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## MEMORANDUM

**TO:** Howey-in-the-Hills Planning and Zoning Board  
**FROM:** Thomas Harowski, AICP, Planning Consultant  
**SUBJECT:** Capital Improvements Schedule Annual Update FY 2021-2022  
**DATE:** November 29, 2021

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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 2020-2021 annual update. 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.

While the CIP now has reduced requirements, it can and should still function as a useful planning tool by identifying desired capital improvements and focusing attention on longer term funding needs. Staff has developed a proposed five-year plan and is asking the Planning Board to review the plan and make a recommendation to the Town Council on the proposal. Attached to this memorandum is a revised Table 20 that, once adopted, will be incorporated into the comprehensive plan. Adoption is done by local ordinance, and then we will send a copy of the adopted CIP to the Department of Economic Opportunity to provide evidence that the Town has met the requirement for a current five-year capital plan.

The revised Table 20 assigns capital projects to one of four areas including Public Services, Police Department, Community Facilities and Parks and Recreation. 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. The code letters refer to:

- A - Current Revenue
- B - Impact Fees
- C - SRF Loan
- D - Grants

E - Developer Contributions

F - Other

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.

The 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 projects already on the list. In most cases modifications consist of moving anticipated projects to outer years in the five-year plan as resources were not available to allow budgeting in the current year. The key changes from the 2019-2020 version are as follows:

- The north water treatment plant replacement and new wells continue as a high priority project as the existing well needs to be relocated and expanded to meet emerging need in the northern portion of the Town and to improve service to existing customers. The Town is working with the Lake Hills developers to acquire land for the project and initiate development of the facility.
- Water main improvements have been deferred one year pending decisions on specific needs and timing of required improvements. Many of these improvements will be driven by specific private development proposals. These funds could be used to upsize developer installed lines or make other necessary system improvements.
- The Central Avenue sewer project has been removed from the CIP program as the project completion is expected before the end of calendar 2021.
- Annual maintenance allocations for equipment purchases, street resurfacing, sidewalks and storm water improvements are shown as an annual need. Actual amounts will be addressed as part of the annual budget process. The placement of these expenditures as annual allocations reflect the need to invest in continuing system maintenance and provide an opportunity for minor system upgrades.
- The proposed police station replacement has been adjusted for the total project cost as more information has become available and has been programed in anticipation of grant funding.
- The police vehicle replacement schedule has been adjusted to reflect the current vehicle replacement schedule and current budgeting.
- Police technology expenditures have been adjusted based on improved cost data.

- The parks program remains in the schedule to identify opportunities for action and to serve as a basis for planning future parks development. Some costs have been adjusted based on more current data.
- A new parks and recreation project has been added for “community campus” to be developed in conjunction with the proposed public safety complex on the Town owned parcel on Number 2 Road.

None of the projects shown in the capital improvements plan are based on the need to address shortfalls in the Town’s ability to meet its designated levels of service as set out in the comprehensive plan. This condition is the “concurrency” requirement, which all comprehensive plans must meet. The Town does need the new north treatment plant to be in place before new development in this area of Town can be permitted. While the potable water production capacity can support the proposed projects, the operating characteristic of the existing north treatment plant and the lack of service lines inhibit the ability of the Town to serve major new projects in the north sector.

The concurrency requirement states that the Town must be able to demonstrate its ability to provide necessary public services at the designated level of service at the time the impacts of development occur. If this requirement cannot be met, the Town may not issue approvals for new development. If services cannot be provided, either the Town or the developer can provide for capital facilities investments keyed to the date when development impacts are expected. These expenditures would then be reflected in the CIP. The Town currently has no service deficiencies for the services it provides. The Lake County School District is currently experiencing deficiencies in the schools serving Howey-in-the-Hills, and any proposed development will need to work with the School Board to address this deficiency before the Town may approve a development. The adopted level of service for the services provided by the Town are presented in Policy 1.2.3 of the Capital Improvements Element and include:

**POLICY 1.2.3:**      *Adopted Level of Service Standards.* The following levels of service are hereby adopted and shall be maintained for existing or previously permitted development and for new development or redevelopment in the Town or in the Town utility service area.

**Sanitary Sewer:**

Dwelling Unit - 120 gallons per day, per resident

**Potable Water:**

Overall System Demand - 242.0 gallons per day, per resident

Residential Demand Only - 150.8 gallons per day, per resident

**Solid Waste:**

6 lbs. per day, per capita

**Transportation:                      Level of Service**

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

**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.)

The following tables show the currently adopted five -year program and the proposed five-year program for your comparison.

