



## **Town Council Meeting**

**April 28, 2025 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/83380009800?pwd=4msg49F9vIGtJ8BFbS5UqT1VpOUFNg.1>  
**Meeting ID:** 833 8000 9800 | **Passcode:** 489941

### **AGENDA**

Call the Town Council Meeting to order  
Pledge of Allegiance to the Flag  
Invocation by Councilor Reneé Lannamañ

### **ROLL CALL**

Acknowledgement of Quorum Present and Proper Notice Given

### **WELCOME AND INTRODUCTION OF GUESTS**

### **AGENDA APPROVAL/REVIEW**

### **PUBLIC QUESTION & COMMENT**

*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. The general Public Question & Comment period will be limited to a maximum of thirty (30) minutes unless extended by the Presiding Officer.*

### **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 April 14, 2025, Town Council Meeting.
- 2.** Consideration and Approval: **Lake County LAB Representatives**
- 3.** Consideration and Approval: **SRO Summer Contract**
- 4.** Consideration and Approval: **Selection of Police Pension Board Member**
- 5.** Consideration and Approval: **Selection of Planning and Zoning Board Member**

### **PUBLIC HEARING**

### **OLD BUSINESS**

## **NEW BUSINESS**

- 6.** Consideration and Approval: **Town Auditor RFP 2025-001**
- 7.** Consideration and Approval: **RFP/RFQ Cycle for Consultants**
- 8.** Discussion: **Amending the Purchasing Policy**

## **DEPARTMENT REPORTS**

- 9.** Town Manager

## **COUNCIL MEMBER COMMENT**

- 10.** Mayor Pro Tem Everline
- 11.** Councilor Arnold
- 12.** Councilor Miles
- 13.** Councilor Lannamañ
- 14.** Mayor Wells

## **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: **Apr 28, 2025 06:00 PM Eastern Time (US and Canada)**

Join Zoom Meeting

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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

April 14, 2025 at 6:00 PM

Howey-in the-Hills Town Hall

101 N. Palm Ave.,

Howey-in-the-Hills, FL 34737

### MINUTES

Mayor Wells called the Town Council Special Meeting to order at 6:02 p.m.  
Mayor Wells led the attendees in the Pledge of Allegiance to the Flag.  
Councilor Reneé Lannamañ delivered an invocation.

### ROLL CALL

Acknowledgement of Quorum Present and Proper Notice Given

### **MEMBERS PRESENT:**

Mayor Pro Tem Tim Everline (via Zoom) | Councilor Jon Arnold | Councilor Reneé Lannamañ | Councilor David Miles | Mayor Graham Wells

### **STAFF PRESENT:**

Sean O'Keefe, Town Manager | Tom Wilkes, Town Attorney | April Fisher, Town Planner | Public Works Director, Morgan Cates | Victoria Roszkiewicz, Executive Assistant to the Town Manager

**Motion made by Councilor Lannamañ to allow Mayor Pro Tem Everline to participate and vote remotely via Zoom; seconded by Councilor Miles. Motion approved unanimously by voice vote.**

### **Voting**

**Yea:** Councilor Arnold, Councilor Lannamañ, Councilor Miles, Mayor Wells

**Nay:** None

### WELCOME AND INTRODUCTION OF GUESTS

1. Introduction and Presentation: **Lake County Fire Rescue, Chief Michael Vitta - Monthly Fire Rescue Report**

Lake County Public Safety Director, David Kilbury and Division Chief Fire Marshal, Michael Vitta were introduced to the Town Council during the meeting. Director Kilbury shared that, although he has served in his role for nearly two years, this was his first formal introduction to the Council. He explained that Lake County Fire Rescue now provides monthly analytics on calls for service in and around Howey-in-the-Hills, ranging from minor service calls to full structure fires. The data includes GPS mapping of incidents, and the department serves six municipalities in total, with Howey-in-the-Hills being a vital customer.

Director Kilbury emphasized the department's commitment to strong partnerships, noting that each municipality has a designated senior staff member serving as a quasi-fire chief for strategic planning and liaison purposes. For Howey-in-the-Hills, that person is Division Chief Mike Vitta. Chief Vitta expressed appreciation for the collaborative relationship with the Town and reiterated his availability to assist with community events and emergency preparedness.

During the presentation, Councilor David Miles asked about the breakdown of medical versus fire calls. Director Kilbury noted that 80–90% of calls are medical in nature, which is typical for modern fire departments. He further explained that all personnel are required to be certified at the Basic Life Support (EMT) level and must become Advanced Life Support (paramedic) certified within three years of hire. Director Kilbury described Lake County's innovative efforts to address staffing and training shortages, including launching the first county-run paramedic academy in Florida.

Director Kilbury also provided a personal biography detailing his 41-year career in fire service, including roles in Cape Coral, Clermont, Kissimmee, and Orange County before assuming his current role. Chief Vitta followed with his own background, sharing his early career in Parkland and Greenacres, his time as a state fire marshal arson investigator, and his current role as Lake County's Fire Marshal, a position he has held since 2014.

The presentation concluded with expressions of gratitude from both Town officials and the visiting fire officials, with mutual appreciation for ongoing collaboration, particularly in supporting community events like Founder's Day.

### **AGENDA APPROVAL/REVIEW**

**Motion made by Councilor Lannamañ to approve the meeting's agenda; seconded by Councilor Miles. Motion approved unanimously by voice vote.**

#### **Voting**

**Yea:** Mayor Pro Tem Everline, Councilor Arnold, Councilor Lannamañ, Councilor Miles, Mayor Wells

**Nay:** None

### **PUBLIC QUESTION & COMMENT**

*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. The general Public Question & Comment period will be limited to a maximum of thirty (30) minutes unless extended by the Presiding Officer.*

**Banks Helfrich, 9100 Sam's Lake Rd., Clermont FL** – Mr. Helfrich spoke on the theme of taxes.

### **CONSENT AGENDA**

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Councilor Miles asked to pull agenda items #4 and #5.

2. The approval of the minutes and ratification and confirmation of all Town Council actions at the April 1, 2025, Town Council Special Meeting.
3. The approval of the minutes and ratification and confirmation of all Town Council actions at the April 3, 2025, Town Council Workshop.
4. Consideration and Approval: **Selection of Library Board Members**

Councilor Miles pulled the item to address potential conflicts created when relatives of Town employees or elected officials serve on advisory boards. With three vacancies and only three applicants—incumbents Jim Steele, Tahsia O’Keefe (spouse of the Town Manager), and Beth Flack—Councilor Miles moved to re-appoint all three but to limit Mrs. O’Keefe’s term to a temporary appointment ending September 30, 2025, while the Town solicits an unrelated replacement. Staff reiterated its longstanding preference to avoid appointing relatives yet acknowledged the chronic shortage of volunteers. Mayor Wells noted that no ordinance currently bars such appointments, and he highlighted Mrs. O’Keefe’s positive service record. Mayor Pro Tem Everline and Councilor Lannamañ echoed the concern about appearances of conflict.

Mayor Wells opened Public Comment for this item only.

**Marie Gallelli, 1104 N. Tangerine Ave.** – Resident Marie Gallelli agreed with Councilor Miles that the Council should separate staff from families serving on boards and urged proactive recruitment to eliminate family ties on boards.

Mayor Wells closed Public Comment for this item only.

Councilor Lannamañ stated that she would second Councilor Miles’ motion if he changed the end date of Mrs. O’Keefe’s term to October 31, 2025.

**Motion made by Councilor Miles to re-appoint Jim Steele, Tahsia O’Keefe, and Beth Flack to the Library Board and re-appoint Tina St. Clair to the Planning and Zoning Board, while reducing Tahsia O’Keefe’s term on the Library Board to end on October 31, 2025; seconded by Councilor Lannamañ. Motion failed by a 2-3 roll call vote.**

**Voting**

**Yea:** Councilor Lannamañ, Councilor Miles

**Nay:** Mayor Pro Tem Everline, Councilor Arnold, Mayor Wells

**Motion made by Councilor Lannamañ to reappoint Jim Steele, Tahsia O’Keefe, and Beth Flack to standard 2-year terms on the Library Board; seconded by Mayor Pro Tem Everline. Motion approved 3-2 on a roll call vote.**

**Voting**

**Yea:** Councilor Arnold, Councilor Lannamañ, Mayor Wells

**Nay:** Mayor Pro Tem Everline, Councilor Miles

5. Consideration and Approval: **Selection of Planning and Zoning Board Member**

**Motion made by Councilor Miles to re-appoint Tina St. Clair to the Planning and Zoning Board; seconded by Councilor Lannamañ. Motion approved unanimously by voice vote.**

**Voting**

**Yea:** Mayor Pro Tem Everline, Councilor Arnold, Councilor Lannamañ, Councilor Miles, Mayor Wells

**Nay:** None

6. Consideration and Approval: **Planning and Zoning Chair & Vice-Chair Approval**

**Motion made by Councilor Lannamañ ratify the Planning and Zoning Board’s selection of Tina St. Clair as Chair and Frances Wagler as Vice Chair of the Planning and Zoning Board; seconded by Mayor Pro Tem Everline. Motion approved unanimously by voice vote.**

**Voting****Yea:** Mayor Pro Tem Everline, Councilor Arnold, Councilor Lannamañ, Councilor Miles, Mayor Wells**Nay:** None**7. Consideration and Approval: Whispering Heights Utility Agreement**

**After asking to pull Agenda Items #4 and #5 from the Consent Agenda for discussion, Councilor Miles made a motion to approve all other items on the Consent Agenda; seconded by Councilor Lannamañ. Motion approved by voice vote.**

**Voting****Yea:** Councilor Arnold, Councilor Lannamañ, Councilor Miles, Mayor Wells**Nay:** Mayor Pro Tem Everline

After discussion was had on Agenda Items #4 and #5, and a vote had also been taken to approve Agenda Item #6 separately, the Town Council was confused and another motion to approve the Consent Agenda was asked for and given.

**Motion made by Councilor Miles to approve Consent Agenda items #2, #3, & #7; seconded by Councilor Lannamañ. Motion approved unanimously by voice vote.**

**Voting****Yea:** Mayor Pro Tem Everline, Councilor Arnold, Councilor Lannamañ, Councilor Miles, Mayor Wells**Nay:** None**PUBLIC HEARING**

Mayor Wells suspended the Town Council meeting at 6:42 pm.

Mayor Wells convened the Board of Adjustment at 6:42 pm. to hear two variance public hearings.

**8. Consideration and Approval: 1009 N Hamlin Ave Variance Application**

Town Planner, April Fisher, presented two related variance requests for the property at 1009 North Hamlin Avenue, which consists of two platted lots: Lot 1 (containing an existing home) and Lot 2 (previously used as the backyard). The current property owner seeks to separate the lots for independent use and sale. However, the home on Lot 1 encroaches into the required rear setback, and future right-of-way dedication needed by the Town from Lot 2 reduces its size below the minimum 15,000 square feet required by zoning.

Town Planner Fisher explained that, due to these unique conditions—not caused by the owner—staff initiated the variance applications to bring both lots into legal compliance. One variance (Item 8) requested relief from the minimum lot size and rear setback requirements for Lot 1. The other (Item 9) requested relief from the minimum lot size requirement for Lot 2. Mrs. Fisher confirmed the Planning & Zoning Board recommended approval of both variances, noting that its Chair recused herself due to involvement in the property's prior sale.

Councilor Miles moved approval of both items, citing the Town's role in creating the issue due to planned infrastructure improvements along North Citrus Avenue. Clarifying a point of confusion, the Town Manager stated that, while the variances relate to the upcoming right-of-way project, no land purchase is involved in these agenda items—property acquisition is addressed separately under Agenda Item #11. Mayor Pro Tem Everline expressed concern about the broader context of property purchases, in that there was monetary involvement, and voted against both variances on those grounds.

**Motion made by Councilor Miles to approve the 1009 N Hamlin Ave. Variance; seconded by Councilor Lannamañ. Motion approved by roll call vote.**

**Voting**

**Yea:** Councilor Arnold, Councilor Lannamañ, Councilor Miles, Mayor Wells

**Nay:** Mayor Pro Tem Everline

9. Consideration and Approval: **Parcel Identified by Alt Key #1256348 Variance Application**

**Motion made by Councilor Miles to approve the Variance Application for the Parcel Identified by Alt Key #1256348; seconded by Councilor Lannamañ. Motion approved by roll call vote.**

**Voting**

**Yea:** Councilor Arnold, Councilor Lannamañ, Councilor Miles, Mayor Wells

**Nay:** Mayor Pro Tem Everline

**Motion made by Councilor Lannamañ to adjourn the Board of Adjustment Meeting; Seconded by Councilor Miles. Motion approved unanimously by voice vote.**

**Voting**

**Yea:** Mayor Pro Tem Everline, Councilor Arnold, Councilor Lannamañ, Councilor Miles, Mayor Wells

**Nay:** None

Mayor Wells reconvened the Town Council Meeting at 6:54 pm.

**OLD BUSINESS**

None

**NEW BUSINESS**

10. Consideration and Approval: **Law Enforcement Month Proclamation - May 2025**

Mayor Wells asked the Town Manager to read out loud Proclamation 2025-001 – Law Enforcement Month (May 2025).

**Motion made by Councilor Lannamañ to approve the Proclamation; seconded by Councilor Arnold. Motion approved unanimously by voice vote.**

**Voting**

**Yea:** Mayor Pro Tem Everline, Councilor Arnold, Councilor Lannamañ, Councilor Miles, Mayor Wells

**Nay:** None

Mayor Wells thank the Police Chief and all of his Officers for their service to the Town.

11. Consideration and Approval: **Citrus Avenue Right-of-Way Agreements**

Town Manager, Sean O’Keefe, introduced and explained this agenda item, seeking Council’s approval of three negotiated right-of-way agreements related to the planned realignment and safety improvements for North Citrus Avenue. The agreements, reached with property owners Edward Lynch & Elizabeth Antonio, Robert Walenga, and George Lehning, allow the Town to acquire approximately 2,700 square feet of land to bring the road fully within the public right-of-way and to allow space for future infrastructure such as water lines and sidewalks. In return, the Town will compensate the property

owners a total of \$9,747, based on a calculated rate of \$3.63 per square foot using local undeveloped land sale values.

Mayor Pro Tem Everline raised questions about the terms, clarifying that one property owner—the Lynches—would also receive compensation in addition to benefiting from a variance approved earlier in the meeting. Town Manager O’Keefe confirmed that the variance and payment served distinct purposes and that securing a full 60-foot right-of-way is essential for infrastructure and safety improvements.

Mayor Wells opened Public Comment for this item only.

**George Lehning, 1004 Citrus Ave.** – Resident George Lehning, one of the affected property owners, shared a detailed account of longstanding concerns regarding the misalignment of the roadway. Mr. Lehning explained that, after purchasing his property in 2008, he discovered that a portion of Citrus Avenue pavement extended into his deeded property—something confirmed through Lake County plat and tax records. He recalled previously raising this issue with the Town Council years ago, with no corrective action taken at the time. While expressing appreciation that the Town was finally addressing the issue, he voiced frustration at the small compensation being offered for land the Town had long used, stating that it felt unfair to characterize the transaction as a mere right-of-way dedication. Nevertheless, Mr. Lehning affirmed his support for the Town and agreed to the terms in the interest of moving forward.

Mr. O’Keefe clarified that, in Mr. Lehning’s specific case, the property line extended across the existing pavement to the opposite side of the road, reinforcing the need for a realignment. Councilor Miles emphasized the safety concerns at the intersection, recalling a near-miss experience shortly after moving to the neighborhood. He noted that the project would not only resolve legal property conflicts but also improve visibility and public safety in an area with a history of poor sightlines and high speeds.

**Edward Lynch 1009 Hamlin Ave.** – Resident Edward Lynch, of the property owners affected by the right-of-way agreements, spoke in support of the proposed road improvements. He described the existing conditions along Citrus Avenue as hazardous, noting that, in the year he has lived there, he has been forced off the road multiple times, nearly hitting his own fence. Mr. Lynch expressed strong appreciation for the Town’s efforts to address the issue and conveyed his eagerness to see the project completed to improve safety for all residents.

Mayor Wells closed Public Comment for this item.

Following public comment, there were additional comments by Councilor Lannamañ and Councilor Miles acknowledging the long effort to address this infrastructure need.

**Motion made by Councilor Lannamañ to approve Citrus Avenue Right-of-Way Agreements; seconded by Councilor Miles. Motion approved unanimously by roll call vote.**

#### **Voting**

**Yea:** Mayor Pro Tem Everline, Councilor Arnold, Councilor Lannamañ, Councilor Miles, Mayor Wells

**Nay:** None

## **12. Consideration and Approval: Drake Point Utility Agreement**

Town Manager, Sean O’Keefe, introduced an agreement with the developers of Drake Point, a proposed residential development outside the Town’s boundaries near the curve on SR 48 toward Yalaha.

Although Drake Point previously planned to build its own utility systems, the developers now wish to connect to the Town’s water and wastewater services, recognizing the benefits of working within the

Town's existing and soon-to-expand infrastructure. The agreement is modeled on the earlier Cedar Creek agreement and includes an annexation clause for future incorporation into the Town.

Drake Point seeks to reserve 525 Equivalent Residential Units (ERUs) of wastewater capacity. Town wastewater capacity stands at 1,600 units, with approximately 1,000 already reserved by Lake Hills, Whispering Heights, and Watermark. Mission Rise has not yet secured its needed 415 ERUs, and Town staff emphasized that connections are available on a first-come, first-served basis per the agreement with the CDD.

Councilor Miles, having reviewed Florida Statute 171.044 on voluntary annexation, asserted that Drake Point already meets the state's contiguity requirement via state-owned water bodies and expressed support for annexation. Town Attorney, Tom Wilkes, explained that, if Council approves the agreement, it serves as the developer's perpetual petition and consent to annex, binding all future owners. The agreement provides for annexation within six months of eligibility. Developers have requested a delay in annexation until they record their plat with Lake County, after which the Town would formally initiate annexation.

Mayor Wells inquired whether the recorded plat could be rejected by the Town if it conflicts with local land development regulations. Mr. Wilkes clarified that, under the agreement, the Town must accept the development's county-approved entitlements as-is. Councilor Miles and Mr. Wilkes also confirmed that, once annexed, inspections for new homes would be administered by the Town, which has a strong reputation for effective construction oversight.

Mayor Pro Tem Everline raised concerns about capacity implications, especially if Mission Rise seeks service after Drake Point. Town staff and legal counsel clarified that the agreement includes safeguards:

- A three-year window for initial connection, after which the CDD can revoke unutilized capacity, and
- A ten-year cap after which unconnected property could lose access unless renegotiated.

Councilor Miles praised the agreement's structure and protections, reiterated the importance of annexation within six months, and expressed confidence in the Town's readiness to handle long-term utility demands.

Mayor Wells opened Public Comment for this item only.

**Marie Gallelli, 1104 N Tangerine Ave.** - Resident Marie Gallelli raised concerns about the sequencing of the annexation and platting process for the Drake Point development. Referring to past issues with the Talichet development project, she questioned whether allowing the developers to plat their property through Lake County before annexing into the Town might result in infrastructure that does not meet Town standards, particularly regarding pipe sizes and utility layout. She asked whether the Town, as the utility provider, retains review authority over infrastructure design even while the development remains under County jurisdiction.

Mr. Wilkes confirmed that all utility infrastructure—water and wastewater systems—must be reviewed and approved by the Town, regardless of the development's land use approvals from Lake County. Because the Town is the designated utility provider, its standards and oversight apply to all aspects of system construction and installation.

Mrs. Gallelli further inquired about the developer's motivation for delaying annexation. Mr. Wilkes explained that the developer seeks to complete all land use and platting approvals through Lake County before annexing to avoid having to restart the process under Town regulations. The developer has already spent significant time and effort securing County approvals and they wish to avoid any uncertainty or duplication.



Mayor Pro Tem Everline and Mayor Wells agreed with that interpretation, noting that the developer's lots likely do not conform with the Town's updated comprehensive plan or lot size standards, which would have posed a challenge had the project started under Town jurisdiction. Councilor Miles acknowledged this point, reiterating his support for the annexation timeline while emphasizing the Town's continued role in utility oversight.

Mayor Wells closed Public Comment for this item.

Councilor Jon Arnold inquired whether Drake Point's wastewater connection to the Town's system would affect other developments, particularly Lake Hills. Dean Barberree of Reader Communities, representing Lake Hills, confirmed that coordination with Drake Point was ongoing. A cost-sharing agreement was being worked out to ensure the shared force main line at the County Road 48 connection point would accommodate flow from Drake Point, Bishop's Gate, Westminster, Thompson Grove, and other surrounding properties.

Further discussion clarified that each development would construct its own lift stations to deliver wastewater to the shared connection point. Councilor Miles voiced concern about whether a re-pumping station would be needed at the confluence of these flows. David Stokes, engineer for the Lake Hills project, stated it was unlikely, given the design configurations, and affirmed that each developer is responsible for system design to meet required pressure and flow rates. The Town would not need to upsize any pipes or provide additional pumping infrastructure.

Following this technical discussion, Councilor Lannamañ made a motion to approve the agreement, citing her understanding that annexation would follow shortly after platting. Councilor Miles seconded and reaffirmed his expectation that the development would be annexed and that inspections would be handled by the Town.

**Motion made by Councilor Lannamañ to approve the Drake Point Utility Agreement; seconded by Councilor Miles. Motion approved unanimously by roll call vote.**

#### **Voting**

**Yea:** Mayor Pro Tem Everline, Councilor Arnold, Councilor Lannamañ, Councilor Miles, Mayor Wells

**Nay:** None

### **13. Consideration and Approval: Lake Hills - Main Blvd. and Mass Grading**

During discussion of the Lake Hills Main Boulevard and mass grading plan, the Town Council revisited long-standing concerns regarding the absence of traffic circles at both ends of the proposed spine road, as previously directed in the April 2024 development approval. Town Planner, April Fisher, noted that planning staff recommended approval of the application contingent upon identification of replacement tree locations in the separate residential plan. However, Councilor Miles expressed strong dissatisfaction that the submitted plans omitted traffic circles at the intersections with State Road 19 and County Road 48, which he stated were clearly intended by the Council as essential traffic calming and safety features.

Councilors Miles and Mayor Pro Tem Everline both criticized the perceived deviation from Council direction, highlighting that the traffic impacts of the 571-unit development justified the roundabouts. Developer, Dean Barberree, of Reader Communities responded that the construction of the roundabouts was conditioned on traffic warrants and subject to the approval of Lake County and FDOT. He explained that Lake County had recommended a turn lane solution on CR 48, and FDOT was currently working with Publix on a traffic signal study for SR 19. He acknowledged that the developer had agreed to pay a proportionate share toward a future roundabout at SR 19 and CR 48, which is being preliminarily designed by FDOT.

Town Attorney, Tom Wilkes, affirmed that the developer was obligated under the previously approved development conditions to either construct or fund the construction of traffic circles at both intersections once warranted. He emphasized that this requirement was not ambiguous, and that the developer could not rely solely on agency staff recommendations to bypass Council directives. A robust exchange followed about coordinating with affected parties, including Mission Inn, Publix, and potential Thompson Grove developers, and ensuring future infrastructure costs were equitably shared.

Following extended deliberation, Councilor Miles moved to approve the mass grading and main boulevard plans subject to the applicant revising the plans to show traffic circles at both ends of the spine road and coordinating with adjacent property owners and staff. Mayor Pro Tem Everline voted against the motion, stating that approval should wait until updated drawings and financial commitments were finalized. The motion passed by a 4-1 vote. The developer agreed to limit construction within a buffer near the intersections until resolution and to work with staff on revised intersection designs.

