



## **Town Council Meeting**

**June 27, 2022 at 6:00 PM**

**Howey-in the-Hills Town Hall**

**101 N. Palm Ave.**

**Howey-in-the-Hills, FL 34737**

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### **Join Zoom Meeting:**

<https://us06web.zoom.us/j/82707691119?pwd=UFhoUTNPTE1rY3lJd2ZlNWnZGZ25nUT09>

**Meeting ID:** 827 0769 1119 | **Passcode:** 907775

**Due to COVID-19, the Town of Howey-in-the-Hills is limiting the number of public attendees at meetings to 10 individuals. The Town of Howey-in-the-Hills is also requesting all audience members to wear masks when attending the meeting. The Town encourages everyone who is interested in participating in the meeting to join virtually via ZOOM.**

### **AGENDA**

Call the Town Council Meeting to order  
Pledge of Allegiance to the Flag  
Invocation

### **ROLL CALL**

Acknowledgement of Quorum

### **AGENDA APPROVAL/REVIEW**

### **CONSENT AGENDA**

*Routine items are placed on the Consent Agenda to expedite the meeting. If Town Council/Staff wish to discuss any item, the procedure is as follows: (1) Pull the item(s) from the Consent Agenda; (2) Vote on the remaining item(s); and (3) Discuss each pulled item and vote.*

- 1.** The approval of the minutes and ratification and confirmation of all Town Council actions at the June 13, 2022 Town Council Meeting.
- 2.** The approval of the minutes and ratification and confirmation of all Town Council actions at the May 26, 2022 Town Council Workshop Meeting.

### **PUBLIC HEARING**

### **OLD BUSINESS**

- 3.** Discussion: **Provide direction to Town staff regarding Planning Board recommendation to modify parking requirements for townhouse units.**

### **NEW BUSINESS**

4. Consideration and Approval: **Appointment of Mary Arnold to the Parks & Recreation Board**

5. Consideration and Approval: **FGUA Interlocal Agreement**

### **DEPARTMENT REPORTS**

6. Town Hall Report

7. Town Administrator / Finance Manager - Finance and Development Reports

### **COUNCIL MEMBER REPORTS**

8. Mayor Pro-Tem Conroy

9. Councilor Lehning

10. Councilor Gallelli

11. Councilor Klein

12. Mayor MacFarlane

### **PUBLIC COMMENTS**

*Any person wishing to address the Mayor and Town Council and who is not on the agenda is asked to speak their name and address. Three (3) minutes is allocated per speaker.*

### **ADJOURNMENT**

#### **To Comply with Title II of the Americans with Disabilities Act (ADA):**

Qualified individuals may get assistance through the Florida Relay Service by dialing 7-1-1. Florida Relay is a service provided to residents in the State of Florida who are Deaf, Hard of Hearing, Deaf/Blind, or Speech Disabled that connects them to standard (voice) telephone users. They utilize a wide array of technologies, such as Text Telephone (TTYs) and ASCII, Voice Carry-Over (VCO), Speech to Speech (STS), Relay Conference Captioning (RCC), CapTel, Voice, Hearing Carry-Over (HCO), Video Assisted Speech to Speech (VA-STTS) and Enhanced Speech to Speech.

**Howey Town Hall** is inviting you to a scheduled Zoom meeting.

Topic: **Town Council Meeting**

Time: **Jun 27, 2022 06:00 PM Eastern Time** (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/82707691119?pwd=UFhoUTNPTE1rY3lJd2ZlNWnZGZ25nUT09>

Meeting ID: 827 0769 1119

Passcode: 907775

Dial by your location

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Passcode: 907775

Find your local number: <https://us06web.zoom.us/j/kcJctUHuuD>

Please Note: In accordance with F.S. 286.0105: Any person who desires to appeal any decision or recommendation at this meeting will need a record of the proceedings, and that for such purposes may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is based. The Town of Howey-in-the-Hills does not prepare or provide this verbatim record. Note: In accordance with the F.S. 286.26: Persons with disabilities needing assistance to participate in any of these proceedings should contact Town Hall, 101 N. Palm Avenue, Howey-in-the-Hills, FL 34737, (352) 324-2290 at least 48 business hours in advance of the meeting.



## Town Council Meeting

June 13, 2022 at 6:00 PM

Howey-in the-Hills Town Hall  
101 N. Palm Ave.

Howey-in-the-Hills, FL 34737

### MINUTES

Mayor MacFarlane called the Town Council Meeting to order at 6:00 p.m.  
Mayor MacFarlane led the attendees in the Pledge of Allegiance to the Flag.

### ROLL CALL

Acknowledgement of Quorum

### **MEMBERS PRESENT:**

Councilor George Lehning | Councilor Marie V. Gallelli | Councilor Rick Klein | Mayor Pro-Tem Ed Conroy (via Zoom) | Mayor Martha MacFarlane

### **STAFF PRESENT:**

Sean O'Keefe, Town Administrator | John Brock, Town Clerk | John Hamelink, Police Officer | Morgan Cates, Public Works Director | Tom Wilkes, Town Attorney (via Zoom) | Tom Harowski, Town Planner (via Zoom)

### AGENDA APPROVAL/REVIEW

Motion made by Councilor Lehning to approve the meeting's agenda; seconded by Councilor Gallelli. Motion approved unanimously by voice vote.

### **Voting**

**Yea:** Councilor Lehning, Councilor Gallelli, Councilor Klein, Mayor Pro-Tem Conroy, Mayor MacFarlane

**Nay:** None

### CONSENT AGENDA

*Routine items are placed on the Consent Agenda to expedite the meeting. If Town Council/Staff wish to discuss any item, the procedure is as follows: (1) Pull the item(s) from the Consent Agenda; (2) Vote on the remaining item(s); and (3) Discuss each pulled item and vote.*

1. The approval of the minutes and ratification and confirmation of all Town Council actions at the May 23, 2022 Town Council Meeting.
2. Consideration and Approval: **Amended Library Interlocal Agreement**

Motion made by Councilor Lehning to approve all items on the Consent Agenda; seconded by Councilor Gallelli. Motion approved unanimously by voice vote.

**Voting**

**Yea:** Councilor Lehning, Councilor Gallelli, Councilor Klein, Mayor Pro-Tem Conroy, Mayor MacFarlane

**Nay:** None

**PUBLIC HEARING**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

3. Consideration and Approval: **Andrew Hooten - County Library Advisory Board Member - Alternate**

Mayor MacFarlane asked Library Director, Tara Hall, to introduce and explain this topic. Director Hall explained that the County Library Advisory Board is made up of volunteers and that Jaynie Wilkins is the Town's primary representative.

Town Administrator, Sean O'Keefe, explained the responsibilities of the County Library Advisory Board. Mr. O'Keefe explained that the board reviews system-wide Library policies and Library Impact fee application.

Mr. Hooten thanked the Town Council for the opportunity to be considered for the position and that the Town's library was important.

Mayor MacFarlane opened Public Comment for this item only. Seeing as there was no public comment, Mayor MacFarlane closed Public Comment.

Motion made by Councilor Lehning to approve Andrew Hooten to the County Library Advisory Board Member as an Alternate; seconded by Councilor Gallelli. Motion approved unanimously by roll-call vote.

**Voting**

**Yea:** Councilor Lehning, Councilor Gallelli, Councilor Klein, Mayor Pro-Tem Conroy, Mayor MacFarlane

**Nay:** None

4. Consideration and Approval: (First Reading) **Ordinance 2022-013 Daryl Carter Annexation**

Martha MacFarlane, Mayor, read Ordinance 2022-013 by title only:

**AN ORDINANCE OF THE TOWN OF HOWEY-IN-THE-HILLS, FLORIDA, PERTAINING TO TOWN BOUNDARIES; ANNEXING INTO THE TOWN PURSUANT TO (i) CHAPTER 171, FLORIDA STATUTES, AND (ii) THE INTERLOCAL SERVICE BOUNDARY AGREEMENT AMONG THE TOWN, LAKE COUNTY, AND CERTAIN OTHER MUNICIPALITIES, AS AMENDED, FOUR PARCELS OF LAND TOTALING APPROXIMATELY 160 ACRES LOCATED GENERALLY NORTH OF NUMBER TWO ROAD AND EAST OF BLOOMFIELD AVENUE; PROVIDING FOR RECORDING AND FOR NOTICE TO THE BOARD OF COUNTY COMMISSIONERS OF LAKE COUNTY; PROVIDING EFFECTIVE DATES AND A POTENTIAL SUNSET DATE.**

Mayor MacFarlane asked Town Administrator, Sean O’Keefe, to introduce and explain this item. Mr. O’Keefe explained that this Ordinance would annex 161 acres of land west on Number Two Road. This land would not be contiguous with the Town’s current border. Mr. O’Keefe explained that this was allowed. Mr. O’Keefe explained that this was a little different than the normal process, in that the Council was not also considering a Comprehensive Plan change and a Rezoning change concurrently with the annexation. The developers had asked for the annexation to be brought before the Town Council first, with it being contingent on the Comprehensive Plan and Rezoning Ordinance to be passed at a later date.

