

Sean O'Keefe

From: Sean O'Keefe
Sent: Friday, November 8, 2024 7:02 PM
To: David Miles
Cc: David Miles; John Brock; Morgan Cates; Thomas J. Wilkes
Subject: RE: Valencia
Attachments: TOWN OF HOWEY IN THE HILLS ROAD RESURFACING 2024.xls; Paqco Invoice # 2024-214.pdf; Purchasing Policy - Amended 03272023.pdf; Public Works - 5 Year Road Improvement List.docx

Councilor Miles,

Thank you for your follow-up and for the opportunity to clarify further.

Resurfacing of N. Valencia Ave

The recent resurfacing of N. Valencia Ave covered approximately 600 square yards, as you noted. This work was completed at a cost of \$10,470, which included milling and resurfacing services as well as materials. Both the estimate and the paid invoice have been attached for your review.

Purchasing Policy Limit

Regarding your question on purchasing limits, our current Purchasing Policy, amended March 27, 2023, stipulates that the Purchasing Officer (that is, the Town Manager) has thresholds of \$25,000 and \$50,000 before it becomes necessary for Council to approve, depending on circumstances (see Sections 4.01, 4.04(A), 4.05, and 4.052(A)). The lower exception to this would be for Sole Source purchases for more than \$10,000 (Section 4.06); in these cases, the verification of the vendor as Sole Source would be set before Council, which would allow any budgeted future purchases to be authorized from that vendor.

In this case, N. Valencia resurfacing was managed within guidelines since it used budgeted funds, was not classified as a capital improvement, and was executed with quotes from a piggybacked vendor, which aligns with the Town's purchasing policy.

Prioritization and Five-Year Road Reconstruction Plan

The N. Valencia resurfacing did not alter the prioritization set by the Five-Year Road Reconstruction Plan, which remains intact and is still scheduled as approved by Council. The project was a maintenance intervention to address immediate safety concerns, differentiating it from capital projects involving structural reconstruction or realignment. Routine resurfacing on small sections helps extend the lifespan of these roads until more comprehensive work can be undertaken per the Five-Year Plan.

Staff evaluates road conditions regularly and prioritizes addressing issues that pose immediate risks to public safety or road usability. In this context, the decision to resurface N. Valencia was an operational call based on road safety, addressed through the General Fund's Transportation Account.

Pothole Repairs on N. Citrus

Your observations on N. Citrus are helpful. The six potholes filled recently were part of the planned maintenance to ensure safe passage until the upcoming full reconstruction contract is executed. Filling potholes prevents further degradation and was necessary to maintain the road's integrity until the project begins. The contract for N. Citrus, as a full reconstruction, will involve far more extensive work than the \$467 of recent patch repairs.

Budget and Cash Liquidity Concerns

Lastly, I recognize your point regarding Council's ongoing discussions about General Fund liquidity. While we are careful to manage these funds with Council's priorities in mind, maintaining safe road conditions is critical and falls under staff's directive for essential maintenance within budgetary constraints.

I will attach all of these related documents to the packet for the November 12 agenda for Council's discussion.



Sean O'Keefe

Town Manager

Town of Howey-in-the-Hills

P.O. Box 128

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From: David Miles <davidrmiles@me.com>

Sent: Monday, November 4, 2024 4:09 PM

To: Sean O'Keefe <sokeefe@howey.org>

Cc: David Miles <dmiles@howey.org>; John Brock <jbrock@howey.org>; Morgan Cates <mcates@howey.org>; Thomas J. Wilkes <Tom.Wilkes@gray-robinson.com>

Subject: Re: Valencia

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Sean,

Thank you for your response. It appears that the resurfacing done on N. Valencia was approximately 320'x16'=5120 square feet or about 569 square yards. The total cost to mill and overlay was only \$10,470? Please provide me a copy of the estimate and the paid invoice for this work.

I believe the purchasing limit for staff approval is \$10,000. If my memory is incorrect, please provide me a copy of the purchasing policy showing a higher limit.

Valencia is in the five year road reconstruction plan approved by the Town Council. The following roads, in chronological order, are all in the same plan with earlier repair dates:

1. N. Citrus Avenue (under contract and budgeted for completion by Council in FY 23-24).
2. E. Gardenia and E. Holly, budgeted for completion in FY 24-25.
3. E. Mission Lane, planned for completion in FY 25-26.
4. N. Tangerine Avenue, planned for completion in FY 26-27.
5. N. Valencia, planned for completion in FY 27-28.

Now, I understand that situations evolve over time and that all of the above listed streets are in deplorable shape, otherwise they would not be on the five year plan for repair. If there was a need to advance N. Valencia in the Council approved schedule, should this concern have been brought to the Town Council's attention prior to proceeding with the change? This is especially true when you and members of the Council were at the same time expressing many concerns about the cash liquidity of the General Fund that was used for this repair.