**Motion made by Councilor Miles to approve the Lake Hills Main Boulevard and mass grading plans, subject to a requirement for the applicant to redesign the intersections of the Main Boulevard at both SR 19 and CR 48 to reflect the construction of traffic circles and coordinate with the other property owners in the Lake Hills project (i.e. Publix, Mission Inn, FDOT and other applicants) to effectuate the traffic circle design on all parties' plans; seconded by Councilor Lannamañ. Motion approved by roll call vote.**

#### **Voting**

**Yea:** Councilor Arnold, Councilor Lannamañ, Councilor Miles, Mayor Wells

**Nay:** Mayor Pro Tem Everline

Mayor Pro Tem Everline voted no, explaining that Council should receive the fully revised drawings before any approval and that a clear cost-sharing agreement must be finalized. He emphasized that, for FDOT to sign off on the intersection work, the Town must first specify exactly who will fund each element; approving the plans without that certainty, he said, would be “putting the cart before the horse.”

#### **14. Consideration and Approval: (First Reading) Ordinance 2025-001 - CIP Amendment**

Councilors coordinated schedules and agreed to hold a special session on Wednesday, May 1 at 1:00 p.m., which will function as a working lunch. During this session, the Council will conduct the first reading and in-depth discussion of the Capital Improvement Plan amendment, with the second reading scheduled for Tuesday, May 27 (adjusted due to Memorial Day). The Purchasing Policy update will first be discussed at the April 28 regular Council meeting, and, if consensus is reached, a revised resolution will be brought forward for potential approval at the May 1 special session.

**Motion made by Councilor Lannamañ to schedule a Special Town Council Meeting on May 1, 2025, at 1:00 pm and to table the first reading of Ordinance 2025-001 to that Special Town Council Meeting; also the discussion on Amending the Purchasing Policy will be tabled to the April 28, 2025, Town Council Meeting; seconded by Councilor Miles. Motion approved unanimously by voice vote.**

#### **Voting**

**Yea:** Mayor Pro Tem Everline, Councilor Arnold, Councilor Lannamañ, Councilor Miles, Mayor Wells

**Nay:** None

#### **15. Discussion: Amending the Purchasing Policy**

*This agenda item was tabled to the April 28, 2025, Town Council Meeting during the motion for Agenda Item #14.*

## **DEPARTMENT REPORTS**

### 16. Town Hall

This report was included in the meeting's packet.

### 17. Police Department

This report was included in the meeting's packet.

### 18. Code Enforcement

This report was included in the meeting's packet.

### 19. Public Services Department

This report was included in the meeting's packet.

### 20. Parks & Recreation Board

This report was included in the meeting's packet.

### 21. Library / Community Events

This report was included in the meeting's packet.

### 22. Town Attorney

None

### 23. Finance Supervisor

Mayor Wells encouraged Council members to review the staff reports included in their packets, particularly the financial report prepared by Finance Supervisor, Oscar Ojeda, which he noted is likely to serve as the format for the upcoming budget. He highlighted the usefulness of the February report, especially the general fund summary on pages one and two, which outlines revenue, expenditures, and current bank balances. While Mr. Ojeda was noted to be on vacation, councilors were advised to direct any questions to the Town Manager rather than the Mayor.

Councilor Miles offered a recommendation for future budgeting practices. He suggested that each employee's total compensation be fully reflected within the primary cost center to which they are assigned, with interfund allocations handled through transfer in/transfer out entries. This would allow for a more transparent view of total personnel costs per department or function. He noted the current format made it difficult to assess full costs—for example, seeing only the general fund portion of the Town Manager's salary led to confusion. The Town Manager confirmed that this approach has already been discussed with Mr. Ojeda and will be implemented for the next fiscal year, with the exception of staff fully funded by enterprise funds like the water utility fund.

Additional budgetary considerations were discussed regarding the 10% utility tax currently collected through water bills. Mayor Wells reminded the Council that this tax is already being transferred into the general fund, a process that was implemented the previous year. Councilor Miles affirmed that this tax is unrestricted in use and should not be shown as supporting water-related expenditures, as doing so previously created the false impression that the utility fund was financially solvent when it was, in fact,

operating at a loss. Council members agreed on the need to continue streamlining the budget to accurately reflect revenues and expenditures.

#### 24. Town Manager

Town Manager, Sean O'Keefe, provided a brief community update, highlighting upcoming events. He wished everyone a happy Holy Week and reminded the Council and public of the Easter Egg Dash scheduled for Saturday, April 19th, at Central Park behind the library and Town Hall. The event begins at 10:00 a.m. and runs until noon, featuring activities such as an Easter Egg Dash, photos with the Easter Bunny, and arts and crafts.

Mr. O'Keefe also previewed the upcoming Founders Day celebration on Saturday, May 10th, at Griffin Park. The festivities will include a 1920s-style jazz band, a car show, bounce houses, a rock wall, a vendor market, and a parade at 2:00 p.m. led by Mr. Howey's grandchildren as grand marshals.

Mayor Wells added further details, noting attractions such as a children's video game trailer, a kiddie train ride along Lakeshore, a trolley bus, and public safety vehicle displays including a fire truck and ambulance provided by Lake County Fire Rescue, as well as a garbage truck (with no risk of hydraulic leaks). He acknowledged the significant costs associated with the event but reported that nearly \$28,000 had been raised through sponsorships, which is expected to cover the entire event. Any remaining funds may be carried forward to support the Town's Christmas festivities.

Mayor Wells praised the staff committee that has been meeting weekly to organize the event and encouraged Council members to help promote it on social media. He also mentioned the outreach plan, which includes printed flyers in the water bills mailed to 673 households, digital PDFs for e-bill recipients, and a final distribution via the Post Office's Every Door Direct Mail (EDDM) service to residents in Howey and Yalaha. He expressed confidence that the event would be a great success and emphasized the importance of community participation.

### **COUNCIL MEMBER COMMENT**

#### 25. Mayor Pro Tem Everline

During Mayor Pro Tem Everline's comments, he inquired about the status of the lift station at Talichet, specifically expressing concern about ensuring emergency pump connectivity if the station is not operational by hurricane season. Resident Joshua Husemann responded in detail, summarizing the current status of the lift station turnover process. He noted that, following a February 24 meeting and a March 5 HOA meeting attended by the Town Manager and approximately 30 residents, there was agreement among attendees to move forward. The matter is now in the hands of the HOA's legal counsel who is preparing the necessary documentation and ballots for formal member approval.

Mr. Husemann explained that legal counsel has been in contact with GrayRobinson and Town staff to clarify expectations. The plan includes a one-time assessment of approximately \$758–\$780 per homeowner to cover the costs of improvements. Once the legal documents are finalized, the HOA board will meet, notice will be sent with the required 14-day notice period, and then the member vote can proceed. If all goes smoothly, Mr. Husemann hopes to bring the item before Council for approval at the first meeting in May.

Mr. Husemann also clarified that the lift station is not part of surface water management, eliminating concerns about needing approval from the St. Johns River Water Management District. Furthermore, the HOA is proposing an agreement to continue mowing any remaining portion of the tract outside the fenced lift station area to reduce Town maintenance obligations.

#### 26. Councilor Arnold

Councilor Arnold shared that the Howey Mansion will host a special Founder's Day event on May 3rd, organized in coordination with the University of Central Florida Alumni Association. The event will include a unique guided tour of the mansion, featuring complimentary snacks and a cash bar—amenities not typically included in standard mansion tours. Additionally, the cost of attendance is reduced to \$20, which is lower than the usual tour price. Councilor Arnold emphasized that the event is open to the general public, not just UCF alumni or those typically affiliated with university events.

## 27. Councilor Miles

Councilor Miles requested that the financial reports prepared by the Town's Finance Supervisor, Oscar Ojeda, also be provided in Excel format for easier review and manipulation. The Town Manager and staff affirmed that this would be possible, clarifying that the reports are already built using Excel within the accounting software (Black Mountain Software). Councilor Miles emphasized the importance of being able to work with the data independently, particularly to better understand monthly revenues and expenditures, even if some revenue sources lag due to state and utility distribution schedules. He also suggested that, going forward, the Town aim to review the prior month's financials by the second council meeting each month.

Mayor Wells responded that, while this is theoretically possible, there are structural delays in revenue reporting, particularly franchise fees, communication service tax, and sales taxes, that are always reported one to two months in arrears. These delays make it challenging to provide a full, accurate picture on a month-by-month basis without relying on accrual methods, which the Town has moved toward for better long-term accuracy.

In addition, Councilor Miles urged the Council to begin planning for a long-term borrowing strategy to finance significant upcoming water and wastewater infrastructure needs. He identified at least five major projects with estimated costs exceeding several million dollars each, including the expansion of water treatment facilities, interconnectivity pipelines, pump upgrades, and system-wide pipe replacements. He proposed considering utility revenue bonds, SRF loans, or other long-term financing mechanisms, warning that such financing processes often take more than a year to accomplish and that the Town should act now in anticipation of continued residential development and increased demand.

Mayor Wells agreed, noting that recent financial improvements and better budget transparency, thanks to Mr. Ojeda's ongoing work, position the Town to begin tackling these future infrastructure challenges with more confidence and foresight.

## 28. Councilor Lannamañ

Councilor Reneé Lannamañ publicly extended her appreciation to the Public Works Department, specifically commending Public Services Director, Morgan Cates, for his swift and effective response to sidewalk damage at the townhouse portion of Venezia. She noted that the damage, caused by heavy construction equipment, could have become a costly issue for the Town, but thanks to coordination between the HOA, Public Works, and developer Ron Roberts, the repairs were addressed without financial burden to the Town. She emphasized the importance of recognizing staff contributions and thanked the entire department for their ongoing efforts.

Councilor Lannamañ also raised a question regarding a line item in the financial report reflecting "outside security services," expressing confusion about what that entailed. Town Manager, Sean O'Keefe, clarified that the line item likely referred to special law enforcement shifts, such as officers working at UCF events, which are reimbursed to the Town along with a small administrative fee. Councilor Lannamañ confirmed she would revisit the topic during the Capital Improvements Plan (CIP) discussion but appreciated the clarification for now.

The conversation turned briefly to housing developments, with Councilor Miles and Councilor Lannamañ observing that all the Venezia Townhomes appeared occupied, suggesting they had sold out quickly. Mayor Wells noted that many of the units closed before the end of the previous calendar year, which will positively impact the Town's upcoming *ad valorem* tax revenues. Councilor Miles agreed and expressed hope for similar benefits once Drake Point is annexed into the Town.

## 29. Mayor Wells

Mayor Wells thanked Town Planner, April Fisher, and Town Attorney, Tom Wilkes, for their assistance during the meeting. Mayor Wells also thanked Victoria Roszkiewicz for filling in for Town Clerk, John Brock, who was out sick.

### **ADJOURNMENT**

Motion made by Councilor Lannamañ, Seconded by Mayor Pro Tem Everline.

Voting Yea: Mayor Pro Tem Everline, Councilor Arnold, Councilor Lannamañ, Councilor Miles, Mayor Wells

**There being no further business to discuss, a motion was made by Councilor Lannamañ to adjourn the meeting; Mayor Pro Tem Everline seconded the motion. Motion was approved unanimously by voice vote.**

The Meeting adjourned at 9:12 p.m. | **Attendees: 49**

\_\_\_\_\_  
Graham Wells, CMC, Mayor

ATTEST:

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



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**Date:** April 24, 2025  
**To:** Mayor and Town Council  
**From:** Sean O’Keefe, Town Manager  
**Re:** Consideration and Approval: **Lake County LAB Representatives**

**Objective:**

To consider and recommend the appointment of Tara Hall as the primary representative of the Town for the Lake County Library Advisory Board, with Michael Ertel to move from primary to alternate.

**Summary:**

The Lake County Library Advisory Board makes recommendations for the Lake County Library System cooperative library policies and reviews county library impact fee applications. There is a primary and an alternate representative for each municipality with a library, as well as five at-large members. This role is important to ensure continued representation of the Town’s interests at the County level.

The Lake County Board of County Commissioners appoints the members of this board, based on recommendations from the respective municipal councils and commissions.

Michael Ertel has asked to pull back from the primary representative position due to personal reasons, but he would like to continue to assist as the alternate.

Tara Hall, recently retired as the Town’s library director after eleven years, has asked to be considered for the primary representative position.

**Fiscal Impact:**

N/A

**Staff Recommendation:**

Staff does not make recommendations on board appointments. In this case, staff reminds Council that they are making a recommendation to the Lake County Board of County Commissioners.

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

**Please Print Legibly**

Name: Tara Hall Date: 4/22/25

Home Mailing Address: 107 East Orchid Way

Home Physical Address: same

Florida Drivers License or ID: \_\_\_\_\_

Phone Number: 352-408-1007 E-mail Address: nhborn56@yahoo.com

Education: High School, college

Business (Name & Type): \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Position: \_\_\_\_\_

Training or experience related to activities of boards or committees to which appointment is sought:

Library Board, Library Director

Professional Organizations: Association of Small and Rural Libraries

American Library Association, Association of Christian Librarians

Have you served on a Town Board(s)/Committee(s) in the past? ☒ Yes ☐ No

Name of Boards/Committee(s): Library Board Dates Served: 2003 - 2009

\_\_\_\_\_

\_\_\_\_\_

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

☐ Cemetery Board ☐ Police Pension Board

☒ Historic Preservation Board ☐ Utility Advisory Board

☒ Library Board ☐ Visioning Committee

☐ Parks & Recreation Board ☒ Other Library Advisory Board (Lake County BCC)

☐ Planning & Zoning Board ☐ Other

*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	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

Tara Hall  
 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 Victoria Roszkiewicz Date 04/24/2025

Reviewed by Board \_\_\_\_\_

Appointed by Town Council \_\_\_\_\_ Date \_\_\_\_\_





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**Date:** April 24, 2025  
**To:** Mayor and Town Council  
**From:** Sean O'Keefe, Town Manager  
**Re:** Consideration and Approval: **SRO Summer Contract**

**Objective:**

To consider and approve the 2025 Summer School Resource Officer Agreement between the Town of Howey-in-the-Hills and the School Board of Lake County, for the provision of one Town Police Officer at Lake Hills School for the 2025 summer term.

**Summary:**

This agreement outlines the placement of one Town Police Officer at Lake Hills School during the 2025 summer session to serve as a School Resource Officer (SRO).

• **Terms of Service:**

- 11 working days: June 3 through June 25, 2025.
- Hours: 8:00 AM to 3:00 PM, Monday through Wednesday.
- The School Board will pay the Town \$22.47 per hour, invoiced by August 1, 2025, and payable within 15 days of receipt.

The SRO remains an employee of the Town's Police Department and follows the internal chain of command. Day-to-day school-based assignments are coordinated with the school principal. All equipment, uniform, and vehicle needs are provided by the Town.

Unlike the annual SRO contract, only the base hourly rate of the officer is reimbursed, rather than a calculation involving total benefits and compensation.

**Fiscal Impact:**

The Town will receive \$1,730.19, which is the base hourly pay of the officer, and excludes other compensation and benefits.

**Staff Recommendation:**

Staff recommends approval of the agreement.

**AGREEMENT BETWEEN THE SCHOOL BOARD OF LAKE COUNTY, FLORIDA,  
AND THE TOWN OF HOWEY IN THE HILLS, FOR  
SCHOOL RESOURCE OFFICER PROGRAM [SUMMER 2025]**

This **AGREEMENT** is entered into by and between the **Town of Howey in the Hills**, a Florida municipal corporation, hereinafter referred to as “LAW ENFORCEMENT AGENCY” and the **School Board of Lake County, Florida**, a political subdivision of the State of Florida, hereinafter referred to as “SCHOOL BOARD”.

**WITNESSETH:**

**WHEREAS**, the SCHOOL BOARD is seeking one (1) School Resource Officer (SRO) for its Summer program at Lake Hills School to interact with students during the class schedule and provide additional security to students, school personnel, the school community and school property; and

**WHEREAS**, the LAW ENFORCEMENT AGENCY is willing to place one (1) Town of Howey in the Hills Police Officer at **Lake Hills School** for the purpose of carrying out this school program.

**NOW, THEREFORE**, in and for consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree that the LAW ENFORCEMENT AGENCY will provide one (1) sworn Town of Howey in the Hills Police Officer who is certified pursuant to Section 943.10(1) *Florida Statutes* to the SCHOOL BOARD to act as an SRO at Lake Hills School under the terms and conditions of this Agreement.

1. Term of Agreement. The term of this Agreement shall be for the 2025 Summer Term, which is defined as eleven (11) work days (Monday through Wednesday), at seven (7) hours per day (for the hours 8:00AM to 3:00PM), starting June 3, 2025 and ending June 25, 2025: June 3, June 4, June 9, June 10, June 11, June 16, June 17, June 18, June 23, June 24, June 25.

2. Compensation. The SCHOOL BOARD will pay the Town of Howey in the Hills the sum of Twenty-two and 47/100 dollars (\$22.47) per hour for the services provided under this Agreement. Such compensation shall be invoiced to the SCHOOL BOARD by the Town of Howey in the Hills on or before August 1, 2025. Invoices shall be paid within fifteen (15) days of receipt.

In the event the Board of County Commissioners of Lake County, Florida, agrees to pay for any or all of the deputies assigned to the schools pursuant to this Agreement, then Town of Howey-in-the-Hills agrees that SCHOOL BOARD may assign its obligation to pay under this section to the Board of County Commissioners of Lake County, Florida.

3. Scope. The LAW ENFORCEMENT AGENCY shall assign an SRO at Lake Hills School. The SRO shall interact with students and provide security at Lake Hills School. In addition, the SROs shall have the duties and responsibilities listed in Exhibit “A” attached hereto.

4. Background Investigations. The LAW ENFORCEMENT AGENCY represents and warrants to the SCHOOL BOARD that the LAW ENFORCEMENT AGENCY has read and is familiar with Sections 1012.32, 1012.465, 1012.467 and 1012.468, *Florida Statutes* regarding background investigations. The LAW ENFORCEMENT AGENCY covenants to comply with all requirements of the above-cited statutes and shall provide SCHOOL BOARD with proof of compliance upon request. The LAW ENFORCEMENT AGENCY agrees, to the extent permitted by law and only to the extent permitted by 768.28, *Florida Statutes*, to indemnify and hold harmless the SCHOOL BOARD, it’s officers, agents and employees from any liability in the form of physical injury, death, or property damage resulting from the LAW ENFORCEMENT AGENCY’s failure to comply with the requirements of this paragraph or Florida Statute Sections, 1012.32, 1012.465, 1012.467 and 1012.468, *Florida Statutes*. Any claim against the LAW ENFORCEMENT AGENCY by the SCHOOL BOARD under the preceding sentence shall not include punitive damages or any interest for the period before judgment. Additionally, the LAW ENFORCEMENT AGENCY shall not be liable pursuant to this indemnity to pay a claim or judgment by any one person which exceeds the sum of \$200,000 or any claim or judgment, or portions thereof, which, when totaled with all other claims or judgments paid by the LAW ENFORCEMENT AGENCY arising out of the incident or occurrence, exceeds the sum of \$300,000. Further, nothing in this paragraph shall be construed as an admission of liability on behalf of the LAW ENFORCEMENT AGENCY.

5. Assignment of Officers. The LAW ENFORCEMENT AGENCY shall determine which SROs will be assigned under this Agreement and will also determine the particular school to which the SRO will be assigned to. The LAW ENFORCEMENT AGENCY shall provide a notice of the assigned SROs to the school principal of the one (1) designated school. In the event

that the principal of the school where the SRO is assigned believes that the particular SRO is not effectively performing his/her duties and responsibilities, the principal shall notify the SRO in writing. If the situation is not corrected within three (3) working days, the principal shall contact the SRO's immediate supervisor and the Superintendent's designee in writing and provide a copy of said notice to each of them. If the situation is not resolved to the mutual satisfaction of both the SRO's immediate supervisor and the Superintendent's designee within ten (10) days, or if, during the same contract period, the principal determines for a second time that the SRO is not effectively performing his/her duties and responsibilities, then the Principal shall recommend to the Superintendent that the SRO be removed from the program at his/her school, and shall state the reasons as well as the efforts to resolve the problems in writing. The Superintendent, or his/her designee, shall review the request and, if approved, shall provide written notification to the LAW ENFORCEMENT AGENCY who shall transfer the SRO or take other appropriate action within ten (10) business days. In the event the principal considers the SRO's conduct to present a threat to the safety or well-being of the students or staff, the principal will immediately notify the Superintendent and the LAW ENFORCEMENT AGENCY. Upon receipt of such notification, the LAW ENFORCEMENT AGENCY shall take appropriate action.

6. Dismissal/Replacement/Absence. The LAW ENFORCEMENT AGENCY may dismiss or reassign SROs with or without cause. In the event of the resignation, dismissal, or reassignment of an SRO, or in the case of long-term absences by an SRO, the LAW ENFORCEMENT AGENCY shall provide a temporary replacement for the SRO as soon as practical.

7. Leaves/Coverage. The Chief of Police or another designated scheduling officer will approve vacations, sick leaves, and other leaves of absence for the SRO. The SRO will communicate approved vacation, sick leaves, trainings or any other leave that impacts SRO presence in schools with the SCHOOL BOARD'S Safety and Security Specialist. LAW ENFORCEMENT AGENCY shall provide coverage of an SRO during any time in which the SRO will be off campus of the school to include, but not be limited to vacations, sick leaves, other leaves of absence or due to other related assignments.

8. Hours of Assignment. The SRO will be stationed at Lake Hills School for the 2024 Summer Term, as defined in Paragraph 1, for six (7) hours per day for the hours 8:00 AM to 3:00 PM.

9. Additional Hours of Assignment. Additional hours of assignment during a two-week period may be made with prior approval of the LAW ENFORCEMENT AGENCY, if requested by the respective school principal. If the additional hours worked require that overtime be paid to the SROs, the SCHOOL BOARD will reimburse the LAW ENFORCEMENT AGENCY for overtime paid at the SRO's existing pay rate.

10. Off Campus Assignments. Upon the request of the respective school principal and with the prior approval of the LAW ENFORCEMENT AGENCY, an SRO's duties may occasionally include his/her assignment at school functions and activities that are held off campus.

11. Reassignment in Emergency Situations. Nothing in this Agreement shall prevent or interfere with the ability of the LAW ENFORCEMENT AGENCY to temporarily withdraw an assigned SRO from his/her post at Lake Hills School to respond to emergency situations as determined in the sole judgment and discretion of the LAW ENFORCEMENT AGENCY.

12. Supervising Authority. During the term of this Agreement, the SROs assigned shall remain employees of the LAW ENFORCEMENT, under the authority of the chain of command of the LAW ENFORCEMENT AGENCY and subject to all other rules and regulations of the LAW ENFORCEMENT AGENCY. The SROs will report to their respective school principal for assignment of duties and work schedules. Workers Compensation coverage, as required by law, will be provided for the officer by the LAW ENFORCEMENT AGENCY.

13. Salary and Benefits. The LAW ENFORCEMENT AGENCY will provide the salary and benefits to each SRO assigned, including uniforms and equipment and any applicable overtime pay as agreed to above.

14. Vehicle. The LAW ENFORCEMENT AGENCY will provide vehicles for SROs if or when determined necessary by the LAW ENFORCEMENT AGENCY.

