



## **Town Council Special Meeting**

**May 01, 2025 at 1:00 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/83066564596?pwd=Wjd1Rkw3dU43bll0bnlOVEZWZldSUT09>  
**Meeting ID:** 830 6656 4596 | **Passcode:** 528638

### **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.*

### **PUBLIC HEARING**

### **OLD BUSINESS**

### **NEW BUSINESS**

- 1.** Consideration and Approval: **Resolution 2025-007 - Amending the Town's Purchasing Policy**
- 2.** Consideration and Approval: (First Reading) **Ordinance 2025-001 - CIP Amendment**

**AN ORDINANCE OF THE TOWN OF HOWEY-IN-THE-HILLS, FLORIDA AMENDING THE  
CAPITAL IMPROVEMENTS ELEMENT IN CHAPTER 8 OF THE TOWN'S**

**COMPREHENSIVE PLAN BY UPDATING THE FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS TO INCLUDE ESTIMATED CAPITAL IMPROVEMENTS FOR FISCAL YEAR 2024-2025 THROUGH FISCAL YEAR 2029-2030 PURSUANT TO THE REQUIREMENTS OF CHAPTER 163 OF THE FLORIDA STATUTES; PROVIDING FOR CONFLICT, CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.**

- Mayor will read the Ordinance title.
- Town Manager will explain Ordinance 2025-001.
- Council Discussion.
- Mayor will open Public Comment and Questions for this item only.
- Mayor will close Public Comment.
- Motion to approve the first reading of Ordinance 2025-001.
- Roll Call Vote.

**3. Discussion: Eminent Domain**

**DEPARTMENT REPORTS**

**4. Town Manager**

**COUNCIL MEMBER COMMENT**

**5. Mayor Pro Tem Everline**

**6. Councilor Arnold**

**7. Councilor Miles**

**8. Councilor Lannamañ**

**9. 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-STs) and Enhanced Speech to Speech.

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

Topic: **Town Council Meeting**

Time: **Oct 25, 2025 06:00 PM Eastern Time (US and Canada)**

Join Zoom Meeting

<https://us06web.zoom.us/j/83066564596?pwd=Wjd1Rkpw3dU43bll0bnlOVEZWZldSUT09>

Meeting ID: 830 6656 4596

Passcode: 528638

Dial by your location

**+1 646 558 8656 US (New York)**

**+1 346 248 7799 US (Houston)**

Meeting ID: 830 6656 4596

Passcode: 528638

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

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.

**RESOLUTION 2025-007****A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HOWEY-IN-THE-HILLS, FLORIDA, ADOPTING A REVISED PURCHASING POLICY; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council of the Town of Howey-in-the-Hills previously adopted Ordinance 2021-009 which authorized the Council to adopt, amend, and revise the Town's Purchasing Policy by resolution; and

**WHEREAS**, the Town Council finds it in the best interest of the Town to adopt an updated Purchasing Policy to reflect revised purchasing thresholds, clarify procedures, incorporate statutory requirements, and further ensure sound fiscal and procurement practices; and

**WHEREAS**, the revised Purchasing Policy has been prepared and reviewed by Town staff and is attached hereto as Exhibit "A" and incorporated herein by reference.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HOWEY-IN-THE-HILLS, FLORIDA.**

**Section 1.** The Town Council hereby adopts the revised Purchasing Policy attached hereto as Exhibit "A."

**Section 2.** Upon adoption of this resolution, the Town Clerk is directed to update the official copy of the Purchasing Policy in accordance with Section 5-1 of the Town Code, maintain the latest version on file, and post the updated policy on the Town's website.

**Section 3.** All resolutions or parts of resolutions in conflict herewith are hereby repealed.

**Section 4.** If any section, sentence, clause, or phrase of this resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portion of this resolution.

**Section 5.** This resolution shall be effective upon passage.

*Signatures on the following page.*

**PASSED AND RESOLVED** this 1st day of May, 2025, by the Town Council of the Town of Howey-in-the-Hills, Florida.

**TOWN OF HOWEY-IN-THE-HILLS,  
FLORIDA**

By: its Town Council

By: \_\_\_\_\_  
Graham Wells, CMC, Mayor

Attest:

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

Approved as to form and legality:  
(for the use and reliance of the Town only)

\_\_\_\_\_  
Tom Wilkes, Town Attorney

## **Exhibit A**

### Town of Howey-in-the-Hills Purchasing Policy

# **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.



**Date:** April 14, 2025

**To:** Mayor and Town Council

**From:** Sean O’Keefe, Town Manager

**Re:** Consideration and Approval: (First Reading) **Ordinance 2025-001 - CIP Amendment**

**Objective:**

To obtain Town Council approval on the first reading of Ordinance 2025-001, amending the Capital Improvements Element of the Town’s Comprehensive Plan to reflect the updated Five-Year Schedule of Capital Improvements for Fiscal Years 2024-2025 through 2029-2030, as required by Florida Statutes.

**Summary:**

Ordinance 2025-001 proposes an amendment to the Capital Improvements Element (CIE) in Chapter 8 of the Town’s Comprehensive Plan. This annual update, as required by Section 163.3177(3) of the Florida Statutes, ensures that the Town’s capital improvement planning is in compliance with state mandates for growth management and infrastructure planning.

The updated Five-Year Schedule of Capital Improvements (Schedule) includes projected expenditures for critical municipal infrastructure projects spanning fiscal years 2024-2025 through 2029-2030. These projects address needs in public safety, transportation, utilities, and parks and recreation, ensuring that the Town maintains concurrency with adopted Level of Service (LOS) standards.

The updated Schedule (Attachment A to Ordinance 2025-001) was reviewed and recommended by the Planning and Zoning Board and is consistent with the policies of the Comprehensive Plan.

Differences requested from the last council discussion on the topic have been included: restoration of projects, including Water Tower Repair and Painting and Wastewater Treatment Plant Acquisition; addition of new council requested projects, including Water Treatment Plant #1 and Community Center; merging and combination of projects, including Municipal Complex and Venezia & Talichet Second Accesses; a recently added project due to necessity is the Boat Ramp Dock Replacement.

**Fiscal Impact:**

The fiscal impact associated with this proposal is reflected in the Town’s Capital Improvement Plan and is consistent with the adopted budget projections for each fiscal year within the Schedule. This update ensures the continued eligibility for state and federal funding and grants tied to infrastructure investment.

**Staff Recommendation:**

Staff recommends approval of the first reading of Ordinance 2025-001.

## ORDINANCE NO. 2025-001

AN ORDINANCE OF THE TOWN OF HOWEY-IN-THE-HILLS, FLORIDA AMENDING THE CAPITAL IMPROVEMENTS ELEMENT IN CHAPTER 8 OF THE TOWN'S COMPREHENSIVE PLAN BY UPDATING THE FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS TO INCLUDE ESTIMATED CAPITAL IMPROVEMENTS FOR FISCAL YEAR 2024-2025 THROUGH FISCAL YEAR 2029-2030 PURSUANT TO THE REQUIREMENTS OF CHAPTER 163 OF THE FLORIDA STATUTES; PROVIDING FOR CONFLICT, CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

*Whereas*, Chapter 8 of the Comprehensive Plan for the Town of Howey-in-the-Hills includes the statutorily required Capital Improvements Element.

