

COUNCILOR ORIENTATION



Town of Howey-in-the-Hills
December 10, 2024



Welcome to Council Orientation

Purpose of Orientation:

- Provide new councilors with a thorough understanding of their roles and responsibilities.
- Serve as a refresher for returning councilors.

Goals:

- Familiarize councilors with the town's structure, governance, and procedures.
- Ensure councilors understand their role in decision-making and policy creation.
- Provide resources to help councilors excel in their role.



Lake County Government

- ▶ **Lake County Constitutional Officers:**

- ▶ Supervisor of Elections
- ▶ Clerk of the Court
- ▶ Tax Collector
- ▶ Property Appraiser
- ▶ Sheriff

- ▶ **Lake County Board of County Commissioners:**

- ▶ Five members; Howey is in District 3 (Chairman Kirby Smith)

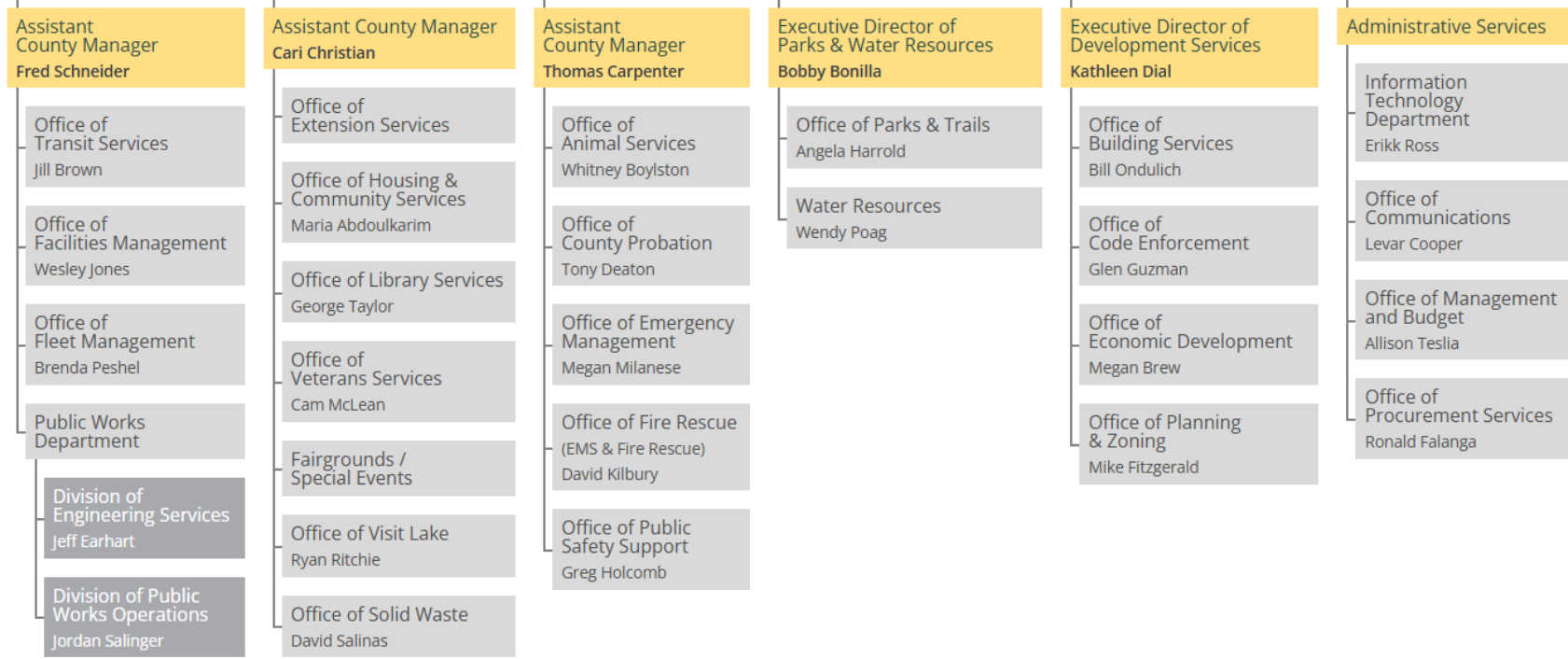
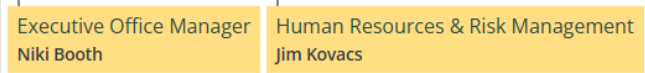
- ▶ **Lake County School Board:**