TABLE 20								
TOWN OF HOWEY-IN-THE-HILLS, FLORIDA								
5-YEAR ESTIMATED SCHEDULE OF CAPITAL IMPROVEMENTS								
Description	Funding Source	Total Cost	FY 2020 2021	FY 2021 2022	FY 2022 2023	FY2023 2024	FY2024 2025	CIP Total
<b>Public Services</b>								
N. Water treatment plant Replacement	A/B/F	\$ 250,000		\$ 250,000				\$ 250,000
North well	A/B/F	\$ 1,000,000		\$ 1,000,000				\$ 1,000,000
Water mains - south	A/B	\$ 1,000,000				\$ 100,000	\$ 600,000	\$ 700,000
Water mains - north	A/B	\$ 1,200,000				\$ 50,000		\$ 50,000
Water Master Plan	A/B/D	\$ 80,000					\$ 80,000	
Central Avenue Sewer/Water/Drainage	B/D	\$ 600,000	\$ 600,000					\$ 600,000
Central Avenue Streetscape	A	\$ 500,000					\$ 500,000	\$ 500,000
Equipment purchases	A	\$ 50,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
Street Paving	A	\$ 175,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 200,000
Venezia South Second Access	A	\$ 10,000		\$ 10,000				\$ 10,000
Sidewalk Improvements	A	\$ 50,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
Annual stormwater improvements	A/B/D/F	\$ 150,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000
								\$ 3,560,000
<b>Police Department</b>								
New police station	B/D/F	\$ 1,500,000			\$ 650,000	\$ 850,000		\$ 1,500,000
Vehicle replacement	A	\$ 240,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 240,000
Technology	A/B/D/F	\$ 47,500	\$ 9,500	\$ 49,500	\$ 9,500	\$ 9,500	\$ 9,500	\$ 87,500
								\$ 1,827,500
<b>Community Facilities</b>								
Central Avenue Streetscape Design	A	\$ 50,000				\$ 50,000		\$ 50,000
Design for New Town Hall		\$ 50,000					\$ 50,000	\$ 50,000
Town Entrance Signs	A	\$ 75,000			\$ 75,000			\$ 75,000
Central Lake Bike Trail and Town Trails	A/B/D/F	\$ 1,000,000		\$ 40,000				\$ 40,000
								\$ 215,000
<b>Parks and Recreation</b>								
Purchase land for new park	A/B/D/E/F	\$ 150,000					\$ 150,000	\$ 150,000
Repair/replace finger piers	A/B/D	\$ 40,000		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000
Main Pier Redecking	A/B/D	\$ 4,000		\$ 4,000				\$ 4,000
Repair/renovate Sara Maud Park	A/B/D	\$ 140,000		\$ 100,000		\$ 100,000		\$ 200,000
Improvements to Griffin Park	A/B/D	\$ 100,000				\$ 100,000		\$ 100,000
Central Park Courts and Upgrades	A/D/D	\$ 150,000			\$ 150,000			
Neighborhood Park North End	A/B/D/E/F	\$ 125,000					\$ 125,000	\$ 125,000
Neighborhood Park South End	A/B/D/E/F	\$ 125,000					\$ 125,000	\$ 125,000
Market Park	A/B/D	\$ 5,000	\$ 5,000					\$ 5,000
								\$ 749,000
<b>Program Total</b>								<b>\$ 6,351,500</b>

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5-YEAR ESTIMATED SCHEDULE OF CAPITAL IMPROVEMENTS								
Description	Funding	Total	FY 2021	FY 2022	FY 2023	FY2024	FY2025	CIP
	Source	Cost	2022	2023	2024	2025	2026	Total
<b>Public Services</b>								
N. Water treatment plant Replacement	A/B/F	\$ 1,500,000	\$ 500,000	\$ 1,000,000				\$ 1,500,000
Water mains - south	A/B	\$ 1,000,000				\$ 100,000	\$ 600,000	\$ 700,000
Water mains - north	A/B	\$ 1,200,000				\$ 50,000		\$ 50,000
Water Master Plan	A/B/D	\$ 80,000					\$ 80,000	\$ 80,000
Central Avenue Streetscape	A	\$ 550,000	\$ 20,000			\$ 30,000	\$ 500,000	\$ 550,000
Equipment purchases	A	\$ 50,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
Street Paving	A	\$ 175,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 200,000
Venezia South Second Access	A	\$ 10,000					\$ 10,000	\$ 10,000
Sidewalk Improvements	A	\$ 50,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
Annual stormwater improvements	A/B/D/F	\$ 150,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000
								\$ 3,340,000
<b>Police Department</b>								
New police station	B/D/F	\$ 7,000,000	2000000	3000000	\$ 1,500,000	\$ 500,000		\$ 7,000,000
Vehicle replacement	A	\$ 240,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 475,000
Technology	A/B/D/F	\$ 66,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 7,000	\$ 50,000	\$ 66,000
								\$ 7,541,000
<b>Community Facilities</b>								
Design for New Town Hall		\$ 50,000					\$ 50,000	\$ 50,000
Central Lake Bike Trail and Town Trails	A/B/D/F	\$ 1,000,000		\$ 40,000				\$ 40,000
								\$ 90,000
<b>Parks and Recreation</b>								
Purchase land for new park	A/B/D/E/F	\$ 150,000					\$ 150,000	\$ 150,000
Repair/replace finger piers	A/B/D	\$ 40,000		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000
Main Pier Redecking	A/B/D	\$ 49,800	\$ 49,800					\$ 49,800
Repair/renovate Sara Maud Park	A/B/D	\$ 200,000		\$ 100,000		\$ 100,000		\$ 200,000
Improvements to Griffin Park	A/B/D	\$ 100,000	\$ 10,000			\$ 90,000		\$ 100,000
Central Park Courts and Upgrades	A/D/D	\$ 150,000			\$ 150,000			\$ 150,000
Neighborhood Park North End	A/B/D/E/F	\$ 125,000					\$ 125,000	\$ 125,000
Neighborhood Park South End	A/B/D/E/F	\$ 125,000					\$ 125,000	\$ 125,000
Market Park	A/B/D	\$ 5,000	\$ 5,000					\$ 5,000
Community Campus	A/B/D/E/F	\$ 850,000		\$ 300,000	300000	250000		\$ 850,000
								\$ 944,800
<b>Program Total</b>							\$	<b>11,915,800</b>