*Whereas*, Subsection 163.3177(3) of the Florida Statutes requires that every local government annually update the Five-Year Schedule of Capital Improvements (the "Schedule") of the Capital Improvements Element ("CIE") of the Comprehensive Plan.

*Whereas*, this Ordinance updates the Schedule to comply with the requirements of Subsection 163.3177(3) of the Florida Statutes.

**BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HOWEY-IN-THE-HILLS, FLORIDA:**

**Section 1. Recitals.** That the foregoing "whereas" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Ordinance.

**Section 2. Amendment.** The Five-Year Schedule of Capital Improvements set forth in Table 20 in Chapter 8 of the Town's Comprehensive Plan is hereby updated and amended in compliance with Section 163.3177 of the Florida Statutes and is replaced with the updated version of the Table 20 attached hereto as **Attachment A** to include estimated capital improvements for fiscal year 2024-2025 through fiscal year 2029-2030.

**Section 3. Conflicts.** All Ordinances or parts of Ordinances, Resolutions, or parts of Resolutions in conflict herewith are hereby superseded to the extent of such conflict.

**Section 4. Codification.** It is the intent of the Town Council that the provisions of this Ordinance shall become and be made a part of the Town of Howey-in-the-Hills Comprehensive Plan and that the sections of this Ordinance may be renumbered or re-lettered and the word "ordinance" may be changed to "section," "article," or such other appropriate word or phrase to accomplish such intentions.

**Section 5. Severability.** If any section, sentence, clause, or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portion of this ordinance.

**Section 6. Effective Date.** This ordinance shall become effective immediately upon its passage and approval as a non-emergency ordinance at two regular meetings of the Town Council.

**PASSED AND ORDAINED** this 18th day of April, 2025, by the Town Council of the Town of Howey-in-the-Hills, Florida.

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

**ATTEST:**

**APPROVED AS TO FORM AND LEGALITY**  
for use and reliance by the Town of Howey-in-the-Hills, Florida, only.

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

\_\_\_\_\_  
Thomas J Wilkes, Town Attorney

Planning and Zoning Board Reading held March 27, 2025  
First Reading held April 14, 2025  
Second Reading and Adoption held April 28, 2025  
Advertising April 18, 2025

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**ATTACHMENT A**  
**TOWN OF HOWEY-IN-THE-HILLS**  
**5-YEAR ESTIMATED SCHEDULE OF CAPITAL IMPROVEMENTS**  
**FY 2024-2025 THROUGH FY 2029-2030**

**TABLE 20**  
**TOWN OF HOWEY-IN-THE-HILLS, FLORIDA**  
**5-YEAR ESTIMATED SCHEDULE OF CAPITAL IMPROVEMENTS**

Description	Funding Source	FY25	FY26	FY27	FY28	FY29	FY30	Total
<b>Public Works</b>								
Annual stormwater improvements	Various	\$ 190,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 440,000
Central Avenue Streetscape	General Fund					\$ 30,000	\$ 500,000	\$ 530,000
Talichet Lift Station Upgrade	Various	\$ 90,000						\$ 90,000
Emergency Lift Station Bypass Pumps	Various	\$ 340,000	\$ 150,000					\$ 490,000
Install Sanitary Sewer to Replace Septic	Various	\$ 185,000	\$ 500,000	\$ 2,500,000				\$ 3,185,000
N. Water Treatment Plant Construction	Various	\$4,250,000	\$ 2,000,000	\$ 2,000,000	\$2,000,000			\$10,250,000
Wastewater Treatment Plant Acquisition	Impact Fees (WW)			\$ 5,000,000	\$5,000,000	\$5,000,000		\$15,000,000
WTP #1 Improvements	Various			\$ 750,000	\$ 300,000			\$ 1,050,000
Road Reconstruction	Infrastructure	\$ 415,000	\$ 215,000	\$ 215,000	\$ 215,000	\$ 215,000	\$ 215,000	\$ 1,490,000
Sidewalk Improvements	General Fund	\$ 10,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 310,000
Venezia & Talichet Second Accesses	General Fund			\$ 75,000		\$ 75,000		\$ 150,000
Water Mains - North	Impact Fees (Water)			\$ 600,000				\$ 600,000
Water Mains - South	Impact Fees (Water)			\$ 300,000				\$ 300,000
Water Tower Repair and Painting	General Fund						\$ 500,000	\$ 500,000
Fire Truck Repair and Painting	General Fund	\$ 25,000						\$ 25,000
								<b>\$34,410,000</b>
<b>General Community Services</b>								
Library Expansion	Impact Fees		\$ 200,000	\$ 800,000	\$ 200,000			\$ 1,200,000
Municipal Complex	Various		\$ 1,400,000				\$14,000,000	\$15,400,000
Community Center	Various						\$ 200,000	\$ 200,000
								<b>\$16,800,000</b>
<b>Parks and Recreation</b>								
Convert Landfill to Park (Peak Park)	Impact Fees (Parks)						\$ 5,000	\$ 5,000
Central Park Basketball Court Refinishing	General Fund		\$50,000					\$ 50,000
Grove Square Park	Impact Fees (Parks)			\$ 10,000				\$ 10,000
Improvements to Griffin Park	Impact Fees (Parks)				\$ 10,000		\$ 90,000	\$ 100,000
Lakeshore Shoreline Improvements	Grant (Unspecified)			100,000	\$ 200,000	\$ 720,000		\$ 1,020,000
Repair/Renovate Sara Maude Park	Impact Fees (Parks)	\$ 530,000			\$ 300,000			\$ 830,000
Replace Finger Piers	General Fund	\$ 50,000	\$ 180,000					\$ 230,000
Boat Ramp Dock Replacement	General Fund		\$ 100,000					\$ 100,000
Pine Park Construction	Impact Fees (Parks)				\$ 200,000	\$ 200,000	\$ 200,000	\$ 600,000
								<b>\$ 2,945,000</b>
Per Year		\$6,085,000	\$ 4,905,000	\$ 12,460,000	\$8,535,000	\$6,350,000	\$15,820,000	
Program Total								<b>\$54,155,000</b>