Tom Wilkes, Town Attorney, added that, because the developer wants to ensure that the number of additional approvals, contingencies have been written into the proposed Ordinance. The contingencies include the Town’s Comprehensive Plan being amended and a PUD zoning on the property. Mr. Wilkes explained that Town added a contingency that the Lake County Board of County Commissioners approve the annexation.

Councilor Lehning asked if there was a time limit for all the additional elements to be completed. Mr. Wilkes explained that the Ordinance currently has a blank for the Sunset date, with the intention that the Town Council and developer should decide what that date should be.

Tim Loucks, 623 Neptune Dr (representing the developer) – Mr. Loucks explained that they were currently under contract for the property.

Mayor MacFarlane opened Public Comment for this item only. Seeing as there was no public comment, Mayor MacFarlane closed Public Comment.

Councilor Gallelli suggested that the Ordinance should have a sunset date of July 1, 2023.

Motion made by Councilor Lehning to approve Ordinance 2022-013; seconded by Councilor Klein. Motion approved unanimously by roll-call vote.

#### **Voting**

**Yea:** Councilor Lehning, Councilor Gallelli, Councilor Klein, Mayor Pro-Tem Conroy, Mayor MacFarlane

**Nay:** None

#### 5. Consideration and Approval: **Resolution 2022-002 FY 2022 Mid-Year Budget Amendment**

Mayor MacFarlane opened the Public Comment for this item only. Seeing as there was no public comment, Mayor MacFarlane closed Public Comment.

Motion made by Councilor Gallelli to approve of Resolution 2022-002; seconded by Councilor Klein. Motion passed unanimously by roll call vote.

#### **Voting**

**Yea:** Councilor Lehning, Councilor Gallelli, Councilor Klein, Mayor Pro-Tem Conroy, Mayor MacFarlane

**Nay:** None

#### 6. Discussion: **Solid Waste Rates**

Mayor MacFarlane introduced and explained this topic. Mayor MacFarlane explained that the Town had put out an RFP for a new contract for Solid Waste service, with GFL/WCA being the most reasonable. Due to the current economic environment, the rates were going to be going up substantially. In an effort to mitigate some of those increases, the Town had dropped bulk pick-up from the contracted services.

Town Administrator, Sean O'Keefe, explained that the Town's cost for the residential service would be increasing from approximately \$15.00 per resident to \$25.00 per resident per month. Currently the Town was charging residents \$23.25 per month. Mr. O'Keefe also explained that there were costs associated with the solid waste services going to a non-ad valorem fee which the County collects. The County keeps 2% of the fee and the residents can get up to a 4% discount for paying early, all of which must be taken into consideration. Mr. O'Keefe explained that, to keep the same dollar margin rate as the Town currently had, the new residential rates would need to be set to \$32.32.

Councilor Klein asked Mr. O'Keefe what his recommendation was. Mr. O'Keefe stated that he recommended somewhere between \$31.00 and \$32.32 (which would retain the current dollar margin as the previous year). Town Clerk, John Brock, added that, if you did change the rate to the recommended \$32.32, annually it would raise each residential household's amount by \$109 a year.

There was a consensus from the Town Councilors that residential rates should be set to \$32.32 a month.

## 7. Consideration and Approval: **LEAD Support**

Mayor MacFarlane asked Town Administrator, Sean O'Keefe, to introduce and explain this topic. Mr. O'Keefe explained that Lake Economic Area Development (LEAD) was an extension of the Lake 100 organization. LEAD would work in tandem with the Lake County Government Department of Economic Development. LEAD would work to attract and retain businesses for Lake County. LEAD was modeled off a similar group in Marion County. LEAD has gotten support from the Lake County Board of County Commissioners in the form of \$150,000 (this fiscal year) and \$500,000 for the upcoming fiscal year. LEAD has asked for municipalities' support in the form of \$1 per resident from each municipality, based on the 2020 census. This would make Howey-in-the-Hills' amount approximately \$1,700.

Mayor MacFarlane asked what the major function of LEAD would be. Mr. O'Keefe stated that the major function of LEAD would be to bring in and retain industry and business in an area; housing would go along with this. Mayor MacFarlane suggested that LEAD might be able to help the Town with creating its Walkable Downtown area.

Councilor Gallelli asked who was in charge of LEAD. Mr. O'Keefe explained that LEAD would be creating a Board, which would be made up of 15 to 19 private business executives from Lake County, 3 hospital executives from Lake County, 1 Lake County Administrator (or designee), 1 City Manager (representing cities of < 10,000), 1 City Manager (representing cities of > 10,000), and 1 League of Cities elected official.

Motion made by Councilor Lehning to participate and support LEAD; seconded by Councilor Gallelli. Motion approved unanimously by roll call vote.

### **Voting**

**Yea:** Councilor Lehning, Councilor Gallelli, Councilor Klein, Mayor Pro-Tem Conroy, Mayor MacFarlane

**Nay:** None

## **DEPARTMENT REPORTS**

### 8. Town Hall

Town Clerk, John Brock, explained that the Building Services Clerk's employment was terminated in May and the Town has transferred most of the permitting duties to Alpha Inspections (the Town's contracted Building Official's company). Town Hall had interviewed several candidates for the Building Services Clerk position and a job offer had been made the week before.

Mr. Brock also explained that Miles Wagler, the Town's Utility Billing Clerk had put in his notice and Town Hall was in the process of interviewing and hiring a new Utility Billing Clerk. Mr. Brock also reminded all the Town Councilors to complete and send in the Florida Ethics Board Form 1 to the Lake

County Supervisor of Elections' office. Mr. Brock also reminded the Town Councilors that, if they had not already taken the state mandated 4-hour Ethics course, he could enroll them in a course that could be taken at their own pace, on-line.

#### 9. Police Department

Officer John Hamelink apologized for Chief Thomas not being able to attend the Town Council meeting, as he was currently teaching a class, and gave the monthly Police Department report. Officer Hamelink explained the Police Department had participated in the "Click it or Ticket" program.

#### 10. Code Enforcement

Officer John Hamelink also gave the Code Enforcement monthly report. Officer Hamelink explained that during the last several months, Code Enforcement Officer, Azure Botts, had participated in MDOT training, Erosion Control training, and Fire Training class.

#### 11. Public Works

Morgan Cates, Public Works Director, gave the monthly Public Works report. Mr. Cates stated that Public Works had finished all the new landscaping at Taylor Memorial Cemetery for the Memorial Day event. Mr. Cates gave an update on the benches and status of maintenance of the cemetery. Mr. Cates explained that the Town Marker project was now complete, and that Public Works would soon landscape around all three markers. Mr. Cates explained that the water and sewer lines had been run to Grove Square. Mr. Cates also explained that the Howey Pier project was postponed to August, due to the Town's contractor having labor issues.

Councilor Gallelli asked if Dale Beasley Construction had fixed a sink hole. Mr. Cates explained that he had spoken with Dale Beasley Construction, and they were still working on various sections of road work around Town.

Mayor Pro-Tem Conroy stated that, when talking about the maintenance of the Sara Maude boardwalk, instead of referring to it as replacing sections of boardwalk, the Town needed to think of it as maintaining and repairing the boardwalk. Mayor Pro-Tem Conroy also stated that he had seen several low hanging trees around the Town and these need to be trimmed and that this activity needed to be budgeted in the next fiscal year. Mayor Pro-Tem Conroy was also concerned about truck or bus turning radii at several of the intersections around Town and he hoped that Mr. Cates would consider that as well.

