



**TOWN COMMISSION MEETING AGENDA  
TOWN OF LADY LAKE, FLORIDA  
SEPTEMBER 21, 2026**

Commission Chambers  
409 Fennell Blvd., Lady Lake, FL 32159  
6:00 PM

**PROCEDURE**

If you wish to address the Town Commission on any item on the agenda or comment on something not on the agenda you must fill out a Speaker Card and turn it in to the Town Clerk before the agenda item. Speakers will be limited to three minutes. Persons interested in speaking on an item not on the agenda may be heard under “PUBLIC COMMENTS.” Citizen groups are asked to name a spokesperson. Upon being recognized, please approach the dais, state your name and address, and speak clearly into the microphone. The order of agenda items may be changed if deemed appropriate by the Town Commission. Please be respectful of others and silence your electronic devices.

- 1. CALL TO ORDER**
- 2. INVOCATION** - Led by Father Scott Circe, St. Timothy Catholic Church
- 3. PLEDGE OF ALLEGIANCE**
- 4. PRESENTATIONS - NONE**
- 5. ROLL CALL**
- 6. CONSENT - (PUBLIC COMMENT TAKEN)**

Those matters included under the Consent Agenda are self-explanatory and are not expected to require review or discussion. Items will be enacted by one Motion. If discussion is desired by any member of the Commission, that item must be removed from the Consent Agenda and considered separately.

- a. Finance** — Consideration of Approval of Fiscal Year 2025-2026 Budget Transfer.  
(Joella LeDonne)
- b. Police Department/Town Clerk's Office** — Consideration of approving the award

of RFP2026-0005 for Towing and Recovery Services to Ace's Towing Inc, 1390 W. North Blvd., Leesburg, FL 34708. (Steve Hunt)

- c. **Town Clerk's Office** — Approval of the Town Commission Meeting Minutes, September 9, 2026. (Kathy Rosado)
- d. **Town Clerk's Office** — Approval of the Special Town Commission Meeting Minutes, September 14, 2026. (Kathy Rosado)

## **7. PUBLIC HEARINGS & QUASI-JUDICIAL HEARINGS (PUBLIC COMMENT TAKEN)**

- a. **Finance — Resolution 2026-112** — Adopting the Final Property Tax Millage Rate for Fiscal Year 2026-2027. (Joella LeDonne)
- b. **Finance — Ordinance 2026-11** — Second and Final Reading — Adoption of Operating Budget for Fiscal Year 2026-2027. (Joella LeDonne)

## **8. NEW BUSINESS – (PUBLIC COMMENT TAKEN)**

- a. **Growth Management** - Waiver request to Section 3-3(e) of the Town's Land Development Regulations, for subject property being 1.0 acre located within the Hammock Oaks Commercial Park (previously considered as Ordinance 2026-01), which provides that applications for rezoning which are withdrawn after notice of a Planning and Zoning hearing, or denied by the Town Commission, may not be re-filed for a period of twelve (12) months, including any rezoning application concerning the same property, in whole or in part. (Thad Carroll)
- b. **Growth Management** - Consideration of the Water and Sanitary Sewer Utility Agreement between the Town of Lady Lake, and Lake County Development Partners LLC - Requesting Utilities Capacity Reservation of 115 Water ERU's and 115 Sewer ERU's on approximately 50.9 acres owned by Lake County Development Partners LLC, referenced as Lake Ella ILF, with the zoning entitlement of Planned Unit Development (PUD), located on the west side of Highway 27/441 and north of Lake Ella Road, within the Town of Lady Lake, Florida. (Thad Carroll/CT Eagle).
- c. **Human Resources** — Consideration of Approval of the Fiscal Year 2026-2027 Holiday Schedule. (Tamika DeLee)
- d. **Parks & Recreation** — Discussion, Review, and Direction for a Six-Year Lease for the Bob Johnson Legacy Driving Range Maintained and Run by the American Legion Post 347 and the Orange Blossom Gardens Lions Club. (Mike Burske)
- e. **Parks and Recreation** - Consideration of Approval for the Lady Lake Historical Society to Serve Alcohol at an After-Hours Event in September or October. (Mike Burske)

## **9. MAYOR AND COMMISSIONER’S REPORTS**

## **10. TOWN MANAGER’S REPORT**

## **11. TOWN ATTORNEY’S REPORT**

## **12. PUBLIC COMMENTS**

This section is reserved for members of the public to bring up concerns or comments on any matter. The time limit for such comments is (3) minutes and only those members of the public who submitted a request to speak to the Clerk in writing on the Town’s approved form will be permitted to speak. Please be courteous and respectful of the views of others. Personal attacks on the Town Commission, Town Staff, or members of the public are not allowed.

## **13. ADJOURN**

**NOTICES:** Pursuant to Section 286.0105, Florida Statutes, If a person decides to appeal a decision made with respect to any matter considered at the above meeting or hearing, he/she may need a verbatim record of the proceedings including the testimony and evidence, a record of which is not provided by the Town of Lady Lake. (F.S. 286-0105) One or more members of any other Town Board or Committee may be in attendance at this meeting but will not be conducting business.

**In accordance with the Americans with Disabilities Act (ADA)**, persons with disabilities who need accommodation to participate in this meeting should contact the Town Clerk’s Office, 409 Fennell Boulevard, Lady Lake, FL 32159, telephone (352) 751-1501, or email [clerk@ladylake.org](mailto:clerk@ladylake.org) no later than 4 days before the meeting. If you are using a TDD/TTY, you may contact us through the free Florida Relay Service at 711. This meeting is being held in a handicapped accessible location. If you require assistive listening, the Chamber is equipped to stream live audio using your own device (a personal smartphone connected to your own headset, earbuds, hearing aid or cochlear implant, or a Town loaner headset).”

Please contact the Town Clerk’s Office with any questions at 352-751-1501. This meeting is being conducted in a handicapped accessible location. Any handicapped person requiring special accommodation or an interpreter for the hearing or visually impaired should contact the Clerk's Office at least two days prior to the meeting. To access a Telecommunication Device for Deaf Persons (TDD), please call 352-751- 1565.



# TOWN COMMISSION MEETING AGENDA ITEM TOWN OF LADY LAKE, FLORIDA

## AGENDA ITEM TITLE

**Finance** — Consideration of Approval of Fiscal Year 2025-2026 Budget Transfer. (Joella LeDonne)

## AGENDA ITEM ID

2026-311

## DEPARTMENT

Finance

## SUMMARY

This item is before the Commission for approval of the one-time fund transfer to develop or update the Impact Fees for General Fund, Water & Sewer, Library, Parks & Recreation, and Police, as well as the Water & Sewer Revenue Sufficiency Analysis.

These projects were previously approved by the Town Commission on April 6, 2026, but were not included in the FY 2025-26 budget. The funding will therefore come from the Town's contingency funds. There is no increase to the overall Town budget.

The following budget adjustments and budget transfers are being presented below:

- BT26-001 - Transfer of \$95,105.25 from Contingency funds to Other Professional Services and Other Contractual Services to the following accounts:

**OTHER GOVERNMENT SERVICES** 001-1901-519-3110 - \$11,193.75

**POLICE** 001-2101-521-3110 - \$11,193.75

**LIBRARY** 001-7101-571-3110 - \$11,194.00

**PARKS AND REC.** 001-7201-572-3110 - \$11,193.75

**UT WATER** 401-3301-533-3410 - \$25,165.00

**UT SEWER** 401-3503-535-3410 - \$25,165.00

## STAFF RECOMMENDATION

Staff recommends the approval of the budget fund transfer for Fiscal Year 2025-2026.

## FISCAL IMPACT

N/A

## **FUNDING SOURCE**

1901- Contingency Funds



## TOWN COMMISSION MEETING AGENDA ITEM TOWN OF LADY LAKE, FLORIDA

### AGENDA ITEM TITLE

**Public Works** — Consideration of Proposal to Update and Implement Impact Fees for Multiple Departments. (C.T. Eagle)

### AGENDA ITEM ID

2026-104

### DEPARTMENT

Public Works

### SUMMARY

The attached proposal from Stantec is to Develop Police, Parks & Recreation, Library, and Public Facilities Impact Fees which reflect the current cost and system capacities. This project will update the existing Library and Parks and Recreation Impact fees. It will also develop new Impact fees for the Police Department and a Public Facilities Impact Fee which may be used for other public infrastructure projects.

### STAFF RECOMMENDATION

Approve the Proposal from Stantec to conduct a General Government Impact Fee Study for the Town.

### FISCAL IMPACT

\$44,775.00

### FUNDING SOURCE

General Fund — Contingency Funds



January 28, 2026

Mr. C.T. Eagle Sr.  
Director of Public Works  
Town of Lady Lake, Florida  
Public Works Administration  
136 Skyline Dr.  
Lady Lake, FL 32159

Re: Proposed Agreement for General Government Impact Fees  
Study

Dear Mr. Eagle:

As requested, this proposed Agreement is to conduct a General Government Impact Fee Study for the Town of Lady Lake ("Town").

### **Scope of Service**

The scope of service will include one work element as described below:

**Work Element 1:** Develop Police, Parks & Recreation, Library, and Public Facilities  
Impact Fees which reflect the most current cost and system capacities

A detailed work plan with all tasks and sub-tasks that will be completed for the above-mentioned work element is enclosed with this proposal.

### **Fee**

Stantec has developed a detailed Project Work Plan and Fee Estimate Schedule (Schedule) which is enclosed and a summary of the proposed fees, inclusive of out-of-pocket expenses, is presented on the following page.

| Task                                                                              | Hours      | Fee             |
|-----------------------------------------------------------------------------------|------------|-----------------|
| Task 1: Initiate the Project, Obtain and Review Relevant Data, and Perform Survey | 31         | \$6,605         |
| Task 2: Calculate Impact Fee for 4 (four) Department/Services                     | 88         | \$20,240        |
| Task 3: Prepare Report and Workshop Presentation                                  | 43         | \$9,880         |
| <b>Total Project</b>                                                              | <b>162</b> | <b>\$36,725</b> |
| POLICE IMPACT FEE COST                                                            |            | \$9,181.3       |
| PARKS & REC IMPACT FEE COST                                                       |            | \$9,181.3       |
| LIBRARY IMPACT FEE COST                                                           |            | \$9,181.3       |
| PUBLIC FACILITIES IMPACT FEE COST                                                 |            | \$9,181.3       |
| <b>Optional Task: Demonstrated Needs Study</b>                                    | <b>35</b>  | <b>\$8,050</b>  |

We can begin work on this project immediately upon receipt of a notice to proceed and estimate that it can be completed within 90 - 120 days of receipt of all necessary data. Upon receiving a notice to proceed we will prepare a detailed Data Request to facilitate timely and efficient completion of the Study within the required timeframe. It is our practice to invoice monthly for the percentage of work completed by sub-task on the attached Project Work Plan and Fee Estimate Schedule.

We look forward to continuing to be of service to the Town on this project. If you have any questions, please do not hesitate to call me at (904) 382-0513.

Sincerely,



Napoli, Peter  
Digitally signed by Napoli, Peter  
Date: 2026.01.28  
09:03:10 -05'00'

Peter Napoli  
Senior Manager, MTC Financial Management



**Lady Lake, Florida**  
**General Government Impact Fee Study**  
**Project Work Plan and Fee Estimate**

| Project Tasks                                                                                                                                                                                                                                             | Estimated Labor-Hours |                               |                |                                    |               | Multiplier (# of Impact Fees) | Total Project |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------|----------------|------------------------------------|---------------|-------------------------------|---------------|
|                                                                                                                                                                                                                                                           | Director              | Quality Control               | Senior Manager | Senior Rate / Financial Consultant | Project Admin |                               |               |
| Rates →                                                                                                                                                                                                                                                   | \$350                 | \$260                         | \$250          | \$195                              | \$90          |                               |               |
| <b>Task 1 Initiate the Project, Obtain and Review Relevant Data, and Perform Survey</b>                                                                                                                                                                   |                       |                               |                |                                    |               |                               |               |
| a. Prepare initial data request list and detailed critical path schedule. Establish project monitoring and control responsibilities.                                                                                                                      | 0                     | 0                             | 1              | 2                                  | 2             | x1                            | 5             |
| b. Conduct kick-off conference call with Town staff to confirm study objectives, identify fiscal objectives, establish communication protocols, discuss approach, establish schedule, provide data request, and discuss forecasting methods and modeling. | 1                     | 0                             | 1              | 1                                  | 0             | x1                            | 3             |
| c. Review the Town's Comprehensive Plan (and other docs) to determine adopted level of service standards, population projections, and capital improvement planning elements. Obtain and review fixed asset records for all departments/services.          | 0                     | 0                             | 1              | 2                                  | 0             | x1                            | 3             |
| d. Update population projections based upon census data and permitting and development data and information.                                                                                                                                              | 0                     | 0                             | 1              | 2                                  | 0             | x1                            | 3             |
| e. Compile property data from County Property Appraiser to identify acreage, sq. ft., dwelling units, etc. by property use type.                                                                                                                          | 0                     | 0                             | 2              | 2                                  | 0             | x1                            | 4             |
| f. Perform comparative survey to neighboring and similar communities for fees developed in this study.                                                                                                                                                    | 0                     | 1                             | 4              | 8                                  | 0             | x1                            | 13            |
| <b>Task 2 Calculate Impact Fee for 1 (one) Department/Service</b>                                                                                                                                                                                         |                       |                               |                |                                    |               |                               |               |
| a. Input level of service, capacity, population, capital improvement plan, fixed asset data, and other key data/assumptions into the model.                                                                                                               | 1                     | 0                             | 1              | 1                                  | 0             | x4                            | 12            |
| b. Input data regarding capital costs recovered via grants, bonds, user fees, and/or taxes for calculation of impact fee credit to avoid "double recovery" of costs in the impact fees and user fees and/or taxes.                                        | 0                     | 0                             | 1              | 1                                  | 0             | x4                            | 8             |
| c. Identify and input number of ERU's served by CIP and/or Fixed Assets.                                                                                                                                                                                  | 0                     | 0                             | 1              | 1                                  | 0             | x4                            | 8             |
| d. Finalize customization of impact fee model to determine impact fee rate per ERU.                                                                                                                                                                       | 0                     | 0                             | 1              | 1                                  | 0             | x4                            | 8             |
| e. Determine basis of calculating fees for various property use types and develop sample fee calculations for various properties.                                                                                                                         | 0                     | 0                             | 1              | 1                                  | 0             | x4                            | 8             |
| f. Conduct Internal Review with Project team to review preliminary results.                                                                                                                                                                               | 0                     | 1                             | 1              | 1                                  | 0             | x4                            | 12            |
| g. Perform adjustments based upon internal review conclusions.                                                                                                                                                                                            | 0                     | 0                             | 1              | 1                                  | 0             | x4                            | 8             |
| h. Make adjustments to the impact fee model per review with Town staff and distribute workbook of results.                                                                                                                                                | 0                     | 0                             | 1              | 1                                  | 0             | x4                            | 8             |
| i. Assistance with implementation considerations, including development of potential phasing and indexing plans                                                                                                                                           | 0                     | 0                             | 1              | 1                                  | 0             | x4                            | 8             |
| j. Prepare for and attend an interactive work session with Town Staff to review the preliminary impact fee calculation with Town                                                                                                                          | 0                     | 0                             | 1              | 1                                  | 0             | x4                            | 8             |
| <b>Task 3 Prepare Report and Workshop Presentation</b>                                                                                                                                                                                                    |                       |                               |                |                                    |               |                               |               |
| a. Prepare a Draft Report summarizing the methodologies for the preparation of recommended changes to impact fees.                                                                                                                                        | 1                     | 2                             | 6              | 8                                  | 0             | x1                            | 17            |
| b. Prepare presentation and conduct a virtual work session with Town Staff to review final assumptions and recommendations with                                                                                                                           | 0                     | 2                             | 4              | 8                                  | 0             | x1                            | 14            |
| c. Adjust analysis per staff comment, and incorporate edits.                                                                                                                                                                                              | 1                     | 0                             | 2              | 2                                  | 0             | x1                            | 5             |
| d. Prepare and conduct a Commission Workshop presentation of the preliminary analysis and Draft Report.                                                                                                                                                   |                       | Included in Utility Work Plan |                |                                    |               | x1                            | 0             |
| e. Adjust analysis per staff comment, and incorporate edits. Complete Final Report and Impact Fee Schedules.                                                                                                                                              | 1                     | 0                             | 2              | 4                                  | 0             | x1                            | 7             |
| <b>SUBTOTAL ESTIMATED LABOR-HOURS TASK 1</b>                                                                                                                                                                                                              | 1                     | 1                             | 10             | 17                                 | 2             |                               | 31            |
| <b>SUBTOTAL ESTIMATED LABOR-HOURS TASK 2 (x4 Fees: Police, Parks &amp; Rec, Library, Public Facilities)</b>                                                                                                                                               | 4                     | 4                             | 40             | 40                                 | 0             |                               | 88            |
| <b>SUBTOTAL ESTIMATED LABOR-HOURS TASK 3</b>                                                                                                                                                                                                              | 3                     | 4                             | 14             | 22                                 | 0             |                               | 43            |
| <b>TOTAL ESTIMATED LABOR-HOURS</b>                                                                                                                                                                                                                        | 8                     | 9                             | 64             | 79                                 | 2             |                               | 162           |
| <b>SUBTOTAL ESTIMATED CONSULTING FEE</b>                                                                                                                                                                                                                  | \$ 2,800              | \$ 2,340                      | \$ 16,000      | \$ 15,405                          | \$ 180        |                               | \$ 36,725     |
| <b>ESTIMATED EXPENSES</b>                                                                                                                                                                                                                                 |                       |                               |                |                                    |               |                               | \$ -          |
| <b>TOTAL NOT-TO-EXCEED CONSULTING FEE</b>                                                                                                                                                                                                                 |                       |                               |                |                                    |               |                               | \$ 36,725     |
| <b>ESTIMATED COSTS BY FEE</b>                                                                                                                                                                                                                             |                       |                               |                |                                    |               |                               | \$ 9,181      |
| POLICE IMPACT FEE COST                                                                                                                                                                                                                                    |                       |                               |                |                                    |               |                               | \$ 9,181      |
| PARKS & REC IMPACT FEE COST                                                                                                                                                                                                                               |                       |                               |                |                                    |               |                               | \$ 9,181      |
| LIBRARY IMPACT FEE COST                                                                                                                                                                                                                                   |                       |                               |                |                                    |               |                               | \$ 9,181      |
| PUBLIC FACILITIES IMPACT FEE COST                                                                                                                                                                                                                         |                       |                               |                |                                    |               |                               | \$ 9,181      |
| <b>TOTAL NOT-TO-EXCEED CONSULTING FEE</b>                                                                                                                                                                                                                 |                       |                               |                |                                    |               |                               | \$ 36,725     |

**PROFESSIONAL SERVICE AGREEMENT FOR  
RFP NO. 35-0-2022/SZ  
FINANCIAL RATE AND MANAGEMENT CONSULTANT SERVICES**

This is an agreement entered into this 27 day of June, 2022, by and between the City of Palm Bay, 120 Malabar Road, SE, Palm Bay, FL 32907 a Florida municipal corporation and political subdivision of the State of Florida, hereinafter referred to as CITY and Stantec Consulting Services, Inc., 777 South Harbour Island Blvd, Suite 600, Tampa, FL 33602, (FEIN 11-2167170), hereinafter referred to as CONSULTANT. For and in consideration of the mutual agreements hereinafter contained, and for other good and valuable consideration, the CITY hereby retains the CONSULTANT and the CONSULTANT hereby covenants to provide professional services as prescribed herein.

