projects, the PAD will take on a heavier project management load starting in the current fiscal year. As such, the duties for the current *Executive Assistant – Public Services/Project* have exceeded the workload capacity for a single person to fill.

Therefore, we request approval to eliminate the existing dual-role executive assistant position and create a new position in its place (*Project Administration Specialist*) and to reclassify the existing position as detailed below.

The reclassified position would be titled *Executive Assistant – Public Services*. This would remain a Pay Grade 214 position, equivalent to the other Executive Assistant positions in the City and equivalent to the existing *Executive Assistant – Public Services/Project* position that is proposed to be eliminated. This essentially reverts (reclassifies) the position to its former status as a stand-alone executive assistant position dedicated solely to the Public Services Department rather than sharing administrative duties with the Project Administration Department.

The proposed new position would be titled *Project Administration Specialist* and would be a Pay Grade 215 position, similar to other specialist-level positions in the City's organizational structure. This position would be dedicated solely to the PAD. It would maintain some important administration functions (payroll, invoicing, etc.). **It would also fill a missing niche in the PAD by providing mid-level project management functionality to support an anticipated increase in project activity starting later this fiscal year.** Figure 2 shows the proposed organizational structure for the PAD.

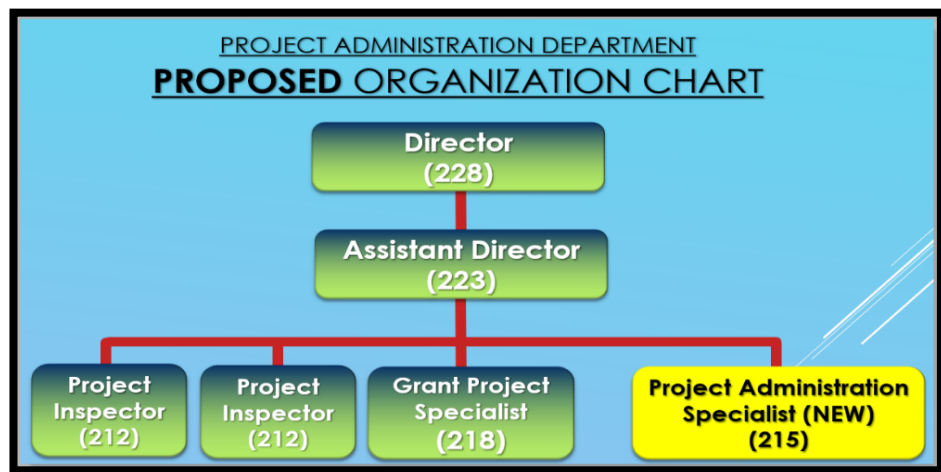


Figure 2 - Proposed PAD Org Chart

The two proposed job descriptions are attached to this memorandum.

Schedule

Implementation of this reorganization is proposed to occur concurrently with the approval of the first planned budget resolution in FY2026.

Funding

Funding would be provided through the PAD and incorporated into the FY2026 budget through the upcoming budget resolution. Assuming a salary of approximately \$64,000 for the new position, the salary impact on the budget for the remaining fiscal year

would be approximately \$42,700. Project Administration Department salaries are distributed over three funds, so the budget impact for FY2026 would be allocated as follows:

Water/Sewer Fund (52%) =	\$22,204
General Fund (29%) =	\$12,383
<u>Stormwater Fund (19%) =</u>	<u>\$ 8,113</u>
Total =	\$42,700

RESOLUTION No. 2026-05

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA, AUTHORIZING CHANGES IN THE ORGANIZATION OF THE PROJECT ADMINISTRATION DEPARTMENT, INCLUDING THE RECLASSIFICATION OF A POSITION; AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.

WHEREAS, the City of Tarpon Springs desires to provide the most effective and efficient services to the public; and

WHEREAS, conditions, trends and needs evolve within the Organization and review and assessment of staffing resources is important to ensure continued success; and

WHEREAS, such staffing review and assessment takes into account the most effective organization for operational efficiency; and,

WHEREAS, the City Manager recommends that the proposed change be made to the City's organizational structure in order to maintain responsive and efficient services; and

WHEREAS, it is requested that the Board of Commissioners approve the change as recommended.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA, THAT:

Section 1. Pursuant to the requirements of Section 16 (d) of the Charter of the City of Tarpon Springs, the City Manager does hereby recommend and the Board of Commissioners does hereby approve, certain change in the City's organization, as detailed in the memorandum attached hereto and incorporated herein by reference.

Section 2. This resolution shall be effective upon adoption.

CLASS TITLE: Executive Assistant – Public Services	
GRADE LEVEL: 214	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to provide administrative support and assist the Public Services Director, Assistant Director, Sustainability Program Manager, and Department Supervisors performing administrative support functions.