TABLE 20 A								
TOWN OF HOWEY-IN-THE-HILLS, FLORIDA								
5-YEAR ESTIMATED SCHEDULE OF CAPITAL IMPROVEMENTS								
Description	Funding Source	FY25	FY26	FY27	FY28	FY29	FY30	CIP Total
<b>Transportation Mitigation Projects</b>								
SR 19 @ CR 48 Intersection	Fair Share		\$ 742,500					\$ 742,500
SR 19 @ Central Ave Intersection	Fair Share		\$ 742,500					\$ 742,500
Revels Rd @ SR 19 Intersection	Fair Share					\$ 742,500		\$ 742,500
Florida Ave @ SR 19 Intersection	Fair Share			\$ 148,500				\$ 148,500
Florida Ave @ Number 2 Rd. Intersection	Fair Share				\$ 148,500			\$ 148,500
Pedestrian Improvements	Various		\$ 20,000	\$ 20,000	\$ 20,000	\$ 40,000		\$ 100,000
Bicycle Improvements	Various			\$ 20,000	\$ 30,000	\$ 50,000		\$ 100,000
Streetscape	Various					\$ 250,000		\$ 250,000
<b>Total</b>		<b>\$ -</b>	<b>\$ 1,505,000</b>	<b>\$ 188,500</b>	<b>\$ 198,500</b>	<b>\$1,082,500</b>	<b>\$ -</b>	<b>\$ 2,974,500</b>



Capital Expenditure Project  
Town of Howey In The Hills  
FY25-30 Capital Project Plan

Date: 1/23/2025				Project Title: Annual Stormwater Improvements				Project Number:		
Source of Funds	Fund Title:	Fund No.	Prior Years Expenditure Summary \$:	Current Budget FY25	FY26	FY27	FY28	FY29	FY30	Project Totals
LCWA Grant		1		\$ 142,500						\$ 142,500
General Fund				\$ 47,500	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000		\$ 247,500
<p>Description of Project (200 words or less):</p> <p>This project consist of improving the stormwater features and structures throughout Town and making improvements/upgrades to the direct discharge stormwater structures along N. Lakeshore Blvd and S. Lakeshore Blvd to ensure better water quality in Little Lake Harris.</p> <p>Cost was determined by the Public Services Director for small stormwater projects for a typical year. For FY25, this is the Town Engineer's estimated costs as required for the application to the LCWA grant to perform a water quality stormwater project along N. Lakeshore.</p> <p>Public Works Director will be applying for additional grants to cover stormwater projects in the upcoming years.</p> <p>Justification and Urgency for the Project (When is it required to be complete and why?):</p> <p>Providing stormwater improvements and water quality improvements throughout the Town is one of the requirements of the Town's FDEP* Phase II MS4* NPDES* Permit. The Town has to generate annual reports to FEDP. FDEP(Florida Department of Enviromental Protection)* MS4(Municipal Separate Storm Sewer System)* NPDES(National Pollutant Discharge</p>										
Is It related to other projects? If yes, list them.										
What Department Will Be Responsible For The Project?: Public Works							Department Point of Contact: Morgan Cates			
Planning & Zoning Board Recommendation:				Town Council Approval and Date:			POC Phone Number: 352-805-0205			
Town Manager Recommendation:							POC Email: <a href="mailto:mcates@howey.org">mcates@howey.org</a>			

Capital Expenditure Project  
Town of Howey In The Hills  
FY25-30 Capital Project Plan

Date: 1/23/2025		Project Title: Central Avenue Streetscape						Project Number:		
Source of Funds	Fund Title:	Fund No.	Prior Years Expenditure Summary \$:	Current Budget FY25	FY26	FY27	FY28	FY29	FY30	Project Totals
General Fund								30,000	500,000	\$530,000
<p>Description of Project (200 words or less):</p> <p>As the downtown area is developed, a streetscape will be a necessary component of the redesign/revitalization process.</p> <p>Costs were based upon estimates from original project proposal.</p>										
<p>Justification and Urgency for the Project (When is it required to be complete and why?):</p> <p>After a Community Redevelopment Agency is created, developing the downtown will necessitate a streetscape implementation.</p>										
Is It related to other projects? If yes, list them.										
What Department Will Be Responsible For The Project?: Public Works						Department Point of Contact: Morgan Cates				
Planning & Zoning Board Recommendation:				Town Council Approval and Date:		POC Phone Number: 352-805-0205				
Town Manager Recommendation:						POC Email: <a href="mailto:mcates@howey.org">mcates@howey.org</a>				

Capital Expenditure Project  
Town of Howey In The Hills  
FY25-30 Capital Project Plan

Date: 1/23/2025				Project Title: Talichet Lift Station Upgrade				Project Number:		
Source of Funds	Fund Title:	Fund No.	Prior Years Expenditure Summary \$:	Current Budget FY25	FY26	FY27	FY28	FY29	FY30	Project Totals
General Fund Grants				\$90,000						\$ 90,000
										\$ -
<p>Description of Project (200 words or less):</p> <p>This project consists of installing upgrades at the Talichet Lift Station to include, upgraded panel box with SCADA and High Level Alarms, 6' Chainlink Fence with gates, and gravel around the entire Lift Station.</p> <p>Costs were determined from quotes received from vendors and RCM Utilities.</p>										
<p>Justification and Urgency for the Project (When is it required to be complete and why?):</p> <p>Installing upgraded panel and SCADA system at the lift station would provide 24 hour monitoring of the lift stations. The chainlink fence would provide extra security to the lift station.</p>										
Is It related to other projects? If yes, list them.										
What Department Will Be Responsible For The Project?: Public Works							Department Point of Contact: Morgan Cates			
Planning & Zoning Board Recommendation:				Town Council Approval and Date:			POC Phone Number: 352-805-0205			
Town Manager Recommendation:							POC Email: <a href="mailto:mcates@howey.org">mcates@howey.org</a>			

Capital Expenditure Project  
Town of Howey In The Hills  
FY25-30 Capital Project Plan

Date: 1/23/2025				Project Title: Emergency Lift Station Bypass Pumps				Project Number:		
Source of Funds	Fund Title:	Fund No.	Prior Years Expenditure Summary \$:	Current Budget FY25	FY26	FY27	FY28	FY29	FY30	Project Totals
General Fund Grants				\$85,000	37,500					\$ 122,500
				\$ 255,000	\$ 112,500					\$ 367,500
<p>Description of Project (200 words or less):</p> <p>This project consist of installing two emergency bypass pumps at two Town-owned lift stations.</p> <p>Costs were determined from a quote from URE (Utility Repair Experts).</p>										
<p>Justification and Urgency for the Project (When is it required to be complete and why?):</p> <p>Installing emergency bypass pumps at the lift station would provide service to the lift stations during all emergency situations.</p>										
Is It related to other projects? If yes, list them.										
What Department Will Be Responsible For The Project?: Public Works							Department Point of Contact: Morgan Cates			
Planning & Zoning Board Recommendation:				Town Council Approval and Date:			POC Phone Number: 352-805-0205			
Town Manager Recommendation:							POC Email: <a href="mailto:mcates@howey.org">mcates@howey.org</a>			

Capital Expenditure Project  
Town of Howey In The Hills  
FY25-30 Capital Project Plan