**SECTION 1 - GENERAL IDENTIFICATION OF SERVICES**

The following documents are incorporated and made part of this Agreement:

- A. Specifications prepared by CITY in its Request for Proposals No. 35-0-2022, Financial Rate and Management Consultant Services, (Exhibit 1).
- B. Proposal Submittal for CITY prepared by CONSULTANT dated April 29, 2022, (Exhibit 2).
- C. Attachment A – Consultant's Rate and Fee Schedule
- D. Attachment B – Individual Statement of Work, Task Orders, incorporated by reference as executed by both parties.

All exhibits may also be collectively referred to as the "Documents." In the event of any conflict between the Documents or any ambiguity or missing specification or instruction, the following priority is established:

- 1. Specific direction from City Manager or designee
- 2. This Agreement and any attachments.
- 3. Exhibit 1
- 4. Exhibit 2

All professional services provided by the CONSULTANT for the CITY shall be identified as described in Attachment A and as further defined in Attachment B. No additional work shall be performed under this Agreement without written authorization from the City. The written authorization for additional services shall constitute an addendum to this Agreement.

**SECTION 2 - CITY OBLIGATIONS**

The CITY agrees that they shall furnish to the CONSULTANT, upon request, any data available in the CITY'S files pertaining to the work to be performed under this Agreement.

**SECTION 3 - PROFESSIONAL SERVICES**

CONSULTANT agrees to perform professional services associated with Exhibit "1" in accordance with the negotiated terms of this Agreement, and in accordance with accepted professional standards and practices. The CONSULTANT agrees to, without causing any delay in the project, correct any errors, oversights, or omissions and prepare any revisions at no cost to the City, that may be required because the work violates accepted professional standards and practices or if deemed to be inadequate, insufficient, or defective. This remedy shall be cumulative to all other remedies available under the Agreement.

In connection with professional services to be rendered pursuant to this Agreement, the CONSULTANT further agrees to:

**CITY OF PALM BAY  
AMENDMENT #3  
TO CONTRACT # 35-0-2022  
FINANCIAL RATE AND MANAGEMENT CONSULTANT SERVICES**

This amendment to contract is made and entered into this 4th day of June, 2025, by and between the City of Palm Bay, a municipal corporation organized and existing under the State of Florida, hereinafter referred to as the "City" and Stantec Consulting Services, Inc. hereinafter referred to as the "Contractor".

WHEREAS the City and the Contractor entered into a Contract under the date of June 27, 2022, whereby the contractor would provide financial rate and management consultant services; and

WHEREAS the City and Contractor desire to renew the term of said Agreement.

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

- I. The renewed term of agreement shall be July 17, 2025, through July 16, 2026. This shall be the 3<sup>rd</sup> of four (4) possible 1-year renewals.
- II. No price increases will be allowed.

In all other respects and, except as specifically modified and amended, the Contract shall continue in full force and effect as written. The parties hereto execute this Amendment to become effective as of the date and year first above written.

**CITY OF PALM BAY**

**STANTEC CONSULTING  
SERVICES, INC.**

James Canjar

Digitally signed by James  
Canjar  
Date: 2025.06.04 10:51:34  
-04'00'

Chief Procurement Officer or  
Designee

By:

Peter Napoli / Senior Manager

Name/Title

Signature

Date

6/4/2025



## TOWN COMMISSION MEETING AGENDA ITEM TOWN OF LADY LAKE, FLORIDA

### AGENDA ITEM TITLE

**Public Works** — Consideration of Proposal to Conduct a FY 2026 Water and Sewer Revenue Sufficiency Analysis and Water and Sewer Impact Fee Study for the Town for \$50,330. (C.T. Eagle)

### AGENDA ITEM ID

2026-105

### DEPARTMENT

Public Works

### SUMMARY

The attached proposal from Stantec to conduct a Water and Sewer Revenue Sufficiency Analysis and Water and Sewer Impact Fee Study for the Town will incorporate the recently approved utilities infrastructure projects to ensure the water, sewer, and reuse rates and water, sewer, and reuse impact fee rates are sufficient to support the proposed improvements. This agreement will utilize or "piggyback" the City of Palm Bay's current and legally procured agreement and contract rates.

### STAFF RECOMMENDATION

Approve the proposal from Stantec to conduct a Water and Sewer Revenue Sufficiency Analysis and Water and Sewer Impact Fee Study for the Town utilizing the City of Palm Bay's current contract for \$50,330.

### FISCAL IMPACT

\$50,330

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### FUNDING SOURCE

Utilities Fund - Retained Earnings



January 26, 2026

Mr. C.T. Eagle Sr.  
Director of Public Works Town of  
Lady Lake, Florida  
Public Works Administration 136  
Skyline Dr.  
Lady Lake, FL 32159

Re: Proposed Agreement for FY 2026 Water and Sewer Revenue  
Sufficiency & Impact Fees Study

Dear Mr. Eagle:

As requested, this proposed Agreement is to conduct a FY 2026 Water and Sewer Revenue Sufficiency Analysis and Water and Sewer Impact Fee Study for the Town of Lady Lake ("Town").

### **Scope of Service**

The scope of service will include three work elements as described below:

- Work Element 1:** Conduct a Revenue Sufficiency Analysis to determine Water and Sewer revenue requirements in the context of a long-term financial plan
- Work Element 2:** Develop Water and Sewer impact fees which reflect the most current cost of water and sewer system capacities
- Work Element 3:** Prepare Report and present to Town Commission

A detailed work plan with all tasks and sub-tasks that will be completed for each of the above-mentioned work elements is enclosed with this proposal.

### **Fee**

Stantec has developed a detailed Project Work Plan and Fee Estimate Schedule (Schedule) which is enclosed and a summary of the proposed fees, inclusive of out-of-pocket expenses, is presented on the following page.

| Work Element         |                                                                                                                                       | Hours      | Fee              |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------|------------------|
| Work Element 1:      | Conduct a Revenue Sufficiency Analysis to Determine Water and Sewer Revenue Requirements in the Context of a Long Term Financial Plan | 91         | \$ 21,000        |
| Work Element 2:      | Develop Water & Sewer Impact Fees                                                                                                     | 71         | \$ 16,865        |
| Work Element 3:      | Prepare Report and Present to Town Commission                                                                                         | 43         | \$ 12,465        |
| <b>Total Project</b> |                                                                                                                                       | <b>205</b> | <b>\$ 50,330</b> |

We can begin work on this project immediately upon receipt of a notice to proceed and estimate that it can be completed within 90 - 120 days of receipt of all necessary data. Upon receiving a notice to proceed we will prepare a detailed Data Request to facilitate timely and efficient completion of the Study within the required timeframe. It is our practice to invoice monthly for the percentage of work completed by sub-task on the attached Project Work Plan and Fee Estimate Schedule.

We look forward to continuing to be of service to the Town on this project. If you have any questions, please do not hesitate to call me at (813) 269-5729.

Sincerely,

*Leticia Doohaluk*

Leticia Doohaluk  
Senior Manager, MTC Financial Management

| Project Tasks                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Estimated Labor-Hours |                 |                |                                    |               | Total Project |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------|----------------|------------------------------------|---------------|---------------|
|                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Director              | Quality Control | Senior Manager | Senior Rate / Financial Consultant | Project Admin |               |
|                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Hyder \$350           | Grau \$260      | Leticia \$250  | Legan \$195                        | \$90          |               |
| Work Element 1: Conduct a Revenue Sufficiency Analysis to Determine Water and Sewer Revenue Requirements in the Context of a Long Term Financial Plan |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |                 |                |                                    |               |               |
| Task 1 Initiate the Project, Obtain and Review Relevant Data, Perform Rate Survey                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |                 |                |                                    |               |               |
| 1.1                                                                                                                                                   | Prepare initial data request list and detailed critical path schedule. Perform project setup activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 0                     | 0               | 1              | 2                                  | 3             | 6             |
| 1.2                                                                                                                                                   | Review prior rate study reports, recently completed master plan and other relevant information to gain an understanding of the current water and sewer system for which the rate analysis is to be performed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1                     | 0               | 1              | 2                                  | 0             | 4             |
| 1.3                                                                                                                                                   | Conduct conference call meeting with all necessary Town staff to confirm study objectives, identify fiscal objectives/constraints, financing strategies, establish communication protocols, discuss approach, establish schedule, discuss data request.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1                     | 1               | 1              | 1                                  | 0             | 4             |
| 1.4                                                                                                                                                   | Perform a detailed review of all data as it is received. Prepare supplemental data request list.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 0                     | 0               | 1              | 2                                  | 0             | 3             |
| Task 2 Conduct a Revenue Sufficiency Analysis and Develop a 10-Year Financial Management Plan                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |                 |                |                                    |               |               |
| 2.1                                                                                                                                                   | Perform a review and analysis of customer data and historical billed ERUs and gallons for each service to observe trends in connections and usage in order to develop projections.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1                     | 0               | 4              | 8                                  | 0             | 13            |
| 2.2                                                                                                                                                   | Verify and input financial data into proprietary FAMS model, run the model and produce preliminary output, including a five and ten-year financial management program that will include the following:<br>→ Revenue and Expense History/Projections<br>- Annual revenue and operations & maintenance expense projections, including staffing requirements<br>- Projections of other revenue requirements such as R&R, minor capital, transfers, debt service/loan payments, replenishment of reserves, etc.<br>→ Capital Improvements Program<br>- Project listing by year<br>- Evaluation of existing and alternative capital improvement programs and funding requirements under current and various other levels of service<br>→ Funds Analysis<br>- Spend down limits (minimum reserve requirements) by fund<br>- Beginning and ending funds balances by fund by year<br>→ Borrowing Program<br>- Identify any borrowing required and/or appropriate to fund certain CIP projects, to include but not necessarily be limited to, revenue bonds and state programs.<br>- Timing of bond issue(s)/loan(s) to provide required borrowed funds<br>→ Revenue Sufficiency Analysis<br>- Evaluation of adequacy of revenue provided by existing rates to meet current and projected system requirements<br>- Alternative plans of annual rate adjustments to provide sufficient revenues over projection period. | 1                     | 2               | 4              | 12                                 | 0             | 19            |
| 2.3                                                                                                                                                   | Review preliminary results with consulting team, make adjustments, and create up to 2 alternative scenarios of rate adjustments and CIP spending.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 2                     | 2               | 2              | 2                                  | 0             | 8             |
| 2.4                                                                                                                                                   | Make adjustments and re-run FAMS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 0                     | 0               | 2              | 4                                  | 0             | 6             |



## Lady Lake, Florida Water and Sewer Rate Study

### Project Work Plan and Cost Estimate

| Project Tasks                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Estimated Labor-Hours |                 |                |                                    |               | Total Project   |
|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------|----------------|------------------------------------|---------------|-----------------|
|                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Director              | Quality Control | Senior Manager | Senior Rate / Financial Consultant | Project Admin |                 |
|                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Hyder \$350           | Grau \$260      | Leticia \$250  | Loann \$195                        | \$90          |                 |
| <b>Task 2 Conduct a Revenue Sufficiency Analysis and Develop a 10-Year Financial Management Plan</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                       |                 |                |                                    |               |                 |
| 2.5                                                                                                  | Prepare up to 2 alternative scenarios for interactive review session with Town staff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1                     | 0               | 1              | 2                                  | 0             | 4               |
| 2.6                                                                                                  | Conduct a Microsoft Teams interactive session with Town staff to review the preliminary results of the ten-year projection of revenue sufficiency of the water and sewer enterprise fund using the financial planning model developed in Task 2.2 and discuss capital projects funding including: <ul style="list-style-type: none"><li>→ Review financing plans for the utility's capital improvement program under each identified level of service.</li><li>→ Run alternative scenarios for debt versus cash funding, including alternative debt financing terms.</li><li>→ Monitor reserve levels and other key metrics of financial performance with each alternative scenario to meet all existing and potential bond covenants.</li></ul> | 2                     | 0               | 2              | 2                                  | 0             | 6               |
| 2.7                                                                                                  | Make adjustments based upon input from Town staff, and prepare workbook of assumptions and preliminary results.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1                     | 1               | 2              | 5                                  | 0             | 9               |
| 2.8                                                                                                  | Conduct a second Microsoft Teams interactive session with Town staff to review the adjusted results of the ten-year projection of revenue sufficiency of the water and sewer enterprise fund and make any final adjustments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 2                     | 0               | 2              | 2                                  | 0             | 6               |
| 2.9                                                                                                  | Make adjustments to assumptions workbook and provide staff with revised results.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 0                     | 0               | 1              | 2                                  | 0             | 3               |
| <b>Total Estimated Labor Hours</b>                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>12</b>             | <b>6</b>        | <b>24</b>      | <b>46</b>                          | <b>3</b>      | <b>91</b>       |
| <b>Total Estimated Fee</b>                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>\$4,200</b>        | <b>\$1,560</b>  | <b>\$6,000</b> | <b>\$8,970</b>                     | <b>\$270</b>  | <b>\$21,000</b> |
| <b>Total Not-to-Exceed Fee</b>                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>\$21,000</b>       |                 |                |                                    |               |                 |
| <b>Work Element 2: Develop Water &amp; Sewer Impact Fees</b>                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                       |                 |                |                                    |               |                 |
| <b>Task 3 Review &amp; Development of Water &amp; Sewer Impact Fees</b>                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                       |                 |                |                                    |               |                 |
| 3.1                                                                                                  | Obtain and review all ordinances, master plan, capital improvement information, capacity reports, and system data.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2                     | 1               | 1              | 1                                  | 0             | 5               |
| 3.2                                                                                                  | Obtain and review fixed asset records for all major system components.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 0                     | 0               | 1              | 2                                  | 0             | 3               |
| 3.3                                                                                                  | Identify appropriate capacity cost basis and methodology for updating fees.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 0                     | 0               | 1              | 0                                  | 0             | 1               |
| 3.4                                                                                                  | Review meter counts and relevant flow information and obtain level of service standards.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 0                     | 0               | 1              | 3                                  | 0             | 4               |
| 3.5                                                                                                  | Review CIP with Town staff to determine portion of projects associated with capacity vs. renewal and rehabilitation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 0                     | 0               | 1              | 1                                  | 0             | 2               |
| 3.6                                                                                                  | Allocate fixed assets and CIP between major facility components of supply, treatment, transmission/collection, disposal, reuse, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 0                     | 0               | 2              | 2                                  | 0             | 4               |
| 3.7                                                                                                  | Determine current system capacity and convert to ERUs based on level of service standards determined in previous task.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 2                     | 1               | 2              | 4                                  | 0             | 9               |
| 3.8                                                                                                  | Load appropriate data into our impact fee module of FAMS, adjust and calibrate, and produce preliminary results.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 0                     | 0               | 1              | 3                                  | 0             | 4               |
| 3.9                                                                                                  | Work with Town staff to identify list of no more than 10 agencies for benchmarking of user fees.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 0                     | 0               | 1              | 0                                  | 0             | 1               |
| 3.10                                                                                                 | Prepare comparisons of the existing impact fees for identified local/similar municipalities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 0                     | 0               | 2              | 6                                  | 0             | 8               |
| 3.11                                                                                                 | Prepare summary/comparative matrices of results and perform quality control review.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 0                     | 1               | 1              | 2                                  |               | 4               |
| 3.12                                                                                                 | Link impact fee module with the financial forecast module of Task 2 to evaluate the effects of changes in the Impact Fees in the capital projects funding plan and the effects upon user fee rate revenue requirements and the overall financial plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 0                     | 0               | 0              | 1                                  | 0             | 1               |
| 3.13                                                                                                 | Review completed cost computations with project team and adjust as required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 2                     | 1               | 2              | 3                                  | 0             | 8               |
| 3.14                                                                                                 | Prepare and meet with Town staff in a Microsoft Team interactive work session to review results of Impact Fees analysis.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 2                     | 0               | 3              | 3                                  | 0             | 8               |