15. Threats to School Safety.

- A. Pursuant to Section 1006.13(4), *Florida Statutes*, any acts that pose a threat to school safety, whether committed by a student or adult, shall be reported to the School Principal, or his or her designee, who shall report the acts to the SRO and the School Board's School Safety Specialist.
- B. If requested by the School Principal, or his or her designee, the SRO, or other appropriate law enforcement officers, shall assist in the investigation of the acts that pose a threat to school safety; upon conclusion of the investigation, the SRO shall report the findings of the investigation to the School Board's School Safety Specialist to properly document the disposition of the incident. Additionally, the School Principal, or his or her designee, shall consult with SRO concerning appropriate delinquent acts and crimes.

16. Termination of Agreement. This Agreement may be terminated by either party upon thirty (30) days written notice. Notice shall be deemed given as of the date of deposit of such written NOTICE in the course of transmission in the United States Postal Service and addressed as follows:

SCHOOL BOARD:

Superintendent of Schools  
School Board of Lake County  
201 West Burleigh Boulevard  
Tavares, FL 32778

LAW ENFORCEMENT  
AGENCY:

Chief of Police  
Town of Howey in the Hills  
Police Department  
111 N Palm Avenue  
Howey-In-The-Hills, FL 34737

Upon termination pursuant to this subsection, payment will be made by the SCHOOL BOARD or reimbursement made by the LAW ENFORCEMENT AGENCY based on a pro rata charge for services for that portion of the school year covered by this Agreement prior to termination.

17. Entire Agreement. This Agreement embodies the entire agreement and understanding between the parties with respect to the subject matter hereto and supersedes all prior Agreements, representations and understandings either oral, written or otherwise relating thereto.

18. E-Verify. The parties agree to comply with Section 448.095, *Florida Statutes*.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the respective dates under each signature.

**“SCHOOL BOARD”**

**THE SCHOOL BOARD OF LAKE COUNTY,  
FLORIDA**

By: \_\_\_\_\_  
Tyler Brandeburg, Chairperson

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

Approved as to form:

Attest: \_\_\_\_\_  
Diane S. Kornegay, Superintendent

\_\_\_\_\_  
School Board Attorney

**“LAW ENFORCEMENT AGENCY”**

**TOWN OF HOWEY IN THE HILLS**

By: \_\_\_\_\_  
Sean O’Keefe, Town Manager

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

Approved as to form:

Attest: \_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
City Attorney

**EXHIBIT "A"**

In addition to the routine duties and responsibilities of the SROs, the SROs shall have the following specific duties and responsibilities:

1. Each SRO shall at all times perform his/her duties in accordance with Town of Howey Police Department's standard operating procedures.
2. The SRO shall serve as resource instructors providing programs in crime prevention that encourage students to become responsible citizens.
3. The SRO shall also assist the orderly flow of traffic on school grounds.
4. Each SRO shall maintain all law enforcement powers, duties, and responsibilities inclusive of his/her position as Town of Howey Police Officers while assigned to the SRO program.
5. Each SRO shall be responsible to his/her agency in all matters relating to employment; however, activities conducted by the SRO which are part of the regular school instruction program shall be under the direction of the Principal or his/her designee.
6. Each SRO shall be at his/her school during normal school hours of operation and shall utilize the school's computer-based visitor management system to sign in and out to verify attendance. During times that the SRO is unable to be on campus or need to leave campus, those times will be coordinated with the Principal or his/her designee and each SRO's supervisor. The SRO supervisor will assure that the School has a replacement SRO on campus.
7. The SRO shall perform such duties as directed by his/her agency when school is not in session. The Principal or his/her designee shall advise the Officer's supervisor of the school's calendar.
8. The SRO may contact students during school hours in conjunction with a criminal investigation so long as such contact does not interfere with or impede the orderly operation of the school or the rights of the individual students.
9. All student record information will be maintained in accordance with the provisions of Florida Statutes.
10. The SRO shall interface with students between class breaks, during lunch periods, before and after school and at school activities at which the SRO is in attendance. The SRO will not be assigned to a permanent school related duty post so as not to establish predictable patterns.
11. In the interest of maintaining a safe and orderly school environment, student and campus supervision is of critical importance. The SRO shall take a prominent role in supervision responsibilities, which shall be coordinated with and agreed to by the SRO and the designated school Principal. While school is in session, the SRO shall be present on and around the school campus except as permitted in paragraph 6 of this Exhibit A.



12. The SRO shall serve as a referral resource for students, faculty, and parents to community agencies.

13. The SRO shall serve as a Law Enforcement resource to school administration and the District Director of Safety and Security.

14. The SRO shall be familiar and offer support with the plans and strategies for the prevention and control of dangerous situations at the school.

15. The SRO shall be familiar with and shall remain up to date with school safety legislation, specifically Rule 6A-1.0018, F.A.C. and all corresponding Florida Statutes. Accordingly, the SRO shall assist school administration with ensuring compliance with State legislation and District best practices.

16. The SRO, or a designated officer of the LAW ENFORCEMENT AGENCY, shall serve as the mandated sworn law enforcement officer on the School-Based Threat Management Team (SBTMT); and accordingly will complete the required Florida Harm Prevention and Threat Management Model (Florida Model) training in accordance with State Board Rule 6A-1.0018, F.A.C. and §1006.07, Florida Statutes.

17. The SRO and responding LAW ENFORCEMENT AGENCY shall be present and shall actively participate in all active assailant drills, as per State Board Rule 6A-1.0018, F.A.C. [House Bill 1421 (2022)]. The presence of the SRO and each Officer shall be documented in the After Action Report submitted by school administration.

18. The SRO, in accordance with §394.463, Florida Statutes, shall take the lead with or assist District mental health personnel with initiating involuntary examinations for students and staff who meet criteria as defined in Statutes.

19. The SRO will coordinate / consult with the Florida Department of Children and Families (DCF) as necessary to provide necessary support for children and / or families in need.

20. The SRO shall coordinate activities with the school administration and the school guidance department in an effort to identify those students who exhibit indications of early delinquent behavior.

21. The SRO shall attend meetings of school faculty and requested administrative meetings during school hours on a regular basis.

22. The SRO shall not act as a school disciplinarian, as disciplining students is a school responsibility. However, the principal shall contact the SRO for any violations of the law, and the SRO shall determine whether law enforcement action is appropriate.

23. The SRO shall take law enforcement action as necessary and as permitted under Florida law and shall inform the school Principal of such action unless it would impede a criminal investigation, under such circumstances as practical. The SRO shall take appropriate law enforcement action against intruders and unwanted guests who may appear at the school and related school functions, to the extent that the SRO may do so under the authority of law.

Whenever practical, the SRO shall advise the Principal before requesting additional law enforcement assistance on campus.

24. The SRO shall be informed by school personnel of any situation occurring on school grounds that would appear to be a violation of the law of criminal nature.

25. The SRO shall maintain detailed accurate records of his/her activities, and provide a written daily report to the LAW ENFORCEMENT AGENCY who shall provide such information to the Safety and Security Department of the SCHOOL BOARD.

26. The SRO and school administration shall work together to keep each other informed during the course of all criminal investigations as permitted by law and as practical. This provision shall not be interpreted so as to interfere with or impede the SRO's law enforcement duties, obligations, and/or powers.

27. The SRO shall work with school administration when determining whether an arrest should be made, or if there is an alternative solution to the incident which would still be in compliance with Florida law. The final decision on whether arrest is appropriate will lie with the attending SRO or other law enforcement officer on scene at the incident. This provision shall not be interpreted so as to interfere with or impede the SRO's law enforcement duties, obligations, or powers.

28. The SRO shall affect a physical arrest for felonies committed on school grounds, particularly those that are "Zero Tolerance", as permitted by law.

29. The SRO shall give assistance to other law enforcement officers and government agencies in matters regarding his/her school assignment, whenever necessary.

30. The parties shall comply with the provisions of the Family Educational Rights and Privacy Act ("FERPA").



**Date:** April 24, 2025

**To:** Mayor and Town Council

**From:** John Brock, Deputy Town Manager / Town Clerk

**Re:** Consideration and Approval: **Selection of Police Pension Board Member**

**Objective:**

To consider and ratify the appointment of Mrs. Madelyn Rodriguez to the Town of Howey-in-the-Hills Police Pension Board.

**Summary:**

The Town of Howey-in-the-Hills maintains a Police Pension Board in accordance with applicable Florida statutes and local ordinance provisions. The board oversees the administration and fiduciary responsibilities of the Town's police pension plan, ensuring compliance with financial, legal, and ethical standards related to the retirement benefits of sworn officers.

A vacancy on the Police Pension Board has been identified, and Mrs. Madelyn Rodriguez has submitted an application for consideration. Mrs. Rodriguez holds a bachelor's degree in accounting and has over 20 years of experience in accounting and property management.

If appointed, Mrs. Rodriguez would serve in a capacity that requires impartial judgment, ethical diligence, and collaboration with other board members and staff. Her addition to the board would enhance its financial literacy and bring a depth of professional insight to its ongoing oversight duties.

**Possible Motions:**

*The Town Council has the following options:*

1. Motions to appoint Madelyn Rodriguez to the Police Pension Board
- OR
2. Motion to deny appointment and direct staff to continue to solicit for Board Member Applications.

**Fiscal Impact:**

N/A

**Staff Recommendation:**

Staff does not make recommendations on board appointments. This matter is presented to the Town Council for its consideration and ratification in accordance with the Town's Code of Ordinances.

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

**Please Print Legibly**

Name: Madelyn Rodriguez Date: 4/21/2025  
 Home Mailing Address: 663 Avila Pl, Howey In the Hills  
 Home Physical Address: 11  
 Florida Drivers License or ID: \_\_\_\_\_  
 Phone Number: 847-217-6684 E-mail Address: Madelynrodriguez-pr@yahoo.com  
 Education: Bachelors - Accountancy  
 Business (Name & Type): N/A  
 Business Address: \_\_\_\_\_  
 Business Phone: \_\_\_\_\_ Position: \_\_\_\_\_  
 Training or experience related to activities of boards or committees to which appointment is sought:  
① Accountant ② 20+ years experience/background in →  
 Professional Organizations: \_\_\_\_\_

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 checked="" type="checkbox"/> Police Pension Board <u>2025</u>
<input type="checkbox"/> Historic Preservation Board	<input type="checkbox"/> Utility Advisory Board
<input type="checkbox"/> Library Board	<input type="checkbox"/> Visioning Committee
<input type="checkbox"/> Parks & Recreation Board	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> Planning & Zoning Board <u>2026</u>	<input type="checkbox"/> Other

*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>Deyanira Suarez</u>	<u>100 Forest Place, Oak Park IL</u>	<u>847-312-7397</u>
2	<u>Sarrett Jones</u>	<u>Naperville IL</u>	<u>563-349-9920/630-320-0571</u>
3	<u>Patty Nooney</u>	<u>Boca Raton, FL</u>	<u>954-850-3182</u>

Madelyn Rodriguez  
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 \_\_\_\_\_



property management, accounting & business.

- ③ Proud Board member, Autism Hero Project as Treasurer. Non for profit organization that provides medical insurance grants for individuals on the autism spectrum.
  - ④ Brother is Chief of police at Peoria IL Police Department, Eric Echevarria, has been in law enforcement since 2001
  - ⑤ Property Manager @ Arison Young - Commercial property management.  
Currently manage various types of assets:
    - Medical
    - Offices
    - warehouses
    - Retail
- 916,430 sqft, + 139 tenants.

In this role, I plan, budget & control operating & capital expenditures. Maintain strong relationships & regular interaction with property owners, tenants and vendors. Oversee the selection and performance of vendor services, including preparation of proposals and agreements. Responsible for all financial aspects of the portfolio to meet or exceed NOI goals for all assigned assets. Supervise and manage team members to ensure exceptional performance is being achieved.



**Date:** April 24, 2025

**To:** Mayor and Town Council

**From:** John Brock, Deputy Town Manager / Town Clerk

**Re:** Consideration and Approval: **Selection of Planning and Zoning Board Member**

**Objective:**

To consider and ratify the Planning and Zoning Board's recommendation to appoint Mr. Erick Bright as a new member of the Planning and Zoning Board.

**Summary:**

At its April 24, 2025, meeting, the Planning and Zoning Board voted unanimously to recommend Mr. Erick Bright for appointment to the Planning and Zoning Board.

Mr. Bright is a resident of the Town of Howey-in-the-Hills and currently serves as a Senior Manager of Technical Program Management at Walmart. He holds an Associate of Arts degree in General Studies.

Pursuant to Section 9.01.02 of the Town's Land Development Code, all Planning and Zoning Board appointments are made by the Town Council, with the Board's recommendation presented for ratification. If approved, Mr. Bright's appointment would commence immediately and extend for a term of three years, consistent with Town code.

**Possible Motions:**

*The Town Council has the following options:*

1. Motions to appoint Erick Bright to the Planning and Zoning Board  
OR
2. Motion to deny appointment and direct staff to continue to solicit for Board Member Applications.

**Fiscal Impact:**

N/A

**Staff Recommendation:**

Staff does not make recommendations on board appointments. This matter is presented to the Town Council for its consideration and ratification in accordance with the Town's Code of Ordinances.



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

Please Print Legibly

Name: ERICK BRIGHT Date: 02 APR 2025  
 Home Mailing Address: 590 VIA BELLA CT., HOWEY-IN-THE-HILLS, FL 34737  
 Home Physical Address: 590 VIA BELLA CT., HOWEY-IN-THE-HILLS, FL 34737  
 Florida Drivers License or ID: \_\_\_\_\_  
 Phone Number: (407) 924-7659 E-mail Address: EB@ERICKBRIGHT.COM  
 Education: ASSOC. ARTS DEGREE, GENERAL STUDIES VALENCIA COMMUNITY COLLEGE  
 Business (Name & Type): WALMART - RETAIL  
 Business Address: 702 SW 8TH STREET, BENTONVILLE, AR 72716  
 Business Phone: (479) 273-4000 Position: SR. MANAGER, TECHNICAL PROGRAM MGMT.  
 Training or experience related to activities of boards or committees to which appointment is sought:  
ARMY ROTC (2001-2003) / ENTREPRENEUR (2003-PRESENT) / LANDLORD (2014-PRESENT) / TALICHET HOA BOARD (2024-2025)  
 Professional Organizations: GOOGLE PARTNERS PROGRAM (2010-2018) NATIONAL ASSOC. OF REATORS (2017-2019)

Have you served on a Town Board(s)/Committee(s) in the past?

☒ Yes ☐ No

Name of Boards/Committee(s):

Dates Served:

HONOR FLIGHT OF CENTRAL FLORIDA (FOUNDER)  
TALICHET HOMEOWNERS ASSOCIATION (SECRETARY)

2010-20132024-2025

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"/> Utility Advisory Board |
| <input type="checkbox"/> Library Board                      | <input type="checkbox"/> Visioning Committee    |
| <input type="checkbox"/> Parks & Recreation Board           | <input type="checkbox"/> Other                  |
| <input checked="" type="checkbox"/> Planning & Zoning Board | <input type="checkbox"/> Other                  |

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>JOSHUA HUSEMANN</u>	<u>671 AVILA PLACE, HOWEY</u>	<u>(443) 876-2615</u>
2	<u>LYNNE HUSEMANN</u>	<u>671 AVILA PLACE, HOWEY</u>	<u>(410) 404-8503</u>
3	<u>MICHAEL HUCHLAK</u>	<u>667 AVILA PLACE, HOWEY</u>	<u>(321) 624-0150</u>

GRA  
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 J. Brock

Date

4/2/2025

Reviewed by Board

Appointed by Town Council

Date



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**Date:** April 24, 2025  
**To:** Mayor and Town Council  
**From:** Sean O’Keefe, Town Manager  
**Re:** Consideration and Approval: **Town Auditor RFP 2025-001**

**Objective:**

To establish the RFP guidelines for the Auditor Selection Committee to publish in order to select an auditor for the FY25 financial audit.

**Summary:**

The Town is required by Florida law to undergo an annual financial audit. To ensure compliance with Section 218.391, Florida Statutes, a formal selection process must be conducted by the Auditor Selection Committee, including the oversight of the Request for Proposals (RFP) process.

The major area of consideration in designing the RFP would be reviewing the evaluation criteria scoring rubric and establishing a submission deadline and review date.

**Fiscal Impact:**

There is no direct fiscal impact.

**Staff Recommendation:**

Staff recommends approval of the proposed RFP document.





**TOWN OF HOWEY-IN-THE-HILLS  
RFP 2025-001**

**REQUEST FOR PROPOSALS FOR AUDITING  
SERVICES**

**April 28, 2025**

**DUE: DATE / TIME**

## 1. INTRODUCTION

The Town of Howey-in-the-Hills, the “Organization,” is requesting proposals from qualified certified public accountants, the “Auditor,” to provide independent auditing services for the fiscal years ending September 30, 2025 through September 30, 2029 with the potential for annual extensions.

Sealed Proposals must be clearly marked “**RFP FOR AUDITING SERVICES 2025-001**” and delivered to the following address:

Attn: Victoria Roszkiewicz  
101 N. Palm Ave.  
Howey-in-the-Hills, FL, 34737

The deadline for submission of Proposals is **Date/Time**.

It is the responsibility of the Proposer to ensure all pages are included in the submission. All Proposers are advised to closely examine the request for proposal documents. Any questions regarding the completeness or substance of the request for proposal documents or the scope of services must be submitted in writing via email to Victoria Roszkiewicz at vroszkiewicz@howey.org.

The Town of Howey-in-the-Hills reserves the right to accept or reject any or all Proposals, in whole or in part, with or without cause, to waive any irregularities and/or technicalities, and to award the contract on such coverage and terms it deems will best serve the interests of the Organization.

## 2. GENERAL INFORMATION

Section 218.39, Florida Statutes, requires each local government entity to have completed within nine (9) months of each fiscal year-end, an annual financial audit of its accounts and records. The Town of Howey-in-the-Hills is soliciting Proposals from qualified Certified Public Accountants and/or firms licensed to practice in the State of Florida. The audit shall be conducted for the purpose of forming an opinion on the basic financial statements taken as a whole and to determine whether operations were conducted in accordance with legal and regulatory requirements.

The Town of Howey-in-the-Hills has 24 full time employees, with a general fund budget of \$3.37M and an overall budget of \$11.17M for FY25 over 15 Funds.

## 3. ELIGIBILITY AND MINIMUM REQUIREMENTS

To be eligible to respond to this RFP and be considered for award, the Proposer must demonstrate to the satisfaction of the Town of Howey-in-the-Hills that it or the principals assigned to the project has successfully provided services, similar in scope and complexity, as an independent external financial auditor to a municipality or quasi-governmental organization.

Proposers must meet the following minimum qualifications; failure to meet the minimum qualifications may result in rejection of the Proposal.

- a. Proposers must certify that they are qualified and licensed to provide auditing services and practice in the State of Florida.
- b. Proposers must have at least five (5) years’ experience in satisfactorily providing the proposed services to a municipality or other public entity.
- c. The principals of the firm(s) have performed continuous certified public accounting (CPA)

- services for a minimum of five (5) years.
- d. The Proposer must be a member of the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants.
  - e. The assigned professional personnel of the Proposer must have received adequate continuing professional education as stipulated by Government Auditing Standards issued by the Comptroller General of the United States.
  - f. The Proposer is independent of the Town of Howey-in-the-Hills, as defined by generally accepted auditing standards and Government Auditing Standards.
  - g. The Proposer must submit a copy of the most recent external quality control review reports and letters of comment, along with a statement indicating whether the reviews included a review of specific governmental engagements.
  - h. The manager and senior auditor must have experience auditing one or more similar governments, specifically as to size and services provided, where all applicable Governmental Accounting Standards Board Statements have been implemented.
  - i. The manager and senior auditor must have experience performing a Single Audit in accordance with generally accepted auditing standards, Government Auditing Standards issued by the Comptroller General of the United States, 2 CFR 200 Part F, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, Audits of State and Local Governments; and the Rules of the Auditor General of the State of Florida.
  - j. To ensure adequate testing over the Organization's IT environment, the Proposer must have a Certified Information Systems Auditor (CISA) as part of the audit team.

To meet the requirements of this RFP, the audit must be performed in accordance with the following standards:

- a. Generally Accepted Auditing Standards as issued by the American Institute of Certified Public Accountants (AICPA)
- b. Government Auditing Standards issued by the Comptroller General of the United States
- c. 2 CFR 200 Part F, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards
- d. Florida Single Audit Act
- e. Rules of the Auditor General, State of Florida
- f. Rules of the Florida Department of Financial Services
- g. Section 218.39, Florida Statutes and any other applicable Florida Statutes.

#### 4. SCOPE OF SERVICES

The following general tasks and deliverables are required of the selected Proposer:

- a. The selected Proposer, as auditor, shall perform an annual examination of the basic financial statements to express opinions on the fairness with which the statements present the financial positions, results of operations, and changes in financial position in conformity with generally accepted accounting principles.
- b. The auditor shall perform an examination to determine whether operations are properly conducted in accordance with legal and regulatory requirements.
- c. The auditor shall evaluate the system of internal controls, including the control environment, accounting systems and specific control procedures, to assess the extent to which the controls can be relied upon to ensure accurate information, to ensure compliance with laws and regulations, and to provide for efficient and effective operations. In order to assess the control risk, the Proposer is to perform tests of controls and properly document its assessment. Significant deficiencies and material weaknesses shall be communicated in writing in accordance

- with generally accepted auditing standards.
- d. The auditor shall perform an examination of any additional financial information necessary to comply with generally accepted auditing standards.
- e. The auditor is not required to audit the combining and individual fund financial statements and supporting schedules. However, the auditor is to provide an “in- relation-to” report on the combining and individual fund financial statements and supporting schedules based on the auditing procedures applied during the audit of the basic financial statements.
- f. The scope of the audit shall include any additional activities necessary to establish compliance with the term “financial audit” as defined and used in Government Auditing Standards.
- g. If applicable, the scope of the audit shall encompass the additional activities necessary to establish compliance with the Federal Single Audit Act, as amended; United States 2 CFR 200 Part F, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards; other applicable Federal laws; and the Florida Single Audit Act.
- h. The auditor shall use financial condition assessment procedures to assist in detection of deteriorating financial condition as established under Florida Statutes 218.503. The auditor may use the procedures developed by the Auditor General or appropriate alternative procedures.

Following completion of the audit of the fiscal year financial statements, the auditor shall issue the following reports with regard to the basic financial statements of the Organization:

- a. A report on the basic financial statements. This report must include, at a minimum:
  - i. A statement as to whether the financial statements are presented in accordance with generally accepted accounting principles;
  - ii. An expression of opinion regarding the financial statements taken as a whole, or an assertion to the effect that an opinion cannot be expressed including the reasons therefore; and
  - iii. A statement that the audit was conducted in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller of the United States.
- b. A report on compliance and internal control over financial reporting.
- c. A report on compliance and internal control over compliance applicable to each major federal program and state project.
- d. A management letter and any additional examination reports as required by Florida Statutes 218.39 and 215.97 and Rules of the Auditor General, Chapter 10.550 which shall identify any management weaknesses observed, assess their effect on financial management and propose steps to correct or eliminate those weaknesses.
- e. Other reports required by the Federal Single Audit Act and the Florida Single Audit Act including:
  - i. An “in-relation-to” report on the Schedule of Expenditures of Federal Awards and State Financial Assistance
  - ii. A separate schedule of findings and questioned costs, including a summary of audit results related to financial statements, internal controls and compliance.
- f. Irregularities and Illegal Acts—The auditor shall make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to management and/or the governing body, as appropriate.