Date: 1/23/2025				Project Title: Install Sanitary Sewer to Replace Septic				Project Number:		
Source of Funds	Fund Title:	Fund No.	Prior Years Expenditure Summary \$:	Current Budget FY25	FY26	FY27	FY28	FY29	FY30	Project Totals
Grant Funds					500,000	2,500,000				3,000,000
Utility Fund Sewer Impact				185,000						185,000
										0
										0
Total					500,000					3,185,000
<p>Description of Project (200 words or less):</p> <p>Using grant funds available from DEP, to install gravity flow sewer mains throughout Howey in the Hills to connect all existing houses to new sanitary sewer lines. Connect new line and a small lift station at each side intersecting streets to the existing force main on west side of South Florida Avenue. Properly abandon all septic tanks currently installed throughout Howey. Require all property owners with existing houses or residences to hook up. Any vacant lots must hook up to sanitary sewer system upon construction. Town Utility Fund will cover any grant matching or ineligible costs with sewer impact fees. Residents will pay standard monthly sewer charges per utility fund rate schedule in the future to maintain system.</p> <p>Costs were estimated by Councilor Miles.</p>										
<p>Justification and Urgency for the Project (When is it required to be complete and why?):</p> <p>This project will use existing available grant funds to continue the Town's efforts to provide sanitary sewer service to all properties within Town Boundaries. This is in keeping with County, State, and Federal goals to keep our environment clean and healthy for all residents.</p>										
<p>Is It related to other projects? If yes, list them. Center Street Sanitary Sewer System.</p>										
What Department Will Be Responsible For The Project?: Public Works							Department Point of Contact: Morgan Cates			
Planning & Zoning Board Recommendation:				Town Council Approval and Date:			POC Phone Number: 352-805-0205			
Town Manager Recommendation:							POC Email: <a href="mailto:mcates@howey.org">mcates@howey.org</a>			

Capital Expenditure Project  
Town of Howey In The Hills  
FY25-30 Capital Project Plan

Date: 1/23/2025				Project Title: N. Water Treatment Plant Construction				Project Number:		
Source of Funds	Fund Title:	Fund No.	Prior Years Expenditure Summary \$:	Current Budget FY25	FY26	FY27	FY28	FY29	FY30	Project Totals
State Appropriations				\$ 4,250,000						\$ 4,250,000
Other					\$ 2,000,000	\$ 2,000,000	\$ 500,000			\$ 4,500,000
Description of Project (200 words or less):										
<p>This project consist of the drilling of two wells, and the design, engineering, and construction of the North Water Treatment Plant to replace the existing aging well #3.</p> <p>Total costs were determined by research of similar projects throughout the state, as well as adjusting the cost of the Town's previous project with inflation.</p>										
Justification and Urgency for the Project (When is it required to be complete and why?):										
<p>Well #3 is aging out, reaching the end of its life expectinency, and also becoming costly to maintain. The current well is also located on FDOT right of way, in which the Town's leases with FDOT, will run out in 2032.</p>										
Is It related to other projects? If yes, list them.										
What Department Will Be Responsible For The Project?: Public Works							Department Point of Contact: Morgan Cates			
Planning & Zoning Board Recommendation:				Town Council Approval and Date:			POC Phone Number: 352-805-0205			
Town Manager Recommendation:							POC Email: <a href="mailto:mcates@howey.org">mcates@howey.org</a>			

**Capital Expenditure Project  
Town of Howey In The Hills  
FY25-30 Capital Project Plan**

Date: 1/23/2025				Project Title: Wastewater Treatment Plant Acquisition				Project Number: DRM03		
Source of Funds	Fund Title:	Fund No.	Prior Years Expenditure Summary \$:	Current Budget FY25	FY26	FY27	FY28	FY29	FY30	Project Totals
Impact Fees (Wastewater)						5,000,000	5,000,000	5,000,000		15,000,000
Total										15,000,000
<p>Description of Project (200 words or less):</p> <p>Sanitary Sewer Services are currently provided to a portion of the Town of Howey In The Hills and a portion of unincorporated Lake County by the Central Lake County Community Development District (CDD) which was established by Lake County Ordinance 2001-75 on May 11, 2001 in accordance with Chapter 190, Florida Statutes. All of the CDD Water and Sewer Service areas are located within the Town of Howey In The Hills Water and Sewer Service Area as provided in Lake County Ordinance 2013-29 (as amended) . This capital project provides for the Town of Howey In The Hills to acquire the assets of the Central Lake County Community Development District by paying Lake County the value of the District's Net Assets, plus any related legal and administrative expenses. The last available audited Financial Statements of the CDD, dated September 30, 2021, place its Total Net Position at \$291,898. As these financial statements are over fifteen (15) months old, it is anticipated the value may have increased since that date. This project has therefore been estimated at \$500,000 for the Net Asset value of the District, plus administrative and legal expenses. The Town would assume all assets and liabilities of the District upon acquisition, including the remaining three and one-half year lease, and four each, ten year extensions of the lease with Sewer and Water Plant Investments, LLC (previously Packing House By-Products, Co.), both entities owned by the previous Developer of Mission Inn. Lease payments are calculated each year based on a formula detailed in the lease agreement.</p> <p>Justification and Urgency for the Project (When is it required to be complete and why?): The Town of Howey in The Hills is currently negotiating with five (or more) Developers of Land located within its Town Limits to build large numbers of residential housing units, and some number of commercial and industrial properties. These properties and additional ones that may surface in the future in the Town Of Howey In The Hills Service Area, will require water and sewer services. The Orlando-Kissimmee Metropolitan Area is expanding rapidly and is now approaching the Town of Howey In The Hills. In the next five to ten years the population of the Town of Howey In The Hills is expected to expand into a much larger Town. If the Town is to develop properly in agreement with interests of the existing Town residents, it is imperative that the Town must control the water and sewer services in its service area. The Town currently operates its own water services and some retail wastewater collection services. This acquisition, in cooperation with Lake County, will allow the Town on a cost effective basis, to operate wholesale wastewater collection and treatment services. Together with the acquisition and expansion of the Drake Point water and wastewater plants approved by Lake County within the Town of Howey Water and Wastewater Service Area, the Town of Howey in the Hills will be able to serve customers within its service area.</p>										
Is It related to other projects? If yes, list them. Drake Point Water and Wastewater Treatment Plants Acquisition										
What Department Will Be Responsible For The Project?: Public Works and Finance				Department Point of Contact: Morgan Cates						
Planning & Zoning Board Recommendation:				Town Council Approval and Date:			POC Phone Number: 352-805-0205			
Town Manager Recommendation:							POC Email: <a href="mailto:mcates@howey.org">mcates@howey.org</a>			

Capital Expenditure Project  
Town of Howey In The Hills  
FY25-30 Capital Project Plan