**Lady Lake, Florida**  
**Water and Sewer Rate Study**  
**Project Work Plan and Cost Estimate**

| Project Tasks                                                           |                                                                                                                                              | Estimated Labor-Hours     |                 |                  |                                    |               | Total Project   |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------|------------------|------------------------------------|---------------|-----------------|
|                                                                         |                                                                                                                                              | Director                  | Quality Control | Senior Manager   | Senior Rate / Financial Consultant | Project Admin |                 |
|                                                                         |                                                                                                                                              | Hyder<br>\$350            | Gray<br>\$240   | Leticia<br>\$250 | Logan<br>\$195                     | \$90          |                 |
| <b>Task 3 Review &amp; Development of Water &amp; Sewer Impact Fees</b> |                                                                                                                                              |                           |                 |                  |                                    |               |                 |
| 3.15                                                                    | Perform adjustments based upon input from Town staff to finalize fee analysis.                                                               | 0                         | 0               | 1                | 2                                  | 0             | 3               |
| 3.16                                                                    | Meet with Town staff in a second Microsoft Team interactive work session to review modifications to Impact Fee analysis and confirm results. | 2                         | 0               | 2                | 2                                  | 0             | 6               |
| <b>Total Estimated Labor Hours</b>                                      |                                                                                                                                              | <b>10</b>                 | <b>4</b>        | <b>22</b>        | <b>35</b>                          | <b>0</b>      | <b>71</b>       |
| <b>Total Estimated Fee</b>                                              |                                                                                                                                              | <b>\$3,500</b>            | <b>\$1,040</b>  | <b>\$5,500</b>   | <b>\$6,825</b>                     | <b>\$0</b>    | <b>\$16,865</b> |
| <b>Total Not-to-Exceed Fee</b>                                          |                                                                                                                                              |                           |                 |                  |                                    |               |                 |
| <b>Work Element 3: Prepare Report and Present to Town Commission</b>    |                                                                                                                                              |                           |                 |                  |                                    |               |                 |
| <b>Task 4 Prepare Report</b>                                            |                                                                                                                                              |                           |                 |                  |                                    |               |                 |
| 4.1                                                                     | Prepare a Draft Report of the results of the study, and provide to Town staff for review and comment.                                        | 2                         | 0               | 3                | 8                                  | 0             | 13              |
| 4.2                                                                     | Adjust analysis per staff comment, and incorporate edits. Submit Final Report.                                                               | 0                         | 1               | 2                | 3                                  | 0             | 6               |
| 4.3                                                                     | Prepare presentations for Town Commission (assumes one (1) presentation).                                                                    | 2                         | 0               | 3                | 0                                  | 0             | 5               |
| 4.4                                                                     | Review presentation, final conclusions, messaging, and communication effectiveness with staff prior to meeting.                              | 1                         | 1               | 1                | 0                                  | 0             | 3               |
| 4.5                                                                     | Present assumptions and final results in one (1) on site presentation to Town Commission.                                                    | 8                         | 0               | 8                | 0                                  | 0             | 16              |
| <b>Task 5 Attend Hearing for Adoption</b>                               |                                                                                                                                              |                           |                 |                  |                                    |               |                 |
| 5.1                                                                     | Attend a hearing for adoption of the rates.                                                                                                  | <<<< At Hourly Rates >>>> |                 |                  |                                    |               |                 |
| <b>Total Estimated Labor Hours</b>                                      |                                                                                                                                              | <b>13</b>                 | <b>2</b>        | <b>17</b>        | <b>11</b>                          | <b>0</b>      | <b>43</b>       |
| <b>Total Estimated Fee</b>                                              |                                                                                                                                              | <b>\$4,550</b>            | <b>\$520</b>    | <b>\$4,250</b>   | <b>\$2,145</b>                     | <b>\$0</b>    | <b>\$11,465</b> |
| <b>Estimated Expenses</b>                                               |                                                                                                                                              |                           |                 |                  |                                    |               |                 |
| <b>Total Not-to-Exceed Fee</b>                                          |                                                                                                                                              |                           |                 |                  |                                    |               |                 |
| <b>Total Estimated Labor Hours</b>                                      |                                                                                                                                              | <b>35</b>                 | <b>12</b>       | <b>63</b>        | <b>92</b>                          | <b>3</b>      | <b>205</b>      |
| <b>Total Estimated Fee</b>                                              |                                                                                                                                              | <b>\$12,250</b>           | <b>\$3,120</b>  | <b>\$15,750</b>  | <b>\$17,940</b>                    | <b>\$270</b>  | <b>\$49,330</b> |
| <b>Estimated Expenses</b>                                               |                                                                                                                                              |                           |                 |                  |                                    |               |                 |
| <b>Total Not-to-Exceed Fee</b>                                          |                                                                                                                                              |                           |                 |                  |                                    |               |                 |
| <b>Total Not-to-Exceed Fee</b>                                          |                                                                                                                                              |                           |                 |                  |                                    |               | <b>\$50,330</b> |



**PROFESSIONAL SERVICE AGREEMENT FOR  
RFP NO. 35-0-2022/SZ  
FINANCIAL RATE AND MANAGEMENT CONSULTANT SERVICES**

This is an agreement entered into this 27 day of June 2022, by and between the City of Palm Bay, 120 Malabar Road, SE, Palm Bay, FL 32907 a Florida municipal corporation and political subdivision of the State of Florida, hereinafter referred to as CITY and Stantec Consulting Services, Inc., 777 South Harbour Island Blvd, Suite 600, Tampa, FL 33602, (FEIN 11-2167170), hereinafter referred to as CONSULTANT. For and in consideration of the mutual agreements hereinafter contained, and for other good and valuable consideration, the CITY hereby retains the CONSULTANT and the CONSULTANT hereby covenants to provide professional services as prescribed herein.

**SECTION 1 - GENERAL IDENTIFICATION OF SERVICES**

The following documents are incorporated and made part of this Agreement:

- A. Specifications prepared by CITY in its Request for Proposals No. 35-0-2022, Financial Rate and Management Consultant Services, (Exhibit 1).
- B. Proposal Submittal for CITY prepared by CONSULTANT dated April 29, 2022, (Exhibit 2).
- C. Attachment A – Consultant's Rate and Fee Schedule
- D. Attachment B – Individual Statement of Work, Task Orders, incorporated by reference as executed by both parties.

All exhibits may also be collectively referred to as the "Documents." In the event of any conflict between the Documents or any ambiguity or missing specification or instruction, the following priority is established:

- 1. Specific direction from City Manager or designee
- 2. This Agreement and any attachments.
- 3. Exhibit 1
- 4. Exhibit 2

All professional services provided by the CONSULTANT for the CITY shall be identified as described in Attachment A and as further defined in Attachment B. No additional work shall be performed under this Agreement without written authorization from the City. The written authorization for additional services shall constitute an addendum to this Agreement.

**SECTION 2 - CITY OBLIGATIONS**

The CITY agrees that they shall furnish to the CONSULTANT, upon request, any data available in the CITY'S files pertaining to the work to be performed under this Agreement.

**SECTION 3 - PROFESSIONAL SERVICES**

CONSULTANT agrees to perform professional services associated with Exhibit "1" in accordance with the negotiated terms of this Agreement, and in accordance with accepted professional standards and practices. The CONSULTANT agrees to, without causing any delay in the project, correct any errors, oversights, or omissions and prepare any revisions at no cost to the City, that may be required because the work violates accepted professional standards and practices or if deemed to be inadequate, insufficient, or defective. This remedy shall be cumulative to all other remedies available under the Agreement.

In connection with professional services to be rendered pursuant to this Agreement, the CONSULTANT further agrees to:

**CITY OF PALM BAY  
AMENDMENT #3  
TO CONTRACT # 35-0-2022  
FINANCIAL RATE AND MANAGEMENT CONSULTANT SERVICES**

This amendment to contract is made and entered into this 4th day of June, 2025, by and between the City of Palm Bay, a municipal corporation organized and existing under the State of Florida, hereinafter referred to as the "City" and Stantec Consulting Services, Inc. hereinafter referred to as the "Contractor".

WHEREAS the City and the Contractor entered into a Contract under the date of June 27, 2022, whereby the contractor would provide financial rate and management consultant services; and

WHEREAS the City and Contractor desire to renew the term of said Agreement.

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

- I. The renewed term of agreement shall be July 17, 2025, through July 16, 2026. This shall be the 3<sup>rd</sup> of four (4) possible 1-year renewals.
- II. No price increases will be allowed.

In all other respects and, except as specifically modified and amended, the Contract shall continue in full force and effect as written. The parties hereto execute this Amendment to become effective as of the date and year first above written.

**CITY OF PALM BAY**

**STANTEC CONSULTING  
SERVICES, INC.**

James Canjar  
Digitally signed by James  
Canjar  
Date: 2025.06.04 10:51:34  
-04'00'

Chief Procurement Officer or  
Designee

By:

Peter Napoli / Senior Manager  
Name/Title

[Signature]  
Signature

6/4/2025  
Date



# TOWN COMMISSION MEETING AGENDA ITEM

## TOWN OF LADY LAKE, FLORIDA

### AGENDA ITEM TITLE

**Police Department/Town Clerk's Office** — Consideration of approving the award of RFP2026-0005 for Towing and Recovery Services to Ace's Towing Inc, 1390 W. North Blvd., Leesburg, FL 34708. (Steve Hunt)

### AGENDA ITEM ID

2026-309

### DEPARTMENT

Town Clerk

### SUMMARY

RFP 2026-0005 for Towing and Recovery Services was posted on DemandStar on August 13, 2026, and closed on August 31, 2026. The Town received three (3) submittals in response to the RFP:

- **Ace's Towing Inc.**  
1390 W. North Blvd., Leesburg, FL 34748
- **Kling Towing & Recovery Services**  
239 US Hwy 27/441, Fruitland Park, FL 34731
- **TALC Legacy Holdings LLC**  
33419 CR-468, Leesburg, FL 34748

The selection committee was provided with a standardized score sheet to evaluate and score each submittal. The committee met on September 08, 2026, at 2:00 p.m. to review and discuss the proposals and begin the selection process.

During the review, the committee identified questions regarding the pricing submitted by the firms. As a result, the Town issued an amended 'Attachment A' requesting each proposer provide complete pricing, including any additional à la carte services or fees. The amended pricing sheets were required to be submitted to the Town Clerk's Office no later than 5:00 p.m. on Monday, September 14, 2026.

The selection committee subsequently met to review the final pricing submissions and make its final selection based on the complete proposals, evaluation scores, and final pricing information.

As a result of the evaluation process, **Ace's Towing Inc.**, was selected as the Town of Lady Lake's Towing and Recovery Services contractor.

**STAFF RECOMMENDATION**

Staff recommend approving the award of RFP 2026-0005 for Towing and Recovery Services to Ace's Towing Inc.

**FISCAL IMPACT**

Increase Revenue by \$12,000 Annually

**FUNDING SOURCE**



# REQUEST FOR PROPOSALS TOWING SERVICES

RFP NO. 2026-0005

|                              |                                        |
|------------------------------|----------------------------------------|
| <b>Issuing Agency</b>        | Town of Lady Lake, Florida             |
| <b>Release Date</b>          | 08/13/2026                             |
| <b>Written Questions Due</b> | 08/20/2026                             |
| <b>Proposals Due</b>         | 08/31/2026 2:00 p.m.                   |
| <b>Public Opening</b>        | 08/31/2026 2:01 p.m.                   |
| <b>Town Contact</b>          | Kathleen Rosado, Town Clerk            |
| <b>Delivery Address</b>      | 409 Fennell Blvd., Lady Lake, FL 32159 |

THE TOWN HAS THE RIGHT IN ITS ABSOLUTE DISCRETION TO REJECT ANY AND ALL BIDS OR APPROVE MULTIPLE BIDS FOR ANY REASON THE TOWN DEEMS APPROPRIATE.

## Solicitation Schedule and Submission Instructions

| Event                               | Date / Time        |
|-------------------------------------|--------------------|
| RFP issued                          | 08/13/2026         |
| Deadline for written questions      | 08/20/2026         |
| Final addendum issued, if necessary | 08/20/2026         |
| Sealed proposals due                | 08/31/2026 2:00 pm |
| Public proposal opening             | 08/31/2026 2:01 pm |
| Evaluation Committee review         | 09/08/2026         |
| Anticipated Town Commission award   | 09/21/2026         |
| Anticipated agreement start date    | 10/01/2026         |

### Submission Instructions

Responses must be received by the date and time stated above at the Town Clerk's Office, 409 Fennell Blvd., Lady Lake, Florida 32159.

- Submit seven (7) signed copies in a sealed package.
- Clearly mark the outside: "RFP NO. 2026-0005 - TOWING SERVICES."
- Proposals received after the deadline will be returned unopened.
- Faxed or emailed proposals will not be accepted.
- The proposer is solely responsible for timely delivery, including delivery by mail or courier.
- Proposal preparation and delivery costs will not be reimbursed by the Town.
- Proposals and submitted rates shall remain firm for ninety (90) days after the proposal deadline.

### Questions

Questions must be submitted in writing by the stated deadline to Kathleen Rosado, Town Clerk, at krosado@ladylake.org, 409 Fennell Blvd., Lady Lake, FL 32159, telephone 352-751-1502.

## Sealed Proposal Package Label

Cut along the outer border and affix this label to the outside of the sealed proposal package.

| SEALED PROPOSAL - DO NOT OPEN                                           |                                                                                                                           |
|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| SEALED PROPOSAL NO.                                                     | RFP NO. 2026-0005                                                                                                         |
| PROPOSAL TITLE                                                          | TOWING SERVICES                                                                                                           |
| DUE DATE / TIME                                                         | 08/31/2026 2:00 pm                                                                                                        |
| SUBMITTED BY                                                            | _____<br>(Name of Company)                                                                                                |
| ADDRESS                                                                 | _____<br>_____                                                                                                            |
| DELIVER TO                                                              | Town of Lady Lake<br>Attn: Kathleen Rosado, Town Clerk<br>Town Clerk's Office<br>409 Fennell Blvd.<br>Lady Lake, FL 32159 |
| DATE / TIME RECEIVED                                                    | _____                                                                                                                     |
| Receipt information above will be completed by the Town Clerk's Office. |                                                                                                                           |

## 1. Statement of Purpose

The Town of Lady Lake, Florida (Town) invites sealed proposals from qualified towing companies to provide towing, recovery, removal, storage, roadside assistance, and related services when requested by the Lady Lake Police Department or another authorized Town representative. The Town intends to select one towing company for the resulting agreement.

The award will be based on the proposer determined to provide the best overall value to the Town, considering qualifications, personnel, equipment, facility, service approach, response capability, and proposed customer rates. Final award is subject to Town Commission approval.

## 2. General Description

The selected company will serve as the Town's primary towing provider for Town-authorized calls during the agreement term. This arrangement does not prevent a vehicle owner from selecting a towing company where required by law, and it does not limit the Town's right to use another provider when the selected contractor is unavailable, late, lacks suitable equipment or capacity, or otherwise cannot perform an assignment. The Town does not guarantee a minimum number of calls, tows, stored vehicles, or amount of revenue.

Charges for authorized towing, recovery, and storage will be paid by the vehicle owner or other legally responsible party, except for the Town services expressly identified in this RFP. The Town will not be responsible for collecting charges from vehicle owners.

The rates submitted on Attachment A will be evaluated as part of the proposal. Rates accepted by the Town and incorporated into the agreement will be the maximum rates the contractor may charge for services under the agreement. No unlisted or overlapping charge may be imposed unless it is authorized by the resulting agreement and applicable law.

As a condition of award, the selected contractor shall make the fixed monthly payments to the Town required by Section 5.1. The payment amount is established by the Town, is not a variable proposal offer, and will not be scored.

## 3. Scope of Services

The selected towing company shall:

- Provide dispatch and towing service twenty-four (24) hours per day, seven (7) days per week, including holidays.
- Respond only to service requests made by the Lady Lake Police Department or another authorized Town representative.
- Provide towing or roadside assistance for Lady Lake Police Department at no charge within the Town's corporate limits and up to twenty (20) road miles beyond those limits. Services beyond twenty (20) road miles shall be billed at the applicable rates established in Attachment A.
- Maintain qualified personnel and sufficient towing and recovery equipment to complete each authorized assignment.
- Remove wrecked, disabled, abandoned, or obstructing vehicles from streets or other property within the Town when directed by an authorized Town representative.
- Provide recovery, transport, ordinary secure storage, and vehicle-release services connected with authorized calls.
- Remove ordinary wreckage and debris associated with an authorized recovery and leave the scene in a reasonably safe condition.

- Maintain a primary storage and vehicle-release facility no more than twenty (20) miles beyond the Town's corporate limits.
- Maintain secure fenced and lighted outdoor storage, video surveillance, controlled access, and enclosed or indoor storage for vehicles requiring additional protection.
- Protect vehicles and personal property in the contractor's custody from loss, damage, theft, tampering, or unauthorized access.
- Maintain accurate dispatch, tow, storage, payment, release, and service records and make relevant records available to the Town upon request.
- Provide itemized statements showing each towing, mileage, hourly, storage, or other authorized charge.
- Comply with all applicable federal, state, county, and municipal laws, licenses, permits, and regulations.
- Provide, maintain, and replace at the contractor's expense all personnel, vehicles, equipment, facilities, and other resources required to fulfil the agreement.
- Treat Town personnel, vehicle owners, and members of the public courteously and professionally.

## 4. Services and Categories

### 4.1 Category 1 - Emergency Towing Services

Category 1 includes calls requiring priority response because a vehicle or incident creates an immediate public-safety concern, obstructs traffic, or requires prompt roadway clearance.

- Traffic crashes and roadway obstructions.
- Disabled or abandoned vehicles creating an immediate hazard.
- Overturned, burned, submerged, or otherwise difficult-to-recover vehicles.
- Incidents requiring specialized recovery equipment or coordination with emergency responders.
- Jump-starting and tire-change assistance for police vehicles.
- Roadside assistance for Lady Lake Police Department vehicles

The contractor shall arrive at the requested location within thirty (30) minutes after dispatch. The contractor shall immediately advise the Town of any anticipated delay or inability to supply equipment of sufficient capacity.