The auditor shall also be responsible for the preparation of the final financial statement document and provide a final PDF file to the Town of Howey-in-the-Hills for printing and binding.

## 5. SUBMITTAL REQUIREMENTS

In response to this Solicitation, the Proposer should return an electronic copy of the entire completed Proposal Submission Package to Victoria Roszkiewicz at [vroszkiewicz@howey.org](mailto:vroszkiewicz@howey.org). Proposers should carefully follow the format and instructions outlined herein. Proposals must be signed by the person or member of the firm making the Proposal, and in the case of a corporation, by an authorized officer or agent subscribing the name of the Corporation and his or her own name.

At a minimum, Proposals must include the following information:

### **Introductory Items and Firm Background**

1. Table of contents providing a clear identification of the material by section and by page number.
2. Transmittal letter no more than 2 pages explaining why the firm believes itself to be best qualified.
3. Description and history of the make-up and composition of the firm.
4. Location of the office from which the audit will be conducted and number of personnel in that office who would be working on the audit.

### **Experience and Expertise**

1. Relevant government auditing experience of firm.
2. Description of Proposer's experience in preparing governmental financial statements, and in providing assistance in obtaining the Certificate of Achievement for Excellence in Financial Reporting.
3. Not less than three (3) and no more than five (5) Florida Municipal references for which the firm has performed similar work.
4. Copy of the firm's most recent external peer review reports and a description of the firm's peer review/quality control process.
5. Results of any Federal or State desk review or field audits during the past three (3) years.
6. Circumstances and status of any disciplinary actions taken or pending against the firm or any partners or employees of the firm by State regulatory bodies or professional organizations during the past three (3) years.
7. The Proposer shall describe any litigation or proceeding whereby, during the past three (3) years, a court or any administrative agency has ruled against the firm or any of the professional staff in any manner related to its professional activities.
8. Overview of the engagement team and role to be played by each team member
9. Resumes of partners, managers and other supervisory staff assigned to this audit, which must include the following information:
  - a. Formal education and experience in public accounting in general

- b. Experience in auditing governmental units
  - c. Membership in professional organizations
  - d. Affirmative statement that all continuing professional education requirements have been met
10. Identification of audit team member with Certified Information Systems Auditor (CISA) certification who will conduct/oversee the IT controls portion of the audit.

### **Audit Approach**

1. The Proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in this Request for Proposals.
2. Proposers shall provide the following information on their audit approach:
  - a. Proposed segmentation of the engagement
  - b. Description of the extent to which statistical sampling is to be used in the engagement
  - c. Type and extent of analytical procedures to be used in the engagement
  - d. Approach to be taken to gain and document an understanding of the internal control structure
  - e. Use of technology in audit approach
  - f. Approach to be taken in determining laws and regulations that will be subject to audit test work

### **Location**

1. The proximity of the primary office shall be an important evaluation factor as it relates to the level of service that can be provided, and should be no more than 100 miles away.

### **Pricing**

2. Audit fees for each year broken out by the following:
  - a. Audit of the financial statements
  - b. Single audit
3. Hourly rates for additional work by position
4. Statement of firm's policy on whether proposed fees are all-inclusive and when any additional expenses or consultations will be billed

## **6. EVALUATION OF PROPOSALS**

Each Proposal will be reviewed to determine if the Proposal is responsive to the submission requirements

outlined in this Solicitation. A responsive Proposal is one that follows the requirements of this Solicitation, includes all documentation, is submitted in the format outlined in this Solicitation, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the Proposal being deemed non-responsive. Each Proposal that has been determined to be responsive shall be ranked as set forth herein below.

Proposals will be evaluated by a Selection Committee, consisting of the Howey-in-the-Hills Auditor Selection Committee which will evaluate and rank Proposals on the criteria listed below. The Evaluation/Selection Committee will be comprised of members with the appropriate experience and/or knowledge. The criteria are itemized with their respective weights for a maximum total of **one hundred (100)** points per Evaluation/Selection.

#### TECHNICAL CRITERIA

#### POINTS

##### **Experience and Expertise**

**35**

(Relevant experience conducting audits for Florida municipalities; Credentials of the proposed audit team; Knowledge of Government Auditing Standards and Florida-specific audit requirements)

##### **Audit Approach**

**30**

(Clarity and appropriateness of the audit methodology; Detailed work plan and understanding of scope; Use of sampling, testing, and internal controls review; Approach to compliance with applicable laws/regulations)

##### **Location**

**10**

(Proximity to the Town, within 100 miles preferred; Anticipated level of responsiveness and accessibility throughout the engagement)

##### **Pricing**

**25**

(Transparency and reasonableness of fee structure; Clarity on hourly rates and additional expenses; Whether the pricing is all-inclusive or itemized)

#### **Total**

**100**

Upon initial completion of the criteria evaluation indicated above, rating and ranking, the Selection Committee may choose to conduct an oral presentation with up to 3 Proposer(s) which the Selection Committee deems to warrant further consideration based on, among other considerations, scores in clusters and/or maintaining competition. Upon completion of the oral presentation(s), the Evaluation/Selection Committee will perform a final review to re-evaluate, re-rate, and re-rank the Proposals remaining in consideration based upon the written documents, combined with the oral presentation. In such circumstances, the initial ranking of the Proposers shall be considered only a preliminary ranking until after the oral presentations are completed.

The Selection Committee will review all proposals to make a determination as to which firm is the most qualified to perform the audit. The basis of fees submitted with the proposals will also be considered as one of the factors in the evaluation process, but price should not be construed as the overriding criteria for awarding the contract for audit services. Proposers will be ranked based on their qualifications at the discretion of the Selection Committee.

The Town of Howey-in-the-Hills reserves the right to negotiate modifications to proposals that it deems

acceptable, reject any and all proposals, and waive minor irregularities with the proposals.





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**Date:** April 24, 2025  
**To:** Mayor and Town Council  
**From:** Sean O’Keefe, Town Manager  
**Re:** Consideration and Approval: **RFP/RFQ Cycle for Consultants**

**Objective:**

To establish a recurring Request for Proposals/Request for Qualifications (RFP/RFQ) cycle for the Town’s professional consultants to promote transparency, encourage competition, and ensure consistent review of service quality and costs.

**Summary:**

The Town currently retains five primary professional consulting services:

1. **Town Attorney** (last bid in 2009)
2. **Town Engineer** (last bid in 2020)
3. **Town Building Official** (last bid in 2022)
4. **Town Planner** (last bid in 2024)
5. **Town Auditor** (being bid in 2025)

These services are essential to the operation of the Town and represent significant long-term partnerships. However, several contracts have remained in place for extended periods without formal re-competition.

There should be a five-year review cycle for each professional service, with Council retaining discretion: by majority vote, the Council may extend any consultant's contract by an additional year without issuing a new RFP.

**Fiscal Impact:**

There is no direct fiscal impact.

**Staff Recommendation:**

Staff recommends approval of publishing requests for services that have not been solicited in over five years (Town Attorney, Town Engineer, and Town Auditor), with formalization of the policy to be prepared by staff to be codified at a future date.



**Date:** April 24, 2025

**To:** Mayor and Town Council

**From:** Sean O’Keefe, Town Manager

**Re:** Discussion: **Amending the Purchasing Policy**

**Objective:**

To discuss an updated Purchasing Policy for the Town of Howey-in-the-Hills, incorporating best practices in procurement and clarifying authority thresholds for purchasing and contracting activities.

**Summary:**

The proposed April 2025 draft of the Town’s Purchasing Policy reflects a thorough review of Town operations and recent procurement experiences. A redlined version has been prepared for Council’s reference and comparison.

Key revisions include:

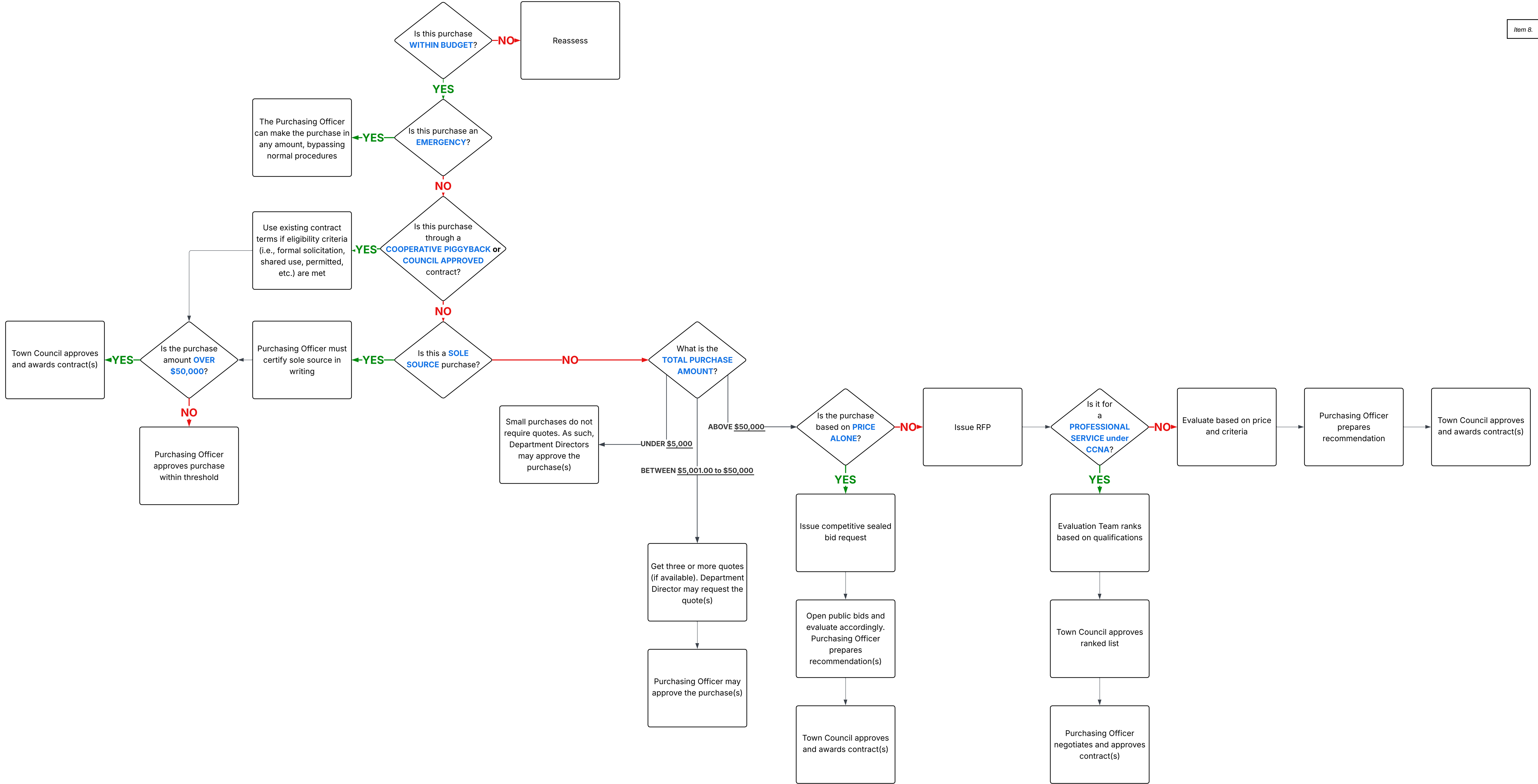
1. Threshold Updates for Procurement Methods
  - Small Purchase threshold is reaffirmed at \$5,000 or less (formerly \$3,000).
  - Purchasing Quotes apply to purchases between \$5,000.01 and \$50,000.
  - Competitive Sealed Bids / RFPs are required for purchases \$50,000 and above. (These thresholds better align with procurement standards used by other Florida municipalities.)
2. Expanded Use of Cooperative Purchasing (Piggybacking)
  - Codifies conditions for piggybacking contracts, including:
    - Verification of competitive solicitation.
    - Clear provisions for shared use.
3. Enhanced Procedures for Professional Services
  - Clarifies processes under the Consultants’ Competitive Negotiation Act (CCNA).
  - Requires a project scope document, evaluation team appointment, public notice, and formal interviews for professional services contracts exceeding \$50,000.
4. Revised for Legal Clarity
  - Per legal counsel’s guidance, Section 4.07C was revised to improve clarity and remove redundancies.

**Fiscal Impact:**

There is no direct fiscal impact associated with approving the revised Purchasing Policy.

**Staff Recommendation:**

Staff recommends approval of the proposed policy changes, to be brought forward as a resolution at a future meeting.



# **TOWN OF HOWEY-IN-THE-HILLS PURCHASING POLICY**

## **Section 1: PURPOSE**

This policy is adopted to ensure that commodities and services are obtained efficiently and effectively in free and open competition and through the use of sound procurement practices. All Town of Howey-in-the-Hills (“Town”) staff and other persons with designated responsibility for purchasing are responsible for ensuring compliance with this policy and with all applicable federal and state laws and regulations.

## **Section 2: APPLICATION OF POLICY**

This policy shall apply to all contracts or agreements, whether oral or written, for the procurement of any materials, supplies, services, construction and equipment entered into by or on behalf of the Town after the effective date of this policy (“Purchases”).

## **Section 3: PURCHASING OFFICER; DEPARTMENT DIRECTORS; BUDGET AND CASH FLOW LIMITATIONS**

The Town Manager or his/her designee shall serve as the Purchasing Officer of the Town for all Purchases, and may establish procedures for the approval of and documentation of Purchases as follows:

- “Department Directors” (Chief of Police, Public Services Director, Town Clerk and Library Director), may make Purchases according to the threshold Purchase limits as set forth in Section 4 below.
- No Purchase may be made unless such Purchase is within the budgeted amount authorized by the Town Council for the relevant department.
- The Town Manager may impose further restrictions upon Purchases if reasonably required by cash flow limitations.
- Emergency Purchases. The Town Manager shall have the authority to waive any of the provisions of this policy, and may make emergency purchases in any amount to alleviate a situation in which there is a threat to health, welfare, or safety under certain conditions defined as an emergency by the Federal Government, the State of Florida, or the Town, that does not allow time for normal, competitive purchasing procedures.
- Cooperative Purchases. The Town Council may enter into a cooperative purchasing arrangement, (also known as “piggybacking,”) with other governmental agencies and agencies qualified by the State for government purchasing for all services, supplies, materials, and equipment to be used by the Town, provided the vendor extends the same terms and conditions of the contract to the town.

## **Section 4: PURCHASING AND CONTRACT AWARD PROCEDURES** **Section 4.01: PURCHASING CATEGORIES; THRESHOLD AMOUNTS**

Except Sole Source Purchases (Section 4.06) and Cooperative Purchasing and Council-Approved Contracts (Section 4.07), all Purchases and contract awards are to be made

subject to the provisions of the appropriate Section according to the following threshold amounts:

- A. Small Purchases (Section 4.02) any amount under \$5,000.00.
- B. Purchasing Quotes (Section 4.03) \$5,000.01 to \$50,000.00.
- C. Competitive Sealed Bids and Requests for Proposals (Section 4.04 & 4.05) \$50,000.00 or more.

#### **Section 4.02: SMALL PURCHASES**

Purchases of commodities, equipment and services which cost \$5,000.00 or less ("Small Purchases"), do not require solicitation of quotes or bids. Small purchases may be authorized by the Department Director.

#### **Section 4.03: PURCHASING QUOTES**

The purchase of goods and services which cost within the range authorized for purchasing quotes in Section 4.01 require competitive quotations from three or more vendors, if available. Purchasing quotes may be obtained by the Department Director and awarded by the Purchasing Officer.

#### **Section 4.04: COMPETITIVE SEALED BIDS**

- A. **Conditions For Use.** Where price, not qualifications, is the basis for a contract award, the Town Council shall award by competitive sealed bidding. All contracts for purchases of a single item, services, or multiple items when the estimated aggregate amount exceeds the thresholds as described in Section 4.01 must be made via Competitive Sealed Bid in accordance with this policy and shall be publicly opened. The Town Council shall award bids for \$50,000 and above, per the threshold outlined in Section 4.01C.
- B. **Invitation to Bid.** An invitation to bid shall be issued and shall include specifications, all contractual terms and conditions, and the place, date, and time for opening or submittal. No later than five (5) working days prior to the date for receipt of bids may a vendor make a written request to the Town for interpretations or corrections of any ambiguity, inconsistency or error which the vendor may discover. All interpretations or corrections will be issued as addenda.
- C. **Public Notice.** Public notice shall be provided in at least one of the following: newspaper of general circulation, the Town's website, or Demandstar, at least ten (10) calendar days prior to bid opening. Notice shall give the date, time, and place set forth for the submittal of proposals and opening of bids.
- D. **Bid Opening.** Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the solicitation. The amount of each

bid, and other such relevant information as may be deemed appropriate, together with the name of each bidder, and all witnesses shall be recorded. The record and each bid shall be open to public inspection.

- E. **Bid Acceptance and Evaluation.** Upon opening, bids shall be unconditionally accepted without alteration or correction, except as authorized in this policy. Following acceptance, the Purchasing Officer or his/her designee shall evaluate the bids based on the requirements set forth in the solicitation.
- F. **Bid Agenda Item.** All competitive bids exceeding \$50,000 shall be submitted to Town Council for approval. For bids that the Town Council will award, the Purchasing Officer or his/her designee, after evaluation, will prepare a recommendation and shall place the item on the agenda of the Town Council.
- G. **Correction or Withdrawal of Bids; Cancellation of Awards.** Correction or withdrawal of inadvertently erroneous bids before or after award, or cancellation of awards or contracts based on such bid mistakes, shall be permitted where appropriate. Mistakes discovered before bid opening may be modified or withdrawn by written or electronic notice received in the office designated in the Invitation for Bids prior to the time set for bid opening. After bid opening, corrections in bids shall be permitted only to the extent that the bidder can show by clear and convincing evidence that a mistake of a non-judgmental character was made, the nature of the mistake, and the bid price actually intended. After bid opening, no changes in the bid price or other provisions of bids prejudicial to the interest of the Town or fair competition shall be permitted. In lieu of bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw his bid if:
  - (1) the mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident; or
  - (2) the bidder submits evidence which clearly and convincingly demonstrates that a mistake was made. All decisions to permit the correction or withdrawal of bids or to cancel awards or contracts based on bid mistakes shall be supported by a written determination made by the Purchasing Officer.
- H. **Award.** The Town Council shall award the contract with reasonable promptness to the most responsible and responsive bidder whose bid meets the requirements and criteria set forth in the solicitation. The Town reserves the right to waive any informality in bids and to make an award in whole or in part, or cancel the solicitation when in the best interest of the Town.  
Any requirement which is waived must be documented and kept in the file.
  - (1) **Notice of Intended Award.** The Town Council shall award the contract by written notice. Every procurement of contractual services shall be evidenced by a written agreement. Notice of the intended award shall follow the process specified in the solicitation.

- (2) **Notice of Right to Protest.** All notices of decision or intended decisions shall contain the statement: “Failure to file a protest within the time prescribed in Section 4.08 of the Purchasing Policy of the Town of Howey--in--the--Hills shall--constitute a waiver of proceedings under that section of this Policy”.
- (3) **Bond.** If required in the solicitation, the most responsible bidder shall give a bond with an approved surety in such sum as the nature and character of the work demand. The bond shall be subject to the approval of the Town Council.

**I. Cancellation of Invitations for Bids.** An invitation for bids or other solicitation may be cancelled, or any or all bids may be rejected in whole or in part when it is in the best interest of the Town, as determined by a Department Director, the Purchasing Officer, or the Town Council, as applicable. Notice of cancellation shall be posted on the Town’s website and sent to all businesses solicited. The notice shall identify the solicitation, explain the reason for cancellation and, where appropriate, explain that an opportunity will be given to compete on any re-solicitation or any future procurement of similar items.

**J. Disqualification of Vendors.** For any specific bid, vendors may be disqualified by the Purchasing Officer, for the following reasons:

- (1) Failure to respond to bid invitation three consecutive times within the last twelve (12) months period.
- (2) Failure to update the information on file including address, project or service, or business description.
- (3) Failure to perform according to contract provisions.
- (4) Conviction in a court of law of any criminal offense in connection with the conduct of business.
- (5) Clear and convincing evidence of a violation of any Federal or State anti-trust law based on the submission of bids or proposals, or the awarding of contracts.
- (6) Clear and convincing evidence that the vendor has attempted to give a Town employee a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the Town’s purchasing activity.
- (7) Failure to execute a sworn statement on Public Entity Crimes Statement in compliance with subsection 287.133(3)(a) of the Florida Statutes.
- (8) Other reasons deemed appropriate by the Town.

#### **Section 4.05: COMPETITIVE SEALED PROPOSALS**

For all contracts exceeding \$50,000, whether for goods, general services, or professional services, the Town shall solicit Competitive Sealed Proposals through a Request for Proposal (RFP). The process applies uniformly, except where otherwise required by the Consultants’ Competitive Negotiation Act (CCNA) under Section 287.055, Florida Statutes.

**A. Applicability.** Professional services (architecture, engineering, landscape architecture, and land surveying) are governed by CCNA and awarded based on qualifications. All

other goods and services that are evaluated based on a combination of qualifications and other stated factors.

**B. General Procedure for All Competitive Sealed Proposals.**

- (1) **Request for Proposals (RFP).** The Purchasing Officer shall prepare an RFP including:
  - (a) Scope of work and required qualifications;
  - (b) Evaluation criteria and their relative importance;
  - (c) Submission requirements and deadlines.
- (2) **Public Notice.** The RFP shall be publicly advertised through at least one of the following:
  - (a) Newspaper of general circulation;
  - (b) The Town's website;
  - (c) DemandStar or similar procurement platform.
- (3) **Receipt and Opening of Proposals.** Proposals shall be opened publicly by the Purchasing Officer or designee, in the presence of one or more witnesses. A record of proposers and observers shall be maintained and available for public inspection.
- (4) **Revisions and Clarification.** As applicable, responsible offerors may be invited to participate in discussions to clarify proposals or submit best and final offers. All offerors shall be treated equitably during this phase.

**C. Qualifications-Based Selection.** For contracts governed by the CCNA:

- (1) **Project Scope Document.** Prior to issuing an RFP, the Purchasing Officer shall prepare a written summary of project requirements, including purpose, objectives, timeline, estimated cost, and desired qualifications. This document shall be included with the RFP submission to Council.
- (2) **Evaluation Team and Shortlisting**
  - (a) The Town Manager shall appoint an Evaluation Team.
  - (b) Written submittals will be reviewed and ranked.
  - (c) At least three firms shall be shortlisted for formal interviews based on demonstrated qualifications.
- (3) **Council Approval.** The Evaluation Team shall submit a ranked list of the most qualified firms to the Town Council for approval prior to contract negotiations.
- (4) **Negotiation Sequence.** The Purchasing Officer shall attempt to negotiate a fair and reasonable contract with the top-ranked firm. If unsuccessful, negotiations will proceed in order of ranking until an agreement is reached or the process is terminated.
- (5) **Reuse of Existing Plans.** No RFP or selection process is required for CCNA projects that reuse existing plans from a prior project.

**D. Price-Based Selection.** For all other proposals not governed by CCNA, evaluation is based on price and other factors disclosed in the RFP. After proposal evaluation, the Purchasing Officer shall prepare a written recommendation. The recommendation shall be placed on the Council agenda for approval. Contracts are awarded to the responsive and responsible offeror whose proposal is most advantageous to the Town.