- ▶ Five members

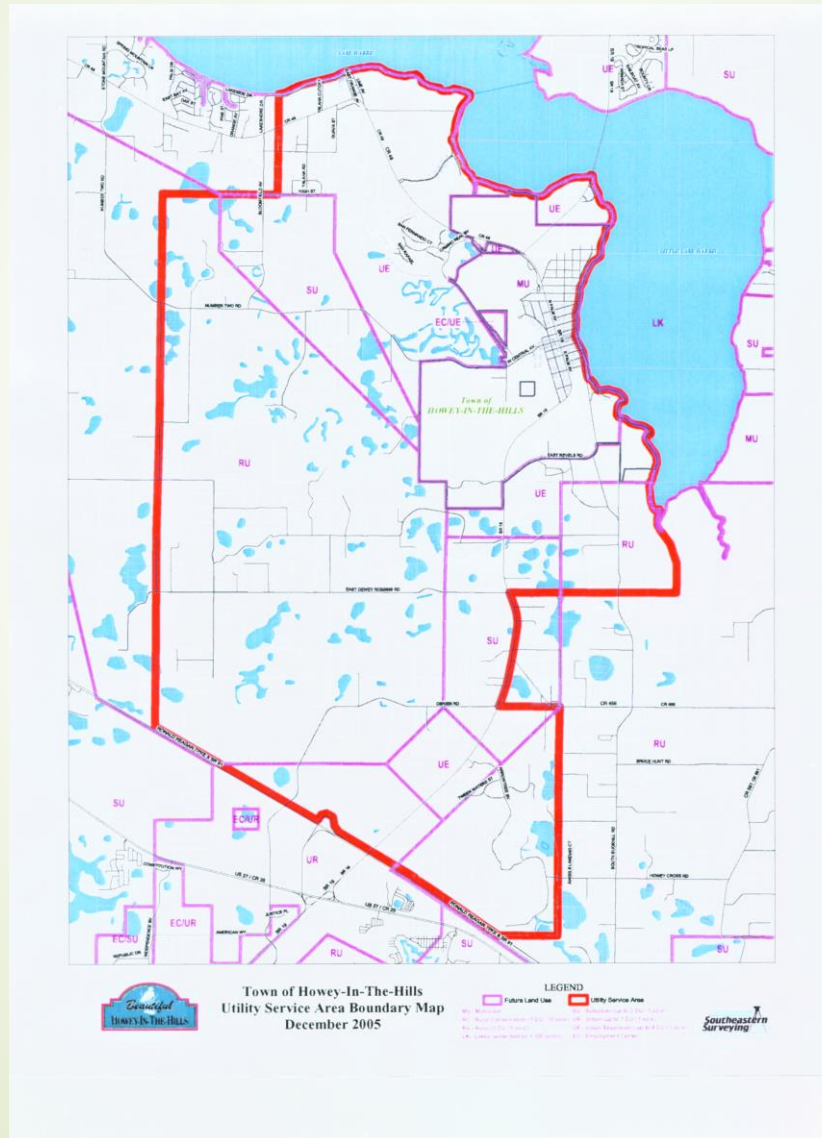
- ▶ **Municipalities:**

- ▶ 14 municipalities (cities and towns) in Lake County, 13 of which have a manager-council form of government