### 4.2 Category 2 - Non-Emergency Towing Services

Category 2 includes authorized calls that do not present an immediate threat to public safety and may be completed within a longer response period or at an approved scheduled time.

- Removal of abandoned, illegally parked, or disabled vehicles not creating an immediate hazard.
- Scheduled towing or relocation of authorized Town vehicles.
- Provide vehicle lockout assistance for privately owned vehicles within the Town limits at a maximum rate of \$50, when requested by Lady Lake Police Department.
- Transport to an authorized destination identified by the Town.

The contractor shall arrive within sixty (60) minutes after dispatch unless the Town approves a scheduled response time. The contractor shall immediately advise the Town of any anticipated delay or inability to supply equipment of sufficient capacity.

### 4.3 Services Included for the Town

The contractor shall provide the following without an additional charge to the Town:

- Tire changes requested for all Town-owned or Lady Lake Police Department vehicles.
- Towing of Town-owned or Lady Lake Police Department vehicles.
- Jump-starting and tire-change assistance for Town-owned or leased police vehicles.
- An indoor garage area reasonably sufficient for Police Department processing, inspection, and photography of a vehicle designated by the Police Department as a crime scene.
- Towing and storage of a vehicle seized for forfeiture when the Police Department obtains a final judgment of forfeiture, as further stated in Section 4.5.

### 4.4 Storage Facility and Vehicle Release

- Maintain a fenced storage facility with adequate capacity for vehicles towed under the agreement no more than twenty (20) miles beyond the Town's corporate limits.
- Keep the storage property enclosed except for a controlled entrance and protect vehicles from unauthorized access.
- Identify the primary storage and release facility in the proposal, including its address, normal business hours, and after-hours release procedure. The Town may inspect the proposed facility before award.
- Staff or otherwise make the release facility available from at least 8:00 a.m. to 5:00 p.m. daily, including weekends and holidays, and provide an after-hours representative who can arrive at the facility within sixty (60) minutes after a lawful release request.
- Release a vehicle only to a person who presents legally sufficient identification and proof of ownership or lawful possession.
- Provide an itemized receipt at the time of payment, post the accepted rate schedule and payment policy as required by law, and accept cash and major credit cards.
- Handle unclaimed vehicles in accordance with applicable law.

### 4.5 Police Holds, Crime-Scene Vehicles, and Forfeiture Vehicles

- A vehicle placed on a Police Department hold may be released only after written or electronic authorization from the Police Department and presentation of legally sufficient identification and proof of ownership or lawful possession.
- When the Police Department designates a vehicle as a crime scene and holds it solely for investigation or processing, the contractor shall provide reasonably sufficient indoor garage space for processing, inspection, and photography without charge to the Town.
- No towing or storage charge shall be imposed on the Town or the vehicle owner for a vehicle during a Police Department crime scene "hold". This provision does not apply merely because a recovered stolen vehicle is held for owner notification or ordinary release processing.
- No towing or storage charge shall be imposed on the Town for a vehicle seized for forfeiture when the Police Department obtains a final judgment of forfeiture.
- The contractor shall protect every held vehicle and its contents from unauthorized access, repair, alteration, removal of parts, theft, loss, or damage and shall cooperate with lawful inspection, release, and disposition directions.

### 4.6 Vehicle and Property Protection; Service Administration

- The Town may cancel a service request at any time before hook-up. Mere arrival at the scene does not create a compensable service charge.
- The contractor assumes responsibility for a vehicle and its contents when the vehicle is hooked to the tow truck. When requested by the officer, the contractor shall complete or assist with a

written inventory of the vehicle and visible personal property and provide a copy with the release documentation.

- The contractor shall not repair a stored vehicle, remove parts, dispose of inventoried personal property to satisfy charges, or permit unauthorized access without authorization from the vehicle owner or another person legally entitled to authorize the action.
- Any repair authorization or estimate shall be in writing and separate from towing and storage charges.
- The contractor shall maintain a chronological log of calls handled under the agreement, including dispatch, arrival, completion, vehicle identification, location, service provided, charges, storage, hold status, release date, and identity of the person receiving the vehicle.
- The contractor shall provide the Police Department with a monthly list of vehicles and inventoried personal property remaining in custody for more than thirty (30) days and shall make any other unclaimed vehicle report required by law.
- The Lady Lake Police Department or another authorized Town representative may inspect relevant facilities, equipment, and records when reasonably necessary to administer the agreement.
- The contractor shall promptly report service failures, complaints, vehicle damage, and any condition that may prevent timely performance.
- Nothing in the agreement may prevent a vehicle owner from selecting a towing company or destination when the owner has that right under applicable law and Police Department direction.

## 5. Terms of Agreement

### 5.1 Payment to the Town

In consideration of the Towing Company being called by the Town during the term of the Agreement, the Towing Company shall pay the Town Twelve Thousand Dollars (\$12,000) per contract year, payable in four (4) equal quarterly installments of Three Thousand Dollars (\$3,000). The first installment shall be due on the effective date of the Agreement and shall be prorated if the Agreement begins on a date other than the first day of a month. Thereafter, the Towing Company shall pay \$3,000 to the Town on the first day of each quarter for so long as the Agreement remains in effect.

### 5.2 Legislative Acknowledgment

The Town and Towing Company acknowledge Section 166.04465, Florida Statutes. The parties acknowledge that the monthly payments required by this competitively procured Agreement are neither a towing rate nor a fee or charge imposed upon the Towing Company by ordinance or rule. Rather, the Towing Company has voluntarily competed for the right to perform the services contemplated by the Agreement on behalf of the Town and, by entering the Agreement, accepts the monthly payment obligation as a material contract term. The parties intend and agree that the monthly payments are permissible under state law and do not violate Section 166.04465, Florida Statutes. In the event any portion of this RFP or contract concerning this RFP are declared void, the entire RFP or contract concerning this RFP are void.

**Term.** The initial term of the agreement will be three (3) years from the effective date. Renewal options will be up to two (2) additional one-year terms. Any renewal will depend on satisfactory performance, mutual agreement where required, and Town Commission approval.

**Rates.** Accepted rates will remain firm during the initial agreement term unless a change is approved in writing by the Town. The contractor may not impose duplicate, overlapping, or unlisted charges.

**Licenses and Compliance.** The contractor shall maintain all licenses, permits, registrations, and authorizations required to perform the services and shall comply with applicable law throughout the agreement term.

**Insurance and Indemnification.** Before beginning work and throughout the agreement term, the selected proposer shall maintain insurance with no less than the following minimum limits:

| Coverage                        | Minimum Limit                                                  |
|---------------------------------|----------------------------------------------------------------|
| Commercial General Liability    | \$1,000,000 each occurrence; \$2,000,000 aggregate             |
| Commercial Automobile Liability | \$1,000,000 combined single limit                              |
| Workers' Compensation           | Statutory limits; employer's liability as required by the Town |
| On-Hook / Cargo                 | \$250,000 each occurrence                                      |
| Garage Keepers Legal Liability  | \$500,000 each occurrence                                      |

The selected proposer shall name the Town, its officials, officers, employees, and agents as additional insureds where applicable and shall provide all endorsements required by the Town. Final insurance and indemnification language remains subject to Town Risk Management and Town Attorney approval.

**Public Records.** The contractor shall comply with Florida public-records requirements applicable to records made or received in connection with the agreement.

**Assignment.** The contractor may not assign the agreement or transfer responsibility for the services without prior written approval from the Town.

**Alternate Service and Cost Recovery.** If the contractor does not respond within the required time, cannot provide suitable equipment or capacity, fails to open the release facility promptly, or otherwise cannot complete an assignment, the Town may obtain service from another provider. The contractor shall reimburse the Town within thirty (30) days for the Town's documented additional cost caused by that failure.

**Performance and Progressive Remedies.** The Town may require corrective action and impose progressive remedies for late response, failure to open the release facility, insufficient equipment, improper charges, recordkeeping deficiencies, or other nonperformance. Repeated or material failure may result in a draw on performance security, temporary suspension of calls, or termination.

**Termination.** The Town may terminate the Agreement for cause if the Contractor commits a material default and does not correct it within fifteen (15) days after written notice. The town may terminate immediately when the default threatens public safety, involves unlawful conduct or insurance.

**Contractor's Business Risk.** The contractor is responsible for its capital and operating costs and is not entitled to Town reimbursement for equipment, facility, staffing, or other investments made to fulfil the agreement.

## 6. Minimum Qualifications

Each proposer must demonstrate that it:

- Is legally authorized to conduct business and provide towing services in Florida.
- Has demonstrated experience providing towing, recovery, storage, and roadside-assistance services.
- Can provide twenty-four-hour dispatch and service throughout the agreement term.
- Has qualified drivers, sufficient towing and recovery equipment, and a secure storage facility.
- Can meet the Category 1 and Category 2 response requirements.
- Can maintain the records and customer-service practices required by this RFP.
- Can obtain and maintain the insurance required by the final agreement.

The Town may verify licenses, references, facility information, equipment, and other proposal representations before award. Failure to satisfy a mandatory requirement may make a proposal nonresponsive.

## 7. Proposal Submittal Requirements

Proposals shall be complete, signed, and organized in the order below. The narrative portion of Tabs 1 through 7 shall not exceed ten (10) pages. Required Town forms, licenses, insurance documentation, addenda acknowledgments, and other documentary proof are excluded from the page count. Narrative pages beyond the limit will not be reviewed.

| Tab | Section                            | Required Content                                                                                                                                                |
|-----|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | Cover Letter and Firm Information  | Legal name, address, contact information, business structure, authorized representative, and brief statement of interest.                                       |
| 2   | Qualifications and Experience      | Relevant towing-service experience and three client references using Attachment C.                                                                              |
| 3   | Personnel, Equipment, and Facility | Dispatch plan, staffing, tow trucks and recovery equipment, and primary storage/release facility.                                                               |
| 4   | Service Approach                   | Plan for Category 1 and Category 2 calls, response monitoring, customer service, records, property protection, Police Department holds, and complaint handling. |
| 5   | Financial Proposal                 | Completed and signed Attachment A.                                                                                                                              |
| 6   | Required Documentation             | Licenses, business registration, insurance documentation.                                                                                                       |
| 7   | Exceptions and Certification       | Clearly identify requested exceptions and submit signed Attachment B.                                                                                           |

## 8. Selection Process

An Evaluation Committee composed of 5 Town staff will review responsive proposals. The Town may request clarification, verify references, inspect a proposed storage facility or equipment, or conduct interviews. The Committee will make a recommendation for Town Commission consideration.

| Evaluation Criterion                                      | Points     |
|-----------------------------------------------------------|------------|
| Qualifications and relevant experience                    | 20         |
| Personnel, equipment, and storage facility                | 20         |
| Approach to Category 1 and Category 2 services            | 25         |
| Response capability, administration, and customer service | 15         |
| Proposed customer rates                                   | 20         |
| <b>TOTAL</b>                                              | <b>100</b> |

Working-draft financial scoring: proposed customer rates will be reviewed for legal compliance, completeness, overall reasonableness, transparency, and burden on vehicle owners. The fixed payment to the Town is a mandatory contract term and is not scored.

## 9. General Conditions

**Reservation of Rights.** The Town reserves the right to accept or reject any or all proposals, waive informalities or irregularities, request clarification, negotiate with one or more proposers as permitted, cancel or re-issue the solicitation, and accept the proposal determined to be in the Town's best interest.

**Late Proposals.** A proposal received after the stated deadline will not be considered and will be returned unopened.

**Proposal Costs.** All costs of preparing, submitting, presenting, inspecting, or negotiating a proposal are the proposer's responsibility.

**Public Opening.** Proposals will be publicly opened at the place and time stated in the final solicitation. The public opening is for receipt and identification of proposals; evaluation and award will occur afterward.

**Public Records and Confidential Material.** Proposals become public records subject to Florida law. A proposer claiming a lawful exemption must clearly identify the specific material and legal basis for the claimed exemption.

**No Binding Oral Information.** Oral statements, explanations, or interpretations do not modify this RFP. Only a written addendum issued by the Town may change the solicitation.

**Ownership of Submittals.** Submitted proposals and related materials become the property of the Town and will not be returned, except for late proposals as stated above.

## Attachment A - Customer Rate Proposal

Enter the maximum rate proposed for each service. The completed schedule must include every charge the proposer intends to impose under the agreement. Accepted rates will become the maximum contract rates. Do not include taxes or charges that are not legally authorized. Proposed rates may not exceed the maximum rates applicable to the service when performed.

**Proposer:** \_\_\_\_\_

**Primary Storage Facility:** \_\_\_\_\_

### Vehicle Class Reference

The following weight bands are included to make proposals comparable and reflect the current Lake County towing schedule.

| Class    | Vehicle Description                                |
|----------|----------------------------------------------------|
| <b>A</b> | Up to 10,000 pounds gross vehicle weight.          |
| <b>B</b> | 10,001 through 19,500 pounds gross vehicle weight. |
| <b>C</b> | 19,501 through 25,000 pounds gross vehicle weight. |
| <b>D</b> | More than 25,000 pounds gross vehicle weight.      |

### Towing, Mileage, and Working-Time Rates

| Service                                                           | Unit         | Proposed Maximum Rate |
|-------------------------------------------------------------------|--------------|-----------------------|
| Class A base rate, including first 15 miles after initial hook-up | Per tow      | \$ _____              |
| Class A mileage after first 15 miles                              | Per mile     | \$ _____              |
| Class A waiting or working time after first 30 minutes            | Per 1/2 hour | \$ _____              |
| Class B base rate, including first 15 miles after initial hook-up | Per tow      | \$ _____              |
| Class B mileage after first 15 miles                              | Per mile     | \$ _____              |
| Class B waiting or working time after first 30 minutes            | Per 1/2 hour | \$ _____              |
| Class C base rate, including first 15 miles after initial hook-up | Per tow      | \$ _____              |
| Class C mileage after first 15 miles                              | Per mile     | \$ _____              |
| Class C waiting or working time after first 30 minutes            | Per 1/2 hour | \$ _____              |
| Class D base rate, including first 15 miles after initial hook-up | Per tow      | \$ _____              |
| Class D mileage after first 15 miles                              | Per mile     | \$ _____              |
| Class D waiting or working time after first 30 minutes            | Per 1/2 hour | \$ _____              |

## Attachment A - Customer Rate Proposal (continued)

### Storage and Release Rates

No storage fee may be charged when a vehicle has been stored for less than six (6) hours. Any storage or release charge must comply with applicable law and the accepted rate schedule.

| Service                                         | Unit                            | Proposed Maximum Rate |
|-------------------------------------------------|---------------------------------|-----------------------|
| Class A outdoor storage                         | Per 24 hours or lawful fraction | \$ _____              |
| Class A indoor storage                          | Per 24 hours or lawful fraction | \$ _____              |
| Class B outdoor storage                         | Per 24 hours or lawful fraction | \$ _____              |
| Class C outdoor storage                         | Per 24 hours or lawful fraction | \$ _____              |
| Class D outdoor storage                         | Per 24 hours or lawful fraction | \$ _____              |
| After-hours release, only if legally authorized | Per release                     | \$ _____              |

### Authorized Special Service Rates

| Service                                                           | Unit                  | Proposed Maximum Rate |
|-------------------------------------------------------------------|-----------------------|-----------------------|
| Drive-shaft removal                                               | Per occurrence        | \$ _____              |
| Air-line hook-up                                                  | Per occurrence        | \$ _____              |
| Axle removal                                                      | Per occurrence        | \$ _____              |
| Bumper, fairing, or air-foil removal                              | Per occurrence        | \$ _____              |
| Winching or recovery labor after first 30 minutes                 | Per 1/2 hour          | \$ _____              |
| Landoll, lowboy, or other specialized transport requested by Town | Per occurrence        | \$ _____              |
| Air-bag recovery equipment                                        | Per hour              | \$ _____              |
| Additional recovery personnel                                     | Per person / 1/2 hour | \$ _____              |
| Hazardous-material or spill-response labor, if legally authorized | Per 1/2 hour          | \$ _____              |
| Lien, title, or administrative charge, only if legally authorized | Per vehicle           | \$ _____              |
| Police requested citizen vehicle lockout assistance               | Per Call              | \$50.00               |

Pricing Certification: The undersigned certifies that the rates above are complete and represent the maximum charges proposed. No additional, duplicate, or overlapping charge will be imposed unless expressly listed in the accepted schedule, authorized by the resulting agreement, and permitted by law. The proposer will allow lawful retrieval of personal property and will not impose a charge for access that applicable law requires to be provided without charge.

**Authorized Signature:** \_\_\_\_\_

**Printed Name and Title:** \_\_\_\_\_

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

## Attachment B - Proposer Certification and Signature

The proposer certifies that:

- The proposal is complete and accurate to the best of the signer's knowledge.
- The signer is authorized to submit the proposal and bind the proposer.
- The proposer has reviewed the RFP and all acknowledged addenda.
- The proposer can provide the required services and meet the stated response times.
- The proposer will comply with accepted rates and the terms of the resulting agreement.
- The proposer accepts the fixed payment obligation stated in Section 5.1 and will furnish and maintain the approved performance security.
- The proposer will provide the services identified in Section 4.3 at no additional charge to the Town.
- The proposer has disclosed all requested exceptions below.

### Requested Exceptions

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### Proposer Information

|                                  |  |
|----------------------------------|--|
| <b>Legal Name</b>                |  |
| <b>Business Address</b>          |  |
| <b>Telephone</b>                 |  |
| <b>Email</b>                     |  |
| <b>Authorized Representative</b> |  |
| <b>Title</b>                     |  |
| <b>Signature</b>                 |  |
| <b>Date</b>                      |  |

## Attachment C - Client References

Provide three references for relevant towing, recovery, storage, or roadside-assistance work.