- E. **Award and Documentation.** Awards over \$50,000 shall be made by the Town Council unless delegated otherwise. A written record of evaluations, rankings, negotiations, and final award shall be retained in accordance with public records requirements. The Purchasing Officer may cancel or postpone proposal openings when necessary, with proper public notice.

#### **Section 4.06: SOLE SOURCE PURCHASES**

- A. **Sole Source Certification.** A contract may be awarded for a supply, service, material, equipment or construction item(s) without competition when the Purchasing Officer certifies in writing, after conducting a good faith review of available sources, that there is only one available source for the required material, supply, service equipment, or construction item(s). Such awards will be made within the authorized procurement limits. When a purchase exceeds **\$50,000**, the item will be placed on the agenda for Town Council approval and clarification that the vendor has been determined to be a sole source.
- B. **Additional Purchases from Certified Sole Source.** The Purchasing Officer and/or Department Director, as applicable, may, after initial sole source certification, make additional purchases from a sole source vendor for not more than one (1) year or until such time as contrary evidence is presented regarding sole source eligibility, whichever period is less.

#### **Section 4.07: COOPERATIVE PURCHASING AND COUNCIL-APPROVED CONTRACTS**

- A. **State Contracts.** The Purchasing Officer is authorized to purchase goods or services for up to \$50,000 from authorized vendors listed on the respective state contracts of the Department of Management Services, as well as any council-approved contracts, including the Library of Continuing Professional Services. The provisions of sections 4.01, 4.02, 4.03 and 4.04 shall not apply to such purchases. All other requirements of this policy shall apply. Any purchase over \$50,000 requires approval by Town Council.
- B. **Other Governmental Units.** The Purchasing Officer shall have the authority to join with other units of government in cooperative purchasing ventures when the best interest of the Town would be served thereby, and the same is in accordance with this policy and with Town and State law.
- C. **“Piggyback” Contracts.** The Purchasing Officer may acquire goods or services by utilizing contracts previously awarded by federal, state, or other eligible governmental entities, commonly referred to as “piggybacking,” without requiring a separate Town solicitation process, provided the following conditions are met:

- (1) **Eligibility.** The contract must:
  - (a) Be the result of a formal competitive solicitation process (e.g., Invitation for Bids, Request for Proposals, or Request for Qualifications);
  - (b) Be in active and good standing at the time of purchase.
- (2) **Eligible Contract Types.** Examples of contracts that may qualify include:
  - (a) Town-awarded contracts with broad departmental applicability;
  - (b) Contracts established by recognized governmental cooperatives;
  - (c) State or county contracts accessible to local government agencies;
  - (d) Intergovernmental agreements with language permitting shared use.
- (3) **Limitations.** Piggybacking shall not be used when:
  - (a) The original contract was awarded under sole source, emergency, or non-competitive methods;
  - (b) The contract covers professional services requiring department-specific qualifications;
  - (c) The contract lacks language supporting cooperative or shared use;
  - (d) The intended use materially changes the contract's original scope or terms.
- (4) **Authorization and Documentation.** Prior to making a purchase, departments must obtain Purchasing Officer approval.

#### **Section 4.08: BID PROTEST**

- A. Right to Protest.** A prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of contract may protest to the Town Council. Protesters shall seek resolution of their complaints initially with the Purchasing Officer and secondly with the Town Council.
- B. Filing a Protest.** Any person who is affected adversely by the decision or intended decision of the Town shall file with the Purchasing Officer a notice of protest in writing within 72 hours after the posting of the bid tabulation or after receipt of the notice of intended decision and file a formal written protest within ten (10) calendar days after the date he/she filed the notice of protest. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under this Section. A written protest is filed with the Town when it is delivered to and received in the office of the Purchasing Officer.
  - (1) The notice of protest shall contain at a minimum: the name of the bidder; the bidder's address and phone number; the name of the bidder's representative to whom notices may be sent; the name and bid number of the solicitation; and a brief factual summary of the basis of the protest.
  - (2) The formal written protest shall: identify the protestant and the solicitation involved; include a plain, clear statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances, or other legal authorities which the protestant deems applicable to such grounds; and specifically request the

relief to which the protestant deems himself entitled by application of such authorities to such grounds.

- (3) The protestant shall mail a copy of the notice of protest and the formal written protest to any person with whom he/she is in dispute.

**C. Settlement and Resolution.** The Purchasing Officer shall, within fourteen (14) days of the formal written protest, attempt to resolve the protest prior to any proceedings arising from the position.

**D. Protest Proceedings.** If the protest cannot be resolved by mutual agreement, the Purchasing Officer shall conduct or designate another to conduct a protest proceeding pursuant to the following procedures.

**(1) Protest Proceeding Procedures**

- (a) The presiding officer shall provide reasonable notice of the proceedings to all substantially affected persons. Petitions to intervene will be summarily denied if such notice is not received or the protest is dismissed.
- (b) At or prior to the protest proceeding, the protestant may submit any written or physical materials, objects, statements, affidavits, and arguments which he/she deems relevant to the issues raised.
- (c) In the proceeding, the protestant, or his/her representative or counsel, may also make an oral presentation of his evidence and arguments. However, neither direct, nor cross examination of witnesses shall be permitted, although the presiding officer may make whatever inquiries he/she deems pertinent to a determination of the protest.
- (d) The judicial rules of evidence shall not apply and the presiding officer shall base his/her decision on such information given during the proceeding upon which reasonable prudent persons rely in the conduct of their affairs.
- (e) Within seven (7) working days of the conclusion of the proceeding, the presiding officer shall render a decision which sets forth the terms and conditions of any settlement reached. Such decision of the presiding officer shall be conclusive as to the recommendation of the Town Council.
- (f) Any party may arrange for a court reporter to record the proceedings. Such party shall bear the expense of the court reporter.

**(2) Intervenor.** The participation of intervenors shall be determined by the terms of the order issued in response to a petition to intervene.

**(3) Time Limits.** The time limits in which protests must be filed as provided herein may be altered by specific provisions in the invitation for bids or request for proposals documents.

**(4) Entitlement to Costs.** In no case will the protesting bidder or offeror be entitled to any costs incurred with the solicitation, including bid preparation costs and attorney's fees.

- E. Stay of Procurement During Protests.** In the event of a timely protest under Subsection B of this Section, the Purchasing Officer shall not proceed further with the solicitation or award of the contract until all administrative remedies have been exhausted or unless the Town Council makes a determination that the award of a contract without delay is necessary to protect the substantial interests of the Town.

## **Section 5: CONTRACT ADMINISTRATION**

### **Section 5.1: CONTRACT PROVISIONS**

- A. Standard Contract Clauses and Their Modification.** The Town, after consultation with the Town Attorney, may establish standard clauses for use in Town contracts. However, the Purchasing Officer may, upon consultation with the Town Attorney, vary any such standard contract clauses for any particular contract.
- B. Contract Clauses.** All Town contracts for supplies, services, and construction shall include provisions necessary to define the responsibilities and rights of the parties to the contract. The Purchasing Officer, after consultation with the Town Attorney, may propose provisions appropriate for supply, service, or construction contracts, addressing among others the following subjects:
- (1) The unilateral right of the Town to order, in writing, changes in the work within the scope of the contract;
  - (2) The unilateral right of the Town to order, in writing, temporary stopping of the work or delaying performance that does not alter the scope of the contract;
  - (3) Variations occurring between estimated quantities or work in contract and actual quantities;
  - (4) Defective pricing;
  - (5) Time of performance and liquidated damages;
  - (6) Specified excuses for delay or nonperformance;
  - (7) Termination of the contract for default;
  - (8) Termination of the contract in whole or in part for convenience of the Town;
  - (9) Suspension of work on a construction project ordered by the town;
  - (10) Site conditions differing from those indicated in the contract, or ordinarily encountered, except that a differing site conditions clause need not be included in a contract;
    - (a) when the contract is negotiated;
    - (b) when the contractor provides the site or design; or
    - (c) when the parties have otherwise agreed with respect to the risk of differing site conditions;
  - (11) Value engineering proposals;
  - (12) Remedies;

- (13) Access to records/retention records;
- (14) Environmental compliance; and (15) Prohibition against contempt fees.
- (16) Insurance to be provided by contractor covering employee, property damage, liability and other claims, with requirements of certificates of insurance and cancellation clauses.
- (17) Bonding requirements as set by the Town Council.
- (18) Causes of and authorization for suspension of contract for improper contractor activity.

### **Section 5.3: CHANGE ORDERS/CONTRACT AMENDMENTS**

Change orders and contract amendments, which provide for the alteration of the provisions of a contract, may be approved by an appropriate person based upon the dollar value of the change or amendment. The purchasing categories thresholds designated in Sections 4.01 shall govern the appropriate level of approval.

### **Section 6: RIGHTS OF TOWN COUNCIL**

Nothing in this Policy shall be deemed to abrogate, annul, or limit the right of the Town Council, in the best interests of the Town, to reject all bids received in response to a request, to determine in its sole discretion the responsiveness and responsibility of any bidder, to approve and authorize or to enter into any contract it deems necessary and desirable for the public welfare, or to vary the requirements of the policy in any instance when desirable for the public good.

### **Section 7: TOWN PROCUREMENT RECORDS**

- A. **Contract File.** All determinations and other written records pertaining to the solicitation, award, or performance of a contract shall be maintained for the Town in a contract file.
- B. **Retention of Procurement Records.** All procurement records shall be retained and disposed of by the Town in accordance with records retention guidelines and schedules established by the State of Florida.

### **Section 8: ETHICS IN PUBLIC CONTRACTING**

#### **Section 8.1: CRIMINAL PENALTIES**

To the extent that violations of the ethical standards of conduct set forth in this Section constitute violations of the State Criminal Code, they shall be punishable as provided therein. Such penalties shall be in addition to civil sanctions set forth in this part.

## **Section 8.2: EMPLOYEE CONFLICT OF INTEREST**

- A. Participation.** It shall be unethical for any Town employee, officer or agent to participate directly or indirectly in the procurement or administration of a contract. A conflict of interest would arise when:
- (1) The Town employee, officer or agent;
  - (2) Any member of his immediate family;
  - (3) His or her partner; or
  - (4) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. The officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub agreements.
- B. Blind Trust.** A Town employee, officer or agent or any member of their family who holds a financial interest in a disclosed blind trust shall not be deemed to have a conflict of interest regarding matters pertaining to that financial interest.

## **Section 8.3: CONTEMPORANEOUS EMPLOYMENT PROHIBITED**

It shall be unethical for any Town employee who is participating directly or indirectly in the procurement process to become or to be, while such a Town employee, the employee of any person contracting with the Town.

## **Section 8.4: USE OF CONFIDENTIAL INFORMATION**

It shall be unethical for any employee knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.

## **Section 8.5: GRATUITIES AND KICKBACKS**

- A. Gratuities.** It shall be unethical for any person to offer, give, or agree to give any Town employee, officer or agent or for any Town employee, officer or agent to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.
- B. Kickbacks.** It shall be unethical for any payment, gratuity, or offer of employment to be made by or behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

**Section 8.6: SANCTIONS**

- A. **Employee Sanctions.** Upon violation of the ethical standards by an employee, officer, or agent, the Town or other appropriate authority may:
- (1) impose one or more appropriate disciplinary actions as defined in the Town Personnel Rules and regulations, up to and including termination of employment;
  - (2) request investigation and prosecution.
- B. **Non-employee Sanctions.** The Council may impose any one or more of the following sanctions on a non-employee for violation of the ethical standards:
- (1) Written warnings;
  - (2) Termination of contracts; or
  - (3) Any other sanction available by law.

## TOWN OF HOWEY-IN-THE-HILLS PURCHASING POLICY

### Section 1: PURPOSE

This policy is adopted to ~~assure~~ensure that commodities and services are obtained efficiently and effectively in free and open competition and through the use of sound procurement practices. All Town of Howey-in-the-Hills ("Town") staff and other persons with designated responsibility for purchasing are responsible for ensuring compliance with this policy and with all applicable federal and state laws and regulations.

### Section 2: APPLICATION OF POLICY

This policy shall apply to all contracts or agreements, whether oral or written, for the procurement of any materials, supplies, services, construction and equipment entered into by or on behalf of the Town after the effective date of this policy ("Purchases").

### Section 3: PURCHASING OFFICER; DEPARTMENT DIRECTORS; BUDGET AND CASH FLOW LIMITATIONS

The ~~Mayer~~Town Manager or his/her designee shall serve as the Purchasing Officer of the Town for all Purchases, and may establish procedures for the approval of and documentation of Purchases as follows:

- "Department Directors" (Chief of Police, Public Services Director, Town Clerk and Library Director), may make Purchases according to the threshold Purchase limits as set forth in Section 4 below.
- No Purchase may be made unless such Purchase is within the budgeted amount authorized by the Town Council for the relevant department.
- The ~~Mayer~~Town Manager may impose further restrictions upon Purchases if reasonably required by cash flow limitations.
- Emergency Purchases. The ~~Mayer~~Town Manager shall have the authority to waive any of the provisions of this policy, and may make emergency purchases in any amount to alleviate a situation in which there is a threat to health, welfare, or safety under certain conditions defined as an emergency by the Federal Government, the State of Florida, or the Town, that does not allow time for normal, competitive purchasing procedures.
- Cooperative Purchases. The Town Council may enter into a cooperative purchasing ~~arrangement, (also arrangement, also~~ known as "piggybacking,") with other governmental agencies and agencies qualified by the ~~State~~ for government purchasing for all services, supplies, materials, and equipment to be used by the Town, ~~providing~~provided the vendor extends the same terms and conditions of the contract to the town.

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### Section 4: PURCHASING AND CONTRACT AWARD PROCEDURES Section 4.01: PURCHASING CATEGORIES; THRESHOLD AMOUNTS

Except Sole Source Purchases (Section 4.06) and Cooperative Purchasing ~~and Council-Approved Contracts~~, (Section 4.07), all Purchases and contract awards are to be made

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subject to the provisions of the appropriate Section according to the following threshold amounts:

- A. Small Purchases (Section 4.02) ~~any amount under \$5,000.~~
- B. Purchasing Quotes (Section 4.03) ~~\$5,000.01 to \$50,000~~
- C. Competitive Sealed Bids and Requests for Proposals (Section 4.04 & 4.05) ~~\$50,000 or more 10,000.01 and above.~~

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#### **Section 4.02: SMALL PURCHASES**

Purchases of commodities, equipment and services which cost ~~\$5,000.00~~ or less ("Small Purchases"), do not require solicitation of quotes or bids. Small purchases may be authorized by the Department Director.

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#### **Section 4.03: PURCHASING QUOTES**

The purchase of goods and services which cost within the range authorized for purchasing quotes in Section 4.01 require competitive quotations from three or more vendors, if available. Purchasing quotes may be obtained by the Department Director ~~and awarded by the Purchasing Officer.~~

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#### **Section 4.04: COMPETITIVE SEALED BIDS**

- A. **Conditions For Use.** ~~All contracts for purchases of a single item, services or aggregate in excess of the established base amount for Competitive Sealed Bids in Section 4.01, where price, not qualifications, is the basis for contract award, shall be awarded by competitive sealed bidding. The Purchasing Officer may award bids for Purchases up to the amount of \$50,000.00. The Town Council shall award bids for Purchases over this amount pursuant to the procedures set forth in subsection H, below. Where price, not qualifications, is the basis for a contract award, the Town Council shall award by competitive sealed bidding. All contracts for purchases of a single item, services, or multiple items when the estimated aggregate amount exceeds the thresholds as described in Section 4.01 must be made via Competitive Sealed Bid in accordance with this policy and shall be publicly opened. The Town Council shall award bids for \$50,000 and above, per the threshold outlined in Section 4.01C.~~
- B. **Invitation to Bid.** An invitation to bid shall be issued and shall include specifications, all contractual terms and conditions, and the place, date, and time for opening or submittal. No later than five (5) working days prior to the date for receipt of bids ~~may, a~~ a vendor ~~shall~~ make a written request to the Town for interpretations or corrections of any ambiguity, inconsistency or error which the vendor may discover. All interpretations or corrections will be issued as addenda.
- C. **Public Notice.** Public notice shall be provided in at least one of the following: newspaper of general circulation, the Town's website, or Demandstar, at least ten

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(10) calendar days prior to bid opening. Notice shall give the date, time, and place set forth for the submittal of proposals and opening of bids.

- D. **Bid Opening.** Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the solicitation. The amount of each bid, and other such relevant information as may be deemed appropriate, together with the name of each bidder, and all witnesses shall be recorded. The record and each bid shall be open to public inspection.
- E. **Bid Acceptance and Evaluation.** Upon opening, bids ~~shall be unconditionally~~ shall be unconditionally accepted without alteration or correction, except as authorized in this policy. Following acceptance, the Purchasing Officer or his/her designee shall evaluate the bids based on the requirements set forth in the solicitation.
- F. **Bid Agenda Item.** ~~For bids that are to be awarded by the Town Council, the Purchasing Officer or his/her designee, after evaluation, will prepare a recommendation and shall place the item on the agenda of the Town Council. All competitive bids exceeding \$50,000 shall be submitted to Town Council for approval. For bids that are to be awarded by the Town Council, the Purchasing Officer or his/her designee, after evaluation, will prepare a recommendation and shall place the item on the agenda of the Town Council.~~
- G. **Correction or Withdrawal of Bids; Cancellation of Awards.** Correction or withdrawal of inadvertently erroneous bids before or after award, or cancellation of awards or contracts based on such bid mistakes, shall be permitted where appropriate. Mistakes discovered before bid opening may be modified or withdrawn by written or electronic notice received in the office designated in the Invitation for Bids prior to the time set for bid opening. After bid opening, corrections in bids shall be permitted only to the extent that the bidder can show by clear and convincing evidence that a mistake of a non-judgmental character was made, the nature of the mistake, and the bid price actually intended. After bid opening, no changes in the bid price or other provisions of bids prejudicial to the interest of the Town or fair competition shall be permitted. In lieu of bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw his bid if:
- (1) the mistake is clearly evident on the face of the bid ~~document~~ document, but the intended correct bid is not similarly evident; or
  - (2) the bidder submits evidence which clearly and convincingly demonstrates that a mistake was made. All decisions to permit the correction or withdrawal of bids or to cancel awards or contracts based on bid mistakes shall be supported by a written determination made by the Purchasing Officer.
- H. **Award.** The Town Council ~~shall~~ award the contract with reasonable promptness to the most responsible and responsive bidder whose bid meets the requirements and criteria set forth in the solicitation. The Town reserves the right to waive any

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informality in bids and to make an award in whole or in part, or cancel the solicitation when in the best interest of the Town.

Any requirement which is waived must be documented and kept in the-file.

- (1) **Notice of Intended Award.** The contract shall be awarded by written notice. Every procurement of contractual services shall be evidenced by a written agreement. Notice of the intended award shall follow the process specified in the solicitation.
- (2) **Notice of Right to Protest.** All notices of decision or intended decisions shall contain the statement: "Failure to file a protest within the time prescribed in Section 4.08 of the Purchasing Policy of the Town of Howey-in-the-Hills shall constitute a waiver of proceedings under that section of this Policy".
- (3) **Bond.** If required in the solicitation, the most responsible bidder shall give a bond with an approved surety in such sum as the nature and character of the work demand. The bond shall be subject to the approval of the Town Council.

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- I. **Cancellation of Invitations for Bids.** An invitation for bids or other solicitation may be cancelled, or any or all bids may be rejected in whole or in part when it is in the best interest of the Town, as determined by a Department Director, the Purchasing Officer, or the Town Council, as applicable. Notice of cancellation shall be posted on the Town's website and sent to all businesses solicited. The notice shall identify the solicitation, explain the reason for cancellation and, where appropriate, explain that an opportunity will be given to compete on any re-solicitation or any future procurement of similar items.

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- J. **Disqualification of Vendors.** For any specific bid, vendors may be disqualified by the Purchasing Officer, for the following reasons:

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- (1) Failure to respond to bid invitation three consecutive times within the last twelve (12) months period.
- (2) Failure to update the information on file including address, project or service, or business description.
- (3) Failure to perform according to contract provisions.
- (4) Conviction in a court of law of any criminal offense in connection with the conduct of business.
- (5) Clear and convincing evidence of a violation of any Federal or State anti-trust law based on the submission of bids or proposals, or the awarding of contracts.
- (6) Clear and convincing evidence that the vendor has attempted to give a Town employee a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the Town's purchasing activity.
- (7) Failure to execute a sworn statement on Public Entity Crimes Statement in compliance with subsection 287.133(3)(a) of the Florida Statutes.
- (8) Other reasons deemed appropriate by the Town.

**Section 4.05: COMPETITIVE SEALED PROPOSALS**

For all contracts exceeding \$50,000, whether for goods, general services, or professional services, the Town shall solicit Competitive Sealed Proposals through a Request for Proposal (RFP). The process applies uniformly, except where otherwise required by the Consultants' Competitive Negotiation Act (CCNA) under Section 287.055, Florida Statutes.

**A. Applicability.** Professional services (architecture, engineering, landscape architecture, and land surveying) are governed by CCNA and awarded based on qualifications. All other goods and services that are evaluated based on a combination of qualifications and other stated factors.

**B. General Procedure for All Competitive Sealed Proposals.**

(1) **Request for Proposals (RFP).** The Purchasing Officer shall prepare an RFP including:

- (a) Scope of work and required qualifications;
- (b) Evaluation criteria and their relative importance;
- (c) Submission requirements and deadlines.

(2) **Public Notice.** The RFP shall be publicly advertised through at least one of the following:

- (a) Newspaper of general circulation;
- (b) The Town's website;
- (c) DemandStar or similar procurement platform.

(3) **Receipt and Opening of Proposals.** Proposals shall be opened publicly by the Purchasing Officer or designee, in the presence of one or more witnesses. A record of proposers and observers shall be maintained and available for public inspection.

(4) **Revisions and Clarification.** As applicable, responsible offerors may be invited to participate in discussions to clarify proposals or submit best and final offers. All offerors shall be treated equitably during this phase.

**C. Qualifications-Based Selection.** For contracts governed by the CCNA:

(1) **Project Scope Document.** Prior to issuing an RFP, the Purchasing Officer shall prepare a written summary of project requirements, including purpose, objectives, timeline, estimated cost, and desired qualifications. This document shall be included with the RFP submission to Council.

**(2) Evaluation Team and Shortlisting**

- (a) The Town Manager shall appoint an Evaluation Team.
- (b) Written submittals will be reviewed and ranked.
- (c) At least three firms shall be shortlisted for formal interviews based on demonstrated qualifications.

(3) **Council Approval.** The Evaluation Team shall submit a ranked list of the most qualified firms to the Town Council for approval prior to contract negotiations.

(4) **Negotiation Sequence.** The Purchasing Officer shall attempt to negotiate a fair and reasonable contract with the top-ranked firm. If unsuccessful, negotiations

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will proceed in order of ranking until an agreement is reached or the process is terminated.

(5) **Reuse of Existing Plans.** No RFP or selection process is required for CCNA projects that reuse existing plans from a prior project.

**D. Price-Based Selection.** For all other proposals not governed by CCNA, evaluation is based on price and other factors disclosed in the RFP. After proposal evaluation, the Purchasing Officer shall prepare a written recommendation. The recommendation shall be placed on the Council agenda for approval. Contracts are awarded to the responsive and responsible offeror whose proposal is most advantageous to the Town.