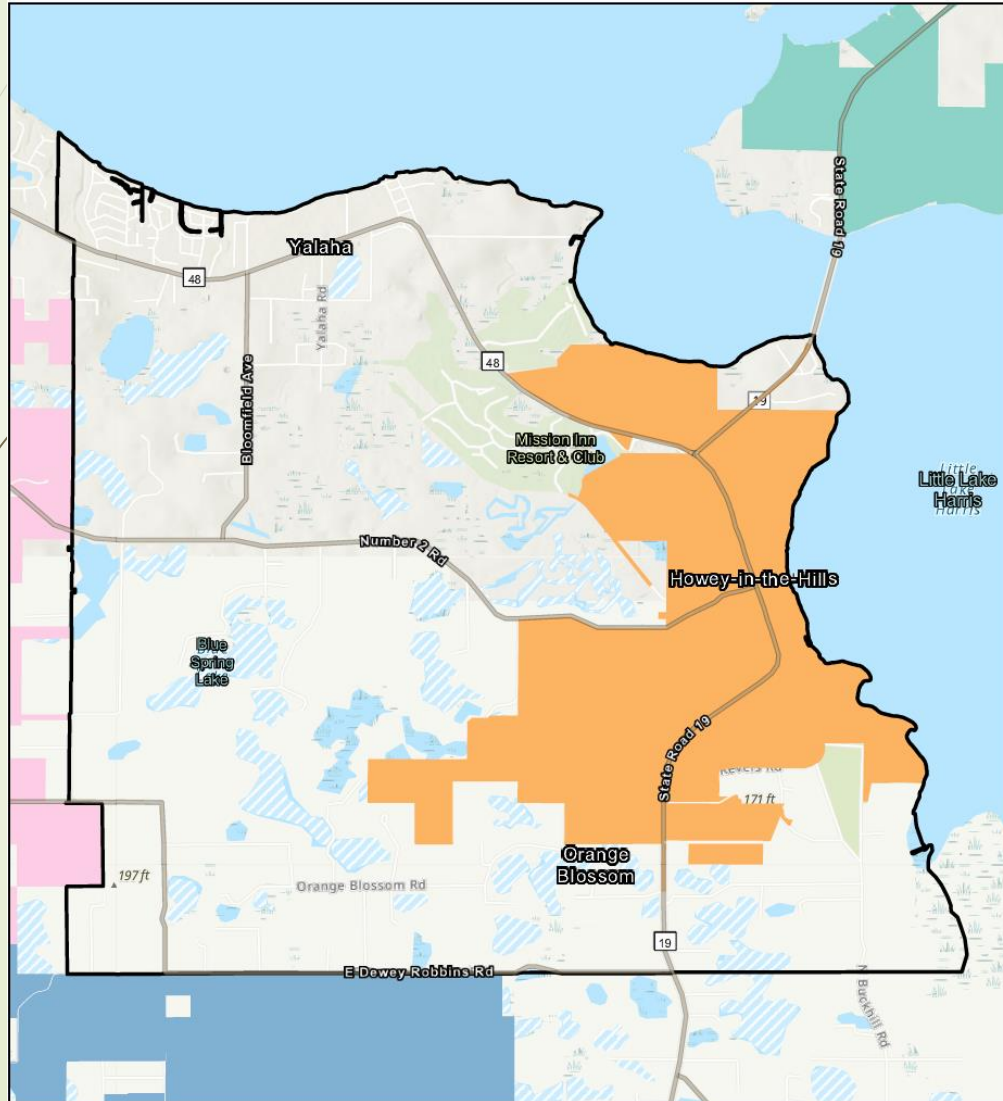
Lake County BCC



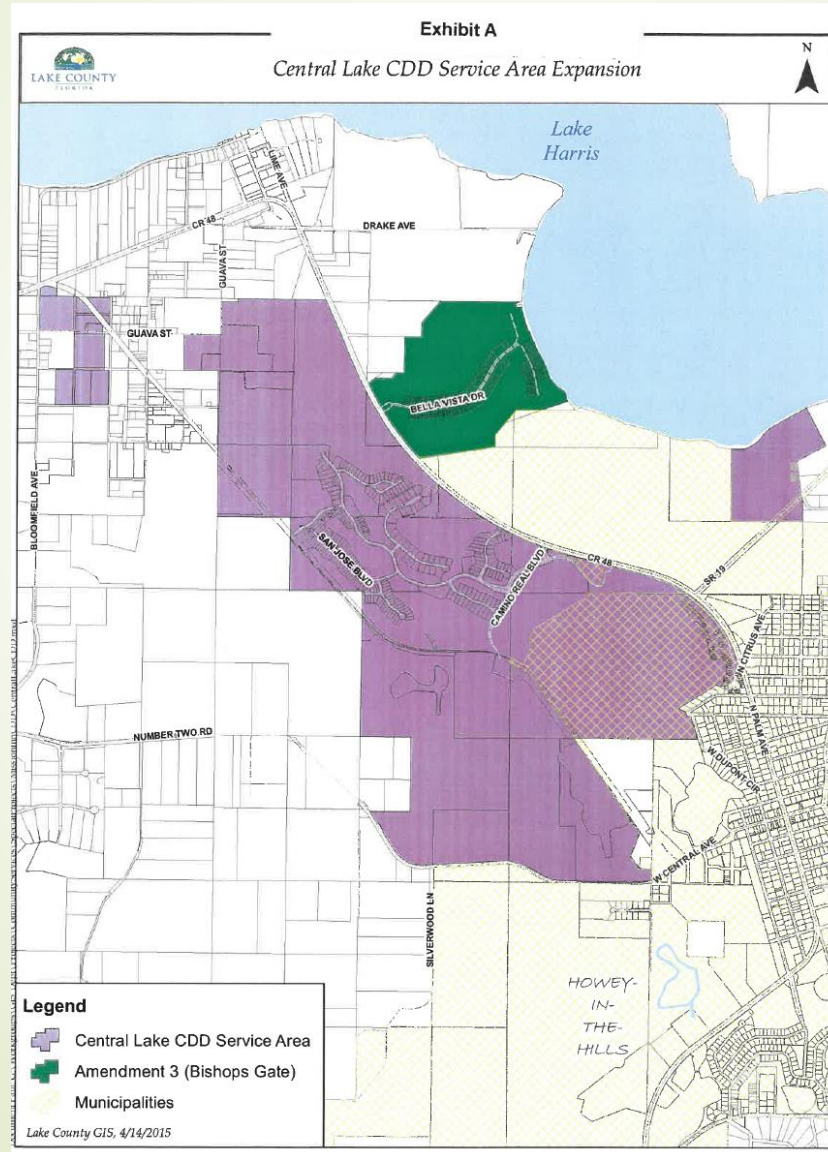
ISBA Map 2005



ISBA Map as of 2024



CDD Service Area Map (2015)





Town Planner Presentation



Forms of Government: Understanding Our System

➤ **Forms of Government:**

- - Strong Mayor: The mayor has executive powers, and council has legislative authority.
- - Weak Mayor: All members of the council have the same power; mayor is only the chair of the meeting.
- - Council-Manager (Howey system): Professional manager oversees administration; council focuses on policy.
- - Commission: Elected officials act as both legislators and administrators.

➤ **Key Features of Manager-Council Form:**

- - Council sets policy direction.
- - Manager implements council decisions and oversees daily operations.
- - Provides accountability and efficiency in administration.



Town Charter Overview

- The charter is the Town's guiding document, establishing:
 - - Council responsibilities and limitations.
 - - Manager's authority and duties.
- Highlights:
 - - Home Rule powers under Florida law.
 - - Amendments require voter approval (referendum).



Council Role

- **What the Council Is:**
- A legislative body that sets policy and vision for the town.
- “The Mayor shall be recognized as the head of the Town for purposes of serving civil process, by other governmental bodies in the exercise of military law, and for all ceremonial purposes... The Mayor shall have no powers other than those conferred by this charter.”
- **What the Council Is Not:**
- - Not supervisors of staff (leave administrative duties to the manager).
- - Not the town attorney or planner.
- - Not day-to-day administrators.



Request Processes

- **How to Request Agenda Items:**

- - Submit requests (either verbally or in writing) to the Town Clerk/Town Manager at least 7 days before meetings.

- **How to Request Proclamations and Resolutions:**

- - Drafts and approvals coordinated through the Clerk's office (at least 7 days before meetings for proclamations; at least 14 days before meetings for resolutions).

