

# TOWN OF ASTATULA

## 'Special' Regular Council Meeting Agenda

Thursday, January 23, 2025 – 4:00 PM

TOWN HALL

### Town Council Members

Zane Teeters, Jr. – Mayor  
Marjorie Boyd – Vice-Mayor  
Jeanne Quiros  
Ryan Wilbur  
Kay MacQueen

### Town Staff

Jennifer Tucker, Town Clerk  
Wally Hoagland, Police Chief  
Tom Harowski, Interim Town Planner  
David Langley, Town Attorney

### Call to Order

### Invocation & Pledge of Allegiance

### Roll Call, Acknowledgement of Quorum Present and Proper Notice Given

### Welcome and Introduction of Guests

#### A. CITIZENS QUESTIONS AND COMMENT

##### **CITIZEN QUESTION AND COMMENT PERIOD**

At this point in the meeting the Town Council will hear questions, comments, and concerns from the citizens. If the issue raised is not on today's agenda, action will not be taken by the Council at this meeting. Questions may be answered by staff or referred for appropriate staff action. If further action is necessary, the item may be placed on a future Board agenda. Zoning and code enforcement matters cannot be discussed during the public comment period. Procurement matters not scheduled to be heard by the Council today also cannot be discussed during the public comment period. Public comment may be limited 3 minutes.

#### B. AGENDA REVIEW

#### C. NEW BUSINESS

1. Discussion and approval to hire Bret Jones, PA as a consultant for the Town of Astatula.

#### D. ADJOURNMENT:

Please Note: In accordance with F.S. 286.0105; Any person who desires to appeal any decision or recommendation at this meeting will need a record of the proceedings, and that for such purpose may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is based. The Town of Astatula does not prepare or provide this verbatim record.  
Note: In accordance with the F.S. 286.26; Any Persons with disabilities needing assistance to participate in any of these proceedings should contact Town Hall, 25009 CR 561, Astatula FL 34705, (352) 742-1100 at least two business days in advance of the meeting.

#### IMPORTANT DATES:

Regular Council Meeting – February 11<sup>th</sup> @ 6:30pm



January 20, 2025

**Scope of Work**  
**Consultant Services for the Town of Astatula**

**Purpose**

We (the "Consultant") will provide professional advisory services to the Town of Astatula (the "Town") to support the Town in achieving effective administration of its charter through strategic guidance and coordination with appropriate professionals. This Scope of Work (this "Agreement") outlines the responsibilities, deliverables, and objectives of the Consultant, ensuring value-added services with minimal operational impact on the Consultant's time and maximal result to the Town.

---

**Scope of Services**

The Consultant will perform the following services:

**1. Facilitate Effective Communication**

- Promote collaborative decision-making and constructive dialogue among Town officials, including providing impartial input to address any operational or administrative differences between key stakeholders
- Serve as a neutral advisor to support alignment on shared priorities and enhance cooperation in achieving the Town's goals

**2. Strategic Advisory Services**

- Provide recommendations to the Town Council and/or Town Administrator regarding the hiring or contracting of professionals necessary to fulfill the Town's charter requirements
- Evaluate the Town's needs in legal, administrative, financial, and operational capacities, ensuring alignment with its strategic goals

**3. Professional Referrals and Screening**

- Identify and recommend qualified professionals (e.g. financial officers, planners, auditors) to meet the Town's specific needs
- Review credentials and proposals from potential candidates or firms to ensure competency, compliance, and value for services

---

#### 4. Charter Administration Oversight

- Offer advisory input on practices for administering the Town charter
- Provide recommendations for streamlining processes and improving efficiencies within the Town's administrative structure

#### 5. Meetings and Communications

- Attend up to two (2) Town Council or staff meetings per month, either in person or virtually, to provide updates and gather input
- Serve as an advisor for consultations with Town officials, with a limit of two (2) scheduled hours per month for direct communication outside Town Council or staff meetings

#### 6. Monthly Reporting

- Provide a concise monthly report summarizing observations, recommendations, and notes in the form attached hereto

---

#### Consultant Responsibilities

- Ensure orderly and professional delivery of advisory services
- Act in good faith on behalf of the Town
- Limit involvement to advisory functions, delegating execution tasks to Town staff or contracted professionals as appropriate

#### Town of Astatula Responsibilities

- Provide timely access to necessary documents, staff, and meeting schedules
- Designate a primary point of contact for streamlined communications with the Consultant
- Ensure that decisions based on Consultant recommendations are implemented by Town staff or contracted professionals
- Ensure timely payment of the Consultant's invoices, as set forth in this Agreement

---

#### Compensation and Term

- The Consultant will receive a flat fee of \$7,500.00 per month (the "Fee") for the outlined services, payable in advance on the first day of each month.
- This Agreement will be reviewed after four (4) months, with the possibility of renewal based on performance and mutual agreement between the Consultant and the Town.
- The Consultant reserves the right to terminate this Agreement at any time and for any reason. In the event that the Consultant terminates the Agreement, the Consultant reserves the right to retain the Fee.

**Exclusions**

The following tasks are excluded from the Consultant’s services:

- Day-to-day administrative or operational duties;
- Execution or management of contracts or projects beyond the advisory role; and
- Legal representation or drafting of legal documents.

The aforementioned list is not exhaustive.

**The Town shall not construe any of the services provided by Consultant to be legal representation. The Consultant is not the attorney of record for the Town, and none of the services provided by the Consultant or statements provided herein shall indicate that an attorney-client relationship exists between the Consultant and the Town.**

---

**AGREED TO AND ACCEPTED:**

CONSULTANT:

\_\_\_\_\_ January \_\_\_\_\_, 2025  
Bret Jones, Esq.

TOWN OF ASTATULA:

\_\_\_\_\_ January \_\_\_\_\_, 2025  
Name:  
Title:



Law Offices of  
**Bret Jones P.A.**  
ATTORNEYS AND COUNSELORS



**Monthly Report  
Consultant Services for the City of Astatula**

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

Observations:

---

---

---

---

---

Recommendations:

---

---

---

---

---

Notes:

---

---

---

---

---

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