Councilor Klein asked who was responsible for cleaning streetlights. Mr. Cates stated he wasn't sure and would check into it.

#### 12. Library

Tara Hall, Library Director, stated the Friends of the Library Masquerade Ball was a big success. Director Hall announced that Town resident Jim Steele had just been named the Lake County's Poet Laureate. Director Hall also stated that the 120 laptops that would be given out to Howey homeschool kids had been ordered and were on their way. The library was able to collect 190.7 pounds of food to be donated during the May Food for Fines program.

#### 13. Parks & Recreation Advisory Board / Special Events

None

#### 14. Town Attorney



None

15. Town Administrator / Finance Manager - Finance and Development Reports

Sean O'Keefe, Town Administrator, stated that the Continuing Professional Services RFQ was progressing. Mr. O'Keefe stated that Town Council would have a contract to consider from FGUA. Mr. O'Keefe reminded the Town Councilors that the first budget meeting for the next fiscal year would occur on Wednesday, July 13<sup>th</sup> at 9am.

Mr. O'Keefe also gave an update on the proposed Drake Pointe development. The development had recently been recommended by the Lake County Planning & Zoning Board and would be moving on to the Lake County Board of County Commissioners. Currently the County Planning & Zoning Board had approved the development, with the development providing their own utilities.

Mr. O'Keefe wanted to know how aggressively the Town Council wanted to engage the Drake Pointe Project and to push for the Town being the utility provider for the development and if the Town Council wanted to voice their concerns over the density of the development outside of the Town.

Mayor MacFarlane suggested that Mr. O'Keefe should talk to County Commissioner Parks about this development since it would be so close to his proposed Rural Protection Area.

Mayor MacFarlane said that she would prefer for the Town to not pursue working with the Drake Pointe development and was not in support of further pursuing any engagement with the County or developer in the matter.

Mayor Pro-Tem Conroy stated that, regardless of what anyone wants or thinks, Drake Pointe will have an impact on the Town's community due to their proximity. Mayor Pro-Tem Conroy stated that, due to the proximity, the Town Council had a responsibility to engage and direct the process and felt that the Town Council needed to do all it could to make them good neighbors.

Mr. O'Keefe stated that he believed that, at the very least, he and the Town Attorney, Tom Wilkes, should draft a response to the Lake County Board of County Commissioners in support of the Town's involvement in the Drake Pointe development, either through annexation or provision of utility services.

### **COUNCIL MEMBER REPORTS**

16. Mayor Pro-Tem Conroy

Nothing to report.

17. Councilor Lehning

Councilor Lehning asked how the Town would be educating the public on the upcoming referendum that would include the two Town Charter Amendment. Mayor MacFarlane stated that a small notification would be placed in the Town utility bills, website, and Town electronic sign.

Councilor Lehning also questioned the Thompson Bouis development and if there was anything new about it. Mr. O'Keefe stated that there was no new submission from any developers for that parcel.

Councilor Lehning proposed that the Town have a gathering to promote volunteerism in the Town. Councilor Lehning suggested that many of the Town's boards and committees needed assistance from volunteers. Mayor MacFarlane suggested that a gathering like this would need to offer some food or entertainment to get people to participate.

18. Councilor Gallelli

Nothing to report.

19. Councilor Klein

Councilor Klein asked when the Griffin Park playground borders would be installed. Mr. O’Keefe stated that the borders would be delivered the first week or two of July. Councilor Klein then asked about the exercise equipment at Griffin Park. Mr. O’Keefe stated that the exercise equipment would be delivered with the borders.

20. Mayor MacFarlane

Mayor MacFarlane stated that the Friends of the Library Masquerade Ball was a great success and, in the future, needed to look for more and larger corporate sponsors.

Mayor MacFarlane spoke about Central Park basketball court and requests that had been delivered to her to change it into a pickleball court or make it court that could serve both basketball and pickleball. Mayor MacFarlane stated that the basketball court would need to be redone soon and it needed to be made regulation size. Mayor MacFarlane suggested that the Town should go to Mission Inn and try to arrange for a Town organized league that could play on the Mission Inn pickleball courts.

Mayor MacFarlane asked about the new Financial Position that was recently approved. Mayor MacFarlane also asked about the Well #5 land. Mr. O’Keefe stated that, at the next meeting we would have final information about the acquisition of the land.

Mayor MacFarlane also spoke about promoting the Town referendum votes regarding the two Town Charter Amendments.

**PUBLIC COMMENTS**

*Any person wishing to address the Mayor and Town Council and who is not on the agenda is asked to speak their name and address. Three (3) minutes is allocated per speaker.*

Doug Hower, 444 Bellissimo Place – Mr. Hower stated that \$1 a day for refuse service was very affordable. Mr. Hower warned everyone that thefts of catalectic converters were on the rise.

**ADJOURNMENT**

**There being no further business to discuss, a motion was made by Councilor Gallelli to adjourn the meeting; Councilor Lehning seconded the motion. Motion was approved unanimously by voice vote.**

The Meeting adjourned at 7:57 p.m. | **Attendees: 20**

\_\_\_\_\_  
Mayor Martha MacFarlane

ATTEST:

\_\_\_\_\_  
John Brock, Town Clerk



## Town Council Workshop Meeting

May 26, 2022 at 9:00 AM

Howey-in the-Hills Town Hall  
101 N. Palm Ave.

Howey-in-the-Hills, FL 34737

### MINUTES

Mayor MacFarlane called the Town Council Meeting to order at 9:00 a.m.  
Mayor MacFarlane led the attendees in the Pledge of Allegiance to the Flag.

### ROLL CALL

Acknowledgement of Quorum

### **MEMBERS PRESENT:**

Councilor George Lehning | Councilor Marie V Gallelli | Councilor Rick Klein | Mayor Pro-Tem Ed Conroy | Mayor Martha MacFarlane

### **STAFF PRESENT:**

Sean O'Keefe, Town Administrator | Rick Thomas, Police Chief | Morgan Cates, Public Works Director | Tara Hall, Library Director | Azure Botts, Code Enforcement Officer | Tom Harowski, Town Planner

### OLD BUSINESS

#### 1. Discussion: **Fiscal Year 2022 - Mid-Year Budget Workshop**

Mayor MacFarlane asked Town Administrator, Sean O'Keefe, to introduce and explain this item. Mr. O'Keefe explained that the Council had previously completed a workshop on the mid-year budget review, but there were three items that Mr. O'Keefe felt that he needed to know the Council's will prior to creating the mid-year budget adjustment. The three items were police vehicles (quantity and amount), a new Financial Analyst position, and an Oktoberfest Event (to be organized and planned by the Howey Men's Club.)

Mayor Pro-Tem Conroy stated that before he got into any details on items to be budget, he would like to know the Town's expected and actual revenue as well as the current expected and actual expenditures. Mr. O'Keefe stated that the Town had spent 52% of its budgeted expenditures and as of March the Town had received 95% of the expected ad valorem taxes and 71% of other fees. This amount of revenues was roughly \$200,000 more than the Town had received at the same time last year. In addition to the revenues mentioned, the Town had also received ARPA funds during the last fiscal year and has only spent somewhere between one-half to two-thirds of those funds. Mr. O'Keefe explained that there will be a second tranche of ARPA funds no sooner than 12 months after the first installment.

Mayor MacFarlane explained some of the duties and responsibilities that she wanted the proposed Financial Analyst to be responsible for. Mayor MacFarlane stated that the Financial Analyst should be responsible for balancing Water and Receivables within Utility Billing. Currently those funds do not balance because no one is balancing them.

Police Chief, Rick Thomas, explained that currently it was very hard to find police vehicles. Chief Thomas stated that the Town needed to purchase two new police vehicles. Mr. O'Keefe clarified that impact fees could only be used for expansion, not replacement. Mr. O'Keefe explained that one the new vehicles purchased would be because of a need that arose from hiring a new SRO officer. Mayor MacFarlane summarized that the Town was buying two new cars, one to address the need arising from hiring a new SRO and the other because of the road patrol having to shuffle cars around due to not having enough vehicles. There was a consensus from the Town Councilors that Police Vehicles should be added to a mid-year budget amendment.