### Reference 1

|                        |  |
|------------------------|--|
| Agency / Organization  |  |
| Contact Name and Title |  |
| Telephone              |  |
| Email                  |  |
| Services Provided      |  |
| Contract Dates         |  |

### Reference 2

|                        |  |
|------------------------|--|
| Agency / Organization  |  |
| Contact Name and Title |  |
| Telephone              |  |
| Email                  |  |
| Services Provided      |  |
| Contract Dates         |  |

### Reference 3

|                        |  |
|------------------------|--|
| Agency / Organization  |  |
| Contact Name and Title |  |
| Telephone              |  |
| Email                  |  |
| Services Provided      |  |
| Contract Dates         |  |

## Attachment D - Evaluation Score Sheet

**Proposer:** \_\_\_\_\_

| Criterion                                                 | Maximum    | Score | Evaluator Notes |
|-----------------------------------------------------------|------------|-------|-----------------|
| Qualifications and relevant experience                    | 20         |       |                 |
| Personnel, equipment, and storage facility                | 20         |       |                 |
| Approach to Category 1 and Category 2 services            | 25         |       |                 |
| Response capability, administration, and customer service | 15         |       |                 |
| Proposed customer rates                                   | 20         |       |                 |
| <b>TOTAL</b>                                              | <b>100</b> |       |                 |

### Evaluator Recommendation

- ☐ Recommend for award  
☐ Recommend for interview/clarification  
☐ Do not recommend

**Evaluator Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

## Revised Attachment A - Customer Rate Proposal

Enter the maximum rate proposed for each service. The completed schedule must include every charge the proposer intends to impose under the agreement. Accepted rates will become the maximum contract rates. Do not include taxes or charges that are not legally authorized. Proposed rates may not exceed the maximum rates applicable to the service when performed.

**Proposer:** \_\_\_\_\_

**Primary Storage Facility:** \_\_\_\_\_

### Vehicle Class Reference

The following weight bands are included to make proposals comparable and reflect the current Lake County towing schedule.

| Class    | Vehicle Description                                |
|----------|----------------------------------------------------|
| <b>A</b> | Up to 10,000 pounds gross vehicle weight.          |
| <b>B</b> | 10,001 through 19,500 pounds gross vehicle weight. |
| <b>C</b> | 19,501 through 25,000 pounds gross vehicle weight. |
| <b>D</b> | More than 25,000 pounds gross vehicle weight.      |

### Towing, Mileage, and Working-Time Rates

| Service                                                           | Unit         | Proposed Maximum Rate |
|-------------------------------------------------------------------|--------------|-----------------------|
| Class A base rate, including first 15 miles after initial hook-up | Per tow      | \$ _____              |
| Class A mileage after first 15 miles                              | Per mile     | \$ _____              |
| Class A waiting or working time after first 30 minutes            | Per 1/2 hour | \$ _____              |
| Class B base rate, including first 15 miles after initial hook-up | Per tow      | \$ _____              |
| Class B mileage after first 15 miles                              | Per mile     | \$ _____              |
| Class B waiting or working time after first 30 minutes            | Per 1/2 hour | \$ _____              |
| Class C base rate, including first 15 miles after initial hook-up | Per tow      | \$ _____              |
| Class C mileage after first 15 miles                              | Per mile     | \$ _____              |
| Class C waiting or working time after first 30 minutes            | Per 1/2 hour | \$ _____              |
| Class D base rate, including first 15 miles after initial hook-up | Per tow      | \$ _____              |
| Class D mileage after first 15 miles                              | Per mile     | \$ _____              |
| Class D waiting or working time after first 30 minutes            | Per 1/2 hour | \$ _____              |

## Revised Attachment A - Customer Rate Proposal (continued 1)

### Storage and Release Rates

No storage fee may be charged when a vehicle has been stored for less than six (6) hours. Any storage or release charge must comply with applicable law and the accepted rate schedule.

| Service                                         | Unit                            | Proposed Maximum Rate |
|-------------------------------------------------|---------------------------------|-----------------------|
| Class A outdoor storage                         | Per 24 hours or lawful fraction | \$ _____              |
| Class A indoor storage                          | Per 24 hours or lawful fraction | \$ _____              |
| Class B outdoor storage                         | Per 24 hours or lawful fraction | \$ _____              |
| Class C outdoor storage                         | Per 24 hours or lawful fraction | \$ _____              |
| Class D outdoor storage                         | Per 24 hours or lawful fraction | \$ _____              |
| After-hours release, only if legally authorized | Per release                     | \$ _____              |

### Authorized Special Service Rates

| Service                                                           | Unit                  | Proposed Maximum Rate |
|-------------------------------------------------------------------|-----------------------|-----------------------|
| Drive-shaft removal                                               | Per occurrence        | \$ _____              |
| Air-line hook-up                                                  | Per occurrence        | \$ _____              |
| Axle removal                                                      | Per occurrence        | \$ _____              |
| Bumper, fairing, or air-foil removal                              | Per occurrence        | \$ _____              |
| Winching or recovery labor after first 30 minutes                 | Per 1/2 hour          | \$ _____              |
| Landoll, lowboy, or other specialized transport requested by Town | Per occurrence        | \$ _____              |
| Air-bag recovery equipment                                        | Per hour              | \$ _____              |
| Additional recovery personnel                                     | Per person / 1/2 hour | \$ _____              |
| Hazardous-material or spill-response labor, if legally authorized | Per 1/2 hour          | \$ _____              |
| Lien, title, or administrative charge, only if legally authorized | Per vehicle           | \$ _____              |
| Police requested citizen vehicle lockout assistance               | Per Call              | \$50.00               |

## Revised Attachment A - Customer Rate Proposal (continued 2)

### Equipment with Service, and Small Equipment Service Rates

| Service                 | Unit           | Proposed Maximum Rate |
|-------------------------|----------------|-----------------------|
| Re-hook fee             | Per occurrence | \$ _____              |
| Clear Zone Inspection   | Per occurrence | \$ _____              |
| Sub-Contractor Services | Per occurrence | \$ _____              |
| Absorbent               | Per occurrence | \$ _____              |
| Bagster Large           | Per occurrence | \$ _____              |
| Bagster Medium          | Per occurrence | \$ _____              |
| Crash Wrap              | Per occurrence | \$ _____              |
| Debris Bags             | Per occurrence | \$ _____              |
| Dump Fees               | Per occurrence | \$ _____              |
| Environmental Clean Up  | Per occurrence | \$ _____              |
| Excavator               | Per hour       | \$ _____              |
| Large Dollies           | Per occurrence | \$ _____              |
| Small Dollies           | Per occurrence | \$ _____              |
| Nylon Recovery Straps   | Per occurrence | \$ _____              |
| Skid Steer              | Per hour       | \$ _____              |
| Support Trucks          | Per occurrence | \$ _____              |
| Blower                  | Per occurrence | \$ _____              |
| Power Broom             | Per occurrence | \$ _____              |
| Pallet Jack             | Per occurrence | \$ _____              |
| Chainsaw                | Per occurrence | \$ _____              |
| Chop Saw                | Per occurrence | \$ _____              |
| Sawzall                 | Per occurrence | \$ _____              |

Pricing Certification: The undersigned certifies that the rates above are complete and represent the maximum charges proposed. No additional, duplicate, or overlapping charge will be imposed unless expressly listed in the accepted schedule, authorized by the resulting agreement, and permitted by law. The proposer will allow lawful retrieval of personal property and will not impose a charge for access that applicable law requires to be provided without charge.

**Authorized Signature:** \_\_\_\_\_

**Printed Name and Title:** \_\_\_\_\_

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

| Towing RFP Final Scoresheet |                   |            |              |                  |                       |             |
|-----------------------------|-------------------|------------|--------------|------------------|-----------------------|-------------|
| <i>Firm Name</i>            | Carol<br>Osbourne | Steve Hunt | Jason Brough | Andru<br>Eckardt | Rodolpho<br>Gutierrez | Total Score |
| KLING TOWING                | 87                | 87         | 80           | 55               | 84                    | 393         |
| ACES TOWING                 | 94                | 98         | 95           | 90               | 90                    | 467         |
| TALC TOWING                 | 77                | 80         | 60           | 78               | 76                    | 371         |

**DRAFT MINUTES OF THE TOWN COMMISSION MEETING  
TOWN OF LADY LAKE, FLORIDA**

**September 9, 2026**

The regular meeting of the Lady Lake Town Commission was held in the Commission Chambers at Lady Lake Town Hall, 409 Fennell Blvd., Lady Lake, Florida, with Mayor Freeman presiding. The meeting convened at 6:00 p.m.

**1. CALL TO ORDER**

**2. ROLL CALL**

| Commissioner (Ward) | Present |
|---------------------|---------|
| Regan (Four)        | YES     |
| McLea (Two)         | YES     |
| Roberts (One)       | YES     |
| Sage (Five)         | YES     |
| Freeman (Three)     | YES     |

**STAFF PRESENT**

Bill Lawrence, Town Manager; Kathy Rosado, Town Clerk; Thad Carroll, Growth Management Director; Rebecca Higgins, Senior Planner; Police Chief Steve Hunt, Lady Lake Police Department; Deputy Chief Jason Brough, Lady Lake Police Department; Lt. Robert Tempesta, Lady Lake Police Department; Lt. Allen Greene, Lady Lake Police Department; C.T. Eagle, Public Works Director; Mike Burske, Parks and Recreation Director; Joella LeDonne, Finance Director; Brandi Carson, Assistant Finance Director; Tamika DeLee, Human Resources Director; Aly Herman, Library Director; and Carol Osborne, Deputy Town Clerk.

Town Attorney Derek Schroth was also in attendance.

**3. INVOCATION**

Led by Reverend Taylor – St. George Episcopal Church

**4. PLEDGE OF ALLEGIANCE**

**5. PRESENTATIONS**

a. Proclamation – Constitution Week September 17-23, 2026, read by Mayor Ed Freeman.

**6. CONSENT (Public Comment Taken)**

1     **a. Human Resources** — Consideration of Approval of the Fiscal Year 2026-2027 Holiday  
2         Schedule. (Tamika DeLee)

3         Item pulled by Mayor Freeman.

4     **b. Parks and Recreation** — Consideration of Approval for the Lady Lake Historical Society  
5         to Serve Alcohol at an After-Hours Event in September or October. (Mike Burske)

6         Item pulled by Commissioner McLea.

7     **c. Town Clerk's Office** — Approval of the Town Commission Budget Workshop Minutes,  
8         July 21, 2026, and August 21, 2026; Commission Special Conceptual Workshop Minutes,  
9         August 17, 2026; and Town Commission Meeting Minutes, August 17, 2026. (Kathy  
10        Rosado)

11    Commissioner Roberts stated that she notified the clerk's office of a number transposition in  
12    the August 17 Budget Workshop minutes.

13    Town Clerk Kathy Rosado advised that the error has been corrected.

14    **Upon a motion by Commissioner Regan and seconded by Commissioner McLea, the**  
15    **Commission approved the Consent Agenda Item C. Motion passed 5-0.**

16         **a. Human Resources – Holiday Schedule (Kathy Rosado)**

17    Town Clerk Kathy Rosado stated that town staff who work four, 10-hour days, are not  
18    afforded the same holidays as those who work five, 8-hour days. The town's holiday schedule  
19    has separate listings for each and do not include the same holidays for both schedules. This  
20    raises the question whether the two schedules are providing an equivalent holiday benefit.

21    Ms. Rosado emphasized that the town does not calculate holiday benefits based on the  
22    number of hours in an employee's workday. It is the number of paid holidays or days off  
23    provided for employees. The intent should be that an employee working a four-day, 10-hour  
24    schedule receives an equitable holiday benefit compared with an employee working a  
25    traditional five-day, 8-hour schedule.

26    The provision for holidays that fall on weekends is when a holiday falls on a Saturday, the  
27    Friday before is observed and when it falls on a Sunday, the Monday after is observed. She  
28    stated that the goal is to ensure the policy is clear, consistent, and equitable for employees  
29    working both schedules.

30    Ms. Rosado asked the commission to consider additional hours for 10-hour scheduled  
31    employees for the 2026-2027, which would be a floating holiday for the day after  
32    Thanksgiving and Christmas Day, and consideration for Thursday, New Year's Eve, and  
33    Thursday, June 17 for the Juneteenth holiday.

Mayor Freeman requested to table this item to the September 21 meeting, which will allow the commission additional time for review.

**Upon a motion by Commissioner Roberts and seconded by Commissioner McLea, the Commission tabled Consent Agenda item A to the September 21, 2026, Town Commission Meeting. Motion passed 5-0.**

**b. Parks and Recreation — Consideration of Approval for the Lady Lake Historical Society to Serve Alcohol at an After-Hours Event in September or October. (Mike Burske)**

Mike Burske, Parks & Recreation Director stated that the Lady Lake Historical Society is proposing to host an after-hours wine and cheese event at the Lady Lake Historical Museum. The event would feature either World War II-era or Civil War-era historical re-enactors and would provide an opportunity for guests to learn more about the period and the museum's historical collections in an informal setting.

The Historical Society is requesting permission from the Town to serve alcoholic beverages, specifically wine, during the event. The event would be held after normal museum hours.

A date for the event has not yet been established. The Historical Society should provide the proposed event date, anticipated attendance, hours of operation, and details regarding the manner in which alcohol will be served. Any applicable Town requirements, insurance requirements, and State of Florida alcohol regulations should also be reviewed and satisfied before the event is held.

Staff is seeking direction regarding whether the Town is agreeable to allowing the Historical Society to conduct the proposed event and serve alcohol at the museum, subject to the completion of all required approvals and compliance with applicable regulations.

Commissioner McLea stated that she is not opposed to this event yet there is a potential liability issue. There is a requirement that if a town facility is reserved by the public, police must be present if alcohol is being served. She stated that there are state regulations for non-profit organizations regarding how they serve alcohol versus selling alcohol.

Mr. Burske stated that he discussed this with the Historical Society representative and was assured that complimentary samples of wine and cheese would be provided, and alcohol would not be sold. He stated that the lease agreement states that the town owns the train depot and the Historical Society may opt to insure the artifacts inside.

Commissioner McLea confirmed with Mr. Burske that the rules and regulations for the community building are similar for other events held in town-owned buildings.

Mr. Burske stated there is no policy in place for non-profit organizations

Commissioner McLea stated that a permit is required when a non-profit organization sells alcohol for a fundraiser. She inquired about the town's liability if the non-profit organization does not follow the guidelines outlined by the state.

Town Attorney Derek Schroth stated that the town is liable if it does not take the appropriate safeguards to ensure that the group complies.

**Upon a motion by Commissioner McLea and seconded by Commissioner Roberts, the Commission tabled Consent Agenda item B to the September 21, 2026, Town Commission Meeting. Motion passed 5-0.**

## **7. PUBLIC HEARINGS & QUASI-JUDICIAL HEARINGS (Public Comment Taken)**

### **a. Finance – Resolution 2026-110 – First and Final Reading – Adoption of the Tentative Millage Rate for FY2026-2027. (Joella LeDonne)**

Finance Director Joella LeDonne stated that calculation errors were identified after the agenda packets were distributed. The budget summary included in the meeting packet is incorrect. The errors have been corrected, and the amended budget summary was distributed to the commissioners this evening. She stated there were no other changes.

Finance Director Joella LeDonne stated this Resolution sets the Fiscal Year 2026-2027 tentative property tax millage rate of 3.6510 mills per \$1,000 taxable valuation, which is 4.04% greater than the current year's rolled-back rate of 3.5064.

Per State Statute Chapter 200.065, the Town of Lady Lake must hold a public hearing on the tentative millage rate and proposed budget. At this hearing, the Town Commission will discuss the tentative millage rate and, if changed, recompute its tentative millage rate and publicly announce the percent, if any, by which the recomputed tentative millage is greater than or less than the rolled-back rate and approve the resolution.

As a reminder, the Town Commission can increase the mill rate at this meeting, but at the second public hearing on September 21st, you will not be able to increase it from what was approved at this meeting. This tentative rate, plus any other rate below this rate, requires an affirmative vote of three members of the Town Commission.

This hearing was advertised via the TRIM notice mailed out by the property appraiser.

Staff recommends approval of Resolution 2026-110.

Commissioner Roberts clarified that the percentage changes represent more taxable properties located in Lady Lake this year. Some values have increased, resulting in more money collected. The millage rate is not changing from last year.

**Upon a motion by Commissioner Roberts and seconded by Commissioner McLea, the Commission approved the first and final reading of Resolution 2026-110, Adoption of the Tentative Millage Rate for FY2026-2027. Motion passed 5-0.**

**b. Finance – Ordinance 2026-11 – First Reading – Adoption of the Operating Budget for Fiscal Year 2026-2027. (Joella LeDonne)**

Town Attorney Derek Schroth introduced Ordinance 2026-11, read by title only.

Finance Director Joella LeDonne stated that calculation errors were identified in the Utility Fund after the agenda packets were distributed. The errors have been corrected, and the amended draft Ordinance 2026-11 was distributed to the commissioners this evening. She stated the only change was the Utility Fund total.

Finance Director Joella LeDonne stated the ordinance sets the Fiscal Year 2026-2027 budget estimated revenue, expenditures, and expenses for the General Fund, the Special Revenue Fund, and Utilities Fund.

Per State Statute Chapter 200.065, the Town of Lady Lake must hold a public hearing on the tentative millage rate and proposed budget. At this hearing, the Town Commission will amend and approve the first reading of the budget ordinance after adoption of the tentative millage rate.

The hearing was advertised via the TRIM notice mailed out by the Property Appraiser. The second and final reading will be held on September 21, 2026.

Staff recommends approval of Ordinance 2026-11.