**E. Award and Documentation.** Awards over \$50,000 shall be made by the Town Council unless delegated otherwise. A written record of evaluations, rankings, negotiations, and final award shall be retained in accordance with public records requirements. The Purchasing Officer may cancel or postpone proposal openings when necessary, with proper public notice.

#### **Section 4.06: SOLE SOURCE PURCHASES**

- A. Sole Source Certification.** A contract may be awarded for a supply, service, material, equipment or construction item(s) without competition when the Purchasing Officer certifies in writing, after conducting a good faith review of available sources, that there is only one available source for the required material, supply, service equipment, or construction item(s). Such awards will be made within the authorized procurement limits. When a purchase exceeds **\$50,000**, the item will be placed on the agenda for Town Council approval and clarification that the vendor has been determined to be a sole source.
- B. Additional Purchases from Certified Sole Source.** The Purchasing Officer and/or Department Director, as applicable, may, after initial sole source certification, make additional purchases from a sole source vendor for not ~~less~~ **more** than one (1) year or until such time as contrary evidence is presented regarding sole source eligibility, whichever period is less.

#### **Section 4.07: COOPERATIVE PURCHASING AND COUNCIL-APPROVED CONTRACTS**

- A. State Contracts.** The Purchasing Officer is authorized to purchase goods or services for up to \$50,000 from authorized vendors listed on the respective state contracts of the Department of Management Services, as well as any council-approved contracts, including the Library of Continuing Professional Services. The provisions of sections 4.01, 4.02, 4.03 and 4.04 shall not apply to such purchases. All other requirements of this policy shall apply. Any purchase over \$50,000 requires approval by Town Council.

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**Deleted:** All contracts for purchases of a single item or services or aggregate in excess of the established base amount for Request for Proposals in Section 4.01, where qualifications, not price, is the basis for contract award, shall be awarded by competitive sealed proposals. All contracts for the procurement of professional architectural, engineering, landscape architectural, and land surveying services will be awarded according to the provisions of Section 4.051. ¶

All other contracts required to be awarded by competitive sealed proposals will be awarded according to the provisions of Section 4.052. ¶

¶

**Section 4.051: PROFESSIONAL ARCHITECTURAL, ENGINEERING, LANDSCAPE ARCHITECTURAL, AND LAND SURVEYING SERVICES (Sec. ¶ 287.055, Fla. Stat. services) ¶**

¶

**Public Announcement.** It is the policy of the Town to publicly announce all requirements for professional architectural, engineering, landscape architectural, and land surveying services and to negotiate such contracts on the basis of demonstrated competence and qualifications at fair and reasonable prices. In the procurement of such services, the Town may require firms to submit a statement of qualifications, performance data and other related information for the performance of professional services. ¶

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**Scope of Project Requirements.** Prior to submission of the request for proposals for professional services as an ag... [1]

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**B. Other Governmental Units.** The Purchasing Officer shall have the authority to join with other units of government in cooperative purchasing ventures when the best interest of the Town would be served thereby, and the same is in accordance with this policy and with Town and State law.

**C. “Piggyback” Contracts.** The Purchasing Officer may acquire goods or services by utilizing contracts previously awarded by federal, state, or other eligible governmental entities, commonly referred to as “piggybacking,” without requiring a separate Town solicitation process, provided the following conditions are met:

**(1) Eligibility.** The contract must:

(a) Be the result of a formal competitive solicitation process (e.g., Invitation for Bids, Request for Proposals, or Request for Qualifications);

(b) Be in active and good standing at the time of purchase.

**(2) Eligible Contract Types.** Examples of contracts that may qualify include:

(a) Town-awarded contracts with broad departmental applicability;

(b) Contracts established by recognized governmental cooperatives;

(c) State or county contracts accessible to local government agencies;

(d) Intergovernmental agreements with language permitting shared use.

**(3) Limitations.** Piggybacking shall not be used when:

(a) The original contract was awarded under sole source, emergency, or non-competitive methods;

(b) The contract covers professional services requiring department-specific qualifications;

(c) The contract lacks language supporting cooperative or shared use;

(d) The intended use materially changes the contract’s original scope or terms.

**(4) Authorization and Documentation.** Prior to making a purchase, departments must obtain Purchasing Officer approval.

**Deleted:** The Purchasing Officer may purchase goods or services, or both, that are then under contract with the federal or state government or with , municipal, special-district, or other government body without complying with the bidding and competitive-proposal requirements of ~~this~~ 4, but only if the contractor or vendor extends to the Town material terms and conditions for the purchase that are substantially the same as, or more favorable than, the terms of the existing contract.

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#### **Section 4.08: BID PROTEST**

**A. Right to Protest.** A prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of contract may protest to the Town Council. Protesters shall seek resolution of their complaints initially with the Purchasing Officer and secondly with the Town Council.

**B. Filing a Protest.** Any person who is affected adversely by the decision or intended decision of the Town shall file with the Purchasing Officer a notice of protest in writing within 72 hours after the posting of the bid tabulation or after receipt of the notice of intended decision and file a formal written protest within ten (10) calendar days after the date he/she filed the notice of protest. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings

under this Section. A written protest is filed with the Town when it is delivered to and received in the office of the Purchasing Officer.

- (1) The notice of protest shall contain at a minimum: the name of the bidder; the bidder's address and phone number; the name of the bidder's representative to whom notices may be sent; the name and bid number of the solicitation; and a brief factual summary of the basis of the protest.
- (2) The formal written protest shall: identify the protestant and the solicitation involved; include a plain, clear statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances, or other legal authorities which the protestant deems applicable to such grounds; and specifically request the relief to which the protestant deems himself entitled by application of such authorities to such grounds.
- (3) The protestant shall mail a copy of the notice of protest and the formal written protest to any person with whom he/she is in dispute.

**C. Settlement and Resolution.** The Purchasing Officer shall, within fourteen (14) days of the formal written protest, attempt to resolve the protest prior to any proceedings arising from the position.

**D. Protest Proceedings.** If the protest cannot be resolved by mutual agreement, the Purchasing Officer shall conduct or designate another to conduct a protest proceeding pursuant to the following procedures.

**(1) Protest Proceeding Procedures**

- (a) ~~The presiding officer shall give reasonable notice to all substantially affected persons of businesses. Otherwise petitions to intervene will be considered on their merits as received.~~ The presiding officer shall provide reasonable notice of the proceedings to all substantially affected persons. Petitions to intervene will be summarily denied if such notice is not received or the protest is dismissed.
- (b) At or prior to the protest proceeding, the protestant may submit ~~any~~ any written or physical materials, objects, statements, affidavits, and arguments which he/she deems relevant to the issues raised.
- (c) In the proceeding, the protestant, or his/her representative or counsel, may also make an oral presentation of his evidence and arguments. However, neither direct, nor cross examination of witnesses es shall be permitted, although the presiding officer may make whatever inquiries he/she deems pertinent to a determination of the protest.
- (d) The judicial rules of evidence shall not apply and the presiding officer shall base his/her decision on such information given during the proceeding upon which reasonable prudent persons rely in the conduct of their affairs.
- (e) Within seven (7) working days of the conclusion of the proceeding, the presiding officer shall render a decision which sets forth the terms and conditions of any settlement reached. Such decision of the presiding

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officer shall be conclusive as to the recommendation ~~to~~of the Town Council.

- (f) Any party may arrange for a court reporter to record the proceedings. Such party shall bear the expense of the court reporter.
- (2) **Intervenor.** The participation of intervenors shall be ~~governed~~ determined by the terms of the order issued in response to a petition to intervene.
- (3) **Time Limits.** The time limits in which protests must be filed as provided herein may be altered by specific provisions in the invitation for bids or request for proposals documents.
- (4) **Entitlement to Costs.** In no case will the protesting bidder or offeror be entitled to any costs incurred with the solicitation, including bid preparation costs and attorney's fees.

**E. Stay of Procurement During Protests.** In the event of a timely protest under Subsection B of this Section, the Purchasing Officer shall not proceed further with the solicitation or award of the contract until all administrative remedies have been exhausted or unless the Town Council makes a determination that the award of a contract without delay is necessary to protect the substantial interests of the Town.

## **Section 5: CONTRACT ADMINISTRATION**

### **Section 5.1: CONTRACT PROVISIONS**

- A. **Standard Contract Clauses and Their Modification.** The Town, after consultation with the Town Attorney, may establish standard clauses for use in Town contracts. However, the Purchasing Officer may, upon consultation with the Town Attorney, vary any such standard contract clauses for any particular contract.
- B. **Contract Clauses.** All Town contracts for supplies, services, and construction shall include provisions necessary to define the responsibilities and rights of the parties to the contract. The Purchasing Officer, after consultation with the Town Attorney, may propose provisions appropriate for supply, service, or construction contracts, addressing among others the following subjects:
  - (1) The unilateral right of the Town to order, in writing, changes in the work within the scope of the contract;
  - (2) The unilateral right of the Town to order, in writing, temporary stopping of the work or delaying performance that does not alter the scope of the contract;
  - (3) Variations occurring between estimated quantities or work in contract and actual quantities;



- (4) Defective pricing;
- (5) Time of performance and liquidated damages;
- (6) Specified excuses for delay or nonperformance;
- (7) Termination of the contract for default;
- (8) Termination of the contract in whole or in part for convenience of the Town;
- (9) Suspension of work on a construction project ordered by the town;
- (10) Site conditions differing from those indicated in the contract, or ordinarily encountered, except that a differing site conditions clause need not be included in a contract;
  - (a) when the contract is negotiated;
  - (b) when the contractor provides the site or design; or
  - (c) when the parties have otherwise agreed with respect to the risk of differing site conditions;
- (11) Value engineering proposals;
- (12) Remedies;
- (13) Access to records/retention records;
- (14) Environmental compliance; and (15) Prohibition against contempt fees.
- (16) Insurance to be provided by contractor covering employee, property damage, liability and other claims, with requirements of certificates of insurance and cancellation clauses.
- (17) Bonding requirements as set by the Town Council.
- (18) Causes of and authorization for suspension of contract for improper contractor activity.

### **Section 5.3: CHANGE ORDERS/CONTRACT AMENDMENTS**

Change orders and contract amendments, which provide for the alteration of the provisions of a contract, may be approved by an appropriate person based upon the dollar value of the change or amendment. The purchasing categories thresholds designated in Sections 4.01 shall govern the appropriate level of approval.

### **Section 6: RIGHTS OF TOWN COUNCIL**

Nothing in this Policy shall be deemed to abrogate, annul, or limit the right of the Town Council, in the best interests of the Town, to reject all bids received in response to a request, to determine in its sole discretion the responsiveness and responsibility of any bidder, to approve and authorize or to enter into any contract it deems necessary and desirable for the public welfare, or to vary the requirements of the policy in any instance when desirable for the public good.

### **Section 7: TOWN PROCUREMENT RECORDS**

- A. **Contract File.** All determinations and other written records pertaining to the solicitation, award, or performance of a contract shall be maintained for the Town in a contract file.

- B. Retention of Procurement Records.** All procurement records shall be retained and disposed of by the Town in accordance with records retention guidelines and schedules established by the State of Florida.

## **Section 8: ETHICS IN PUBLIC CONTRACTING**

### **Section 8.1: CRIMINAL PENALTIES**

To the extent that violations of the ethical standards of conduct set forth in this [Section](#) constitute violations of the State Criminal [Code](#), they shall be punishable as provided therein. Such penalties shall be in addition to civil sanctions set forth in this part.

### **Section 8.2: EMPLOYEE CONFLICT OF INTEREST**

- A. Participation.** It shall be unethical for any Town employee, officer or agent to participate directly or indirectly in ~~a procurement~~[the procurement](#) or administration of a contract. A conflict of interest would arise when:
- (1) The Town employee, officer or agent;
  - (2) Any member of his immediate family;
  - (3) His or her partner; or
  - (4) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. The officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub agreements.
- B. Blind Trust.** A Town employee, officer or agent or any member of their family who holds a financial interest in a disclosed blind trust shall not be deemed to have a conflict of interest ~~with regard to~~[regarding](#) matters pertaining to that financial interest.

### **Section 8.3: CONTEMPORANEOUS EMPLOYMENT PROHIBITED**

It shall be unethical for any Town employee who is participating directly or indirectly in the procurement process to become or to be, while a Town employee, the employee of any person contracting with the Town.

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### **Section 8.4: USE OF CONFIDENTIAL INFORMATION**

It shall be unethical for any employee knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.

### **Section 8.5: GRATUITIES AND KICKBACKS**

- A. **Gratuities.** It shall be unethical for any person to offer, give, or agree to give any Town employee, officer or agent or for any Town employee, officer or agent to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.
- B. **Kickbacks.** It shall be unethical for any payment, gratuity, or offer of employment to be made by or behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

### **Section 8.6: SANCTIONS**

- A. **Employee Sanctions.** Upon violation of the ethical standards by an employee, officer, or agent, the Town or other appropriate authority may:
- (1) impose one or more appropriate disciplinary actions as defined in the Town Personnel Rules and regulations, up to and including termination of employment;
  - (2) request investigation and prosecution.
- B. **Non-employee Sanctions.** The Council may impose any one or more of the following sanctions on a non-employee for violation of the ethical standards:
- (1) Written warnings;
  - (2) Termination of contracts; or
  - (3) Any other sanction available by law.

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## 2025 List of Priority Projects (DRAFT)

Table 1 – Top Priorities

2025 Top Priority Rank (DRAFT)	2024 Top Priority Rank	Sponsor/ Location	FM #	Project Name	From	To	Description	LOPP Category	Proposed Phase	Proposed Phase FY	Proposed Phase Cost*	CMP Congested Corridors 2023 Analysis (for info. purposes)	Prior Year Top Priorities Rank	Project Phase Requested	Severe Crash Density (for info. purposes)
1	1	FDOT	409870-1	SR 44 (CR44E)	US 441	SR 44	Road Widening	Capacity (Non-SIS)	CST	2026/27	\$26,500,000	Extremely Congested (2023)	1-5	Construction	Medium (16-30)
2	5	FDOT	238394-3	SR 500 (US 441)	Perkins Street	SR 44	Road Widening	Capacity (Non-SIS)	CST	2026/27	\$13,794,537	Approaching Congestion	1-5	Construction	High (>45)
3	17	FDOT/ Lake County	-	SR 19 Planning Study/PD&E (Freight Project)	SR 50	CR 455/CR48	Corridor Study / PD&E	Planning	Planning/ PD&E	2026/27	\$2,500,000	Congested (2023)	16-20	Planning	Medium (16-30)
4	6	Sumter County	-	CR 747	C 48	1000 ft. south of C 478	Safety/ Operations/ TSM&O	Safety/ Operations/ TSM&O	CST	2026/27	\$7,850,000	Operating at Acceptable Level of Service	6-10	Construction	Medium- Low (1-15)
5	-	Sumter County	-	CA70	US 301	Central Parkway	Road Widening	Capacity (Non-SIS)	CST	2028/29	\$TBD	Operating at Acceptable Level of Service	Not Ranked in Top 20	Construction	Medium (16-30)
6	-	Sumter County	-	CA70	US 301	SR 471	Roadway Extension	Capacity (Non-SIS)	Design	2026/27	\$TBD	New Roadway, Not on CMP Network	Not Ranked in Top 20	Design	New Roadway
7	7	FDOT	429356-1	SR 500 (US 441)	SR 44	N of SR 46	Road Widening	Capacity (Non-SIS)	CST	2028/29	\$25,800,000	Operating at Acceptable Level of Service	6-10	Construction	Medium- High (31- 45)
8	8	Lake County	-	Wellness Way (2 to 4 Lanes)	Hancock Road Extension	Orange County Line	Widening	Capacity (Non-SIS)	CST	2026/27	\$6,633,484	New Roadway, Not on CMP Network	6-10	Construction	New Roadway
9	9	Lake County	441710-1	Round Lake Road	Wolf Branch Road	SR 44	Road Widening/ Extension	Capacity (Non-SIS)	CST	2029/30	\$30,000,000	Roadway, Not on CMP Network	6-10	Construction	Medium- Low (1-15)
10	11	Lake County	449454-1	Hammock Ridge Roundabout	Hammock Ridge Rd	Lakeshore Dr	Roundabout	Safety/ Operations/T SM&O	CST	2028/29	\$3,000,000	Approaching Congestion	11-15	Construction	Medium- High (31- 45)



## 2025 List of Priority Projects (DRAFT)

2025 Top Priority Rank (DRAFT)	2024 Top Priority Rank	Sponsor/ Location	FM #	Project Name	From	To	Description	LOPP Category	Proposed Phase	Proposed Phase FY	Proposed Phase Cost*	CMP Congested Corridors 2023 Analysis (for info. purposes)	Prior Year Top Priorities Rank	Project Phase Requested	Severe Crash Density (for info. purposes)
11	10	Lake County/	439665-1	Rolling Acres Road	West Lady Lake Avenue	Griffin Avenue	Road Widening	Capacity (Non-SIS)	Design	2028/29	\$1,500,000	Operating at Acceptable Level of Service	6-10	Design	Medium (16-30)
12	12	Lake County	441779-1	CR 455 (Roy Goodgame Parkway)	Lost Lake Road	Hartwood Marsh Road	Roadway Extension/	Capacity (Non-SIS)	CST	2026/27	\$19,800,000	New Roadway, Not on CMP Network	11-15	Construction	New Roadway
13	13	Lake County	-	CR 455 Extension	Wellness Way	Schofield Road	Roadway Extension	Capacity (Non-SIS)	Design	2026/27	\$1,500,000	New Roadway, Not on CMP Network	11-15	Design	New Roadway
14	14	Lake County	441393-1	CR 437 Redignment	Oak Tree Dr	SR 46	New Corridor/	Capacity (Non-SIS)	CST	2027/28	\$4,000,000	New Roadway, Not on CMP Network	11-15	Construction	New Roadway
15	15	Lake County	-	Hartwood Marsh Road	Regency Hills Drive	CR 455/Roy Goodgame Parkway	Road Widening	Capacity (Non-SIS)	Design	2027/28	\$3,000,000	Approaching Congestion	11-15	Design	Medium- Low (1-15)
16	18	Lake County	447410-1	Micro Racetrack Road	CR 466A	Lake Ellis Road	Paved Shoulders	Safety/ Operations/T SM&O	ROW	2026/27	\$5,000,000	Operating at Acceptable Level of Service	16-20	ROW	Medium- Low (1-15)
17	19	Lake County	-	CR 44 Corridor Feasibility Study	US 441	Eustis Bypass/ Deland Road	Corridor Study	Planning	Planning	2026/27	\$750,000	Operating at Acceptable Level of Service	16-20	Planning	Medium- High (31- 45)
18	20	Lake County/ Mount Dora	-	Vista Ridge Drive/Wolf Branch Innovation Blvd	Niles Road	CR 437	Corridor Study/ Preliminary Design	Planning	Design	2026/27	\$1,500,000	New Roadway, Not on CMP Network	16-20	Planning	New Roadway
19	3	Lake County	439684-1 439048-1 439685-1 439687-1 439686-1	Lake County Sidewalk Construction Bundle (Radio Rd/Treadway ES, East Orange Ave.; CR 561/Astatulla ES; CR 44 Bypass/Deland Rd/Eustis Middle School)			New Sidewalks	Bike/Ped	CST	2026/27	\$6,055,000	Sidewalk Project	1-5	Construction	Sidewalk Project



## 2025 List of Priority Projects (DRAFT)

2025 Top Priority Rank (DRAFT)	2024 Top Priority Rank	Sponsor/ Location	FM #	Project Name	From	To	Description	LOPP Category	Proposed Phase	Proposed Phase FY	Proposed Phase Cost*	CMP Congested Corridors 2023 Analysis (for info, purposes)	Prior Year Top Priorities Rank	Project Phase Requested	Severe Crash Density (for info, purposes)
20	4	Sumter County/ Wildwood	451313-1	US 301 Complete Streets	From East Kentucky Ave.	Lion Street	Complete Streets	Complete Streets	CST	2026/27	\$10,000,000	Congested (2028)	1-5	Construction	Medium- High (31- 45)
21	-	Howey- in-the- Hills	-	SR 19 Safety, Capacity, Bicycle and Pedestrian Improvements			Corridor Study	Planning	Planning	2026/27	\$250,000	Operating at Acceptable Level of Service	Not Ranked in Top 20	Planning	High (>45)

\*Proposed cost estimates are under review and will be finalized based on project-specific factors or to-be-determined inflation factors

### Funded Projects

The following are projects that were included in the MPO's 2022 and 2023 LOPP Top 20 lists which are now funded through construction. These projects are included here to continue to reflect their priority to the MPO through completion.

FM #	Project Name	From	To	Description	Construction Funding Source
427056-1	SR 50	CR 565 (Milla City)	CR 565A (Montevisto)	Realignment	State
448734-1	Hooks Street	Hancock Road	CR 455/Hartle Road	New Road	State/Local
441781-1	Hartwood Marsh Road	US 27	Savannah Ridge Lane (Proposed CR 455 Extension)	Road Widening	State /Local
-	Citrus Grove Road Phase II and Phase V	W. of Scrub Jay Lane (Phase II) / Florida's Turnpike (Phase V)	Grassy Lake Road (Phase II) / Blackstill Lake Dr. (Phase V)	New Road/ Road Widening	Phase II – Member Project (State) Phase V - Local
430132-1	SR 35 (US 301) - (Segments 3,4,5 from SR 44 to CR 525E are Sumter County Priority)	SR 44	CR 470	Road Widening	State (included in Moving Florida Forward)
447931-1	Marsh Bend Trail (CR 501)	Corbin Trail	Central Parkway	Roadway Improvements/ ITS	State / Local
451322-1	C 48	C 469	Lake/Sumter County Line	Safety Project	State / Local
451315-1	Lake Minneola Shores & Jalammy Rd Roundabout	Lake Minneola Shores	Jalammy Road	Roundabout	State / Local



## 2025 List of Priority Projects (DRAFT)

Table 2 – Strategic Intermodal System (SIS) Project Priorities

2025 SIS Rank (DRAFT)	Sponsor/ Location	FM #	Project Name	From	To	Description	Project Type	Proposed Phase	Proposed Phase FY	Proposed Phase Cost	Programmed Phase(s)	Programmed Phase FY
1	FDOT	435859-4; 435859-5	SR 50	East of CR 478A	CR 33	Widening	Capacity	CST	2028/29	\$197,000,000	ROW	2025/26 - 2028/29
2	FDOT		I-75	SR 44	Sumter/Marion County Line	Managed Lanes	Capacity	Design	2031-35	\$12,400,000	PDE	
3	FDOT		US 27	End of SR 19	Turnpike North Ramps	Road Widening	Capacity	PDE	2026/27	\$3,500,000		
4	FDOT		US 27	CR 561A	End of SR 19	Road Widening	Capacity	PDE	2026/27	\$3,500,000		
5	FDOT		I-75 Truck Parking	Hernando / Sumter County Line	Marion / Alachua County Line	Truck Parking	Operations	PDE	2035-40	\$2,500,000		

The following projects are included for informational purposes only to provide an overview of other SIS and limited access projects in the MPO's planning area. It is understood that Florida's Turnpike Enterprise and the Central Florida Expressway Authority are responsible for the prioritization of their respective projects.