This job Services under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Maintains schedules and calendars for department managers and professional staff; makes necessary travel arrangements; schedules meetings for department staff as requested; prepares and distributes agendas; obtains requested audio-visual equipment.
- Types, formats, edits, revises, proofreads and prints reports, correspondence, memoranda, contracts, agreements, technical charts, tables and other specialized materials.
- Responds to inquiries and requests from the public and other departments; provides general and specialized information regarding assigned functions that require the use of judgment, tact and sensitivity and the interpretation of policies, rules and procedures.
- Prepares payroll information for the department; receives and reviews timesheet documents; reviews and verifies payroll data and submits for final approval and processing.
- Assists department management with budget related activities; provides information on past budgets and expenditures for use in developing budget proposals; and retrieves and reports information on expenditures and current fund balances.
- Assists in preparing, reviewing, and processing purchase documents; processes contractor invoices, prepares purchase orders for materials, equipment, and supplies; receives and distributes incoming supply shipments; may review and code invoices; and forward for payment. Maintains files of purchasing requisitions and completed purchase orders.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Four years of administrative support, exceptional organizational skills or related experience or an equivalent combination of education, training and experience.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Executive Assistant – Public Services	
GRADE LEVEL: 214	
STATUS: NON-EXEMPT	

PHYSICAL DEMANDS: Group A

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid Florida state driver's license with an acceptable driving history.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Tarpon Springs is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (human caused or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Project Administration Specialist	
GRADE LEVEL: 215	
STATUS: EXEMPT	

Summary Objective

This position provides entry- and mid-level technical, and contract administration project management work that involves plans, procurement administration, execution, and technical evaluation of construction contracts, project plans, and activities. Employees in this classification take responsibility for projects through one or many phases with direct supervisory support. Phases can include but are not limited to feasibility analyses, planning, community outreach contract administration, and construction oversight processes including assignments involving design, construction, review, and maintenance of a variety of public works, utilities, roads and drainage programs or facilities. Employees are expected to exercise considerable independent judgment with supervisory support in resolving problems and supervising technical activities. Duties also include processing of invoices, work orders, payroll, budget preparation, and other administrative tasks as needed. Assists Project Administration Department staff with various administrative functions of the department as assigned. This job works under general supervision, independently developing work methods and sequences.

The position is within the Project Administration Department and reports to the Project Administration Department Assistant Director. This job description was last updated in December 2025.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Coordinates phases of contract administration including construction reviews of public works, infrastructure, and other capital improvement contracts, project records, and payment requests with supervisory support.
- Performs preparation of change orders, manages inspections, documents plan changes, prepares status reports, and evaluates technical matters including inspection processes with supervisory support.
- Coordinates Requests for Proposals (RFP), Work Change Orders (WCO) and Additional Services Authorizations (ASA); assembles related documentation, prepares Request for Change Order packages and obtains agreement from City and contractor officials with supervisory support.
- Negotiates, administers, and tracks approved project change orders related to the contract from initiation through completion including cost and time impacts, and negotiates changes in contract time and cost with supervisory support.
- Performs inspection of construction projects, scheduling of compliance testing, tracks/controls costs, coordinates utility matters, and interacts with the public on project related matters with supervisory support.
- Supervises and inspects contracts and construction and confers with contractors and other parties to ensure City standards are met.
- Conducts a Preconstruction Conference with supervisory support attended by the city, engineer, general contractors and affected parties on field construction to establish a common understanding of the scope and objectives of projects.
- Evaluates requests for material/equipment substitution made under the contract or project.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Project Administration Specialist	
GRADE LEVEL: 215	
STATUS: EXEMPT	

- Reviews, reconciles discrepancies, and approves the Contractor's Schedule of Values (cost breakdown) to establish a reasonably balanced distribution of costs to the various elements of the total construction to serve as a basis for progress payments and determination of cost impact of changes including documenting reasons related to any discrepancies between the estimated costs versus actual costs with supervisory support.
- Engages in Pre-Construction and Construction meetings as needed. Coordinates Project Status Meetings and participate in public outreach meetings, site-visit meetings to gather & assess project or department statuses as needed.
- Coordinates, conducts, and documents inspections and final acceptance by city officials with supervisory support.
- Assists the Grants Project Specialist with grant coordination, reimbursements, compliance and reporting. May also assist with updating and maintaining the grant database.
- Assists the Project Administration Assistant Director and Director with various administrative functions of the department as assigned.
- May occasionally serve as the department liaison to the Human Resources Department for coordination of job postings, collecting and organizing applications, conducting initial applicant screenings, coordinating interview schedules, and participating as a member of interview panels.
- Provides or assists with providing general office support for typical office needs such as mailings, ordering office supplies, answering phone calls, or other related tasks.
- Assists the Project Administration Team with oversight and reconciliation of project budgets and invoicing in compliance with agency financial policies and regulations, often requiring detailed analysis, audit support, and examination of multi-year financial records across multiple funding streams.
- Processes and reviews reports, records and related documents, including but not limited to correspondence, work requests, work orders, requisitions, purchase orders, budget preparation and adherence, data entry, maintain time sheets, payroll processing, and preparation of activity sheets.
- Receives, drafts, prepares, completes, files, reviews, and/or submits records and documents including reports, surveys, plans, calculations, projections, easements, spreadsheets, charts, and general office correspondence.
- Establishes and maintains project file structures, gather data, review contracts, and track timelines. Attends both departmental and project meetings to assess progress, identify missing deadlines, and address gaps interdepartmentally.
- Performs related work and/or other duties as assigned or required.

This Class Description does not constitute an employment agreement between the City of Tarpon Springs and an employee and is subject to change by the City as its needs change.



CLASS TITLE: Project Administration Specialist	
GRADE LEVEL: 215	
STATUS: EXEMPT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Requires High School graduation or GED equivalent.
- Two years of project management experience, project management training, or related experience or an equivalent combination of education, training and experience.
- Four years of administrative/executive support, strong organizational skills or related experience or an equivalent combination of education, training and experience.
- An equivalent combination of education, experience, and professional licensure / certifications may be considered by the City.

PHYSICAL DEMANDS:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

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CLASS TITLE: Project Administration Specialist	
GRADE LEVEL: 215	
STATUS: EXEMPT	

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It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