**Upon a motion by Commissioner Roberts and seconded by Commissioner Sage, the Commission approved the first reading of Ordinance 2026-11, Adoption of the Operating Budget for Fiscal Year 2026-2027, by the following roll call vote:**

| Commissioner (Ward) | Vote |
|---------------------|------|
| Regan (Four)        | YES  |
| McLea (Two)         | YES  |
| Roberts (One)       | YES  |
| Sage (Five)         | YES  |
| Freeman (Three)     | YES  |

**Motion passed by a vote of 5-0.**

**Discussion**

1 Commissioner Roberts stated that a past Commission voted to pay the Planning and Zoning  
2 Board a monthly stipend. She stated that the P&Z board does not meet monthly yet are still  
3 paid monthly regardless if they are present at a meeting. She proposed amending the  
4 compensation to be per meeting held, and no member receives compensation if they are not  
5 present at a meeting. She stressed that she is not disputing their responsibility on the board.  
6 She stated that Lake County Planning and Zoning Board does not get paid.

7 Town Manager Bill Lawrence noted the P&Z board's cumulative salary is included in the  
8 budget in the event the monthly meetings are held as scheduled.

9 Growth Management Director Thad Carroll stated that a lot of decisions are presented to the  
10 P&Z board. It is a recommending body and not a popular board. He stated that there have  
11 been contentious meetings in the past and their names are sometimes published in news  
12 articles. The members have faced a lot of scrutiny in their communities. It was believed that  
13 the members of this high-profile voluntary board should be compensated.

14 Commissioner Regan stated that he was not paid when he was a member of the Planning and  
15 Zoning board. He stated that he is in favor of the board being compensated.

16 Commissioner McLea stated that she would like time to review this issue.

## 17 **Discussion**

18 Commissioner Roberts stated that the Charter mandates that commissioners can only vote  
19 themselves a raise following an election. With the recent Charter amendment of holding  
20 elections in even-numbered years, this means the commissioners cannot vote themselves a  
21 raise in odd numbered years.

22 Attorney Schroth concurred, adding that the commissioners could receive a raise by  
23 resolution and have it effective the day after a general election.

24 Commissioner Roberts stated that many commissioners throughout that state are not  
25 compensated while others from large cities are paid very well along with benefits. She stated  
26 that given the commissioners' time commitment, it is not inappropriate for them to be  
27 compensated.

28 Commissioner Sage inquired whether this should have been a charter amendment at the  
29 same time the referendum to alter the commissioners' terms of office was on the ballot.

30 Attorney Schroth stated that a resolution notifies the residents before an election whether  
31 the commission voted for a raise for itself.

32 Jason Accurso

1 Mr. Accurso inquired whether this resolution would have been voted on when the  
2 commissioners were running for election.

3 Attorney Schroth reiterated that the charter stipulates a resolution for the commissioners'  
4 salary increase can be passed prior to a general election.

5 **c. Growth Management – Resolution 2026-109 – First and Final Reading – Special Permit**  
6 **Use for Electronic Message Board – Florida Credit Union – Pursuant to Chapter 17, Section**  
7 **17-3(e)(4) of the Town of Lady Lake Land Development Regulations, an application has**  
8 **been submitted for the installation of an electronic message board as part of a proposed**  
9 **freestanding sign for Florida Credit Union, located within the Hammock Oaks Commercial**  
10 **Park, addressed as 1202 Highway 466, within the Town limits of Lady Lake. (Thad Carroll)**

11 Town Attorney Derek Schroth introduced Resolution 2026-109, read by title only.

12 Growth Management Director Thad Carroll stated that on Tuesday, August 18, 2026, Shaw Lee  
13 with Dowling Signs of North Central Florida, LLC, filed a Special Permit Use application for the  
14 installation of an electronic message board in accordance with the provisions of LDR Chapter  
15 17, Section 17-3(e)(4), on behalf of the property owner, Florida Credit Union. The subject  
16 property is located at 1202 Highway 466, within the Hammock Oaks Commercial Park and the  
17 town limits of the Town of Lady Lake, Florida.

18 Subject Property: Planned Unit Development (PUD); North: Highway 466 ROW/Planned  
19 Commercial (CP)/Mixed Residential Medium Density (MX-8); West: Planned Unit Development  
20 (PUD); East: Planned Unit Development (PUD); South: Planned Unit Development (PUD).

21 The nearest residential property is located approximately 150 feet from the proposed sign.

22 Applications for Special Permit Use (SPU) must be made to the Town in accordance with the  
23 procedures established for Electronic Message Boards pursuant to Chapter 17, Section 17-  
24 3(e)(4).

25 Electronic message boards must comply with the following guidelines:

26 Shall only be placed on approved freestanding signs.

27 Maximum copy area shall not exceed fourteen (14) square feet per side.

28 Flashing, scintillating, beacon, or running lights, as well as movement which gives the  
29 visual impression of such flashing, scintillation, or movement, shall not be allowed.

30 Shall only display text. The text shall be amber-colored or similar lettering with black  
31 background.

All electronic message boards/marquee signs are required to incorporate dimming features and capabilities. These features will be reviewed concurrently with the permitting process.

All other applicable sign regulations shall be met. Approval of the Special Permit Use does not constitute approval of the sign permit. Any required permits shall be obtained prior to installation.

Public Notices: Notices to inform the surrounding ten property owners within 150' of the subject property were mailed on Thursday, August 27, 2026. Notification signs were posted on the property on Thursday, August 27, 2026.

Staff has not received any correspondence regarding this application.

Past Actions: Special Permit Use resolutions are not heard by the Planning and Zoning Board.

Commissioner Regan confirmed with Mr. Carroll that the sign would be illuminated 24 hours.

David Eckhardt, Florida Credit Union

Mr. Eckhardt added that the sign will include time and temperature, CD rates, mortgage rates, etc., and it is located next to the gas station.

Commissioner Sage expressed his concerns that the digital sign would be distracting to the residents of Spring Arbor.

Mr. Carroll stated that flashing signage is not permitted per town code so as not to disturb nearby residents.

**Upon a motion by Commissioner Roberts and seconded by Commissioner McLea, the Commission approved the first and final reading of Resolution 2026-109, Special Permit Use for Electronic Message Board – Florida Credit Union, by the following roll call vote:**

| Commissioner (Ward) | Vote |
|---------------------|------|
| Regan (Four)        | YES  |
| McLea (Two)         | YES  |
| Roberts (One)       | YES  |
| Sage (Five)         | YES  |
| Freeman (Three)     | YES  |

**Motion passed by a vote of 5-0.**

**8. NEW BUSINESS – (Public Comment Taken)**

**a. Finance/Public Works – Presentation – Stantec Consulting Services, Inc. to present the findings of the Utility Rate Study. (Brandi Carson/C.T. Eagle)**

Assistant Finance Director Brandi Carson stated that the Town Commission previously approved a Utility Rate Study to be performed by the consultant, Stantec. If the findings presented are accepted by Town Commission, Town staff will present a resolution for consideration, effective October 01, 2026.

Leticia Doohaluk – Senior Manager with Stantec

Ms. Doohaluk gave a PowerPoint presentation outlining the growth and infrastructure of the Town through 2032. This study included the funds required to meet these needs.

Ms. Doohaluk stated that the town's utility rates are lower than the national average. She advised adopting 25% sewer, water, and reclaimed water rate increases for FY 2027, FY 2028 and FY 2029. She recommended performing these studies annually due to growth assumptions, debt terms, and overall economic changes that could impact these projections.

Commissioner Roberts inquired about the projected rate used to calculate the final numbers.

Ms. Doohaluk stated they went through the details of the identified development, worked with Mr. Eagle and Ms. LeDonne, and examined neighborhood by neighborhood and determined what has been permitted, how many have paid impact fees, etc. She stated that the projection is conservative.

Commissioner Roberts confirmed with Ms. Doohaluk that the funds collected will not be affected if the proposed amendment to eliminate property taxes passes in November.

Ms. Doohaluk clarified that the enterprise fund is funded by the utility rates. Property tax collection is a separate fund.

**Upon a motion by Commissioner Roberts and seconded by Commissioner McLea, the Commission approved the results of the Utility Rate Study performed by Stantec. Motion passed 5-0.**

**b. Finance/Public Works – Consideration of Resolution 2026-111 – First and Final Reading – Amending Resolution 2020-103, Which provides for Rates, Fees and Service Charges for the Department of Utilities Services, pursuant to the Authority of Ordinance 91-11; Providing for Repeal of Conflicting Provisions; providing Severability; and Providing for an Effective Date. (Brandi Carson/C.T. Eagle)**

Assistant Finance Director Brandi Carson stated the Town Commission recently accepted the findings of the Water, Sewer, and Reuse Rates Study performed by the consultant, Stantec.

1 This resolution amends the current rates and fees to those recommended in the study,  
2 effective October 01, 2026.

3 Commissioner Sage verified with Ms. Carson that all existing customers will be affected by  
4 these annual increases.

5 Town Manager Bill Lawrence clarified that the town does not provide utility services to the  
6 residents who live in The Villages, and they are not affected by these increases.

7 Staff recommends approval of Resolution 2026-111.

8 **Upon a motion by Commissioner Roberts and seconded by Commissioner Regan, the**  
9 **Commission approved Resolution 2026-111 on first and final reading. Motion passed 5-0.**

10 **c. Parks & Recreation – Discussion, Review, and Direction for a Six-Year Lease for the**  
11 **Bob Johnson Legacy Driving Range Maintained and Run by the American Legion Post 347**  
12 **and the Orange Blossom Gardens Lions Club. (Mike Burske)**

13 Mike Burske, Parks & Recreation Director, stated that the American Legion Post 347 and the  
14 Orange Blossom Gardens Lions Club have met with the Town to discuss what the next lease  
15 cycle would look like for the driving range. The organizations are looking to invest heavily in  
16 their golf lessons and in rewiring the range. In the discussions, the town asked for enhanced  
17 donations to our events, as funds have been drastically cut for the upcoming season. The  
18 organizations use revenue from the range to fund many community projects and initiatives.  
19 The proposed terms of this lease are for six years, including the remaining year left on the  
20 current lease. We currently receive \$250 per organization for a total of \$500 per year. The  
21 current terms of the lease will expire September 30, 2027. If desired, we will start the new six-  
22 year lease on October 01, 2026.

23 Commissioner Sage stated that each of these organizations has not presented their  
24 respective budget as requested by the commission. He acknowledged the many town  
25 charities that these organizations support, yet the driving range generates a lot of money  
26 annually. The lease should include guaranteed contributions for town events from these  
27 organizations.

28 Mr. Burske stated that the OBG Lions Club and the American Legion must agree to that  
29 proposal.

30 Commissioner McLea stated the Parks and Recreation budget has been cut significantly and  
31 this will affect the residents of the town, especially in her ward. She stated that the American  
32 Legion has not presented their budget as requested. She is not in favor of this proposal.

1 Mr. Lawrence stated that he and Mr. Burske met with the American Legion's new commander,  
2 who is willing to donate to the town events.

3 Commissioner Roberts stated that she is in favor of a defined monthly donation for the Parks  
4 and Recreation events budget rather than an annual lease amount.

5 Commissioner McLea stated that over \$100K was cut from the Parks and Recreation budget,  
6 which covered Light Up Lady Lake, fireworks, and promotional activities. She asked the town  
7 manager if the finance director could provide an itemized donations account from each  
8 organization. She stated that she is in favor of these organizations operating the driving  
9 range, yet an amended lease agreement is necessary.

10 Barbara Crewell, President, Orange Blossom Gardens Lions Club (OBG)

11 Ms. Crewell stated the organization is in favor of contributing more to the town. She  
12 confirmed with Mr. Lawrence that the report she submitted was received.

13 Ms. Crewell clarified that the town drafted the terms of the lease agreement and it has not  
14 been amended during its ten-year period. She outlined the many organizations that the OBG  
15 supports, noting that some of the children of Lady Lake would not be able to enjoy camps or  
16 events due to medical or financial constraints.

17 Ms. Crewell stated that the costly upgrades to the facility would not be required if the group  
18 responsible for maintaining the driving range had done so correctly in the past. She explained  
19 that there are capital expenses that need to be addressed. The driving range was not utilized  
20 this summer as in the past due to the extreme heat resulting in lower revenue.

21 Mayor Freeman stated that he will contact the new commander at the American Legion to  
22 discuss the commission's concerns.

23 Pastor Paul Harsh, First Baptist Church of Lady Lake

24 Mr. Harsh expressed his support of non-profit organizations and concurred that  
25 accountability is important. An itemized report detailing which charities benefit from their  
26 support is essential.

27 **Upon a motion by Commissioner Roberts and seconded by Commissioner McLea, the**  
28 **Commission tabled this agenda item to the September 21, 2026, Town Commission**  
29 **meeting. Motion passed 5-0.**

30 **d. Parks & Recreation – Consideration of Approval to Renew the Lease Agreement for**  
31 **the Lady Lake Soccer Association and the Town of Lady Lake. (Mike Burske)**

32 Mr. Burske stated that the Lady Lake Soccer Association is requesting to renew its lease  
33 agreement with the town for one year. There are two seasons each year at \$500 per season.

1 The total current revenue from the league will be \$1,000 for the year. The dates on the  
2 document are the only changes made and the new lease is effective October 01, 2026,  
3 through September 30, 2027. The Soccer Association invests around \$40,000 per season to  
4 program soccer. This results in significant savings for the Town in both personnel costs and  
5 supplies.

6 **Upon a motion by Commissioner McLea and seconded by Commissioner Roberts, the**  
7 **Commission approved the lease renewal for the Lady Lake Soccer Association. Motion**  
8 **passed 5-0.**

9 **e. Parks & Recreation – Consideration of Approval to Renew the Lease Agreement with**  
10 **the Lady Lake Babe Ruth League. (Mike Burske)**

11 Mr. Burske stated that the Lady Lake Babe Ruth League has requested to renew the lease  
12 agreement with the Town. The field rental is \$500 per season, and the parents run the league  
13 for the Town. The dates on the document are the only changes made and the new lease is  
14 effective October 01, 2026, through September 30, 2027. This is a parent-driven league that  
15 provides a significant benefit to the Town. The parents volunteer their time, raise funds, and  
16 purchase the necessary supplies and equipment to operate the league. Similar to the soccer  
17 league, it costs approximately \$30,000–\$40,000 per season to operate a baseball program.  
18 The parents' volunteer efforts and fundraising significantly reduce the financial burden on the  
19 Town and save the Town a substantial amount of money.

20 **Upon a motion by Commissioner McLea and seconded by Commissioner Roberts, the**  
21 **Commission approved the lease agreement for the Lady Lake Babe Ruth League. Motion**  
22 **passed 5-0.**

23 **f. Parks & Recreation – Consideration of Approval for the Lady Lake Kiwanis to Renew**  
24 **the Lease Agreement for the Caboose at Veterans/Log Cabin Park. (Mike Burske)**

25 Mr. Burske stated that the Lady Lake Kiwanis is seeking to renew the lease for the caboose at  
26 the Log Cabin for one year. The caboose, train cars, and the depot were installed by and  
27 funded by the Kiwanis many years ago, and they have always used the caboose as a storage  
28 unit for their event supplies. The terms of this lease are \$20 per year. This will be paid at the  
29 time of the signing of the lease.

30 **Upon a motion by Commissioner Roberts and seconded by Commissioner Regan, the**  
31 **Commission approved renewing the Lady Lake Kiwanis lease agreement for the Caboose at**  
32 **Veterans/Log Cabin Park. Motion passed 5-0.**

**g. Parks & Recreation – Consideration of Approval to Renew the Lease Agreement with the Lady Lake Dog Park Association for the Dog Park at the Rolling Acres Sports Complex. (Mike Burske)**

Mr. Burske stated that the Lady Lake Dog Park Association is once again requesting to renew the lease agreement with the Town for one year for \$20. The park has no power and uses very little water, and the Parks and Recreation staff mow the park for the association. Expenses are extremely minimal, and they pay for supplies for repairs. Once again, this is a volunteer organization, which eliminates the need for the Town to staff the park.

**Upon a motion by Commissioner Roberts and seconded by Commissioner McLea, the Commission approved the lease agreement with the Lady Lake Dog Park Association for the dog park. Motion passed 5-0.**

**h. Parks & Recreation – Consideration of Approval to Renew the Lease Agreement with the Lady Lake Historical Society for the Train Depot. (Mike Burske)**

Mr. Burske stated that the Lady Lake Historical Society is requesting to renew the lease for the train depot at Veterans Park. The town pays for power and water for the building, and they fall under our liability insurance. It is the responsibility of the museum to insure the building's contents if they desire. The Historical Society runs a museum for the town at minimal expense to the town. The current lease will expire on September 30, 2026, and will renew on October 01, 2026. The Town currently charges \$20 for the previous two-year lease and will charge \$20 for the new one-year lease. As you know, we assist the museum in our annual budget, and their volunteers assist the Town in saving money by not having to hire staff.

**Upon a motion by Commissioner Sage and seconded by Commissioner Regan, the Commission approved renewing the lease agreement for the Lady Lake Historical Society for the train depot. Motion passed 5-0.**

**9. MAYOR AND COMMISSIONER'S REPORT**

Commissioner McLea stated that she will be attending the opening day ceremony of the Babe Ruth League baseball season at the ball park on Saturday.

Commissioner Sage commended Town Clerk Kathy Rosado for her assistance with this year's election process.

**10. TOWN MANAGER'S REPORT**

Town Manager Bill Lawrence stated that a Commission Branding Workshop is scheduled for Wednesday, September 23 at 2:30 p.m. The company Inspire Placemaking will be presenting ideas and the commission and staff will be discussing their ideas and concepts.

Babe Ruth League opening ceremony is on Saturday, September 12 at 9:00 a.m.

Mr. Lawrence stated that due to events being cut from the Parks and Recreation budget, Mr. Burske and Ms. Alicia are exploring alternative sources of funding for town events.

#### **11. TOWN ATTORNEY'S REPORT**

Town Attorney Derek Schroth stated that a special exception use application for a convenience store with gas pumps that was presented to the commission at a previous meeting has gone to mediation. The commission denied the application, and the applicant has invoked a special proceeding under Section 70.51, the Florida Land Use and Environmental Dispute Resolution Act. He will attend the mediation on Thursday, September 10, along with Mr. Lawrence and Mr. Carroll, and an agreement will be presented to the commission at an upcoming meeting.