I moved from an apartment in the Mission Inn portion of Howey on July 11, 2022 to my present address on N. Camellia Way. This is slightly under 28 months ago. I drive on N. Citrus daily. The six potholes on N. Citrus repaired in the last 60 days were all present in roughly their same form when I moved in to my new home over two years ago. When the Town Council awarded the contract to mill and overlay N. Citrus imminently in September 2024, should that have caused staff to remove N. Citrus from the list of streets for near term pothole repair?
Sent from iPhone

On Nov 4, 2024, at 10:52 AM, Sean O'Keefe <sokeefe@howey.org> wrote:

Councilor Miles,

Thank you for reaching out with your questions regarding the recent resurfacing project on N. Valencia Avenue (Dead End - Approximately 300 feet long). I've provided responses below for each of your points to clarify the established process under which this work was executed and address the further details you have requested. Additionally, I hope this serves to clarify the scope of staff responsibilities and council's oversight role, which may be beneficial for the incoming councilors' orientation.

1. How much did it cost.

The milling and resurfacing of N. Valencia Ave (300 feet from the dead end) was completed at a cost of \$10,470. This was paid from the General Fund's Transportation Account—specifically under Other Contractual Services (line 001-541-340) from the approved budget of \$40,000 designated for similar road maintenance and repairs.

2. This was not authorized in the budget for FY 2024-2025.

This expense was authorized within the current FY 2024-2025 Budget, approved by the council, under the General Fund – Transportation Account – Other Contractual Services. This line item is primarily allocated for necessary road maintenance, such as patching cutouts and potholes, small resurfacing efforts, and other repairs.

3. Was it presented to the Town Council for Approval?

As this was a routine road maintenance project using budgeted funds within approved limits and following the Town's Purchasing Policy, it did not necessitate separate council approval. Such maintenance is managed by staff per the budget and purchasing guidelines, allowing for efficient upkeep and response to road safety needs. Larger capital improvement projects, by contrast, are brought to council for specific authorization.

4. Please place on November 12 agenda for discussion.

I will certainly do so.

5. We have a capital project with a five-year plan for road reconstruction. N. Valencia is not scheduled for overlay until three more years. Why was it jumped in front of N. Citrus Ave, E. Holly Street, E. Gardenia Street, and N. Tangerine Ave, all scheduled before N. Valencia in the Council approved plan.

The N. Valencia Ave resurfacing was not part of the Five-Year Road Reconstruction Plan, which is funded separately under the Infrastructure Fund (150) and is reserved for road reconstruction projects. Routine maintenance, like the N. Valencia resurfacing, is managed through the General Fund and addresses immediate safety and preservation needs outside of the major reconstruction schedule. This maintenance project did not alter the priority of roads listed in the Reconstruction Plan, such as N. Citrus Ave, Gardenia, and Holly Street.

From a subsequent email (attached), you also asked:

1. Add Mission Lane to the list of streets scheduled for replacing prior to Valencia.

Adjustments to the Five-Year Road Reconstruction Plan, such as reprioritizing streets, can be made with council approval. Should council wish to modify Mission Lane’s scheduling, this can be presented as part of a 5-Year Plan review.

2. In addition, why did we fill six potholes on N. Citrus after we just approved a contract to mill and overlay N. Citrus. That appears to be a waste of the Town’s money.

Filling potholes on N. Citrus was a necessary safety measure, costing \$467, as part of routine road maintenance. The approved contract for N. Citrus focuses on complete road reconstruction and alignment, a significant capital project distinct from temporary repairs. Interim repairs like pothole filling ensure the road remains safe for public use until the larger project is underway.

Routine decisions related to road maintenance and minor repairs fall within the scope of staff responsibilities, in line with the budget and policies approved by council. Major projects or adjustments to council-approved plans, by contrast, are brought to council for specific discussion and approval. This approach ensures that the council’s vision and budgetary framework guide all significant town operations, while allowing staff to effectively manage routine upkeep and community safety.

Please let me know if there are additional specifics you would like included for the November 12 agenda.

<image001.png>

Sean O'Keefe

Town Manager

Town of Howey-in-the-Hills

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-----Original Message-----

From: David Miles <davidrmiles@me.com>

Sent: Friday, November 1, 2024 3:40 PM

To: Sean O'Keefe <sokeefe@howey.org>

Cc: John Brock <jbrock@howey.org>; Morgan Cates <mcates@howey.org>; Thomas J. Wilkes <Tom.Wilkes@gray-robinson.com>

Subject: Re: Valencia

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Sent from my iPhone

> On Oct 31, 2024, at 2:20 PM, Sean O'Keefe <sokeefe@howey.org> wrote:

>

> Councilor Miles,

>

> This section of North Valencia Avenue was milled and resurfaced by Paquette. The Town paid for the resurfacing from the General Fund (001) - Transportation Account (541). It was resurfaced to extend the maintenance life of the street prior to reconstruction of the entire N. Valencia Ave. The Town was patching potholes with cold patch asphalt which had become a costly ongoing maintenance expense, due to wear and tear mostly from garbage trucks having to navigate a dead end road.

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>

> Sean O'Keefe

> Town Manager

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> -----Original Message-----

> From: David Miles <davidrmiles@me.com>

> Sent: Thursday, October 31, 2024 12:07 PM

> To: Sean O'Keefe <sokeefe@howey.org>

> Cc: John Brock <jbrock@howey.org>; Morgan Cates <mcates@howey.org>

> Subject: Valencia

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> I am out walking my dogs. I noticed someone put an asphalt overlay on the northern most block of Valencia. Who did this and who paid for it?

> Sent from my iPhone

<mime-attachment>

<Public Works - 5 Year Road Improvement List.docx>

<Purchasing Policy - Amended 03272023.pdf>