Mr. O'Keefe explained that the Financial Analyst position would take some of the responsibilities currently performed by the Town Clerk, the Mayor, the Town Administrator, and Russ the current part-time Finance Clerk. Mayor MacFarlane explained that currently she is one of the number crunchers for the Town. She explained that even if she does run for office again, hopefully the Town will no longer be a strong mayor form of government and she will not be doing this work going forward. Mr. O'Keefe explained that another aspect of this job would be grant compliance and management. Mayor Pro-Tem Conroy stated that he was in favor of adding this position to the Town. There was a consensus from the Town Councilors to add this Financial Analyst to the mid-year budget amendment.

Mr. O'Keefe explained that the last item would be the Oktoberfest event. The budget for this event, that was presented to the Town from the Howey Men's Club, was currently at approximately \$50,000. Mr. O'Keefe explained that there would be a revenue component to this event, admission to the event would be charged that would assist with offsetting the expenses. Mayor Pro-Tem Conroy suggested that the Howey Men's Club should go to developers that operate within the Town and asking them to sponsor the event. Mayor MacFarlane and Mr. O'Keefe suggested giving the event a \$20,000 budget. There was a consensus from the Town Councilors to give the Oktoberfest event a \$20,000 budget in the mid-year budget amendment.

## **NEW BUSINESS**

### **2. Discussion: Strategic Planning**

Mr. O'Keefe introduced and explained this item. Mr. O'Keefe explained that strategic planning will help the Town Council create a vision for how the Town will move forward and give Town employees more direction. Chief Thomas asked what timeline would be used for this strategic plan and stated that the strategic plan that he was creating for the Police Department was a 3-year plan. Mr. O'Keefe stated that for the Town in general and for utilities, 5 to 10 years might be more realistic.

Mr. O'Keefe assigned a Strengths, Weakness, Opportunities, and Threats (SWOT) analysis to the Town Councilors to be submitted to Mr. O'Keefe by June 13<sup>th</sup>. Mr. O'Keefe suggested that the Town Councilors should read the book *Strong Towns* and that there were 10 questions in that book that would help them in creating a mission or vision statement. Mr. Cates and Mr. O'Keefe read the ten *Strong Towns* questions.

## **PUBLIC COMMENTS**

*Any person wishing to address the Mayor and Town Council and who is not on the agenda is asked to speak their name and address. Three (3) minutes is allocated per speaker.*

None

**ADJOURNMENT**

**There being no further business to discuss, Mayor MacFarlane adjourned the meeting.**

The Meeting adjourned at 10:48 a.m. | **Attendees: 12**

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Mayor Martha MacFarlane

ATTEST:

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John Brock, Town Clerk



TMHConsulting@cfl.rr.com  
 97 N. Saint Andrews Dr.  
 Ormond Beach, FL 32174  
 PH: 386.316.8426

## MEMORANDUM

**TO:** Howey-in-the-Hills Town Council  
**CC:** J. Brock, Town Clerk; S. O'Keefe, Town Administrator  
**FROM:** Thomas Harowski, AICP, Planning Consultant  
**SUBJECT:** Townhouse Parking Requirements  
**DATE:** June 10, 2022

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During the review of the Venezia Townhome final subdivision plan, the Town's Planning Board became concerned about the off-street parking requirements for townhouse uses. The Planning Board asked to review the issue in more detail, and at the May 26, 2022, regular meeting, the Board made a recommendation to require townhouse units in individual ownership be required to provide a minimum of two garage vehicle parking spaces for each unit. This recommendation is now being forwarded to the Town Council for its consideration.

Currently the residential parking requirement as listed in Table 8.04.07 is two spaces per unit, not including garages. The requirement for a two-car garage for single-family development is listed under "Other Standards" in the RE Rural Estate, SFR Single Family Residential, MDR-1 Medium Density Residential, and MDR-2 Medium Density Residential. Single-Family dwellings in TC-R Town Center Residential and TC-F Town Center Flex require only a one-car garage. Townhouse regulations under Section 2.03.03 do not include a specific parking standard and thus townhouse units defer to the parking requirements on Table 8.04.07.

In discussion with the Planning Board staff, noted that the primary impact of requiring a minimum two-car garage for attached townhouse units is largely aesthetic as the building frontage becomes dominated by the garage. The garage necessarily takes up most of the building frontage. End units in a block of townhouses could use side entry garages, but interior units have no option but to use a front access. A brief power point presentation showing examples of units with two-car garages was provided so the Planning Board could visualize the impacts. In making their recommendation, the Planning Board believed the appearance aspects of the requirement were outweighed by the need to provide additional off-street parking.

Should the Town Council wish to amend the land development code to include a requirement for a two-car garage for townhouse units, I recommend adding a townhouse parking requirement to Table 8.04.07 specifying a minimum requirement of a two-car garage. By adding the requirement to the parking requirements table, the requirement

would apply to units built under Section 2.03.03 and units included in planned unit developments. The parking requirements table applies to planned unit development projects unless the requirement is specifically superseded by provisions in the approved development agreement. If the Town Council wishes to amend the code for parking, staff can prepare the required ordinance and present the draft ordinance to the Town Council at a future meeting.



TMHConsulting@cfl.rr.com  
 97 N. Saint Andrews Dr.  
 Ormond Beach, FL 32174  
 PH: 386.316.8426

## MEMORANDUM

**TO:** Howey-in-the-Hills Planning Board  
**CC:** J. Brock, Town Clerk  
**FROM:** Thomas Harowski, AICP, Planning Consultant  
**SUBJECT:** Townhouse Parking Requirements  
**DATE:** May 2, 2022

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During the review of the Venezia Townhouse project, the Planning Board suggested that a requirement that townhouse units have two-car garages is a requirement that should be considered. The Town Council approved the request to examine the issue, and this report has been prepared to initiate discussion on the proposed regulation. The current parking requirements for residential units under the current land development regulations are as follows:

- Single-family units in RE Residential Estate, Single Family Residential (SFR), MDR-1 Medium Density Residential and MDR-2 Medium Density Residential are required to include a two-car garage as part of any new dwelling. This requirement is placed in each individual zoning classification in Section E Other Standards.
- Single-family units in Town Center Residential (TC-R) and Town Center Flex (TC-F) require a minimum of a one-car garage. These parking requirements are also placed in Section E Other Standards.
- Parking standards for other residential uses are presented in Table 8.04.07 which require two parking spaces per unit not including garage spaces. (Note: The Venezia Townhouse project met this requirement by having two-spaces in each driveway along with the one-car garage.)
- In Town Center Commercial (TC-C) residential units are allowed only over top of commercial or other non-residential uses. In these cases, parking would be provided at two spaces per unit and would be included in the overall parking requirement for TC-C site.

To date the Town has not considered standard rental apartments which typically use surface parking lots. Some rental apartment projects do provide some garage parking as an added amenity, often for additional rental rates. Under the current land use



regulations, standard rental apartment designs would be permitted within planned development projects and not under standard zoning. To date none of the Village Mixed Use project have proposed rental apartments as a component of the product mix.

During the discussion accompanying the Venezia Townhouse project review, the Board expressed concern that the lack of a two-car garage would limit off-street parking opportunities and force on-street parking. The apparent concern was that on-street parking would interfere with the free flow of traffic and would create aesthetic concerns. In the case of the Venezia Townhouse project, the development review included the provision of supplemental parking in designated on-street locations to serve as added parking options for mail pick up and overflow visitor parking. This technique was also applied to sections of The Reserve where smaller lot unit designs were approved. Provision of added parking options within a subdivision or within a development project is one reasonable tool available to use in addressing overall parking concerns.

Adding a requirement for a two-car garage for townhouse units will have an esthetic impact in that it is very likely to result in a unit design that are dominated by garages on the front façade. If two-story units are proposed, the garage dominant façade might be mitigated by recessing the garage to some degree, but most current development is one-story in deference to Florida's senior housing desire to avoid stairs. We have prepared a brief powerpoint presentation showing a variety of unit designs for townhouses with two-car garages to help visualize the types of units that are likely to result from a two-car garage requirement.

Should the Planning Board desire to recommend the two-car garage requirement to Town Council, staff suggests amending the parking requirement in Table 8.04.07 to read as two-car garage plus driveway parking.