Mr. Schroth stated that information from the Grand Oaks court proceedings should be available within the next six weeks.

#### **PUBLIC COMMENTS**

Kent Guinn

Mr. Guinn stated that he made the requested updates to the agreement regarding the water and sewer capacity reservation for the Lake Ella Independent Living Facility. He stated the amended agreement was submitted to the town attorney for review.

Mr. Schroth advised that he received the amended agreement overnight via email. He reviewed the documents and stated that the agreement could be presented at the September 21 meeting.

Town Clerk Kathy Rosado stated that the item must go through the proper process to be added to the next commission meeting agenda.

Rick Carlins

Mr. Carlins expressed his views on surveillance cameras, data centers, and the bible.

Jason Accurso

Mr. Accurso expressed his appreciation to the town's parks and recreation department, and his support of Charlie Kirk.

Paul Harsh

Mr. Harsh expressed his views on homosexuality.

#### **12. ADJOURN**

1 There being no further business to discuss, the meeting adjourned at 8:12 p.m.

2 \_\_\_\_\_

3 Kathleen Rosado, Town Clerk

4 \_\_\_\_\_

5 Ed Freeman, Mayor

**DRAFT MINUTES OF THE SPECIAL COMMISSION MEETING  
TOWN OF LADY LAKE, FLORIDA**

**September 14, 2026**

The regular meeting of the Lady Lake Town Commission was held in the Commission Chambers at Lady Lake Town Hall, 409 Fennell Blvd., Lady Lake, Florida, with Mayor Ed Freeman presiding. The meeting convened at 5:30 p.m.

**CALL TO ORDER**

Mayor Ed Freeman

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

| Commissioner (Ward) | Present |
|---------------------|---------|
| Regan (Four)        | YES     |
| McLea (Two)         | YES     |
| Roberts (One)       | YES     |
| Sage (Five)         | YES     |
| Freeman (Three)     | YES     |

**STAFF PRESENT**

Bill Lawrence, Town Manager; Joella LeDonne, Finance Director; Brandi Carson, Assistant Finance Director; Thad Carroll, Growth Management; Kathy Rosado, Town Clerk; and Carol Osborne, Deputy Town Clerk.

**ADMINISTRATIVE ITEMS**

**1. Resolution 2026-106 (First and Final Reading) — A Resolution of the Town of Lady lake, Florida; Relating to the Imposition of a Special Assessment for Fire Protection Services within The Villages Fire Protection Special Assessment District; Providing a Description of Fire Protection Services, Facilities or Programs to be Provided within The Villages Fire Protection Special Assessment District; Determining the Final Fire Protection Services Cost to be Assessed; Describing the Method of Apportioning Fire Protection Services Assessed Cost; Establishing a Final Assessment Rate Directing Preparation of the Initial Assessment Roll; Providing for Notice to be Mailed; Providing for Publication of Notice; and Providing an Effective Date. (Joella LeDonne)**

1 Town Attorney Taylor Tremel introduced Resolution 2026-106, read by title only.

2 Finance Director Joella LeDonne stated that the rates have not changed since last year.

3 Mayor Freeman inquired why the town processes this assessment for the residents of The  
4 Villages. Why isn't it processed through Lake County.

5 Town Manager Bill Lawrence clarified this is a pass-through process with The Villages Fire  
6 Department, which only covers The Villages.

7 Commissioner Roberts stated the town had a choice to adopt The Villages Fire rate or adopt  
8 the Lake County fire protection rate for the properties of Lady Lake which are in The Villages.

9 Ms. LeDonne stated the Lake County fire protection rate is \$415, and The Villages Fire  
10 Protection rate is \$320.71.

11 Commissioner Sage verified with Ms. LeDonne that the resolution is a procedural process for  
12 the tax collector.

13 Ms. LeDonne clarified that the commission approved an increase in 2025. The commission  
14 must pass a resolution annually for the assessment to be on the tax roll regardless of whether  
15 the assessment amount changes or remains the same. The resolution must be submitted to the  
16 county property appraiser by September 15, so it is on the tax roll.

17 **Upon a motion by Commissioner Roberts and a second by Commissioner Sage, the**  
18 **Commission approved the first and final reading of Resolution 2026-106, adopting the Final**  
19 **Assessment for Fire Protection Services within The Villages Fire Protection Special**  
20 **Assessment District. Motion carried 4-1 (Freeman)**

21 **Resolution 2025-107 (First and Final Reading) — A Resolution of the Lady lake Town**  
22 **Commission Relating to the Imposition of a Special Assessment for Solid Waste Collection**  
23 **and Disposal Services, Facilities, and Programs within the Solid Waste Special Assessment**  
24 **District; Providing a Description of Solid Waste Collection and Disposal Services, Facilities or**  
25 **Programs to be Provided within the Solid Waste Special Assessment District; Determining**  
26 **the Final Solid Waste Assessed Cost to be Assessed; Describing the Method of Apportioning**  
27 **Solid Waste Assessed Costs; Establishing a Final Assessment Rate for the Upcoming Fiscal**  
28 **Year; Establishing a Maximum Assessment Rate; Establishing a Maximum Assessment Rate;**  
29 **Directing Preparation of the Initial Assessment Roll; Providing for Notice to be Mailed;**  
30 **Providing for Publication of Notice; and providing an Effective Date. (Joella LeDonne)**

31 Town Attorney introduced Resolution 2025-107, read by title only.

1 Finance Director Joella LeDonne stated the rates remain the same. There are no changes from  
2 last years rate.

3 Commissioner McLea inquired how the rates are determined. She confirmed with Ms. LeDonne  
4 that the current rate will remain for the next three years.

5 Ms. LeDonne stated the costs are projected for five years.

6 Commissioner Sage asked if Waste Management collects for the entire town, and when this  
7 contract expires.

8 Ms. LeDonne stated that there are three years remaining on this contract.

9 **Upon a motion by Commissioner Sage and a second by Commissioner McLea, the**  
10 **Commission approved the first and final reading of Resolution 2026-107. The motion carried**  
11 **5-0.**

12 **ADJOURN**

13 There being no further business, the meeting was adjourned at 5:41 p.m.

14 \_\_\_\_\_  
15 Kathleen Rosado, Town Clerk

16 \_\_\_\_\_  
17 Ed Freeman, Mayor



# TOWN COMMISSION MEETING AGENDA ITEM

## TOWN OF LADY LAKE, FLORIDA

### AGENDA ITEM TITLE

**Finance — Resolution 2026-112** — Adopting the Final Property Tax Millage Rate for Fiscal Year 2026-2027. (Joella LeDonne)

### AGENDA ITEM ID

2026-308

### DEPARTMENT

Finance

### SUMMARY

This Resolution sets the Fiscal Year 2026-2027 final property tax millage rate of 3.6510 mills per \$1,000 taxable valuation, which is 4.04% greater than the current year's rolled back rate of 3.5064.

Per State Statute Chapter 200.065, the Town of Lady Lake must hold a public hearing on the tentative millage rate and proposed budget. At this hearing, the Town Commission will discuss the tentative millage rate and if changed, re-compute its tentative millage rate and publicly announce the percent, if any, by which the re-computed tentative millage is greater than or less than the rolled-back rate and approve the resolution.

As a reminder, the Town Commission could have increased the mill rate at the September 9, 2026, meeting, but at the second public hearing on September 21st, you will not be able to increase it from what was approved at the September 9th meeting. This rate, plus any other rate below this rate, requires an affirmative vote of three members of the Town Commission.

The hearing was advertised via the TRIM notice mailed out by the Property Appraiser.

### STAFF RECOMMENDATION

Staff recommends approval of the first and final reading of Resolution 2026-112, adopting the final millage rate of 3.6510 mills for Fiscal Year 2026-2027.

### FISCAL IMPACT

7,249,429

## FUNDING SOURCE

Ad Valorem

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

**WHEREAS**, the Town Commission of the Town of Lady Lake, Florida, has determined the amount of revenue required to meet the Town’s operating objectives for Fiscal Year 2026—2027; and

**WHEREAS** the gross taxable value for operating purposes not exempt from taxation within Lake County has been certified by the Lake County Property Appraiser to the Town of Lady Lake as \$2,042,028,429.

This resolution shall take effect immediately upon adoption.

**RESOLVED** this 21<sup>st</sup> day of **September 2026**, in Lady Lake, Florida, by the Lady Lake Town Commission.

## Town of Lady Lake, Florida

Ed Freeman, Mayor

Attest:

Kathleen Rosado, Town Clerk

Approved as to form:

Derek Schroth, Town Attorney

## MILLAGE RATE ANALYSIS – FISCAL YEAR

**Table 8: Taxable Value**

| Taxable Value                                                                                                                                                             |                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Current Year gross Taxable value (L. 4 DR-420)                                                                                                                            | \$2,042,028,429 |
| Prior Year Final Gross Taxable value (L. 7 DR-422)                                                                                                                        | \$1,961,152,510 |
| Total increase in net taxable value this year resulted in an 4.12% increase, which includes new construction of \$48,077,949 (L. 5) and increased values of \$50,457,568. | \$80,875,919    |

**Table 9: Millage Rate/Ad Valorem Tax Comparison**

|                                                                                                                                                                                                          | Millage Rate | Ad Valorem Taxes                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------------------------------|
| Last year's millage rate is 4.04% higher than the current year's rolled back rate.                                                                                                                       | 3.6510       | \$7,630,978 x 95% = \$7,249,429 |
| Current year rolled back rate, which is the amount needed to generate the same revenues as last year based on this year's taxable value less new construction.<br><br>Requires at least three yes votes. | 3.5064       | \$7,328,749 x 95% = \$6,962,312 |
| The majority vote maximum rate, which is a zero increase over the current year's rolled back rate and 8.27% decrease over last year's final rate.<br><br>Requires at least three yes votes.              | 3.5064       | \$7,328,749 x 95% = \$6,962,312 |
| Two-thirds vote maximum rate, which is a 4.06% increase over the current year's rolled back rate.<br><br>Requires at least four yes votes                                                                | 3.8570       | \$7,945,830 x 95% = \$7,548,539 |

The required votes are based on the total membership of the Town Commission, rather than the membership present at the meeting.



# TOWN COMMISSION MEETING AGENDA ITEM

## TOWN OF LADY LAKE, FLORIDA

### AGENDA ITEM TITLE

**Finance — Ordinance 2026-11** — Second and Final Reading — Adoption of Operating Budget for Fiscal Year 2026-2027. (Joella LeDonne)

### AGENDA ITEM ID

2026-288

### DEPARTMENT

Finance

### SUMMARY

The ordinance sets the Fiscal Year 2026-2027 budget estimated revenue, expenditures, and expenses for the General Fund, the Special Revenue Fund, and Utilities Fund.

Per State Statute Chapter 200.065, the Town of Lady Lake must hold a public hearing on the tentative millage rate and proposed budget. At this hearing, the Town Commission will approve the second and final reading of the budget ordinance after adoption of the millage rate.

The hearing was advertised via the TRIM notice mailed out by the Property Appraiser.

### STAFF RECOMMENDATION

Staff recommends approval of the second reading an adoption of Ordinance 2026-11, as presented, regarding adoption of the Fiscal Year 2026-2027 budget.

### FISCAL IMPACT

35,789,856

### FUNDING SOURCE

Operating, Capital Budget and other Funds.

1 **DRAFT ORDINANCE 2026-11**  
2 **TOWN OF LADY LAKE, FLORIDA**

3 AN ORDINANCE OF THE TOWN OF LADY LAKE, LAKE COUNTY, FLORIDA,  
4 ADOPTING THE OPERATING BUDGET FOR FISCAL YEAR OCTOBER 1, 2026  
5 THROUGH SEPTEMBER 30, 2027 FOR THE TOWN OF LADY LAKE; SETTING  
6 FORTH ANTICIPATED SOURCES OF REVENUE IN THE ESTIMATED AMOUNT  
7 OF \$35,789,856; SETTING FORTH EXPENDITURES IN AN EQUIVALENT  
8 AMOUNT; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES AND  
9 RESOLUTIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN  
10 EFFECTIVE DATE.

11 **WHEREAS**, the Town Manager of the Town of Lady Lake has prepared the annual  
12 report and budget for the Town of Lady Lake for fiscal year 2026-2027 and has submitted  
13 same to the Town Commission; and

14 **WHEREAS**, the proposed budget sets forth, in detail, information on revenues and  
15 expenditures, including debt service, and comparative figures for preceding fiscal years; and

16 **WHEREAS**, the Town Commission has made a study of the recommended budget and  
17 has made amendments thereto as indicated in the budget; and

18 **WHEREAS**, a general summary of the proposed budget has been duly advertised in a  
19 newspaper of general circulation in the Town with notice to all citizens that the budget is  
20 available for public inspection in the office of the Town Clerk; and

21 **WHEREAS**, a public hearing on the proposed budget has been conducted by the Town  
22 Commission at 6 p.m. on September 21, 2026, in the Town Commission Chambers at 409  
23 Fennell Blvd., Lady Lake, Florida.

24 **NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF**  
25 **LADY LAKE, LAKE COUNTY, FLORIDA:**

26 Section 1. The following amounts are appropriated for various funds:

| Fund # | Description                                     | Amount        |
|--------|-------------------------------------------------|---------------|
| 001    | General Fund                                    | \$ 23,360,932 |
| 101    | Special Revenue Fund (Infrastructure Sales Tax) | 2,235,561     |
| 401    | Utilities Fund                                  | 10,193,363    |
|        |                                                 | \$ 35,789,856 |

**Section 2.** The 2027 fiscal year budget for the Town of Lady Lake, as submitted by the Town Manager and as amended by the Town Commission to fund the amounts necessary for the successful operation of the Town departments, is hereby adopted.

**Section 3.** The budget adopted in the preceding section shall govern the expenditures of the Town during the ensuing fiscal year effective October 1, 2026 through September 30, 2027.

**Section 4.** Supplemental appropriations, reductions of appropriations, emergency appropriations, and interdepartmental transfers of appropriations may be effected by the Town Commission and the Town Manager as deemed necessary in strict compliance with the procedures specific in Article 7, Charter of the Town of Lady Lake, Florida.

**Section 5.** All ordinances, resolutions, or parts of ordinances or resolutions in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

**Section 6.** If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the ordinance, which can be given effect without the invalid provision, or application, and to this end, the provisions of this ordinance are declared severable.

**Section 7.** This ordinance shall become effective immediately upon final passage by the Town Commission.

**PASSED AND ADOPTED** this 21<sup>st</sup> day of **September, 2026**, in the regular session of the Town Commission of the Town of Lady Lake, Lake County, Florida, upon the second and final reading.

Town of Lady Lake, Florida

\_\_\_\_\_  
Ed Freeman

Attest:

\_\_\_\_\_  
Kathleen Rosado, Town Clerk

Approved as to form:

\_\_\_\_\_  
Derek Schroth, Town Attorney

**BUDGET SUMMARY SCHEDULES**

The budget was prepared using a millage rate of 3.6510

**Table 1: Summary of Funds to Be Reviewed  
Revenues and Expenditures/Expenses**

|                          | Revenues     | Expenditures/<br>Expenses |
|--------------------------|--------------|---------------------------|
| The General Fund         | 23,360,932   | 23,360,932                |
| The Special Revenue Fund | 2,235,561    | 2,235,561                 |
| The Utilities Fund       | 10,193,363   | 10,193,363                |
| Total - All Funds        | \$35,789,856 | 35,789,856                |



# TOWN COMMISSION MEETING AGENDA ITEM

## TOWN OF LADY LAKE, FLORIDA

### AGENDA ITEM TITLE

**Growth Management** - Waiver request to Section 3-3(e) of the Town's Land Development Regulations, for subject property being 1.0 acre located within the Hammock Oaks Commercial Park (previously considered as Ordinance 2026-01), which provides that applications for rezoning which are withdrawn after notice of a Planning and Zoning hearing, or denied by the Town Commission, may not be re-filed for a period of twelve (12) months, including any rezoning application concerning the same property, in whole or in part. (Thad Carroll)

### AGENDA ITEM ID

2026-287

### DEPARTMENT

Growth Management

### SUMMARY

On Monday, January 12, 2026, Craig Brashier with NV5, Inc, on behalf of property owner VSI Lady Lake, LLC, applied to amend the zoning entitlements for approximately 3.072 acres located within the Hammock Oaks Commercial Park at the southeast corner of the intersection of Cherry Lake Road and Highway 466. The request was to modify the uses under the Lady Lake Planned Unit Development (PUD) – zoning classification to allow Motor Vehicle Service Centers. This use would be limited to the 3.072-acre site. Motor Vehicle Service Center is the only additional use that was to be added by the amendment.

Pursuant to Section 3-3 (e) of the Town's Land Development Regulations, applicants are prohibited from filing an application for property which was denied by the Town Commission at the final hearing. Applications concerning the same property shall not again be accepted by the Town until twelve (12) months have passed from the date said application was withdrawn or denied. Any application for rezoning concerning the same property (in whole or in part) which was the subject of the prior application, which was withdrawn or denied, shall not be accepted until twelve (12) months have passed from the date said application concerning said property (in whole or in part) was withdrawn or denied.

However, Section 3-3(f) of the Town's Land Development Regulations allows the applicant to request a waiver of the twelve (12) month bar to re-file and of prohibition on multiple amendments. The Land Development Regulations state that the Town Commission may waive the twelve (12) month prohibition for multiple applications set forth in subsection d), the twelve (12) month bar set forth in subsection e), should it determine, by a majority vote, that a waiver is necessary to prevent injustice or to promote the health, safety, and general

welfare of the Town of Lady Lake.