- **How to Submit Service Requests:**

- - Refer residents to the appropriate department:
 - Roads/Parks - Public Services (Morgan Cates)
 - Water/Wastewater - Utilities (James Southall [JJ])
 - Trash Collection/Utility Billing - Town Hall Front Desk
 - Code Violations - Code Enforcement
 - Public Safety Concerns – Police Department

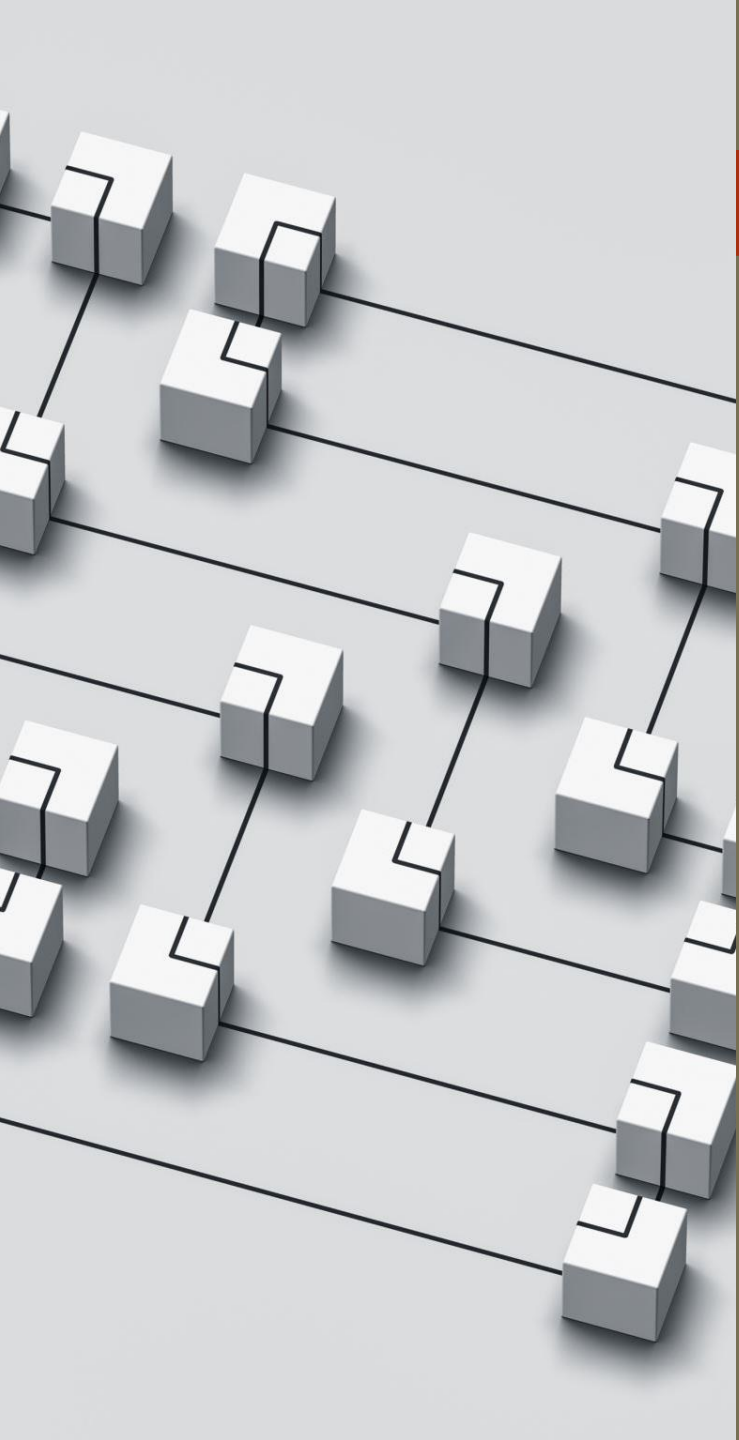
Town Manager Responsibilities

- The Town Manager shall serve as the chief executive of town government. Subject to the oversight and control of the Town Council, the Town Manager shall have the authority to conduct and shall be responsible to Town Council for the conduct of, all the Town's executive, administrative, fiscal, regulatory, and proprietary operations and actions except as provided otherwise in this charter. The Town Manager's authority and duties include the following:
 - To ensure the implementation, administration, and enforcement of all town ordinances and resolutions, as well as all laws the town is charged to enforce.
 - To hire and fire all town officers and employees except the Town attorney. The employment of each town officer shall take effect only upon confirmation by Town Council.
 - To oversee, manage, and control all town departments, employees, agents, and contractors.
 - To oversee, manage, and control all town operations, projects, and other undertakings.
 - To oversee, manage and control all vehicles, materials, equipment and supplies for the town. The Town Manager shall not dispose of town property, either real property or tangible personal property, except on approval or authority of the Town Council and as allowed by law.
 - To maintain, repair, improve, preserve, and otherwise care for town property.
 - To determine and prepare the agenda for each meeting of Town Council.
 - To collect, deposit, invest, expend, and disburse town revenues and other funds in compliance with the budget, Town Council policy and directive, general law, and the restrictions of this charter.
 - To keep accurate account of all monies received and disbursed, to prepare a monthly financial report detailing all receipts and disbursements, and to submit each report to Town Council at its next regularly scheduled meeting following the month for which the report is prepared.
 - To prepare timely the annual budget and submit it to Town Council for approval, and to implement and administer the budget after adoption, subject to guidelines established by the Town Council.
 - To perform such other duties, functions, and responsibilities consistent with the Town Manager's office as are assigned by the Town Council.