# Howey-in-the-Hills Townhouse Garages Two-Car Examples

# Two Unit Building

2-Car Garage

Entry to Side

Landscape Divider





# Four Unit Building

2-Car Garage

End units Side entry

Interior Units Recessed entry

Landscape Divider





# Four Unit Building

## Side Access to Unit



Four Unit  
Building

Same Building  
Layout

Less  
Landscaping

Recessed entry  
end and middle





# Two Unit Building

Recessed Middle Entry

2-Car Garage

Landscape Area by Entrance

Screen Door







# Sixr Unit Building

1-car Garage

Post Separator

Essentially an  
Alley Access



# Six Unit Building

Alternate View

Entrance  
Adjacent to  
Garage

2 Parking Spaces  
in Drive





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**Date:** June 27, 2022  
**To:** Mayor and Town Council  
**From:** Sean O’Keefe, Town Administrator  
**Re:** **Consideration and Approval:** Mary Arnold Parks & Recreation Board Application

**Objective:**

To fill the open spaces on the Town’s board with suitable volunteers.

**Summary:**

Mary Arnold has applied to fill the fifth of five seats on the Parks & Recreation board. She went through a review process with the Parks and Recreation board at their June meeting and received a board recommendation.

**Recommended Motions:**

*The Town Council has the following options:*

1. The Town Council motions to approve  
OR
2. The Town Council motions to approve with the following conditions  
OR
3. Motion to Deny

**Fiscal Impact:**

There is no fiscal impact.

**Staff Recommendation:**

The Parks and Recreation Board recommends approval.

# **TOWN OF HOWEY-IN-THE-HILLS** **APPLICATION FOR BOARDS/COMMITTEES**

**Please Print Legibly**

Name: Mary E. Arnold Date: 5-16-22  
 Home Mailing Address: 303 Terracotta Ter, Howey in the Hills, FL 34737  
 Home Physical Address: Same  
 Florida Drivers License or ID: \_\_\_\_\_  
 Phone Number: 571-212-4231 E-mail Address: 2 Lovemassage@gmail.com  
 Education: AA Gen Ed, LPN (Ret) MT, Woodbridge BSA Instructor Team  
 Business (Name & Type): Massage Therapy Instructor VA  
 Business Address: \_\_\_\_\_  
 Business Phone: \_\_\_\_\_ Position: \_\_\_\_\_  
 Training or experience related to activities of boards or committees to which appointment is sought:  
None President Black Forest Quilters (1997)  
 Professional Organizations: Nursing (Ret) NCBTMB

Have you served on a Town Board(s)/Committee(s) in the past? \_\_\_\_\_ Yes X No

Name of Boards/Committee(s): \_\_\_\_\_

Dates Served: \_\_\_\_\_

**Please check Board(s)/Committee(s) that interest you.**

<input type="checkbox"/> Cemetery Board	<input type="checkbox"/> **Police Pension Board
<input type="checkbox"/> Historic Preservation Board	<input type="checkbox"/> **Planning & Zoning Board
<input type="checkbox"/> Library Board	<input checked="" type="checkbox"/> Parks & Recreation Board
	<input type="checkbox"/> Other

\*\* Florida Commission on Ethics require board members to complete and submit Form 1, Statement of Financial Interests

*I will attend meetings in accordance with the adopted policies of the Town of Howey-in-the-Hills. If at any time my business or professional interests conflict with the interests of this Board or Committee, I will not participate in such deliberations. References may be secured from the following individuals:*

	Name	Address	Phone Number
1	<u>Sandra Deter</u>	<u>Burke, VA</u>	<u>703-201-4696</u>
2	<u>Dan O'Neill</u>	<u>Chesapeake, VA</u>	<u>757-201-1122</u>
3	<u>Hannah Lane</u>	<u>Leesburg, VA</u>	<u>703-771-4622</u>

Mary E. Arnold  
 Signature of Applicant

In completing this application, you are acknowledging that personal information you provide is subject to Florida's Public Records Policy as stated in Chapter 119, Florida Statutes, and Article I, Section 24 of the State Constitution.

**Additional information may be attached to this form.**

**FOR TOWN HALL USE**

Received by \_\_\_\_\_ Date \_\_\_\_\_  
 Reviewed by Board \_\_\_\_\_  
 Appointed by Town Council \_\_\_\_\_ Date \_\_\_\_\_



**Date:** June 27, 2022

**To:** Mayor and Town Council

**From:** Sean O’Keefe, Town Administrator

**Re:** **Consideration and Approval:** FGUA Interlocal Agreement

**Objective:**

To work with FGUA to perform studies for water and wastewater as to rate studies and feasibility.

**Summary:**

The Town Council supported the engaging of professional consulting services to research any feasible options for the management, improvement, and expansion of utility services within the Town’s service area. FGUA has worked with Town staff to understand the Town’s current situation and potential needs and has created an interlocal agreement to work with the Town to complete these utility studies.

**Recommended Motions:**

*The Town Council has the following options:*

1. The Town Council motions to approve  
OR
2. The Town Council motions to approve with the following conditions  
OR
3. Motion to Deny

**Fiscal Impact:**

There is a direct, one-time cost of \$83,260 to the Town to complete the items within the scope of work. Any additional services provided through this agreement would be considered separately and charged at an hourly rate, as established within this contract.

**Staff Recommendation:**

Approve the execution of the agreement.

Interlocal Agreement  
Between  
The Town of Howey in the Hills (the "Town"), a political subdivision of the State of Florida  
and the  
Florida Governmental Utility Authority (the "FGUA"), a legal entity and public body  
created by interlocal agreement pursuant to Section 163.01(7) Florida Statutes  
for the Town Water and Wastewater Infrastructure Development Strategy

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This interlocal agreement ("Agreement") is made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2022, by and between Howey in the Hills, Florida (the "Town"), a political subdivision of the State of Florida, and the Florida Governmental Utility Authority (the "FGUA" or "Authority"), a legal entity and public body created by interlocal agreement pursuant to Section 163.01(7), Florida Statutes.

**WITNESSETH:**

**WHEREAS**, the Town is facing significant growth within its utility service and planning area which will require expansion of the water and sewer utility infrastructure to accommodate such growth; and

**WHEREAS**, the Town is interested in providing for a well-reasoned water and sewer infrastructure development plan within its service territory to improve the availability and efficiency of utility service to meet growth demand; and

**WHEREAS**, the FGUA is a multi-jurisdictional utility authority dedicated to the improvement of water and sewer utility services in Florida in partnership with other governments; and

**WHEREAS**, the FGUA and its team possess the unique experience and expertise to analyze and develop expansion plans for future utility services in the Town jurisdiction; and

**NOW, THEREFORE**, the parties hereto agree as follows:

**SECTION 1. Incorporation.** The above recitals are true and correct and are hereby incorporated herein by reference.

**SECTION 2. Scope of Services.**

**A. Summary of Services to be Rendered**

The FGUA will perform the "Scope of Services" set forth in Attachment A, which is incorporated herein by reference. As a special purpose government focused solely on the management, operation, maintenance, and improvement of water and wastewater services, the FGUA will utilize the services of various subcontractors under contract with the FGUA who possess the necessary skills and expertise to provide relevant portions of the Scope of Services in a professional and workmanlike manner. These contractors include, but are not



limited to, Kimley-Horn (engineering), Government Services Group, Inc. (management), U.S. Water Services Corporation (operations), and Raftelis (financial).

## **B. Town Responsibilities**

For the FGUA to complete the Scope of Services, the Town agrees to assist the FGUA team in securing all data, plans and related information concerning the projects assigned and reasonably required by the FGUA. This assistance shall include coordination as may be necessary with the various cities and governmental entities in the area.

## **SECTION 3. Compensation.**

### **A. Fees**

The Town shall pay to the FGUA a total of \$83,260 to carry out the feasibility analyses associated with the water and wastewater infrastructure development strategy as outlined in the attached scope of services and detailed costs in attachment B. Additional related services may be provided as requested by the Town either on a negotiated fee basis or at the hourly rates provided in Attachment C.

### **B. Payment**

The FGUA shall invoice the Town for the referenced fee in six (6) equal payments. The first will be thirty (30) days after approval of this interlocal agreement by both parties. The final invoice will be submitted after completion of the scope of service and presentation of the findings to the Town. All invoices shall be paid in accordance with the Florida Prompt Payment Act.

