



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

## MEMORANDUM

**TO:** Howey-in-the-Hills Town Council  
**CC:** J. Brock, Town Clerk  
**FROM:** Thomas Harowski, AICP, Planning Consultant  
**SUBJECT:** CIP Annual Update 2023 -2027  
**DATE:** December 7, 2023

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State law requires that the Town annually update its five-year capital improvements program. The most recent update to the Five-Year CIP was done last year as the FY 2023-2027 annual update. During last year's review the Town went through an extensive review of each project included in the five-year capital program to construct the five-year plan. This work will form a solid base for updating the program this year. The Town Manager has already initiated the process of reviewing the line-item projects so that completed projects may be removed; ongoing projects can be revised as necessary; and new projects submitted for consideration.

While the Town is "required" to update the CIP there is no sanction for failing to do so, nor is there a requirement to demonstrate that the CIP is financially feasible. However, in order to keep the Town's comprehensive plan in compliance with State requirements, we are again proceeding with the update to the CIP based on the most recent adopted budget, and on changes that have occurred since the CIP was last updated.

The revised Table 20 assigns capital projects to one of five areas including Public Services, Police Department, Library, Community Facilities and Parks and Recreation. Table 20A summarizes the transportation projects that may figure into transportation "fair share" projects generated by new development projects. Each project is identified by title, total project cost and year or years when expenditures are anticipated. Note that the CIP Total may differ from the Total Cost for a project as some expenditures for an individual project may be projected to occur beyond the five-year window of the current CIP. In subsequent updates additional expenditures will be planned for these projects. The funding source column identifies a likely funding source or sources.

Please keep in mind that the CIP as presented is simply a plan for capital expenditures and not a specific budget. It is likely that project amounts, funding sources and timing for projects will change as circumstances dictate. Changes from the current five-year capital improvements plan reflect projects that have been completed; changes to existing projects; any new projects that have been identified; and modifications to



Major Collector        “D” based on Average Annual Daily  
Traffic  
Minor Collector and Local    “D” based on Peak Hour  
Directional

**Recreation and Open Space:**

6.5 acres of park space per 1,000 residents

(Note: the level of service for stormwater is a complex table included in Policy 1.2.3 but not replicated here. Stormwater management compliance is done on a site-by-site basis with the designated level of service met on site and evidenced by the Town’s approval of a subdivision plan or site plan and issuance of a permit by the St. Johns River Water Management District.)

This year the Town is engaged in its periodic review of the comprehensive plan. Concurrently with the update of the capital improvements five-year program, the goals, objectives and policies of the Capital Improvements Element will be reviewed and recommended changes, if any, noted for amendment.