■ **Authority of Town Council over the Town Manager.** The Town Manager shall be subject to the oversight and control of the Town Council acting as a board in meeting assembled. Neither the Town Council nor any of its members may control or demand in any manner the hiring, firing, promotion, sanction, or other employment action involving a town executive officer or employee whom the Town Manager or a subordinate of the Town Manager is empowered to hire. The Town Council otherwise may express its views and fully and freely discuss with the Town Manager employment actions involving town officers and employees.

Town Manager Code of Ethics

- ▶ We believe professional management is essential to effective, efficient, equitable, and democratic local government.
 - ▶ **Tenet 1**
- ▶ Affirm the dignity and worth of local government services and maintain a deep sense of social responsibility as a trusted public servant.
 - ▶ **Tenet 2**
- ▶ Demonstrate by word and action the highest standards of ethical conduct and integrity in all public, professional, and personal relationships in order that the member may merit the trust and respect of the elected and appointed officials, employees, and the public.
 - ▶ **Tenet 3**
- ▶ Serve the best interests of all community members.
 - ▶ **Tenet 4**
- ▶ Submit policy proposals to elected officials; provide them with facts, and technical and professional advice about policy options; and collaborate with them in setting goals for the community and organization.
 - ▶ **Tenet 5**
- ▶ Recognize that elected representatives are accountable to their community for the decisions they make; members are responsible for implementing those decisions.
 - ▶ **Tenet 6**
- ▶ Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.
 - ▶ **Tenet 7**
- ▶ Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.
 - ▶ **Tenet 8**
- ▶ Keep the community informed on local government affairs. Encourage and facilitate active engagement and constructive communication between community members and all local government officials.
 - ▶ **Tenet 9**
- ▶ Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.
 - ▶ **Tenet 10**
- ▶ Manage all personnel matters with fairness and impartiality.
 - ▶ **Tenet 11**
- ▶ Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.
 - ▶ **Tenet 12**



Function-Based Organization Chart

- Key positions:
- - Town Manager: Oversees administration, implements council policies.
- - Department Directors: Town Clerk, Police Chief, Public Works Director, Library Director.

Police Dept Functions

Police Pension Board

Police Dept.

Law Enforcement

State Federal Reporting

Law Enforcement Policy

Police Dept. Records Request

Police Vehicle Maintenance

Investigations

Cost Recovery

Police Department Social Media

Grant Management

FDOT Liaison

EOC: Operations Section Chief

Mutual Aid

Dept. Budgeting

School Resource Officers

Town Events Support

Police Dept. Information Technology (IT)