## **SECTION 4. Schedule.**

The Scope of Services will be substantially completed within six (6) months after approval of this interlocal agreement by both parties.

## **SECTION 5. Records.**

### **A. Public Records**

The FGUA and the Town shall comply with public records laws embodied in Chapter 119, Florida Statutes, and specifically shall:

1. Keep and maintain public records required by the Town or the FGUA in order to perform the Scope of Services described herein.
2. Upon request from the other party provide any requested public records or allow the requested records to be inspected or copied within a reasonable time by the other party.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term, and thereafter.

4. Transfer, at no cost, all public records in possession of the other party upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided upon request from the other party, in a format that is compatible with the information technology systems of that party. If the FGUA keeps and maintains public records upon the conclusion of this Agreement, the FGUA shall meet all applicable requirements for retaining public records that would apply to the Town.

5. If either party does not comply with a public record request related to the Scope of Services, that failure shall be treated as breach of this Agreement and the contract provisions shall be enforced accordingly. Additionally, if either party fails to provide records when requested, they may be subject to penalties under Section 119.10, Florida Statutes and reasonable costs of enforcement, including attorney fees.

**IF EITHER PARTY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, AS TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS FOR THE TOWN AT TOWN CLERK 101 N. PALM AVE. HOWEY IN THE HILLS, FL 34737 OR EMAIL AT [JBROCK@HOWEY.ORG](mailto:JBROCK@HOWEY.ORG) , OR FOR THE FGUA AT (407)-629-6900, [lduckworth@govmserv.com](mailto:lduckworth@govmserv.com), 280 Wekiva Springs Road, Suite 2070, Longwood, FL 32779**

## **SECTION 6. Miscellaneous Provisions.**

### **A. Notice/Project Manager**

The project manager for the FGUA will be Stephen M. Spratt, System Manager. The project manager for the Town shall be Sean O' Keefe, Town Administrator. All notices and correspondence shall be addressed as follows:

**Town of Howey in the Hills  
Sean O' Keefe, Town Administrator  
101 N. Palm Ave.  
P.O. Box 128  
Howey In The Hills, FL 34737**

**FGUA  
Stephen M. Spratt, System Manager  
Government Services Group, Inc.  
280 Wekiva Springs Road, Suite 2070  
Longwood, FL 32779**

### **B. Severability**

The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way affect the validity or enforceability of any other portion or provision of the Agreement. Any void provision shall be deemed severed from the Agreement and the



balance of the Agreement shall be construed and enforced as if the Agreement did not contain the particular portion or provision held to be void.

**C. Termination**

This Agreement may be terminated by either party for convenience upon thirty (30) days' prior written notice to the other party. This Agreement may be terminated by either party immediately upon written notice to the other party in the event of the substantial failure of that party to perform in accordance with the terms of this Agreement. Unless the FGUA is in breach of this Agreement, the FGUA shall be paid for services rendered through the date of termination.

**D. Entirety of Agreement**

The Town and the FGUA agree that this Agreement sets forth the entire Agreement between the parties related to the matters contained with the Scope of Services, and that there are no promises or understandings other than those stated herein. This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters, or other communications between the Town and FGUA pertaining to the Scope of Services, whether written or oral. None of the provisions, terms and conditions contained in this Agreement may be added to, modified, superseded, or otherwise altered except by written instrument executed by the parties hereto.

**E. Filing**

This Interlocal Agreement shall be filed with the Clerk of the Circuit Court of Lake County and with the Clerk of the Circuit Court of Leon County.

**IN WITNESS WHEREOF**, the Town and the FGUA have caused this Interlocal Agreement to be duly executed and entered into on the date first above written.

FLORIDA GOVERNMENTAL UTILITY AUTHORITY

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Clerk

Date: \_\_\_\_\_

HOWEY IN THE HILLS, FLORIDA

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Clerk

Date: \_\_\_\_\_

**SCOPE OF SERVICES****TOWN OF HOWEY-IN-THE-HILLS UTILITY SERVICES EXPANSION ANALYSIS**

The Town of Howey-in-the-Hills (the “Town”) is experiencing significant growth within its utility service and planning area which will require expansion of water and sewer utility infrastructure. The Town is interested towards providing a well-reasoned water and sewer infrastructure development plan within its service territory (“Exhibit 1”) to improve the availability and efficiency of utility service to meet the growth demand. The Town currently has a potable water system, but no central sewer system, and relies on septic for wastewater service. This analysis does not include the Mission Inn potable water and/or wastewater system.

**SCOPE OF SERVICES – PROJECT MANAGEMENT**

1. Coordination of Operations Contractor, Engineers, Rate Consultants, and Town Staff. The System Manager will coordinate with the consulting engineers, the operations contractor, and rate consultants to accomplish the following:
  - a. Establish work authorizations with project team members for scope, schedule, and cost.
  - b. Verification of project costs, including capital improvement requirements.
  - c. Verification of asset costs and funding requirements.
  - d. Monitoring of project schedule to ensure timely completion of the work.
  - e. Ensure that the scope of services identified in the interlocal Agreement with the Town is fully completed by the team.
  - f. Assist in identifying financing alternatives, including State and Federal sources.
  - g. Meet with Town Administrator /Financial Manager to review preliminary findings and conclusions.
  - h. Finalize and present report to Town Council.

It is anticipated during this process that the System Manager staff will be required to coordinate information exchange with Town staff and attend Town meetings as necessary to provide periodic progress reports as to the advancement of the work.

**SCOPE OF SERVICES - ENGINEERING**

Specifically, the scope of services that will be provided under this Work Authorization are described below.

- a. Historical data review
- b. Permit compliance review
- c. Capacity evaluations of existing facilities for the following projected criteria:
  1. Infill only
  2. Infill and planned large scale developments
  3. Infill, planned large scale developments, and potential septic to sewer projects
- d. Summary report

The scope of services included in this Work Authorization are more fully described below.

1. Data Collection and Facility Inventory

Kimley-Horn will prepare for and attend one project kick-off meeting with the Town and the FGUA team. Project objectives, schedule, milestones, communication methods, and base information will all be discussed.

Kimley-Horn will work with the FGUA to collect information that will be used in the system evaluation summary report. The data will include the following, as available:

- a. Service area and general location maps for the utility systems
- b. All applicable utility system permits
- c. Monthly Operating Reports for the last 3 years
- d. Prior inspection reports or studies
- e. Proposed Capital Improvement Plans (CIP)
- f. Current and proposed utility system operating budgets
- g. Capacity and growth projection analyses
- h. Developer/large user agreements

Kimley-Horn will make one visit to the Town's potable water facilities to review the condition of and capture photographs of the Town's assets. Assistance from the FGUA team will be required for coordination of the inspections. Kimley-Horn will not observe facilities that are covered, buried, or otherwise not readily visible for observation.

Kimley-Horn will compile and review all permits that the Town's system requires for operation. Permits that may be included are from Lake County, Florida Department of Environmental Protection (FDEP), and Southwest Florida Water Management District (SWFWMD). Kimley-Horn will contact FDEP permitting and compliance staff to obtain additional facility information as required. It is anticipated that the following permits will be reviewed, as available:

- a. FDEP water system operating permit and inspection reports
- b. Current construction permits
- c. SWFWMD Water Use Permit
- d. Well construction as-built record drawings, water quality reports, well draw down data, withdrawal allocation and other related data as required.

## 2. Water Treatment Plant Capacity Analysis

Kimley-Horn will perform a capacity evaluation of the Town's existing potable water treatment plant, including the permitted capacity, actual usage, production wells, ground storage tank, and high service pumps. The capacity evaluation will be used to determine the existing conditions of the water treatment plant and to determine if the Town has capacity to provide water utility service the development known as "The Reserve." Kimley-Horn will summarize the findings from the capacity evaluation.

Hydraulic modeling is not included in this scope and can be provided under a separate work authorization.

## 3. Review of Capital Improvements Plan and Demand Projections

Kimley-Horn will review the current CIP with the FGUA and evaluate whether the CIP appear adequate for future capacity-related improvements. Kimley-Horn will develop a projection of facility growth based upon historic data provided by the Town.

Kimley-Horn will use data provided by the Town, SWFWMD, UF BEBR, and US Census Bureau to prepare utility system demand projections as the basis for future water and wastewater system growth. Kimley-Horn will also meet with Town staff to discuss additional large-scale developments and specific projects that should be included in the analysis. System demands will be calculated for the present year, 5, 10, and 20-year projections.