Sponsor/ Location	FM #	Project Name	From	To	Description	Project Type	Programmed Phase(s)	Programmed Phase FY
Turnpike/ Lake	452106-1	Florida's Turnpike	Interchange at US 27 (South) (MP 285)		Interchange Improvements	Capacity	CST	2026/27
Turnpike/ Lake	435786-1	Florida's Turnpike	Minneola (MP 279)	O'Brien Road (MP 285.8)	Widening	Capacity	CST	2026/27
Turnpike/ Lake	435786-3	Florida's Turnpike	O'Brien Road (MP 285.9)	US 27 (MP 289)	Widening	Capacity	CST	2026/27
Turnpike/ Lake	435787-1	Florida's Turnpike	US 27/SR 19 (MP 289)	North of CR 33 (MP 294)	Widening	Capacity	CST	2027/28
Turnpike/ Lake	435787-2	Florida's Turnpike	North of CR 33 (MP 294)	North of Leesburg / CR 479 (MP 297)	Widening	Capacity	CST	2028/29



2025 List of Priority Projects (DRAFT)

Sponsor/ Location	FM #	Project Name	From	To	Description	Project Type	Programmed Phase(s)	Programmed Phase FY
Turnpike/ Lake	435788-2	Florida's Turnpike	CR 470 (297)	Lake/Sumter County Line (MP 298)	Widening	Capacity	ROW	2027/28
Turnpike/ Sunter	435786-1	Florida's Turnpike	North of Okahumpka Service Plaza (MP 301)	Wildwood / US 301 (MP 304)	Widening	Capacity	ROW	2027/28
Turnpike/ Sunter	435789-1	Florida's Turnpike	Wildwood / US 301 (MP 304)	I-75 (MP 309)	Widening	Capacity	Design, ROW	2028/29
CFX/Lake	-	SR 516 (Lake/Orange Expressway)	US 27	SR 429	New Expressway	Capacity	CST	2026/27

## 2025 List of Priority Projects (DRAFT)

Table 3 – Roadway Capacity (Non-SIS) Project Priorities

2025 Capacity Rank (Non- SIS) (DRAFT)	2024 Capacity Rank (Non- SIS)	Sponsor/ Location	FM #	Project Name	From	To	Description	Project Type	Proposed Phase	Proposed Phase FY	Proposed Phase Cost*	CMP Congested Corridors 2023 Analysis (for info. purposes)	Prior Year Top Priorities Rank	Project Phase Requested	Severe Crash Density (for info. purposes)
1	1	FDOT	409870-1	SR 44 (CR44B)	US 441	SR 44	Road Widening	Capacity	CST	2026/27	\$26,500,000	Extremely Congested (2023)	1-5	Construction	Medium (16-30)
2	2	FDOT	238394-3	SR 500 (US 441)	Perkins Street	SR 44	Road Widening	Capacity	CST	2026/27	\$13,794,537	Approaching Congestion	1-5	Construction	High (>45)
3	-	Sumter County	-	C470	US 301	Central Parkway	Road Widening	Capacity	CST	2028/29	\$TBD	Operating at Acceptable Level of Service	Not Ranked In Top 20	Construction	Medium (16-30)
4	-	Sumter County	-	C470	US 301	SR 471	Roadway Extension	Capacity	Design	2026/27	\$TBD	New Roadway, Not on CMP Network	Not Ranked In Top 20	Design	New Roadway
5	3	FDOT	429356-1	SR 500 (US 441)	SR 44	N of SR 46	Road Widening	Capacity	CST	2026/27	\$25,800,000	Operating at Acceptable Level of Service	6-10	Construction	Medium- High (31- 45)
6	4	Lake County	-	Wellness Way (2 to 4 Lanes)	Hancock Road Extension	Orange County Line	Widening	Capacity	CST	2026/27	\$3,633,484	New Roadway, Not on CMP Network	6-10	Construction	Zero
7	5	Lake County	441710-1	Round Lake Road	Wolf Branch Road	SR 44	Road Widening/ Extension	Capacity	CST	2027/28	\$30,000,000	New Roadway, Not on CMP Network	6-10	Construction	Medium- Low (1-15)
8	6	Lake County/	439665-1	Rolling Acres Road	West Lady Lake Avenue	Griffin Avenue	Road Widening	Capacity	Design	2026/27	\$1,500,000	Operating at Acceptable Level of Service	6-10	Design	Medium (16-30)
9	7	Lake County	441779-1	CR 455 (Roy Goodgame Parkway)	Lost Lake Road	Hartwood Marsh Road	Roadway Extension/	Capacity	CST	2026/27	\$19,800,000	New Roadway, Not on CMP Network	11-15	Construction	Zero



## 2025 List of Priority Projects (DRAFT)

2025 Capacity Rank (Non- SIS) (DRAFT)	2024 Capacity Rank (Non- SIS)	Sponsor/ Location	FM #	Project Name	From	To	Description	Project Type	Proposed Phase	Proposed Phase FY	Proposed Phase Cost*	CMP Congested Corridors 2023 Analysis (for info, purposes)	Prior Year Top Priorities Rank	Project Phase Requested	Severe Crash Density (for info, purposes)
10	8	Lake County	-	CR 455 Extension	Wellness Way	Schofield Road	Roadway Extension	Capacity	Design	2026/27	\$1,500,000	New Roadway, Not on CMP Network	11-15	Design	Zero
11	9	Lake County	441393-1	CR 437 Realignmen t	Oak Tree Dr	SR 46	New Corridor/ Road Widening	Capacity	CST	2027/28	\$8,000,000	New Roadway, Not on CMP Network	11-15	Construction	Medium- Low (1-15)
12	10	Lake County	-	Hartwood Marsh Road	Regency Hills Drive	CR 455/Roy Goodgame Parkway	Road Widening	Capacity	Design	2027/28	\$450,000	Approaching Congestion	11-15	Design	Medium- Low (1-15)
13	11	Lake County	441710-2	Round Lake Road	Lake/Oorang e County Line	Wolf Branch Road	Road Widening/ Extension	Capacity	CST	2028/29	\$30,000,000	Operating at Acceptable Level of Service	Not Ranked in Top 20	Construction	Zero
14	12	Lake County	-	CR 455 Paved Shoulder	CR 561	CR 561A	Paved Shoulder	Capacity	Design	2027/28	\$100,000	Operating at Acceptable Level of Service	Not Ranked in Top 20	Design	Medium- Low (1-15)
15	13	FDOT/ Lake County	-	CR 470/CR 48	Megjison Road	US 27	Road Widening	Capacity	Design	2026/27	\$4,000,000	Operating at Acceptable Level of Service	Not Ranked in Top 20	Design	Medium (16-30)
16	14	Lake County/ Mount Dora	-	Vista Ridge Drive/Wolf Branch Innovation Boulevard	Niles Rd	Round Lake Road	New Roadway	Capacity	Design	2026/27	\$1,000,000	New Roadway, Not on CMP Network	Not Ranked in Top 20	Design	Zero
17	15	Lake County	441399-1	CR 561A	CR 561	CR 455	Realignment	Capacity	Planning	2026/27	\$750,000	Operating at Acceptable Level of Service	Not Ranked in Top 20	Planning	Medium (16-30)
18	16	FDOT/ Lake County	-	SR 44	Orange Ave	CR 46A	Road Widening	Capacity	PDE	2026/27	\$TBD	Congested (2023)	Not Ranked in Top 20	PD&E	Medium (16-30)



## 2025 List of Priority Projects (DRAFT)

2025 Capacity Rank (Non- SIS) (DRAFT)	2024 Capacity Rank (Non- SIS)	Sponsor/ Location	FM #	Project Name	From	To	Description	Project Type	Proposed Phase	Proposed Phase FY	Proposed Phase Cost*	CMP Congested Corridors 2023 Analysis (for info. purposes)	Prior Year Top Priorities Rank	Project Phase Requested	Severe Crash Density (for info. purposes)
19	17	FDOT	-	SR 19	SR 50	CR 455	Road Widening	Capacity	PDE	2026/27	\$TBD	Congested (2023)	Not Ranked in Top 20	PD&E	Medium (16-30)
20	18	Lake County	-	Woodlea Road	SR 19	Lane Park Road	Road Widening	Capacity	Design	2026/27	\$300,000	Operating at Acceptable Level of Service	Not Ranked in Top 20	Design	Medium (16-30)
21	19	FDOT/ Lake County	238319-1	SR 19	Howey Bridge	CR 561	Road Widening	Capacity	CST	2026/27	\$35,000,000	Extremely Congested (2023)	Not Ranked in Top 20	Construction	Medium- High (31- 45)
22	20	Lake County	-	Hancock Road	Hartwood Marsh Rd	Wellness Way	New Road	Capacity	CST	2026/27	\$20,000,000	New Roadway, Not on CMP Network	Not Ranked in Top 20	Construction	Medium- Low (1-15)
23	21	Lake County	-	SR 46A	SR 44	SR 46	Road Widening	Capacity	CST	2026/27	\$TBD	Congested (2023)	Not Ranked in Top 20	Construction	Medium (16-30)
24	22	Lake County	-	Anderson Hill Rd	US 27	Lakeshore Dr	Paved Shoulders	Capacity	Design	2026/27	\$200,000	Operating at Acceptable Level of Service	Not Ranked in Top 20	Design	Zero
25	23	Lake County	-	CR 44	Emeralda Ave	SR 19	Road Widening	Capacity	Design	2030/31	\$1,800,000	Operating at Acceptable Level of Service	Not Ranked in Top 20	Design	Medium- High (31- 45)
26	24	Lake County	-	CR 44	US 441	Emeralda Ave	Road Widening	Capacity	Design	2029/30	\$1,200,000	Operating at Acceptable Level of Service	Not Ranked in Top 20	Design	Medium- High (31- 45)
27	25	Lake County	-	Hancock Rd	Hartwood Marsh Rd	SR 50	Road Widening	Capacity	Design	2026/27	\$850,000	Operating at Acceptable Level of Service	Not Ranked in Top 20	Design	Medium- High (31- 45)
28	26	Lake County	-	CR 468	SR 44	Urlick St	Road Widening	Capacity	Design	2031/32	\$1,000,000	Operating at Acceptable Level of Service	Not Ranked in Top 20	Design	Medium- Low (1-15)



## 2025 List of Priority Projects (DRAFT)

2025 Capacity Rank (Non- SIS) (DRAFT)	2024 Capacity Rank (Non- SIS)	Sponsor/ Location	FM #	Project Name	From	To	Description	Project Type	Proposed Phase	Proposed Phase FY	Proposed Phase Cost*	CMP Congested Corridors 2023 Analysis (for info. purposes)	Prior Year Top Priorities Rank	Project Phase Requested	Severe Crash Density (for info. purposes)
29	27	Lake County	-	Britt Rd	SR 44	Wolfbranch Rd	Shoulder/ Lane Widening	Capacity	Design	2026/27	\$300,000	Operating at Acceptable Level of Service	Not Ranked in Top 20	Design	Medium- Low (1-15)
30	28	Lake County	-	CR 19A	US 441	Eudora Rd	Shoulder/ Lane Widening	Capacity	Design	2026/27	\$800,000	Operating at Acceptable Level of Service	Not Ranked in Top 20	Design	High (>45)
31	29	Lake County	-	Rolling Acres Road Extension	Lake Ella Rd	CR 466A	Roadway Extension	Capacity	Design	2028/29	\$650,000	New Roadway, Not on CMP Network	Not Ranked in Top 20	Design	Zero
32	30	Lake County	-	CR 455 Paved Shoulder	SR 19	CR 561A	Paved Shoulder	Capacity	Design	2028/29	\$500,000	Operating at Acceptable Level of Service	Not Ranked in Top 20	Design	Medium- Low (1-15)
32	31	Lake County	-	CR 48	CR 561	CR 448A	Paved Shoulder	Capacity	Design	2028/29	\$80,000	Operating at Acceptable Level of Service	Not Ranked in Top 20	Design	Medium (16-30)
34	32	Lake County	-	Johns Lake Rd	Hancock Rd	CR 455/Roy Goodgame	Paved Shoulder	Capacity	Design	2028/29	\$300,000	Roadway Not on CMP Network	Not Ranked in Top 20	Design	Medium- Low (1-15)

\* Proposed cost estimates are under review and will be finalized based on project-specific factors or to-be-determined inflation factors.



## 2025 List of Priority Projects (DRAFT)

### Table 4 – Safety/Operations/TSM&O Project Priorities

2025 Safety/ Ops/ TSM&O Rank (DRAFT)	Sponsor/ Location	FM #	Project Name	From	To	Description	Proposed Phase	Proposed Phase FY	Proposed Phase Cost*	CMP Congested Corridors 2023 Analysis (for info. purposes)	Prior Year Top Priorities Rank	Project Phase Requested	Severe Crash Density (for info. purposes)
1	Sumter County	-	CR 747	C 48	1000 ft. south of C 478	Safety Project	CST	2026/27	\$7,850,000	Operating at Acceptable Level of Service	6-10	Construction	Medium-Low (1-15)
2	Lake County	449454-1	Hammock Ridge Roundabout	Hammock Ridge Rd	Lakeshore Dr	Roundabout	CST	2028/29	\$2,000,000	Approaching Congestion	11-15	Construction	Medium-High (31-45)
3	Lake County	447410-1	Micro Racetrack Road	CR 466A	Lake Ella Road	Paved Shoulders	ROW	2026/27	\$5,000,000	Operating at Acceptable Level of Service	16-20	ROW	Medium-Low (1-15)
4	Sumter County	-	C 466 Phase II	US 301	Buena Vista Boulevard	Resurfacing	Design	2026/27	\$160,683	Operating at Acceptable Level of Service	Not Ranked in Top 20	Design	High (>45)
5	Sumter County	436365-1	Sumter County ITS (Phase1)			ITS	CST	2026/27	\$714,150	N/A	Not Ranked in Top 20	Construction	Zero
6	FDOT/ Lake County	-	US 27 ATMS			ATMS	CST	2026/27	\$1,656,000	N/A	Not Ranked in Top 20	Construction	Zero
7	Lake County	-	Radio Rd. North Safety Project	500 feet south of Treadway School Rd.	350' N of Jackson Rd	Safety Improvements	CST	2026/27	\$2,000,000	Operating at Acceptable Level of Service	Not Ranked in Top 20	Construction	Zero



## 2025 List of Priority Projects (DRAFT)

2025 Safety/ Ops/ TSM&O Rank (DRAFT)	Sponsor/ Location	FM #	Project Name	From	To	Description	Proposed Phase	Proposed Phase FY	Proposed Phase Cost*	CMP Congested Corridors 2023 Analysis (for info. purposes)	Prior Year Top Priorities Rank	Project Phase Requested	Severe Crash Density (for info. purposes)
8	Lake County	-	Radio Rd. South Safety Project	US 441	500 feet south of Treadway School Rd.	Safety Improvements	CST	2026/27	\$5,000,000	Operating at Acceptable Level of Service	Not Ranked in Top 20	Construction	Medium (16-30)
9	Lake County	-	ITS Initial Deployment Equipment & Installation			ITS	CST	2026/27	\$350,000	N/A	Not Ranked in Top 20	Construction	Zero
10	Lake County	-	ITS Fiber Infrastructure			ITS	CST	2026/27	\$7,900,000	N/A	Not Ranked in Top 20	Construction	Zero
11	Lake County	-	Intelligent Traffic Signal Controllers			ITS	CST	2026/27	\$250,000	N/A	Not Ranked in Top 20	Construction	Medium- High (31- 45)
12	Lake County	-	Flat Lake Roundabout			Roundabout	ROW	2026/27	\$2,000,000	New Roadway, Not on CMP Network	Not Ranked in Top 20	ROW	Zero
13	Lake County	-	Lakeshore Drive & CR 561 Roundabout			Roundabout	Design	2026/27	\$350,000	Operating at Acceptable Level of Service	Not Ranked in Top 20	Design	Zero
14	Lake County/ Minneola	-	US Highway 27 at Lake Minneola Shores			Intersection Improvement	Design	2026/27	\$200,000	Intersection Improvement	Not Ranked in Top 20	Design	High (>45)



## 2025 List of Priority Projects (DRAFT)

2025 Safety/ Ops/ TSM&O Rank (DRAFT)	Sponsor/ Location	FM #	Project Name	From	To	Description	Proposed Phase	Proposed Phase FY	Proposed Phase Cost*	CMP Congested Corridors 2023 Analysis (for info, purposes)	Prior Year Top Priorities Rank	Project Phase Requested	Severe Crash Density (for info, purposes)
15	Lake County/ Minneola	-	Lake Minneola Shores and Highway 27			Intersection Improvement	CST	2026/27	\$800,000	Intersection Improvement	Not Ranked in Top 20	Construction	High (>45)
16	FDOT/ Lake County	-	US 27 & SR 44 Intersection Improvement			Intersection Improvement	PDE	2026/27	\$TBD	Intersection Improvement	Not Ranked in Top 20	PD&E	Medium- High (31- 45)
17	Lake County	-	Britt Road Northbound right turn lane at new signal			Intersection Improvement	ROW	2026/27	\$350,000	Intersection Improvement	Not Ranked in Top 20	ROW	High (>45)
18	Minneola	-	Grassy Lake Road Turn Lanes	Education Avenue	Blaney Street	Addition of Turn Lanes	CST	2026/27	\$800,000	Intersection Improvement	Not Ranked in Top 20	Construction	Zero
19	Minneola	-	Education Avenue Right Turn Lane	US 27	Entrance to Minneola Charter School	Addition of Turn Lanes	CST	2026/27	\$2,800,000	Intersection Improvement	Not Ranked in Top 20	Construction	Medium- High (31- 45)
20	Lake County	-	SR 19 and CR 44 Intersection Improvement			Intersection Improvement	Design	2026/27	\$250,000	Intersection Improvement	Not Ranked in Top 20	Design	Medium- High (31- 45)
21	Lake County	-	US 441 and CR 44 Intersection Improvement			Intersection Improvement	Design	2028/29	\$300,000	Intersection Improvement	Not Ranked in Top 20	Design	High (>45)



## 2025 List of Priority Projects (DRAFT)

2025 Safety/ Ops/ TSM&O Rank (DRAFT)	Sponsor/ Location	FM #	Project Name	From	To	Description	Proposed Phase	Proposed Phase FY	Proposed Phase Cost*	CMP Congested Corridors 2023 Analysis (for info, purposes)	Prior Year Top Priorities Rank	Project Phase Requested	Severe Crash Density (for info, purposes)
22	Lake County	-	Thrill Hill Rd. & CR 44 Roundabout	SR 44	SR 44A	Roundabout	Design	2028/29	\$1,500,000	Operating at Acceptable Level of Service	Not Ranked in Top 20	Design	Zero
23	Lake County	-	CR 33 & CR 470/48 Intersection Improvement			Intersection Improvement	Design	2028/29	\$300,000	Intersection Improvement	Not Ranked in Top 20	Design	High (>45)

\* Proposed cost estimates are under review and will be finalized based on project-specific factors or to-be-determined inflation factors.



## 2025 List of Priority Projects (DRAFT)

### Table 5 – Complete Streets Project Priorities

2025 Complete Streets Rank (DRAFT)	Sponsor/ Location	FM #	Project Name	From	To	Project Type	Proposed Phase	Proposed Phase FY	Proposed Phase Cost*	CMP Congested Corridors 2023 Analysis (for info. purposes)	Prior Year Top Priorities Rank	Project Phase Requested	Severe Crash Density (for info. purposes)
1	Sumter County/ Wildwood	451313-1	US 301 Complete Streets	From East Kentucky Ave.	Lion Street	Safety	CST	2026/27	\$10,000,000	Congested (2028)	1-5	Construction	Medium-High (31-45)
2	Lake County	-	Sorrento Avenue (SR 46) Complete Street	Orange Street	Hojin Street	Safety	Design	2026/27	\$2,000,000	Operating at Acceptable Level of Service	Not Ranked in Top 20	Design	Medium-High (31-45)
3	Lake County	-	Lakeshore Drive Complete Street	CR 561	Hammock Ridge Boulevard	Safety	Design	2027/28	\$2,500,000	Operating at Acceptable Level of Service	Not Ranked in Top 20	Design	Medium-Low (1-15)
4	Clermont	-	East Avenue Complete Streets Reconstruction	Minnehaha Ave	Grand Highway	Safety	Design	2026/27	\$900,000	Roadway not on CMP Network	Not Ranked in Top 20	Design	Medium-Low (1-15)
5	Lake County/ Montverde	-	CR 455	Fosgate Road	Ridgewood Avenue	Safety	Design	2028/29	\$1,000,000	Operating at Acceptable Level of Service	Not Ranked in Top 20	Design	Zero
6	Lake County	-	CR 561 (Astatula) Complete Street	Country Club Drive	Bates Lane	Safety	Design	2029/30	\$2,000,000	Approaching Congestion	Not Ranked in Top 20	Design	Medium (16-30)
7	Lake County	-	CR 435	Orange County Line	SR 46	Safety	Planning	2026/27	\$200,000	Operating at Acceptable Level of Service	Not Ranked in Top 20	Planning	Medium-High (31-45)



## 2025 List of Priority Projects (DRAFT)

2025 Complete Streets Rank (DRAFT)	Sponsor/ Location	FM #	Project Name	From	To	Project Type	Proposed Phase	Proposed Phase FY	Proposed Phase Cost*	CMP Congested Corridors 2023 Analysis (for info. purposes)	Prior Year Top Priorities Rank	Project Phase Requested	Severe Crash Density (for info. purposes)
8	Leesburg	-	City of Leesburg Main Street Complete Streets	CR 468	SR 44	Safety	Design	2026/27	\$1,100,000	Operating at Acceptable Level of Service	Not Ranked in Top 20	Design	Medium (16-30)
9	Lake County	-	SR 40	Veterans Drive	St. Johns River Bridge	Safety	Planning	2026/27	\$600,000	Operating at Acceptable Level of Service	Not Ranked in Top 20	Planning	High (>45)
10	Lady Lake	-	Old Dixie Highway	CR 466	Griffin View Drive	Safety	Planning	2026/27	\$1BD	Roadway not on CMP Network	Not Ranked in Top 20	Planning	Zero
11	Lake County	-	CR 561/12 <sup>th</sup> Street	SR 50	Lake Minneola Shores	Safety	Design	2028/29	\$1,000,000	Operating at Acceptable Level of Service	Not Ranked in Top 20	Design	Medium-Low (1-15)
12	Lake County	-	Lakeshore Drive	Disston Ave.	Old Hwy 441	Safety	Design	2027/28	\$2,500,000	Roadway not on CMP Network	Not Ranked in Top 20	Design	Medium-Low (1-15)
13	Lake County	-	Wilson Lake Parkway Complete Street	US 27	CR 478	Safety	CST	2032/33	\$5,000,000	Roadway not on CMP Network	Not Ranked in Top 20	Design	Zero
14	Lake County	-	CR 561	SR 19	CR 448A	Safety	Design	2028/29	\$5,000,000	Approaching Congestion	Not Ranked in Top 20	Design	Medium-High (31-45)
15	Lake County	-	Cherry Lake Rd. Complete Street	Coralwood Lane	Apsahwa Road	Safety	Design	2029/30	\$100,000	Operating at Acceptable Level of Service	Not Ranked in Top 20	Design	Zero

\* Proposed cost estimates are under review and will be finalized based on project-specific factors or to-be-determined inflation factors



## 2025 List of Priority Projects (DRAFT)

### Table 6 – Trail Project Priorities

2025 Trails Rank (DRAFT)	Sponsor/ Location	FM #	Project Name	From	To	Description	Proposed Phase	Proposed Phase FY	Proposed Phase Cost*	Programmed Phase(s)	Programmed Phase FY
1	Lake County	-	Blackstill Lake Trail	Old Hwy 50	N of Turnpike	Multi-use Trail	Design	2026/27	\$2,000,000	Study	
2	Lake County	-	Gardenia Trail Phase II	MLK Blvd	Lake Ella Rd	Multi-use Trail	Design	2030/31	\$500,000		
3	Lake County	-	Gardenia Trail Phase III	Lake Ella Rd	Marion County Rd	Multi-use Trail	Design	2030/31	\$600,000		
4	Lake County	-	Lake Denham Trail	Sumter County Line	S. 12th St	Multi-use Trail	Design	2027/28	\$1,200,000	PD&E	
5	Minneola	-	Citrus Grove Trail Crossing	Grassy Lake Road	North Side of Citrus Grove Road	Multi-use Trail	CST	2025/26	\$50,000		
6	Lake County	-	SR 44 Trail	St. Johns River Bridge	Pine Lakes Park	Multi-use Trail	Design	2030/31	\$2,500,000		

#### SUN Trail

2025 SUN Trail Rank (DRAFT)	Sponsor/ Location	FM #	Project Name	From	To	Description	Proposed Phase	Proposed Phase FY	Proposed Phase Cost*	Programmed Phase(s)	Programmed Phase FY
1	Lake County	436360-1	Black Bear Scenic Trail	Levy Hammock Rd	US 17	SUN Trail Individual Trail	PDE	2027/28	\$2,100,000	Study	
2	Lake County	405854-1	Wekiva Trail (Segments 1&5)	Disston Avenue	Sorrento	SUN Trail Individual Trail	ROW	2026/27	\$19,000,000	PD&E (Segment 5)	

## 2025 List of Priority Projects (DRAFT)

2025 SUN Trail Rank (DRAFT)	Sponsor/ Location	FM #	Project Name	From	To	Description	Proposed Phase	Proposed Phase FY	Proposed Phase Cost*	Programmed Phase(s)	Programmed Phase FY
3	Lake County	441626-1	North Lake Trail - Segment 3A	Collins St/CR 450	East Altoona Rd. (North of CR 42)	SUN Trail Individual Trail	CST	2026/27	\$1,200,000	Design	
4	Lake County	441626-1	North Lake Trail - Segment 3B	East Altoona Rd	SR 40	SUN Trail Individual Trail	Design	2026/27	\$3,000,000	PD&E	
5	Lake County	-	North Lake Trail - Segment 2	Ferran Park (Eustis)	Collins St/CR 450	SUN Trail Individual Trail	PDE	2026/27	\$2,000,000		
6	Lake County	-	North Lake Trail - Segment 1	Wekiva Trail	Ferran Park (Eustis)	SUN Trail Individual Trail	PDE	2026/27	\$2,000,000		
7	Lake County	-	Montverde Greenway Trail Extension	Fernside Preserve	Gladys St.	SUN Trail Individual Trail	Design	2026/27	\$450,000		
8	Lake County	-	Tov-Lee Trail - Segment 2	Canal St	Existing Tov-Lee Trail	SUN Trail Individual Trail	Design	2027/28	\$1,100,000	PD&E	
9	Lake County	-	Green Mountain Scenic Trail	Montverde	South Lake Trail	SUN Trail Individual Trail	Design	2026/27	\$570,000		
10	Lake County	-	Leesburg-Wildwood Trail	Veech Rd/ Jones Dr	Sumter County Line	SUN Trail Individual Trail	ROW	2026/27	\$3,000,000		

\*Proposed cost estimates are under review and will be finalized based on project-specific factors or to-be-determined inflation factors.