Date: 1/23/2025				Project Title: WTP #1 Improvements				Project Number:		
Source of Funds	Fund Title:	Fund No.	Prior Years Expenditure Summary \$:	Current Budget FY25	FY26	FY27	FY28	FY29	FY30	Project Totals
Water Utility Fund					\$ 400,000	\$ 200,000				\$ 600,000
Water Impact Fees					\$ 350,000	\$ 100,000				\$ 450,000
<p>Description of Project (200 words or less):</p> <p>This project consist of necessary improvements to Water Treatment Plant #1, including replacing the existing horizontal split-case high service pump station with a vertical turbine high service pump station. The proposed vertical turbine pumps will be can-mounted with an intake header pipe install below the ground storage tank floor in order to have full use of the tank's storage capacity.</p> <p>Total costs were determined by HALFF.</p>										
<p>Justification and Urgency for the Project (When is it required to be complete and why?):</p> <p>These improvements are necessary to implement as soon as the new WTP #3 is completed.</p>										
Is It related to other projects? If yes, list them.										
What Department Will Be Responsible For The Project?: Public Works							Department Point of Contact: Morgan Cates			
Planning & Zoning Board Recommendation:				Town Council Approval and Date:			POC Phone Number: 352-805-0205			
Town Manager Recommendation:							POC Email: <a href="mailto:mcates@howey.org">mcates@howey.org</a>			



Capital Expenditure Project  
Town of Howey In The Hills  
FY25-30 Capital Project Plan

Date: 1/23/2025		Project Title: Road Reconstruction						Project Number:														
Source of Funds	Fund Title:	Fund No.	Prior Years Expenditure Summary \$:	Current Budget FY25	FY26	FY27	FY28	FY29	FY30	Project Totals												
Infrastructure		150		\$415,000	\$215,000	\$215,000	\$215,000	\$215,000	\$215,000	1,490,000												
General Fund		1			\$0	\$0	\$0	\$0	\$0	0												
<p>Description of Project (200 words or less):</p> <p>This project consists of road reconstruction projects throughout town to ensure existing town roads are brought up to current town standards. Roads are scheduled based on a Road Inventory List created by the Public Services Director, with a rolling five-year Road Improvement List.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">FY24</td> <td>N. Citrus Avenue – 1,116 LF</td> </tr> <tr> <td>FY25</td> <td>E. Gardenia Street – 826 LF; E. Holly Street – 752 LF</td> </tr> <tr> <td>FY26</td> <td>N. Tangerine Avenue – 1,400 LF</td> </tr> <tr> <td>FY27</td> <td>N. Georgia Avenue – 656 LF; W. Pine Street – 370 LF; W. Palmetto Avenue – 347 LF</td> </tr> <tr> <td>FY28</td> <td>N. Valencia Avenue – 1,121 LF; Mission Lane – 1,335 LF</td> </tr> <tr> <td>FY29</td> <td>E. Croton Way - 1,650 LF</td> </tr> </table>											FY24	N. Citrus Avenue – 1,116 LF	FY25	E. Gardenia Street – 826 LF; E. Holly Street – 752 LF	FY26	N. Tangerine Avenue – 1,400 LF	FY27	N. Georgia Avenue – 656 LF; W. Pine Street – 370 LF; W. Palmetto Avenue – 347 LF	FY28	N. Valencia Avenue – 1,121 LF; Mission Lane – 1,335 LF	FY29	E. Croton Way - 1,650 LF
FY24	N. Citrus Avenue – 1,116 LF																					
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FY28	N. Valencia Avenue – 1,121 LF; Mission Lane – 1,335 LF																					
FY29	E. Croton Way - 1,650 LF																					
<p>Justification and Urgency for the Project (When is it required to be complete and why?):</p> <p>Existing town road conditions do not meet current town standards, and some town road conditions cause safety issues. In addition, roads need maintenance on an ongoing cycle.</p>																						
Is It related to other projects? If yes, list them.																						
What Department Will Be Responsible For The Project?: Public Works						Department Point of Contact: Morgan Cates																
Planning & Zoning Board Recommendation:				Town Council Approval and Date:		POC Phone Number: 352-805-0205																
Town Manager Recommendation:						POC Email: mcates@howey.org																

Capital Expenditure Project  
Town of Howey In The Hills  
FY25-30 Capital Project Plan

Date: 1/23/2025				Project Title: Sidewalk Improvements				Project Number:		
Source of Funds	Fund Title:	Fund No.	Prior Years Expenditure Summary \$:	Current Budget FY25	FY26	FY27	FY28	FY29	FY30	Project Totals
General Fund		1		\$ 10,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 310,000
<p>Description of Project (200 words or less):</p> <p>This project consist of making improvements and repairs to the existing sidewalks throughout Town. This project may also consist of adding new sidewalk features to enhance existing sidewalks.</p> <p>Costs were determined by previous sidewalk improvement project costs and estimates for upcoming project costs.</p>										
<p>Justification and Urgency for the Project (When is it required to be complete and why?):</p> <p>Making improvements and repairs to existing sidewalks to ensure the sidewalks throughout Town meet all current *A.D.A regulations to provide safe pedestrian traffic. *A.D.A(Americans with Disabilities Act).</p>										
Is It related to other projects? If yes, list them.										
What Department Will Be Responsible For The Project?: Public Works							Department Point of Contact: Morgan Cates			
Planning & Zoning Board Recommendation:				Town Council Approval and Date:			POC Phone Number: 352-805-0205			
Town Manager Recommendation:							POC Email: <a href="mailto:mcates@howey.org">mcates@howey.org</a>			

Capital Expenditure Project  
Town of Howey In The Hills  
FY25-30 Capital Project Plan

Date: 1/23/2025				Project Title: Venezia and Talichet Second Accesses				Project Number:		
Source of Funds	Fund Title:	Fund No.	Prior Years Expenditure Summary \$:	Current Budget FY25	FY26	FY27	FY28	FY29	FY30	Project Totals
General Fund						\$ 75,000		\$ 75,000		\$ 150,000
<p>Description of Project (200 words or less):</p> <p>This project consists of providing a second access for Venezia and Talichet Subdivisions by connecting Bellissimo Place to E. Revels Road and Avila Place to W. Central Ave.</p> <p>Costs were estimated by Town Engineer.</p> <p>Justification and Urgency for the Project (When is it required to be complete and why?):</p> <p>Connecting Bellissimo Place to Revels Road and Avila Place to W. Central Ave would provide a second access for Venezia and Talichet homeowners, Town residents and the general public.</p> <p>Is It related to other projects? If yes, list them.</p>										
What Department Will Be Responsible For The Project?: Public Works							Department Point of Contact: Morgan Cates			
Planning & Zoning Board Recommendation:				Town Council Approval and Date:			POC Phone Number: 352-805-0205			
Town Manager Recommendation:							POC Email: <a href="mailto:mcates@howey.org">mcates@howey.org</a>			

Capital Expenditure Project  
Town of Howey In The Hills  
FY25-30 Capital Project Plan

Date: 1/23/2025				Project Title: Water Mains - North				Project Number:		
Source of Funds	Fund Title:	Fund No.	Prior Years Expenditure Summary \$:	Current Budget FY25	FY26	FY27	FY28	FY29	FY30	Project Totals
Water Impact Fee		140				\$ 600,000				\$ 600,000
<p>Description of Project (200 words or less):</p> <p>This project consists of replacing old existing metal pipe water mains with new pvc/poly pipe or epoxy lining.</p> <p>Costs were determined by Public Works in working with vendors. Public Works is researching grants to cover cost.</p>										
<p>Justification and Urgency for the Project (When is it required to be complete and why?):</p> <p>Replacing the old metal pipe water mains with new pvc/poly pipe will help provide better water quality and lessen the amount of costly repairs.</p>										
Is It related to other projects? If yes, list them.										
What Department Will Be Responsible For The Project?: Public Works							Department Point of Contact: Morgan Cates			
Planning & Zoning Board Recommendation:				Town Council Approval and Date:			POC Phone Number: 352-805-0205			
Town Manager Recommendation:							POC Email: <a href="mailto:mcates@howey.org">mcates@howey.org</a>			