### A. Utility System Expansion Evaluation

Kimley-Horn will explore potential options for expansion areas so that the existing customer base can be increased. Expansion areas will consist of developments within the utility service and planning area. Kimley-Horn will identify the infrastructure expansion needs and costs to serve the utility service and planning area.

## B. Engineering Report

Kimley-Horn will not perform financial planning or a revenue sufficiency analysis under this scope.

Kimley-Horn will prepare a draft feasibility study document. The draft feasibility study will be submitted for staff review and comment. Up to three hard copies of the feasibility study will be provided along with one electronic PDF copy. Kimley-Horn will revise the draft feasibility study time to incorporate staff comments. Kimley-Horn will provide up to three hard copies and one electronic PDF copy of the final Utility Master Plan.

## 4. PROJECT SCHEDULE:

The deliverables associated with the tasks above will be delivered within the durations shown below: Final Engineering Report 180 days after Notice to Proceed

## SCOPE OF SERVICES -FINANCIAL

### Summary of Services to be Rendered

The primary responsibilities of Raftelis Financial Consultants, Inc. (“Raftelis”) would be to assist in an analysis to verify the reasonableness of capital improvement project cost estimates provided by consulting engineers, survey similar system ranges of capacity fees and with alternative infrastructure approaches proposed, assist in determining additional potential capital funding approaches to finance the expanded water and wastewater utilities under the Town’s ownership. The primary responsibilities of the consulting engineer, Kimley Horn, will be to collect baseline data of current water and sewer capacities, forecast growth in new demand and provide recommended alternative infrastructure investment strategies to meet projected demand.

### Scope of Services

1. Data Collection – Financial – Raftelis will develop an information request to compile and collect customer statistical, operational, financial, and capital and planning documentation, and schedule a field visit such that sufficient information can be compiled and reviewed with the Town in order to perform the study. Information to be obtained will include among others, recent historical and detailed year-to-date customer billing statistics, annual financial reports and other financial information, operating budgets, agreements for wholesale service, if any, current fixed asset data, capital improvement plans of the utility systems, utility operating and consumptive use permits, new development proposals in need of utility services and with available land use and zoning overlays, assist engineers in forecasting service demands, cost information related to performing the various miscellaneous services, and other related information. Raftelis will attend a kick-off or project initiation meeting with the Town staff to clarify and confirm utility objectives and potential issues, capital expansion needs, and service territory capacity requirements. The meeting will occur subsequent to the issuance of an initial data request for information to be submitted to the Town.
2. Water System Financial Forecast – Raftelis will prepare a preliminary ten-year financial desktop forecast of the System (base case analysis) to identify or estimate the ability of the System revenues to identify the estimated net revenues available to provide funding for the capital improvement plan as identified by the Kimley-Horn & Associates, Inc. (the consulting engineers for the FGUA – “Kimley Horn”). This analysis will be considered as a high-level evaluation to identify a preliminary utility service plan and should not be considered as a detailed rate or cost of service study. Working with the FGUA evaluation team, activities will include:

- a. Develop customer and sales (water use) projections based on anticipated development in the joint planning area.
  - b. Development of operating expense projections based on existing Town Utility operations and estimates to serve new development / service areas as identified by Kimley-Horn.
  - c. Development of capital improvement plan (CIP) funding analysis that will also include a cash flow analysis / forecast by primary fund as established by the Town.
  - d. Evaluate fiscal position of the System based on the assumptions and results of the financial forecast.
  - e. As a component of the fiscal position evaluation, develop a preliminary bond compliance analysis of the ability of the Net Revenues / Pledged Revenues to meet anticipated / general industry rate covenant requirements and the flow of fund requirements, as provided by the FGUA Municipal Financial Advisor.
  - f. Identify rate revenue percent adjustments to meet the projected revenue requirements.
3. Capital Plan (CIP) Review Services – as part of the evaluation of the CIP, Raftelis will perform a review of the proposed utility capital improvement system expansion alternatives developed by Kimley-Horn and the performance of a funding analysis to identify available sources of funds for financing of the capital improvement program. It is assumed that no more than three (3) capital funding scenarios will be developed. Review the CIP program proposed by the Engineer for evaluation of funding through potential development impact or capacity fees. Determine the approximate difference between fees that may be realized, and the capital expenditure needs for estimating funding through other sources.

Raftelis will evaluate existing facility costs and incremental capital costs to provide utility service to the existing customer base and the customer connections associated with the expansion of the utility service area as developed by the Kimley Horn and incorporate the CIP into the capital funding analysis.

4. Water System Revenue Sufficiency Analysis – based on the results of the preliminary financial analysis, the customer accounts and demands and the corresponding CIP needs to meet such service area demands as identified by Kimley-Horn, Raftelis shall prepare a summary of the total estimated net revenue requirements of the water utility system for expansions and the accompanying rate impact requirement for at least a 10-year planning horizon.
5. Preliminary Impact Fee Identification – Raftelis will prepare an order of magnitude assessment of potential changes to the Town's existing water service impact fees based on the engineering cost estimates provided by Kimley-Horn for the water-related capital expenditures to serve new growth, recognizing given assumed levels of developer contributions and external funding.

Raftelis shall prepare a theoretical impact fee requirement for the proposed wastewater treatment and disposal system alternatives based on the engineering cost estimates provided by Kimley-Horn for the wastewater-related capital expenditures to serve new growth, recognizing given assumed levels of developer contributions and external funding.

6. Rate Impact and Fee Comparisons – Raftelis will prepare a preliminary rate comparison with other neighboring and similar utilities and customer impact analysis for the typical residential customer to present additional information to the Town of the estimated impacts on the CIP expansion plan. Raftelis will prepare a comparison of similar expansion, impact / capacity fees charged by other neighboring or other public utilities with the preliminary or theoretical impact fees developed in support of the capital financing plan.
7. Presentation Assistance – Raftelis will assist the FGUA in the development of a power point document for presentation of the financial element of the project to the Town and will attend a public meeting with the Town Council to assist in the presentation of the findings.

8. Meetings – During the course of this phase of the project, Raftelis has recognized the attendance of several meetings / teleconference sessions with the FGUA evaluation team to review information, evaluate results, and present findings. For the purposes of this scope of services, Raftelis has assumed the attendance of: i) one (1) on-site meeting to kick-off or initiate the project and to review data and discuss issues and management operations contracts; and ii) one (1) on-site meeting to assist in the presentation of the acquisition findings to the Town Council. The scope recognizes the attendance of four (4) off-site virtual meetings to review assumptions, preliminary forecast results and documents with the FGUA / Town evaluation team during the development of our financial evaluations. The following is a summary of the on-site and off-site meetings recognized in the scope of services:

	<u>No. of Meetings</u>
Review Compiled Information / Kick-Off (On-site Meeting)	1
Attend Town Presentation of Findings (On-site Meeting)	<u>1</u>
Total Number of Meetings Recognized	<u>2</u>
On-Going Project Meetings (Virtual Off-site Meetings)	<u>4</u>

For the purposes of determining the contract budget: i) an allowance of six (6) hours per on-site meeting, which would include preparation, travel, and attendance; and ii) an allowance of two (2) hours per off-site telecommunication meeting for the identified Raftelis project team members have been recognized.

#### **Additional Services offered which may be Negotiated with Regards to Scope and Fee**

This engagement is intended to assist the Town / FGUA evaluation team in the development of a utility development strategy for the System. During the course of the engagement and based on the proceedings of the acquisition process, Raftelis may be requested to expand the services being requested or perform additional services on behalf of the Town. Examples of such additional services shall include, but not be limited to, the following:

1. Develop the estimated amount of operating expenses required to be funded from water and wastewater rates and charges for the expanded system.
2. Development of a detailed billing frequency analysis and corresponding Rate Revenue Projections from Existing Rates, including a detailed rate revenue reconciliation analysis
3. Preparation of a detailed utility rate study or rate re-structuring evaluation.
4. Prepare a detailed evaluation of the impact fees based on the LOS standards and facilities use projections, Raftelis may develop recommended capacity expansion fees for the water and sewer service that meet the Florida “Dual Rational Nexus Test” whereby there will be a reasonable connection, or rational nexus, between the need for additional or constructed capital facilities and the growth in utility system demands required by such growth.
5. Assistance to the town and the FGUA in preparing any operations, development agreement, capacity entitlement or futures, or any other agreement with the System as required.
6. Attendance of meetings in addition to what is contemplated in the scope of services as delineated above.