### SUN Trail (Coast to Coast Trail) Funded Projects

These SUN Trail projects are being developed by FDOT as part of the Coast to Coast Connector Regional System and are funded through future roadway projects:

- South Sumter Connector Trail
- South Lake Trail
- SR 50



## 2025 List of Priority Projects (DRAFT)

**Table 7 – Bicycle/Pedestrian & Sidewalk Project Priorities**

2025 Bike/Ped & Sidewalk Rank (DRAFT)	Sponsor/ Location	FM #	Project Name	From	To	Description	Project Type	Proposed Phase	Proposed Phase FY	Proposed Phase Cost**	Programmed Phase(s)	Programmed Phase FY
1	Lake County	439684-1 439685-1 439687-1 439686-1	Lake County Sidewalk Construction Bundle	Radio Rd/Treadway ES; East Orange Ave.; CR 561/Astutula ES; CR 44 Bypass/Deland Rd/Eustis Middle School		New Sidewalks	Bike/Ped	CST	2026/27	\$8,055,000	Design	
2	Lake County	-	Picciola Rd	US 441	Soil Fish Ave	New Sidewalk	Bike/Ped	Design	2026/27	\$115,310	Study	
3	Lake County	-	Lakeshore Dr (Pine Ridge Elementary School)	Hammock Ridge	Hooks St	New Sidewalk	Bike/Ped	Design	2026/27	\$250,000		
4	Lake County	-	Griffin Rd (Carver Middle School)	CR 468	Thomas Ave	New Sidewalk	Bike/Ped	Design	2026/27	\$141,000		
5	Minneola	-	Old 50 Sidewalk	Trailside Industrial Park	Forestwood Drive	New Sidewalk	Bike/Ped	Design	2026/27	\$150,000		
6	Minneola	-	US Highway 27 Sidewalk	E Side US HWY 27 at Lake Minneola Shores	East Side of US Highway 27 at CR 561	New Sidewalk	Bike/Ped	Design	2026/27	\$800,000		
7	Pine Lakes	-	SR 44 Sidewalk	Oak Avenue	North to Pine Lakes Park, East Side of Road	New Sidewalk	Bike/Ped	Design	2026/27	\$800,000		
8	Lake County	-	Alco Rd	SR 40	Maxwell Rd	New Sidewalk	Bike/Ped	Design	2028/29	\$110,000		
9	Lake County	-	River Rd	SR 40	Alligator Rd	New Sidewalk	Bike/Ped	Design	2028/29	\$141,000		

\* Proposed cost estimates are under review and will be finalized based on project-specific factors or to-be-determined inflation factors.

## 2025 List of Priority Projects (DRAFT)

Table 8 – Transit Project Priorities

2025 Transit Rank (DRAFT)	2024 Transit Rank	Sponsor/ Location	FM #	Project Name	Project Type	Performance Measures	Cost Estimate
1	3	Lake County	-	Weekend Service Expansions for Routes 1, 1A, 2, & 3	Operations	Passengers per revenue hour within the extended service times	\$1,100,000*
2	1	Lake County	-	30 Minute Frequency Service for Routes 1 & 2	Operations	Passengers per revenue hour	\$1,570,000*
3	2	Lake County	-	Expanded Service Span to 10:00 PM for All Existing Fixed-Routes	Operations	Passengers per revenue hour within the extended service times	\$632,000*
4	6	Lake County	-	Mount Dora Parking Shuttle	Operations	Passengers per revenue hour	\$206,000*
5	9	Lake County	-	Four Corners Microtransit	Operations	Passengers per revenue hour	\$337,000*
6	10	Lake County	-	Route 50 into Orange County Replaced with Winter Garden Express	Operations	Passengers per revenue hour	\$154,000*
7	5	Lake County	-	Wellness Way Microtransit	Operations	Passengers per revenue hour	\$337,000*
8	7	Lake County	-	Wolf Branch Microtransit	Operations	Passengers per revenue hour	\$337,000*
9	8	Lake County	-	Route 4 Modification	Operations	Passengers per revenue hour	N/A
10	11	Lake County	-	Evaluate, plan, engineer, and construct a joint administrative/operations/maintenance/fueling facility	Capital	Long-term cost savings and increased program oversight	TBD

\*Does not include associated capital costs.



## 2025 List of Priority Projects (DRAFT)

### Table 9 – Planning Study Priorities

State Roads

2025 Planning Studies Rank (State Roads) DRAFT	2024 Planning Studies Rank (State Roads)	Sponsor/ Location	FM #	Project Name	From	To	Description	Project Type	Proposed Phase	Proposed Phase FY	Proposed Phase Cost*	CMP Congested Corridors 2023 Analysis (for info. purposes)	Prior Year Top Priorities Rank	Project Phase Requested	Severe Crash Density (for info. purposes)
1	1	FDOT/ Lake County	-	SR 19 Planning Study / PD&E	SR 50	CR 455	Corridor Study / PD&E	Capacity	Planning / PD&E	2026/27	\$2,500,000	Congested (2023)	16-20	Planning	Medium (16-30)
2	-	Howey- in-the- Hills	-	SR 19 Safety, Capacity, Bicycle and Pedestrian Improvements			Corridor Study	Capacity	Planning	2026/27	\$250,000	Congested (2023)	16-20	Planning	Medium (16-30)
3	3	FDOT/ Lake County	-	US 441	SR 19/ Duncan Drive	SR 19/Boy Street	Traffic Study	Capacity	Planning	2026/27	\$TBD	Operating at Acceptable Level of Service	Not Ranked in Top 20	Planning	High (>45)
4	4	FDOT / Sumter County	-	US 301/SR 35	CR 472	CR 466	Traffic Study	Capacity	Planning	2026/27	\$TBD	Operating at Acceptable Level of Service	Not Ranked in Top 20	Planning	Sidewalk Project
5	5	FDOT/ Lake County	-	SR 44	CR 46A	Overlook Drive	Corridor Study	Capacity	Planning	2026/27	\$TBD	Congested (2023)	Not Ranked in Top 20	Planning	Medium (16-30)
6	6	FDOT / Sumter County	-	US 301/SR 35 (Noble Ave)	SR 48 (Main Street)	CR 48 (Florida Street)	Corridor Study	Capacity	Planning	2026/27	\$TBD	Operating at Acceptable Level of Service	Not Ranked in Top 20	Planning	High (>45)



## 2025 List of Priority Projects (DRAFT)

County/Local Roads

2025 Planning Studies Rank (County/ Local Roads) DRAFT	Sponsor/ Location	FM #	Project Name	From	To	Description	Project Type	Proposed Phase	Proposed Phase FY	Proposed Phase Cost*	CMP Congested Corridors 2023 Analysis (for info. purposes)	Prior Year Top Priorities Rank	Project Phase Requested	Severe Crash Density (for info. purposes)
1	Lake County	-	CR 44 Corridor Feasibility Study	US 441	Eustus Bypass	Corridor Study	Planning	Planning	2026/27	\$750,000	Operating at Acceptable Level of Service	16-20	Planning	Medium- High (31- 45)
2	Lake County/ Mount Dora	-	Vista Ridge Drive/Wolf Branch Innovation Blvd	Niles Road	CR 437	New Corridor	Capacity	Planning	2026/27	\$1,500,000	New Roadway, Not on CMP Network	16-20	Planning	Medium- Low (1-15)
3	Lake County	-	CR 500A/Old 441	Bay Road	N Highland Street	Traffic Study	Capacity	Planning	2026/27	\$TBD	Operating at Acceptable Level of Service	Not Ranked in Top 20	Planning	Medium (16-30)
4	Sumter County	-	CR 104	US 301/SR 35	CR 101	Traffic Study	Capacity	Planning	2026/27	\$TBD	Operating at Acceptable Level of Service	Not Ranked in Top 20	Planning	Medium- High (31- 45)
5	Lake County/ Lady Lake	-	CR 25	Marion County Line	US 27/441	Traffic Study	Capacity	Planning	2026/27	\$TBD	Operating at Acceptable Level of Service	Not Ranked in Top 20	Planning	Medium- Low (1-15)
6	Lake County/ Minneola	-	Minneola Traffic Studies (Grassy Lake Elementary School/Minneola Charter School/Oak Valley Boulevard)			Area Traffic Study	Safety	Planning	2026/27	\$235,000	N/A	Not Ranked in Top 20	Planning	High (>45)
7	Lake County/ Lady Lake	-	Rolling Acres Road	CR 466	Lake Ella Road	Traffic Study	Capacity	Planning	2026/27	\$TBD	Operating at Acceptable Level of Service	Not Ranked in Top 20	Planning	Medium (16-30)

2025 List of Priority Projects (DRAFT)

2025 Planning Studies Rank (County/ Local Roads) DRAFT	Sponsor/ Location	FM #	Project Name	From	To	Description	Project Type	Proposed Phase	Proposed Phase FY	Proposed Phase Cost*	CMP Congested Corridors 2023 Analysis (for info. purposes)	Prior Year Top Priorities Rank	Project Phase Requested	Severe Crash Density (for info. purposes)
8	Lake County/ Lady Lake	-	Cherry Lake Road/CR 100	CR 466	Lake Ella Road	Traffic Study	Capacity	Planning	2026/27	\$TBD	Operating at Acceptable Level of Service	Not Ranked in Top 20	Planning	Medium- Low (1-15)

\*Proposed cost estimates are under review and will be finalized based on project-specific factors or to-be-determined inflation factors.



## 2025 List of Priority Projects (DRAFT)

Table 10 – Bridge Project Priorities

2025 Bridges Rank (DRAFT)	2024 Bridges Rank*	Sponsor/ Location	FM #	Project Name	From	To	Description	Project Type	Proposed Phase	Proposed Phase FY	Proposed Phase Cost**	Programmed Phase(s)	Programmed Phase FY
1	1	Lake County	-	CR 470 Bridge Over Florida's Turnpike			Bridge Replacement	Preservation	CST	2025/26	\$3,000,000	Design	
2	2	Lake County	-	CR 565 (Bay Lake Rd) Bridge Over Bayroot Slough #114083			Bridge Replacement	Preservation	CST	2026/27	\$1,200,000		
3	3	Lake County	-	CR 42 Bridges Over Black Water Creek and Drainage Canal #114019 & 114088			Bridge Replacement	Preservation	CST	2026/27	\$1,750,000		
4	4	Lake County	-	Bronson Rd Bridge Over Crescent Lake #114078			Bridge Replacement	Preservation	CST	2026/27	\$580,000		
5	5	Lake County	-	Lake Minneola Trail Connection/Lake Minneola Shores Bridge #114045	US 27	CR 565A	Multi-use Trail/ Bridge Replacement	Preservation	Design	2025/26	\$1,200,000		
6	6	Lake County	-	CR 439 Bridges Over Black Water Creek # 114021, 114048 & 114049			Bridge Replacement	Preservation	Design	2025/26	\$250,000		
7	7	Lake County	-	CR 448 Bridge Over Apopka Beaudair Canal #114087			Bridge Replacement	Preservation	Design	2025/26	\$1,000,000		

\*The ranking shown reflects preliminary sponsor ranking. FDOT processes would determine the order in which these bridge project would be implemented.

\*\*Proposed cost estimates are under review and will be finalized based on project-specific factors or to-be-determined inflation factors.

2025 List of Priority Projects (DRAFT)

Table 11 – Small County Outreach Program (SCOP) Projects

2025 SCOP Rank (DRAFT)	2024 SCOP Rank	Sponsor/ Location	FM #	Project Name	From	To	Description	Project Type	Proposed Phase	Proposed Phase FY	Proposed Phase Cost	Programmed Phase(s)	Programmed Phase FY
1	3	Sumter County	-	C 466 Phase II	US 301	Buena Vista Boulevard	Resurfacing	Safety	Design	2026/27	\$160,683		

\*Proposed cost estimates are under review and will be finalized based on project-specific factors or to-be-determined inflation factors.



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**Lake~Sumter MPO - April 2025 MPO Governing Board Meeting (2:00 PM)**

**Please register for Lake~Sumter MPO - April 23<sup>rd</sup>, 2025, MPO Governing Board Meeting (2:00 PM) at:**

**<https://attendee.gotowebinar.com/register/7550674445362851413>**

**After registering, you will receive a confirmation email containing information about joining the webinar.**

## **2 p.m. Call to Order by the Chair**

- A. Invocation / Pledge of Allegiance
- B. Proper Noticing
- C. Roll Call – Determination of Quorum
- D. Chair's Announcements
- E. Motion to allow virtual voting by Board members- if requested
- F. Proposed revisions to today's Agenda

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## **I. OPPORTUNITY FOR PUBLIC COMMENT *(on agenda or general comments)***

At this point in the meeting the Board will hear questions, comments, and concerns from the citizens. If the issue raised is not on today's agenda, action will not be taken by the Board at this meeting. Questions may be answered by staff or referred for appropriate staff action. If further action is necessary, the item may be placed on a future Governing Board agenda. Public comment shall be limited to three minutes per person.

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## **II. CONSENT AGENDA**

*Consent approval is requested of the following items:*

- A. **Consideration to approve, February 26, 2025, MPO Governing Board Meeting Minutes**
- B. **Approval of the Milestone Professional Services, Inc. Financial Report for the second quarter of fiscal year 2025.**
- C. **Approval of the Unified Planning Work Program (UPWP) FY 2025-2026 Amendment #2.**  
The UPWP documents the transportation planning activities and associated budget for the Lake~Sumter MPO planning area. Though the document covers a two (2) year period, the UPWP is reviewed annually to refine previously identified tasks and better reflect changes in planned activities. UPWP Amendment #2 moves funds in-between Tasks to balance funding for planned work activities. UPWP Amendment #2 does not change the total funding amount.
  - a. Move \$70,000 from Task 1 (Administration) consultants to Task 3 (Long Range Planning) Consultants.



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- b. Move \$7,500 from Task 4 (Special Studies) Consultants to Task 1 (Administration) Personnel Services.
- c. Move \$3,000 from Task 4 (Special Studies) consultants to Task 2 (Transportation Improvement Program) Personnel Services.
- d. Move \$17,500 from Task 4 (Special Studies) consultant to Task 2 (Transportation Improvement Program) consultant.
- e. Move \$3,000 from Task 4 (Special Studies) consultant to Task 3 (Long Range Planning) Personnel Services
- f. Move \$2,000 from Task 4 (Special Studies) Consultants to Task 3 (Long Range Planning) Consultants
- g. Move \$2,000 from Task 4 (Special Studies) Consultants to Task 4 (Special Studies) Personnel Services.
- h. Move \$3,000 from Task 4 (Special Studies) Consultant to Task 5 (Public Involvement) Personnel Services.
- i. Move \$20,000 from Task 4 (Special Studies) Consultants to Task 5 Public Involvement Consultants.
- j. Move \$2,000 from Task 4 (Special Studies) Consultants to Task 6 (Regional Activities) Personnel Services.

### III. ACTION ITEMS

#### A. **FDOT Request to Amend Fiscal Year (FY) 2025-2029 Transportation Improvement Program (TIP). Approval of TIP Amendment 2025-4.**

Florida Department of Transportation (FDOT) requests Lake-Sumter MPO amend the FY 2025-2029 TIP as described below.

The scope for project #443511-2 has changed significantly to add roadway improvements. Phase 1 of the project included significant improvements. Phase 2 of the project implements long-term improvements such as shoulder widening and site-specific safety improvements to the typical cross section of the roadway.

This TIP amendment adds \$3,319,644 for construction funding for project # 443511-2 CR 452.

[FDOT TIP Amendment Letter](#)

[#443511-2 CR 452 Project Page](#)

[Resolution 2025-4](#)

**Staff recommend approval of Resolution 2025-4 TIP Amendment #5**

**Roll Call vote required.**



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#### IV. DISCUSSION ITEMS:

- A. **C. Jack Adkins, District Five Director of Transportation Development, FDOT.** Jack Adkins is retiring from FDOT and Jim Stroz, District Traffic Operations Engineer is taking his place. Welcome Jim Stroz and say goodbye to Jack Adkins.

- B. **2025 DRAFT List of Priority Projects (LOPP) – Timeline to Adoption June 2025** (June 2026)

The Lake~Sumter MPO develops and approves its LOPP annually. Projects in the LOPP represent the highest-priority unfunded transportation improvements in the MPO's planning area that were not programmed during the following five-year period. The Florida Department of Transportation (FDOT) uses each MPO's LOPP to aid in their decisions as to which projects should be added to their Work Program each year. LOPP defines priorities to be considered for inclusion in the Five-Year Work Program/TIP that begins on July 1 of the year following its approval. The 2025 LOPP will be used by FDOT to influence projects added to the FY 2027 – 2031 Tentative Five-Year Work Program.

##### DRAFT 2025 List of Priority Projects Presentation

##### DRAFT 2025 List of Priority Projects

- C. **2050 Long Range Transportation Plan Major Update (LRTP)**

The LRTP identifies transportation improvements necessary to maintain adequate mobility and to accommodate growth forecasted over the next twenty (25) years. The current LRTP (Transportation 2045) includes projects through the year 2045. The process includes innovative technical modeling and collaborative public engagement. Public involvement during development of the LRTP is guided by an independent and focused Public Participation Plan, though strategies and tactics are coordinated with this document to ensure overall continuity. As required by federal law, a formal public comment period is held prior to Board adoption, providing a structured avenue for public input. The official twenty-one (21) day public comment period for the LRTP follows the same timeline as the advisory committee review. The deadline to submit a comment is included in and notifications associated with the public comment period. This deadline is generally seven (7) days prior to the date Board action is scheduled. The Long Range Transportation Plan (LRTP 2050 Plan) establishes the vision of Central Florida's entire transportation system for Lake and Sumter Counties. This plan for the year 2050 will identify current and future transportation needs. Projects must be included in the plan to receive federal and state funding. The plan is updated every five years to reflect the changing dynamics of the region.

##### 2050 LRTP Update – Phase II

- a. **Active Transportation Modal Element Update**



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The Active Transportation Modal Master Plan will be developed as a standalone document serving in tandem with the 20250 LRTP. The plan will highlight potential improvements across the region for pedestrians, bicycles, micromobility, and/or any projects that encourage physical activity. The plan will incorporate projects and improvements from existing or completed Plans within the Lake~Sumter MPO region.

**b. Complete Streets, Transportation Systems Management & Operations (TSM&O) Element update**

The LSMPO seeks to establish a comprehensive plan via its 2050 LRTP that can serve as a crucial roadmap for implementing Complete Streets, Intelligent Transportation System (ITS) solutions, and Transportation System Management & Operations (TSM&O) strategies. These strategies and solutions will optimize travel experiences, improve safety, reduce congestion, and establish connected and resilient transportation infrastructure.

**c. Roadway Needs Assessment Update**

An integral part of the Lake~Sumter MPO 2050 LRTP is the identification, evaluation, and analysis of the capacity deficiencies on the transportation network to identify the initial roadway needs. The purpose of a Needs Assessment is to identify the transportation infrastructure that is essential for accommodating future travel demand, addressing safety issues, and meeting the community's needs for the next 25 years. A Needs Assessment is fiscally unconstrained, meaning that funding requirements for improvements are not considered. The Needs Assessment serves as the basis for the development of the Cost Feasible Plan, which is constrained by anticipated funding throughout the 25-year planning range.

[2050 Long Range Transportation Plan Presentation](#)

[2050 Long Range Transportation Plan Webpage](#)

## V. REPORTS, PRESENTATIONS

- A. *FDOT Report – Chuck Koppernolle.*
- B. *Florida Turnpike Enterprise Report (FTE) -Siaosi Fine*
- C. *Lake County Transit Report (information only)*
- D. *Legislative Update -Florida League of Cities Transportation Bills Summary*

## VI. BOARD MEMBER COMMENTS:



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## VII. ADJOURNMENT NEXT MEETING: JUNE 18, 2025 @ 2:00 P.M.

Pursuant to the provisions of Chapter 286, Florida Statutes, Section 286.0105, if any person decides to appeal any decision made by the above named board with respect to any matter considered at the meeting, he or she 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. All interested citizens are welcome to attend. Persons with disabilities needing assistance to participate in any of the proceedings should contact (352) 315- 0170, 48 hours in advance of the meeting.