Capital Expenditure Project  
Town of Howey In The Hills  
FY25-30 Capital Project Plan

Date: 1/23/2025				Project Title: Water Mains - South				Project Number:		
Source of Funds	Fund Title:	Fund No.	Prior Years Expenditure Summary \$:	Current Budget FY25	FY26	FY27	FY28	FY29	FY30	Project Totals
Impact Fees (Water)		401				\$ 300,000				\$ 300,000
<p>Description of Project (200 words or less):</p> <p>This project consists of replacing old existing metal pipe water mains with new pvc/poly pipe or epoxy lining.</p> <p>Costs were determined by Public Works in working with vendors. Public Works is researching grants to cover cost.</p>										
<p>Justification and Urgency for the Project (When is it required to be complete and why?):</p> <p>Replacing the old metal pipe water mains with new pvc/poly pipe will help provide better water quality and lessen the amount of costly repairs.</p>										
Is It related to other projects? If yes, list them.										
What Department Will Be Responsible For The Project?: Public Works							Department Point of Contact: Morgan Cates			
Planning & Zoning Board Recommendation:				Town Council Approval and Date:			POC Phone Number: 352-805-0205			
Town Manager Recommendation:							POC Email: <a href="mailto:mcates@howey.org">mcates@howey.org</a>			

Capital Expenditure Project  
Town of Howey In The Hills  
FY25-30 Capital Project Plan

Date: 03/25/2025				Project Title: Water Tower Repair and Painting				Project Number:		
Source of Funds	Fund Title:	Fund No.	Prior Years Expenditure Summary \$:	Current Budget FY25	FY 2026	FY2027	FY 2028	FY2029	FY2030	Project Totals
General Fund		1							\$ 500,000	\$ 500,000
<p>Description of Project (200 words or less):</p> <p>This project consist of painting and maintenance of the existing nonoperational elevated water tower.</p> <p>Costs were determined by quotes aquired by the Public Utilities Supervisor and Public Works Director.</p>										
<p>Justification and Urgency for the Project (When is it required to be complete and why?):</p> <p>The existing water tower has been out of use since the plant upgrade in 2012, as the tower is a landmark and used as a cell phone tower maintance is needed. The town will also have its 100 year anniversary in 2025 and the town council as express interest in the tower being painted for the celebration.</p> <p>There is also a time restriction on the window for the work to be done due to an active Osprey nest on the tower, work must be done while the nest is empty so it can be removed.</p>										
Is It related to other projects? If yes, list them.										
What Department Will Be Responsible For The Project?: Public Works							Department Point of Contact: Morgan Cates			
Planning & Zoning Board Recommendation:					Town Council Approval and Date:			POC Phone Number: 352-805-0205		
Town Manager Recommendation:								POC Email: <a href="mailto:mcates@howey.org">mcates@howey.org</a>		

Capital Expenditure Project  
Town of Howey In The Hills  
FY25-30 Capital Project Plan

Date: 1/23/2025				Project Title: Fire Truck Repair and Painting				Project Number:		
Source of Funds	Fund Title:	Fund No.	Prior Years Expenditure Summary \$:	Current Budget FY25	FY26	FY27	FY28	FY29	FY30	Project Totals
General Fund		1		\$ 25,000						\$ 25,000
<p>Description of Project (200 words or less):</p> <p>This project consists of Repairing and Painting of the 1945 Mack Fire Truck. The Town has partnered with Lake Tech College to upgrade the 1945 Mack Fire Truck with a modern engine and chassis to create an updated reliable truck. Lake Tech will supply the labor and the Town will supply the parts to cut the cost on the restoration.</p> <p>Costs were determined by the Public Services Director, Police Chief, and Lake Tech College along with a similar project completed by Pembroke Pines Fire Department.</p>										
<p>Justification and Urgency for the Project (When is it required to be complete and why?):</p> <p>Replacing the old metal pipe water mains with new pvc/poly pipe will help provide better water quality and lessen the amount of costly repairs.</p>										
Is It related to other projects? If yes, list them.										
What Department Will Be Responsible For The Project?: Public Works							Department Point of Contact: Morgan Cates			
Planning & Zoning Board Recommendation:				Town Council Approval and Date:			POC Phone Number: 352-805-0205			
Town Manager Recommendation:							POC Email: <a href="mailto:mcates@howey.org">mcates@howey.org</a>			

Capital Expenditure Project  
Town of Howey In The Hills  
FY25-30 Capital Project Plan

Date: January 23, 2025		Project Title: Library Expansion					Project Number:			
Source of Funds	Fund Title:	Fund No.	Prior Years Expenditure Summary \$:	Current Budget FY25	FY26	FY27	FY28	FY29	FY30	Project Totals
County Impact Fees					\$200,000	\$800,000	\$200,000			\$1,200,000
<p>Description of Project (200 words or less):</p> <p>Due to the projected growth coming to the Howey area, the Town will need to increase the size of the library to accommodate this increase. The library needs study/meeting rooms to accommodate those who need privacy and quiet to work on school or professional business. The children's area also needs to increase due to an influx of families into our area. An expansion would also allow more shelving to be added for more titles.</p> <p>Estimated costs were based on the actual costs of a previous expansion, and are limited by the annual request limit.</p>										
<p>Justification and Urgency for the Project (When is it required to be complete and why?):</p> <p>The American Library Association had a formula for planning library sizes for populations under 10,000: Book inventory (per capita) should be 3.5 to 5; total sq. ft. (per capita) should be 0.7 sq. ft - 0.9 sq. ft. For a Town serving an area of (potentially) 10,000 residents, there should be minimally 35,000 items in a building that is minimally 7,000 sq. ft. Compare these numbers to the current 13,000 items and 4,000 sq. ft.</p>										
Is It related to other projects? If yes, list them.										
What Department Will Be Responsible For The Project?: Library							Department Point of Contact: Amanda Moldan			
Planning & Zoning Board Recommendation:				Town Council Approval and Date:			POC Phone Number: 352.324.0254			
Town Manager Recommendation:							POC Email: <a href="mailto:amoldan@howey.org">amoldan@howey.org</a>			



Capital Expenditure Project  
Town of Howey In The Hills  
FY25-30 Capital Project Plan