On Thursday, August 27, 2026, Town staff received an email, along with a memorandum from Margot Maurer Patterson of NV5, Inc, on behalf of property owner VSI Lady Lake, LLC, respectfully requesting the Town Commission's consideration of a waiver to allow a new application to proceed through the Town's review process. The applicant contends that they have developed a substantially refined proposal in response to comments received during the Town Commission's consideration of Ordinance 2026-01. Per the included memorandum, the amendments include reducing the size of the rezoning area, revising the building orientation and architectural elevations, and providing additional information regarding noise studies and operational updates.

### **PAST ACTIONS**

At the February 9, 2026, meeting, the Planning and Zoning Board voted 5-0 to forward Ordinance 2026-01 to the Town Commission with the recommendation of approval. At the March 2, 2026, Town Commission meeting, the applicant requested to table Ordinance 2026-01 until the April 6, 2026, meeting. At the April 6, 2026, Town Commission meeting, the applicant requested to table Ordinance 2026-01 until the May 4, 2026, meeting. The ordinance was finally considered by the Commission at the May 4th meeting, at which time it was denied by a vote of 3 to 2.

### **STAFF RECOMMENDATION**

Growth Management Staff recommend approval of the waiver request to Section 3-3(e) of the Town's Land Development Regulations which provides that applications for rezoning which are withdrawn after notice of a Planning and Zoning hearing, or denied by the Town Commission, may not be re-filed for a period of twelve (12) months, including any rezoning application concerning the same property, in whole or in part.

### **FISCAL IMPACT**

None.

### **FUNDING SOURCE**

None.

August 27, 2026

Thad Carrol, AICP  
 Director, Growth Management Department  
 Town of Lady Lake  
 221 W Guava St.  
 Lady Lake, FL 32159

RE: VSI Lady Lake, LLC (Applicant) – Waiver Request - Hammock Oaks Planned Unit Development (PUD) Amendment (Ordinance 2026-01)

Dear Thad:

On behalf of VSI Lady Lake, LLC (Applicant), NV5, Inc. respectfully submits this request to waive the twelve (12) month bar to re-file a rezoning application on a property within the Hammock Oaks Planned Unit Development (PUD). On May 4, 2026, the Town of Lady Lake Commission heard Ordinance 2026-01, an ordinance amending the Commercial Permitted Uses on a  $\pm 3.072$ -acre area (a portion of Alternate Key 3957598) located in the designated commercial-use area of the Hammock Oaks PUD. Following the public hearing, the Applicant carefully evaluated the comments and sentiments expressed by the Commission and has since developed a substantially expanded proposal intended to directly address those issues.

As described below, the future application will incorporate significant changes to the scope of the request, site layout, building design, supporting technical studies, and operational information. These updates distinguish the proposal from the application previously considered by the Town Commission and support the Applicant's request for a waiver of the twelve (12) month restriction on re-filing.

Key updates include the following:

**1. Reduced Rezoning Area.** The future rezoning application will substantially reduce the area subject to the requested amendment. Rather than seeking approval for  $\pm 3.072$  acres within the commercial portion of the Hammock Oaks PUD, the new request will be limited to a  $\pm 1.0$ -acre area. By reducing the size of property subject to the amendment, the Applicant has narrowed the request to only the area that would be necessary to accommodate the proposed use, thereby limiting the extent of the rezoning and associated future development considerations.

**2. Conceptual Layout Plan and Building Orientation.** The future application will include a conceptual plan which demonstrates an east-west orientation of the proposed building. With this concept, the service bays will be directed east toward the adjacent Walmart gas and convenient store, rather than north toward County Road 466. This concept was developed in direct response to comments received during prior public hearings regarding the location of daily operations and their potential impacts. By orienting service bays toward an existing large-scale commercial use and internal parking area, activities associated with automotive service center will be directed inward toward the commercial center. The conceptual layout ensures greater separation between service-related operations and residential areas to the north and is intended to reduce the potential for off-site noise and visual impacts. This addition to the future rezoning application directly addresses feedback the Applicant received during the previous application review process.

**3. Noise Analysis and Supporting Information.** Recognizing noise was a primary concern expressed during review of the previous application, the future application will include a professional sound study which evaluates the proposed use and identifies anticipated noise impacts based on the desired development program. The study will be accompanied by supporting technical information and an objective analysis of potential operational sound levels to ensure future compliance with the Town's Noise Protection Standards contained in the Land Development Code (LDC). This information will provide the Town Commission with substantive new evidence for consideration.

**4. Architectural Elevations.** The Applicant will submit architectural elevations with the future application which incorporate feedback received from Town staff and Commissioners. The architectural design will further refine building aesthetics and demonstrate the Applicant's commitment to compatibility with the character of the surrounding highway commercial corridor along County Road 466. Furthermore, including architectural elevations with the rezoning application will provide the Town with an early opportunity to review the proposed architectural design prior to site/development plan review.

**5. Additional Operational Information.** The future application will also include supplemental operational information intended to address questions and comments raised throughout the prior review process. Information regarding the operation of the facility, site management practices, and other relevant operational processes will be provided to assist the Town in evaluating potential offsite impacts and the compatibility of the proposed use within the existing commercial use area.

In combination, these materials contribute to an application which is substantially different the proposal previously considered by the Town Commission. The refined site design and building orientation are particularly significant because they fundamentally alter how the proposed use functions on the site. By directing service operations toward the Walmart parking lot and internal commercial area, the proposal substantially reduces the potential for operational impacts on surrounding properties. As the future application will present significant changes, the Applicant respectfully requests that the Town Commission waive the twelve (12) month bar to re-file and proceed through the Town's application review process anew.

Sincerely,

NV5, Inc.

Margot Patterson, AICP  
Planning Project Manager  
Margot.Maurer@nv5.com

N:\2025\25-0768\Departments\02\_Planning\City-County\Waiver Request\MEMO 260827 VSI Lady Lake LLC.docx

## 1. NEW BUSINESS

**a. Growth Management — Ordinance 2026-01 – First Reading – Rezoning – Hammock Oaks Commercial Park PUD Amendment — An ordinance amending the permitted uses for certain property being approximately 3.072 acres owned by VSI Lady Lake, LLC; Referenced by a portion of Alternate Key 3957598; located south of County Road 466, east of Cherry Lake Road, and north of Copacabana Road; Amending the commercial permitted uses of the Planned Unit Development (PUD). (Thad Carroll)**

Growth Management Director Thad Carroll stated that Ordinance 2026-01 was continued from the April 6, 2026, Commission meeting. He stated that there has been no changes to the staff report since that time. He advised that the applicant has met with the residents of the Spring Arbor community, which is opposite this proposed PUD on CR 466.

Margot Maurer, NV5, Infrastructure Florida

Ms. Maurer stated that the amendment to the existing PUD is to allow a motor vehicle service center on an approximate 3-acre portion of the commercially designed land.

Ms. Maurer stated that in coordination with Commissioner Roberts a neighborhood meeting was conducted on April 28. She stated that the proposed amendment is consistent with the land use and a future land use amendment is not necessary. The site will adhere to one of the town's design standards. The area has existing approved access to CR 466 and Cherry Lake Road, and no new access points are proposed with this amendment.

Ms. Maurer stated that five members of the public attended the neighborhood meeting on April 28, that included four households from the Spring Arbor subdivision. She stated the main concerns were traffic and noise. She stated that the approved traffic study included future trips generated from the PUD and signalization on CR 466. She stated that the hours of operation are expected to be regular business hours. A licensed sound engineer will conduct a noise assessment to ensure the noise levels in residential areas do not exceed what the Town permits.

Commissioner Roberts thanked Ms. Maurer for the presentation for the residents of Spring Arbor. She stated that she appreciates the mitigation measures yet the residents in her Ward remain opposed to this proposed business.

Commissioner Regan inquired to the establishments scope of services.

Ms. Maurer stated that it is consistent with other motor vehicle service centers. She advised that interest for a service center is the reason for this amendment. A specific business has not been determined.

Commissioner McLea confirmed with Ms. Maurer that it is possible to redesign the building to relocate the bay doors away from the residential area.

Ms. Maurer replied affirmatively adding that the sound study would be conducted prior to final approval, which will determine the best way to reduce noise levels.

Eric Hertel, 106 Spring Arbor Land

Mr. Hertell expressed his opposition to the proposed amendment to the commercial PUD to include a vehicle service center.

Carol Hertel, 106 Spring Arbor Lane

Ms. Hertel expressed her opposition to the proposed amendment to the commercial PUD to include a vehicle service center.

Steven Reun, 112 Spring Arbor Lane

Mr. Reun expressed his opposition to the proposed amendment to the commercial PUD to include a vehicle service center.

Rich Bryce, 308 Del Mar Drive

Mr. Bryce expressed his opposition to the proposed amendment to the commercial PUD to include a vehicle service center.

Mayor Freeman asked if there were any questions or comments. Hearing none, he asked for a motion.

**Upon a motion by Commissioner Roberts and seconded by Commissioner Sage, the Commission denied the first reading of Ordinance 2026-01, Rezoning Hammock Oaks Commercial Park PUD Amendment, by the following roll call vote:**

| Commissioner (Ward) | Vote |
|---------------------|------|
| Regan (Four)        | Yes  |
| McLea (Two)         | No   |
| Roberts (One)       | Yes  |
| Sage (Five)         | Yes  |
| Freeman (Three)     | No   |

**Motion passed by a vote of 3-2.**



# TOWN COMMISSION MEETING AGENDA ITEM

## TOWN OF LADY LAKE, FLORIDA

### AGENDA ITEM TITLE

**Growth Management** - Consideration of the Water and Sanitary Sewer Utility Agreement between the Town of Lady Lake, and Lake County Development Partners LLC - Requesting Utilities Capacity Reservation of 115 Water ERU's and 115 Sewer ERU's on approximately 50.9 acres owned by Lake County Development Partners LLC, referenced as Lake Ella ILF, with the zoning entitlement of Planned Unit Development (PUD), located on the west side of Highway 27/441 and north of Lake Ella Road, within the Town of Lady Lake, Florida. (Thad Carroll/CT Eagle).

### AGENDA ITEM ID

2026-307

### DEPARTMENT

Growth Management

### SUMMARY

Lake County Development Partners LLC, is the owner of approximately 50.9 acres, referenced as Lake Ella ILF. The property is located on the west side of Highway 27/441 and lies north of Lake Ella Road. To serve the development with the required water and sewer supply, the owner/developer is seeking to encumber reservation of 115 Water Equivalent Residential Units (ERUs) and 115 Sewer ERUs. These reservations equate to 28,750 gallons per day ("gpd") in the Town's Water Facilities and 28,750 gallons per day ("gpd") in its Sewer Facilities. The site plan for Lake Ella ILF includes 475 units, which are the Independent Living Facility units, and 20 units of which are the Townhome units, totaling 495 units. The Developer has agreed to utilize the Town's water and sewer facilities to benefit the development and to the terms and conditions hereinafter set forth in the attached Agreement, as provided by the Town.

The sum for the total ERU allocation is \$547,055. To ensure performance by the developer, the Town, in its sole discretion, may rescind and void this Agreement in its entirety should Lake County Development Partners Developer not obtain a building permit to initiate construction of the Development within 180 days after the Utility Agreement is approved by the Town Commission, the capacity reserved under the Agreement shall be forfeited, and all money paid to reserve capacity shall also be forfeited.

This agreement was reviewed by the Town Attorney, Derek Schroth, and Town Staff and determined correct in form for consideration and approval by the Town Commission. Capacity for future phases of development will be reserved under a separate agreement.

**PAST ACTIONS**

At the October 15, 2025, meeting, the Town Commission approved Ordinance 2025-13, amending the entitlements for the Planned Unit Development (PUD) zoning designation, adding the uses of office complex/office warehouse facility, adult care facility/assisted living facility/nursing home, and multi-family dwelling, age restricted 55 plus. The use of condominiums was removed as an allowed use under the amendment.

**STAFF RECOMMENDATION**

Growth Management/Public Works Staff recommends approval of the Water, Sewer, and Reuse Utility Agreement for Lake County Development Partners LLC – Requesting Capacity Reservation of 115 Water ERUs, and 115 Sewer ERUs.

**FISCAL IMPACT**

\$165,025 of revenue toward water impact fees.

\$382,030 of revenue toward sewer impact fees.

**FUNDING SOURCE**

None



# TOWN COMMISSION MEETING AGENDA ITEM

## TOWN OF LADY LAKE, FLORIDA

### AGENDA ITEM TITLE

**Human Resources** — Consideration of Approval of the Fiscal Year 2026-2027 Holiday Schedule. (Tamika DeLee)

### AGENDA ITEM ID

2026-302

### DEPARTMENT

Human Resources

### SUMMARY

20250903

### STAFF RECOMMENDATION

Human Resources

### FISCAL IMPACT

Human Resources staff recommend approval of the Fiscal Year 2026-2027 Holiday Schedule.

The holiday schedules for Fiscal Year 2026-2027 are attached for review. The schedules reflect holidays based on the eight and ten-hour workdays. Holiday pay has been included in the budget.

### FISCAL IMPACT

Not applicable

### SOURCE OF FUNDING

Not applicable

### FUNDING ACCOUNT

Not applicable

### FUNDING SOURCE



## **Holiday Schedule Fiscal Year 2026-2027**

### **Eight Hour Day**

Veteran's Day, Wednesday, November 11, 2026  
Thanksgiving Day, Thursday, November 26, 2026  
Day after Thanksgiving, Friday, November 27, 2026  
Christmas Eve, Thursday, December 24, 2026  
Christmas, Friday, December 25, 2026  
New Year's Day, Friday, January 1, 2027  
Martin Luther King, Jr. Day, Monday, January 18, 2027  
President's Day, Monday, February 15, 2027  
Memorial Day, Monday, May 31, 2027  
Juneteenth, Saturday, June 19, 2027\*  
Independence Day, Sunday, July 4, 2027\*  
Labor Day, Monday, September 6, 2027  
Personal Day Employee Choice

### **Ten Hour Day**

Veteran's Day, Wednesday, November 11, 2026  
Thanksgiving Day, Thursday, November 26, 2026  
Christmas Eve, Thursday, December 24, 2026  
Martin Luther King, Jr. Day, Monday, January 18, 2027  
President's Day, Monday, February 15, 2027  
Memorial Day, Monday, May 31, 2027  
Independence Day, Sunday, July 4, 2027\*  
Labor Day, Monday, September 6, 2027  
Personal Day Employee Choice

\*This holiday falls on a Saturday, the Friday before will be observed.

\*This holiday falls on Sunday, the Monday after will be observed.

\*\* Employees are eligible to use a Personal Day after 90 days of employment. Personal Day must be used during the 2026-2027 Fiscal Year. It cannot be carried over.



# TOWN COMMISSION MEETING AGENDA ITEM

## TOWN OF LADY LAKE, FLORIDA

### AGENDA ITEM TITLE

**Parks & Recreation** — Discussion, Review, and Direction for a Six-Year Lease for the Bob Johnson Legacy Driving Range Maintained and Run by the American Legion Post 347 and the Orange Blossom Gardens Lions Club. (Mike Burske)

### AGENDA ITEM ID

2026-303

### DEPARTMENT

Parks & Recreation

### SUMMARY

The American Legion Post 347 and the Orange Blossom Gardens Lions Club have met with the Town to discuss what the next lease cycle would look like for the driving range. The organizations are looking to invest heavily in their golf lessons and in rewiring the range. In the discussions, the town asked for enhanced donations to our events, as funds have been drastically cut for the upcoming season. The organizations use revenue from the range to fund many community projects and initiatives. The proposed terms of this lease are for six years, including the remaining year left on the current lease. We currently receive \$250 per organization for a total of \$500 per year. The current terms of the lease will expire on September 30, 2027. If desired, we will start the new six-year lease on October 01, 2026.

**Update: This item was tabled until tonight's meeting. After discussion at the last meeting, the Commission instructed staff to renegotiate the terms of the lease to include a fixed monthly rate or a lump-sum annual cost. The terms of the current lease are still in effect for one year. We will continue to discuss and negotiate the terms of the future lease with the lessees. Staff will bring this item back up in the future.**

### STAFF RECOMMENDATION

Approval for the lease

### FISCAL IMPACT

\$500 per year plus donations to the Town and our leagues

### FUNDING SOURCE

Driving Range



## TOWN COMMISSION MEETING AGENDA ITEM TOWN OF LADY LAKE, FLORIDA

### AGENDA ITEM TITLE

**Parks and Recreation** - Consideration of Approval for the Lady Lake Historical Society to Serve Alcohol at an After-Hours Event in September or October. (Mike Burske)

### AGENDA ITEM ID

2026-310

### DEPARTMENT

Parks & Recreation

### SUMMARY

The Lady Lake Historical Society is proposing to host an after-hours wine and cheese event at the Lady Lake Historical Museum. The event would feature either World War II-era or Civil War-era historical re-enactors and would provide an opportunity for guests to learn more about the period and the museum's historical collections in an informal setting.

The Historical Society is requesting permission from the Town to serve alcoholic beverages, specifically wine, during the event. The event would be held after normal museum hours.

A date for the event has not yet been established. The Historical Society should provide the proposed event date, anticipated attendance, hours of operation, and details regarding the manner in which alcohol will be served. Any applicable Town requirements, insurance requirements, and State of Florida alcohol regulations should also be reviewed and satisfied before the event is held.

Staff is seeking direction regarding whether the Town is agreeable to allowing the Historical Society to conduct the proposed event and serve alcohol at the museum, subject to the completion of all required approvals and compliance with applicable regulations.

**Update: This item was tabled at the last Town Commission meeting to be brought back tonight. By working with the Town Attorney and our insurance carrier, we will not be able to accommodate this request at this time. We have a route to allow alcohol at events sponsored by the organizations that utilize town property, but in this instance, we did not have adequate time to receive the needed insurance for the event without rushing the documents. The Historical Society will serve nonalcoholic beverages for this event.**

### STAFF RECOMMENDATION

Approve the event without alcohol being served at the event.

**FISCAL IMPACT**

**FUNDING SOURCE**