7. Providing testimony or serving as an expert witness with respect to the services provided in this scope of serv
8. Providing additional or ongoing financial due diligence activities after substantial completion of the financial evaluation in response to changes in the service area evaluation or due to delays beyond the anticipated completion date of the project that are not due to Raftelis.
9. Preparing a bond feasibility disclosure report or assisting in the development of an application for a loan agreement to secure financing to finance the capital improvement plan developed in support of the utility expansion program and/or for the development of the wastewater service extension program.

Item 5.

## Project Cost

The fee for services shall be predicated on the direct labor rates as shown below by employee title and be charged to the project on a not-to-exceed the contractual fee contained in an executed work authorization as agreed between the FGUA, the Town, and Raftelis. In addition to the direct labor costs, all other direct expenses incurred in association with the engagement (e.g., delivery charges, telephone, etc.) will be invoiced at the standard cost rates or actual cost incurred by Raftelis as also summarized on the below attachment and shall be included as part of the contractual fee.

The initial project cost for the scope of services described in Attachment A, absent the performance of any requested additional services, will not exceed \$28,850. For all work performed, Raftelis will bill on a time and material basis consistent with standard hourly rates listed table below.

Raftelis will render invoices on a monthly basis for the services provided predicated on the sum of i) the direct labor cost of the personnel assigned to the engagement based on the Direct Hourly Billing Rates; ii) the actual cost of other direct expenses incurred during the engagement; and iii) the actual cost of any sub consulting services required to complete the project, as adjusted for administrative costs as delineated on Attachment C.



**ATTACHMENT B**

Item 5.

**Composition of Fee Detail**

**TOWN OF HOWEY-IN-THE-HILLS UTILITY SERVICES EXPANSION ANALYSIS**

Engineering Utility Services Expansion Analysis (K-H)	\$52,625*
Financial Analysis Services (Raftelis)	\$26,670**
FGUA Administrative Cost	<u>\$ 3,986*</u>
Total	\$83,260

\*Fixed fee

\*\*Time and Materials Not to Exceed

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**TOWN OF HOWEY-IN-THE-HILLS UTILITY SERVICES EXPANSION ANALYSIS****DIRECT LABOR HOURLY RATES**

<u>Project Team Firm and Title</u>	<u>Direct Labor Hourly Rates*</u>
<b>Government Services Group, Inc.</b>	
Project/Operations Coordinator	\$96.00
Regional Manager	\$185.00
Accountant	\$128.00
Senior Inspector	\$120.00
Inspector	\$81.00
Engineer Support	\$153.00
Admin Assistant/Account Clerk	\$74.00
Community Service Representative	\$111.00
Board Clerk	\$105.00
Senior Management	\$258.00
System Manager/Asst Sys Manager	\$308.00
<b>Legal Services- Nabors, Giblin, Nickerson</b>	
Partners	\$275.00
Associates	\$250.00
<b>Raftelis Financial Consultants, Inc.</b>	
Executive Vice President	\$217.00
Vice President/Senior Manager	\$177.00
Managing Consultant	\$160.00
Supervising Consultant	\$145.00
Senior Consultant	\$130.00
Rate Consultant	\$120.00
Consultant	\$109.00
Senior Rate Analyst	\$98.00
Rate Analyst	\$88.00
Analyst	\$78.00
Assistant Analyst	\$68.00
Administrative	\$62.00
<b>US Water Services, Inc.</b>	
Principal	\$220.07
Sr. Project Manager	\$194.56
Project Manager	\$142.00

[\*] Direct labor hourly rates effective twelve months after the date of execution of the Agreement; rates will be adjusted by not more than the net percentage change (but not less than 0%) in the Consumer Price Index - Urban Consumers per annum (rounded to the nearest dollar) or as mutually agreed between parties for invoices rendered after each anniversary date of each year thereafter until project completion or termination of the Agreement between the parties.

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## STANDARD COST RATES

Item 5.

Expense Description	Standard Cost Rates [1]
Mileage Allowance	IRS Standard Mileage Rate
Reproduction (Black and White) (In- House)	\$0.05 per Page
Reproduction (Color) (In- House)	\$0.25 per Page Actual Cost
Reproduction (Contracted)	Page
Telephone Charges Delivery Charges	Actual Cost
Lodging/Other Travel Costs	Per State Statute
Meals	Not-to-Exceed per FGUA Employee: \$8.00 Breakfast \$12.00 Lunch \$25.00 Dinner
Subconsultant Services	Actual Cost plus 5%

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# **Florida Governmental Utility Authority and the Town of Howey-in-the Hills**

**Town Water and Wastewater Infrastructure  
Development Strategy  
June 27, 2022**

# The Governmental Utility Authority (GUA) Concept

- **Separate utility authorities are authorized under Section 163.01(7)(g)1, Florida Statutes**
- **The GUA is an innovative home rule mechanism**
- **GUA's are governed by a locally-appointed Board**
- **Participating local governments have control over the GUA but do not incur any liability for debt or operations**
- **The GUA is a multi-jurisdictional entity for utility ownership, operation and management**

# Florida GUA Principal Powers

- **Acquire, construct, own, operate, manage, improve and expand public facilities**
- **Provide for mandatory connections**
- **Levy rates, fees and charges**
- **Acquire land and rights and interests for utility**
- **Apply for, receive, and accept State, Federal Grants**
- **Issue bonds and other indebtedness**
- **Impose, collect and enforce special assessments**

# Principal Requirements to Form and Modify GUA

- **Two or more government entities**
- **Interlocal agreement**
- **Consent of “host” governments to acquire**
- **Appointment of Board Member (non-elected)**



# FGUA and Town of Howey-in-the-Hills Interlocal Agreement

- **Legal document for the Town of Howey-in-the-Hills to access FGUA's resources such as engineering, operations and financial consultants.**
- **The Town is experiencing significant growth within its utility and planning service area.**
- **The Town is interested developing a well reasoned water and sewer infrastructure development plan.**
- **The Town is not evaluating the CDD service area.**
- **The Town requested FGUA and its team to utilize its unique experience and expertise to analyze and develop expansion plans for future utility service.**

# Project Management Services

- **Coordination of Operations Contractor, Engineers, Rate Consultants, and Town Staff.**
- **Establish work authorizations with project team members for scope, schedule, and cost.**
- **Verification of project costs, including capital improvement requirements.**
- **Monitoring of project schedule to ensure timely completion of the work.**

# Project Management Services (cont.)

- **Monitoring of project schedule to ensure timely completion of the work.**
- **Ensure that the scope of services identified in the interlocal Agreement with the Town is fully completed by the team.**
- **Meet with Town Administrator /Financial Manager to review preliminary findings and conclusions.**
- **Finalize and present report to Town Council.**

# Engineering Services

- **Capacity evaluations of existing facilities for the following projected criteria:**
  1. **Infill only**
  2. **Infill and planned large scale developments**
  3. **Infill, planned large scale developments, and potential septic to sewer projects**
- **Data Collection such as system permits, MORs review, CIP, Budgets capacity and growth projection, developer user agreements.**

# Engineering Services (cont.)

- **Water Plant Capacity Analysis.**
- **Review of Capital Improvements Plan (CIP) and Demand Projections.**
- **Utility System Expansion Evaluation.**
- **Engineering Report.**

# Financial Services

- **Water System Financial Forecast estimate the ability of the System revenues to identify the estimated net revenues available to provide funding for the proposed capital improvement plan.**
- **Review of the proposed utility capital improvement system expansion alternatives analysis to identify available sources of funds for financing of the capital improvement program.**
- **Prepare a summary of the total estimated net revenue requirements of the water utility system**

# Financial Services (cont.)

- **Prepare an order of magnitude assessment of potential changes to the Town's existing water service impact fees based on the engineering cost estimates.**
- **Prepare a theoretical impact fee requirement for the proposed wastewater treatment and disposal system alternatives.**
- **Prepare a preliminary rate comparison with other neighboring and similar utilities and customer impact analysis.**



# Questions/Discussion