Date: January 23, 2025		Project Title: Municipal Complex						Project Number:		
Source of Funds	Fund Title:	Fund No.	Prior Years Expenditure Summary \$:	Current Budget FY25	FY26	FY27	FY28	FY29	FY30	Project Totals
Various (Impact Fees)					\$1,400,000				\$14,000,000	\$15,400,000
<p>Description of Project (200 words or less):</p> <p>Create a concept design of a town hall/public safety building. The building must meet all safety, hardening concepts, and all current security requirements. The area needs to provide adequate parking for visitors &amp; staff. The location should include any future growth for the facility as well.</p> <p>Costs were determined by consultant.</p>										
<p>Justification and Urgency for the Project (When is it required to be complete and why?):</p> <p>The Police Department and Town Hall are currently operating out of approximately 1500 square feet each. The architect said the PD should be at a minimum of 15,000 square feet to meet the current demand of todays world. As we grow, we are quickly running out of room and parking. The facility should be evaluated for a growth period of 20 years. The building is long over due for todays standards. When funding is available, the design will take around 1 year to design and agree on a design. the second year will be bidding the project and selecting a contractor that specializes in law enforcement facility construction, like Ajax Construction. The 2 to 3 remaining years will be site preparation and building and inspecting the facility as its built. I would suggest a construction manager be hired to over see this function. Specialty sub contractors should be used to coordinate IT, building security and controlled access entry/exit points. It's my belief this project will take up to 5 years from design to finish. The estimated budget is 8 to 10 million. This does not include any furniture, IT equipment, etc.</p>										
Is It related to other projects? If yes, list them.										
What Department Will Be Responsible For The Project?:				Police & Building services for permits				Department Point of Contact: Rick Thomas		
Planning & Zoning Board Recommendation:				Town Council Approval and Date:				POC Phone Number: 352-324-2030		
Town Manager Recommendation:								POC Email: <a href="mailto:rthomas@howey.org">rthomas@howey.org</a>		

Capital Expenditure Project  
Town of Howey In The Hills  
FY25-30 Capital Project Plan

Date: January 23, 2025		Project Title: Community Center						Project Number:		
Source of Funds	Fund Title:	Fund No.	Prior Years Expenditure Summary \$:	Current Budget FY25	FY26	FY27	FY28	FY29	FY30	Project Totals
Various (Impact Fees)									\$200,000	\$200,000
<p>Description of Project (200 words or less):</p> <p>Create a concept design of a community center. The area needs to provide adequate parking for visitors &amp; staff. As a proposed expansion of this concept: work with Town Hall and Public Works to create a joint Municipal Complex.</p>										
<p>Justification and Urgency for the Project (When is it required to be complete and why?):</p> <p>Except for the library, the Town does not currently have freely accesible "third places" for residents to meet and do activities.</p>										
Is It related to other projects? If yes, list them.										
What Department Will Be Responsible For The Project?: Town Hall							Department Point of Contact: Sean O'Keefe			
Planning & Zoning Board Recommendation:				Town Council Approval and Date:			POC Phone Number: 352-324-2030			
Town Manager Recommendation:							POC Email: <a href="mailto:sokeefe@howey.org">sokeefe@howey.org</a>			

Capital Expenditure Project  
Town of Howey In The Hills  
FY25-30 Capital Project Plan

Date: 1/23/2025		Project Title: Convert Landfill to Park (Peak Park)						Project Number:		
Source of Funds	Fund Title:	Fund No.	Prior Years Expenditure Summary \$:	Current Budget FY25	FY26	FY27	FY28	FY29	FY30	Project Totals
Impact Fees (Parks)		141							\$ 5,000	\$ 5,000
<p>Description of Project (200 words or less):</p> <p>This project consists of repurposing the landfill for recreational purposes.</p> <p>Costs were based on estimate from Town Engineer.</p>										
<p>Justification and Urgency for the Project (When is it required to be complete and why?):</p> <p>Redesigning the landfill will turn an unused parcel into a Town asset as a recreational space, taking advantage of its high elevation.</p>										
Is It related to other projects? If yes, list them.										
What Department Will Be Responsible For The Project?: Public Works							Department Point of Contact: Morgan Cates			
Planning & Zoning Board Recommendation:				Town Council Approval and Date:			POC Phone Number: 352-805-0205			
Town Manager Recommendation:							POC Email: <a href="mailto:mcates@howey.org">mcates@howey.org</a>			

Capital Expenditure Project  
Town of Howey In The Hills  
FY25-30 Capital Project Plan

Date: 1/23/2025				Project Title: Repair/Replace Finger Piers				Project Number:		
Source of Funds	Fund Title:	Fund No.	Prior Years Expenditure Summary \$:	Current Budget FY25	FY26	FY27	FY28	FY29	FY30	Project Totals
General Fund		1			\$ 50,000					\$ 50,000
<p>Description of Project (200 words or less):</p> <p>This project consists of refinishing, painting, adding pickleball court paint lines and nets on the basketball court at Central Park.</p> <p>Costs were determined by vendor estimates.</p>										
<p>Justification and Urgency for the Project (When is it required to be complete and why?):</p> <p>The existing basketball court is faded and uneven in areas.</p>										
Is It related to other projects? If yes, list them.										
What Department Will Be Responsible For The Project?: Public Works							Department Point of Contact: Morgan Cates			
Planning & Zoning Board Recommendation:				Town Council Approval and Date:			POC Phone Number: 352-805-0205			
Town Manager Recommendation:							POC Email: <a href="mailto:mcates@howey.org">mcates@howey.org</a>			

Capital Expenditure Project  
Town of Howey In The Hills  
FY25-30 Capital Project Plan

Date: 1/23/2025				Project Title: Grove Square Park				Project Number:		
Source of Funds	Fund Title:	Fund No.	Prior Years Expenditure Summary \$:	Current Budget FY25	FY26	FY27	FY28	FY29	FY30	Project Totals
Impact Fees (Parks)		141				\$ 10,000				\$ 10,000
<p>Description of Project (200 words or less):</p> <p>This project consists of having a landscape engineer create a design for the property.</p> <p>Costs were based on estimate from consultant hourly rates.</p>										
<p>Justification and Urgency for the Project (When is it required to be complete and why?):</p> <p>Redesigning Grove Square is intended to allow for a business incubation area for small businesses, as well as a park-type area for residents to congregate.</p>										
Is It related to other projects? If yes, list them.										
What Department Will Be Responsible For The Project?: Public Works							Department Point of Contact: Morgan Cates			
Planning & Zoning Board Recommendation:				Town Council Approval and Date:			POC Phone Number: 352-805-0205			
Town Manager Recommendation:							POC Email: <a href="mailto:mcates@howey.org">mcates@howey.org</a>			

Capital Expenditure Project  
Town of Howey In The Hills  
FY25-30 Capital Project Plan

Date: 1/23/2025				Project Title: Improvements to Griffin Park				Project Number:		
Source of Funds	Fund Title:	Fund No.	Prior Years Expenditure Summary \$:	Current Budget FY26	FY26	FY27	FY28	FY29	FY30	Project Totals
Impact Fees		141						\$ 10,000		\$ 10,000
Grants										\$ -
<p>Description of Project (200 words or less):</p> <p>This project consists of adding additional recreational amenities to Griffin Park.</p> <p>Costs were as received from playground equipment vendors.</p>										
<p>Justification and Urgency for the Project (When is it required to be complete and why?):</p> <p>Adding additional recreational amenities to Griffin Park will create a better experience for Town residents and the general public.</p>										
Is It related to other projects? If yes, list them.										
What Department Will Be Responsible For The Project?: Public Works							Department Point of Contact: Morgan Cates			
Planning & Zoning Board Recommendation:				Town Council Approval and Date:			POC Phone Number: 352-805-0205			
Town Manager Recommendation:							POC Email: <a href="mailto:mcates@howey.org">mcates@howey.org</a>			

Capital Expenditure Project  
Town of Howey In The Hills  
FY25-30 Capital Project Plan

Date: 1/23/2025				Project Title: Lakeshore Shoreline Improvements				Project Number:		
Source of Funds	Fund Title:	Fund No.	Prior Years Expenditure Summary \$:	Current Budget FY25	FY26	FY27	FY28	FY29	FY30	Project Totals
Grants (Unspecified)						\$ 100,000	\$ 200,000	\$ 720,000		\$ 1,020,000
<p>Description of Project (200 words or less):</p> <p>This project consists of Little Lake Harris shoreline improvements to include; shoreline restoration, kayak launches and parking.</p> <p>Costs were determined from similar projects funded by the same grant.</p> <p>Justification and Urgency for the Project (When is it required to be complete and why?):</p>										
Is It related to other projects? If yes, list them.										
What Department Will Be Responsible For The Project?: Public Works							Department Point of Contact: Morgan Cates			
Planning & Zoning Board Recommendation:				Town Council Approval and Date:			POC Phone Number: 352-805-0205			
Town Manager Recommendation:							POC Email: <a href="mailto:mcates@howey.org">mcates@howey.org</a>			

Capital Expenditure Project  
Town of Howey In The Hills  
FY25-30 Capital Project Plan

Date: 1/23/2025				Project Title: Repair/Renovate Sara Maude park				Project Number:		
Source of Funds	Fund Title:	Fund No.	Prior Years Expenditure Summary \$:	Current Budget FY25	FY26	FY27	FY28	FY29	FY30	Project Totals
Impact Fees (Parks)		141		\$ 530,000				\$ 300,000		\$ 830,000
<p>Description of Project (200 words or less):</p> <p>This project consists of renovating the existing parking area at the park entrance along S. Lakeshore Blvd to allow for additional parking. This project may also consist of making repairs or renovations to the existing boardwalk.</p> <p>Costs were estimated.</p>										
<p>Justification and Urgency for the Project (When is it required to be complete and why?):</p> <p>Currently there is not adequate parking at the park entrance along S. Lakeshore Blvd. Also, currently the park is closed due to the damages substained to the boardwalk during Hurricane Ian.</p>										
Is It related to other projects? If yes, list them.										
What Department Will Be Responsible For The Project?: Public Works							Department Point of Contact: Morgan Cates			
Planning & Zoning Board Recommendation:				Town Council Approval and Date:			POC Phone Number: 352-805-0205			
Town Manager Recommendation:							POC Email: <a href="mailto:mcates@howey.org">mcates@howey.org</a>			



Capital Expenditure Project  
Town of Howey In The Hills  
FY25-30 Capital Project Plan

Date: 1/23/2025				Project Title: Replace Finger Piers				Project Number:		
Source of Funds	Fund Title:	Fund No.	Prior Years Expenditure Summary \$:	Current Budget FY25	FY26	FY27	FY28	FY29	FY30	Project Totals
General Fund		1		\$ 50,000	\$ 180,000					\$ 230,000
<p>Description of Project (200 words or less):</p> <p>This project consists of the replacement of existing finger piers that are located along North and South Lakeshore Blvd.</p> <p>Costs were determined by vendor estimates.</p>										
<p>Justification and Urgency for the Project (When is it required to be complete and why?):</p> <p>To replace existing finger piers to provide a safe location for Town residents and the general public to fish on Little Lake Harris.</p>										
Is It related to other projects? If yes, list them.										
What Department Will Be Responsible For The Project?: Public Works							Department Point of Contact: Morgan Cates			
Planning & Zoning Board Recommendation:				Town Council Approval and Date:			POC Phone Number: 352-805-0205			
Town Manager Recommendation:							POC Email: <a href="mailto:mcates@howey.org">mcates@howey.org</a>			

Capital Expenditure Project  
Town of Howey In The Hills  
FY25-30 Capital Project Plan

Date: 1/23/2025				Project Title: Replace Boat Ramp Dock				Project Number:		
Source of Funds	Fund Title:	Fund No.	Prior Years Expenditure Summary \$:	Current Budget FY25	FY26	FY27	FY28	FY29	FY30	Project Totals
General Fund		1			\$ 100,000					\$ 100,000
<p>Description of Project (200 words or less):</p> <p>This project consists of replacing the existing Boat Ramp Dock that is located along North Lakeshore Blvd at Griffin Stormwater Park.</p> <p>Costs were determined by vendor estimates.</p>										
<p>Justification and Urgency for the Project (When is it required to be complete and why?):</p> <p>To replace existing Boat Ramp Dock to provide a safe location for Town residents and the general public to moor (tie off) their vessels while loading or unloading at the boat ramp on Little Lake Harris.</p>										
Is It related to other projects? If yes, list them.										
What Department Will Be Responsible For The Project?: Public Works							Department Point of Contact: Morgan Cates			
Planning & Zoning Board Recommendation:				Town Council Approval and Date:			POC Phone Number: 352-805-0205			
Town Manager Recommendation:							POC Email: <a href="mailto:mcates@howey.org">mcates@howey.org</a>			

Capital Expenditure Project  
Town of Howey In The Hills  
FY25-30 Capital Project Plan

Date: 1/23/2025				Project Title: Pine Park Construction				Project Number:		
Source of Funds	Fund Title:	Fund No.	Prior Years Expenditure Summary \$:	FY25	FY26	FY27	FY28	FY29	FY30	Project Totals
Impact Fees		141					\$ 200,000	\$ 200,000	\$ 200,000	\$ 600,000
<p>Description of Project (200 words or less):</p> <p>This project consists of adding amenities to Pine Park (Venezia South Park). In FY 2028-30 it is proposed to add a parking area for Public Access and start the design and construction of adding a bicycle trailhead and pickleball courts, per the Parks &amp; Recreation Board.</p> <p>Costs were estimated by Town Engineer.</p>										
<p>Justification and Urgency for the Project (When is it required to be complete and why?):</p> <p>Adding amenities to Pine Park is necessary to solidify the deal the Town made with the Venezia HOA for ownership of the property.</p>										
Is It related to other projects? If yes, list them.										
What Department Will Be Responsible For The Project?: Public Works							Department Point of Contact: Morgan Cates			
Planning & Zoning Board Recommendation:				Town Council Approval and Date:			POC Phone Number: 352-805-0205			
Town Manager Recommendation:							POC Email: <a href="mailto:mcates@howey.org">mcates@howey.org</a>			