Library Functions

Library Boards and Groups

Town Library Board

County Library Advisory Board

Friends of the Library

Library Foundation

Library

Circulation

Collection Management

Grant Management

Dept. Budgeting

Adult Programming

Reference Desk

County/State Reporting

Volunteer Management

Liaison to County IT

Intralibrary Loan

LCLS Directors' Group

Town Events Support

Youth Programming

Marketing/ Library Social Media

LCLS User Experience Group

LCLS Youth Group

Public Works Functions

Public Works

Parks & Recreation Board

Code Enforcement

Public Utilities

EOC: Logistics
Section Chief

Parks
Maintenance

New Development
Review &
Inspections

Roads
Maintenance

Well and Plant
Maintenance

Wetlands
Monitoring

Facilities
Maintenance

Landscape &
Irrigation
Inspections

Stormwater
Maintenance &
NPDES

Consumptive Use
Permit

Cemetery Lot
Locating

FEMA & FDEP
Reporting

Right-of-Way (ROW) &
Lakefront Maintenance

Wastewater Line
& Lift Station
Maintenance

Waterline
Maintenance

Grant
Management

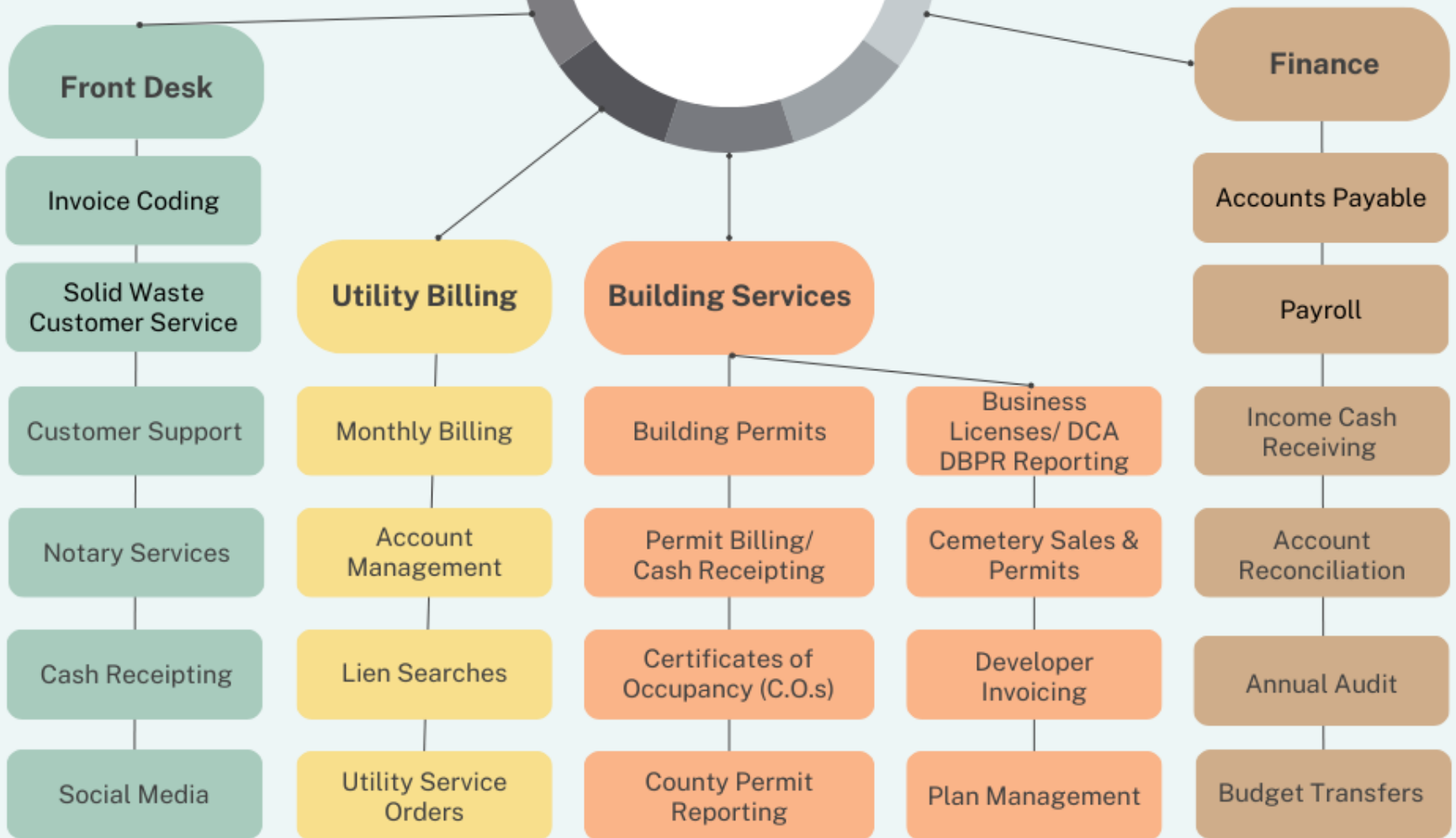
Dept. Budgeting

Vehicle
Maintenance

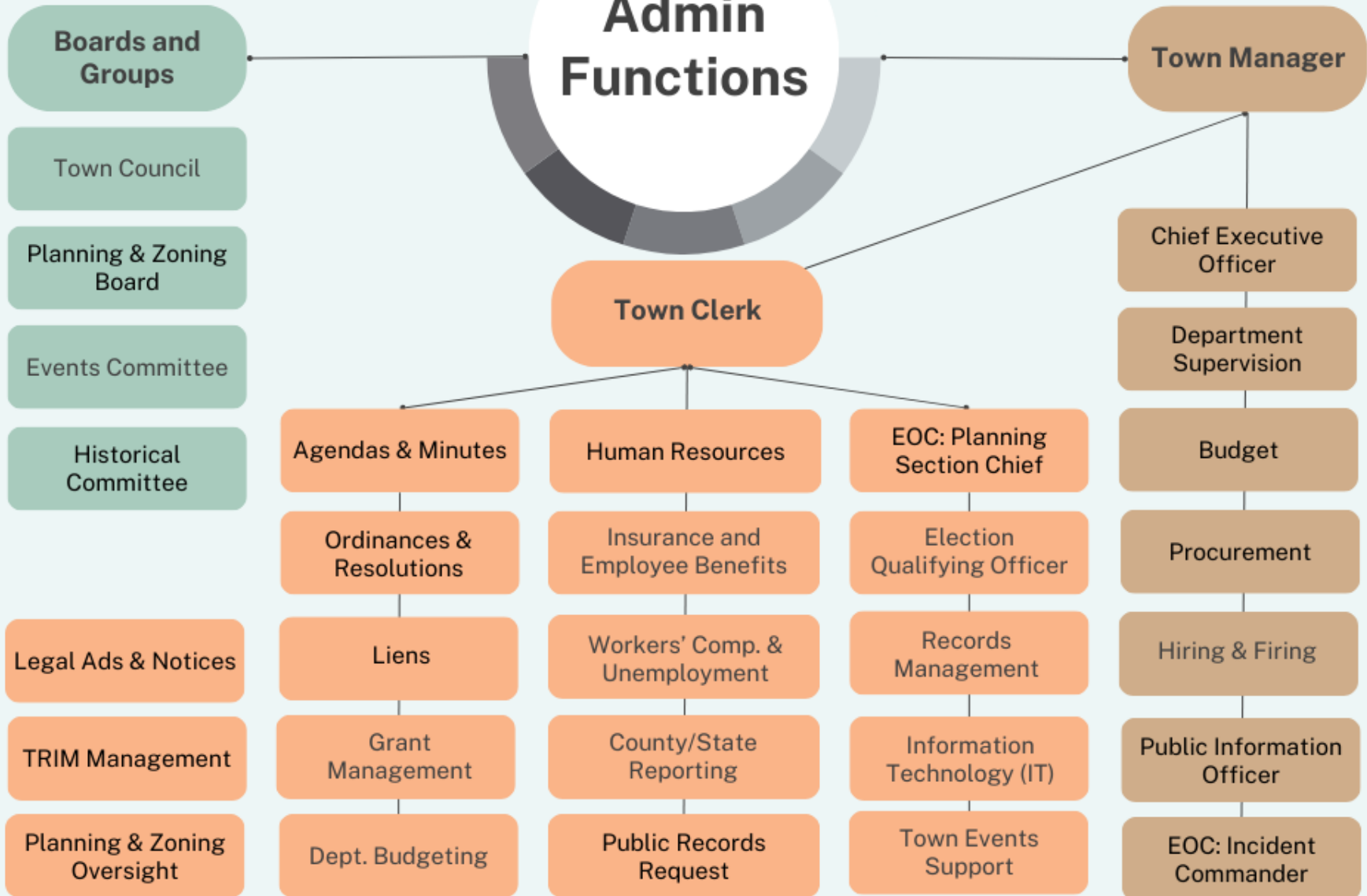
Town Events
Support

Utility Billing
Service Orders

Town Hall Functions

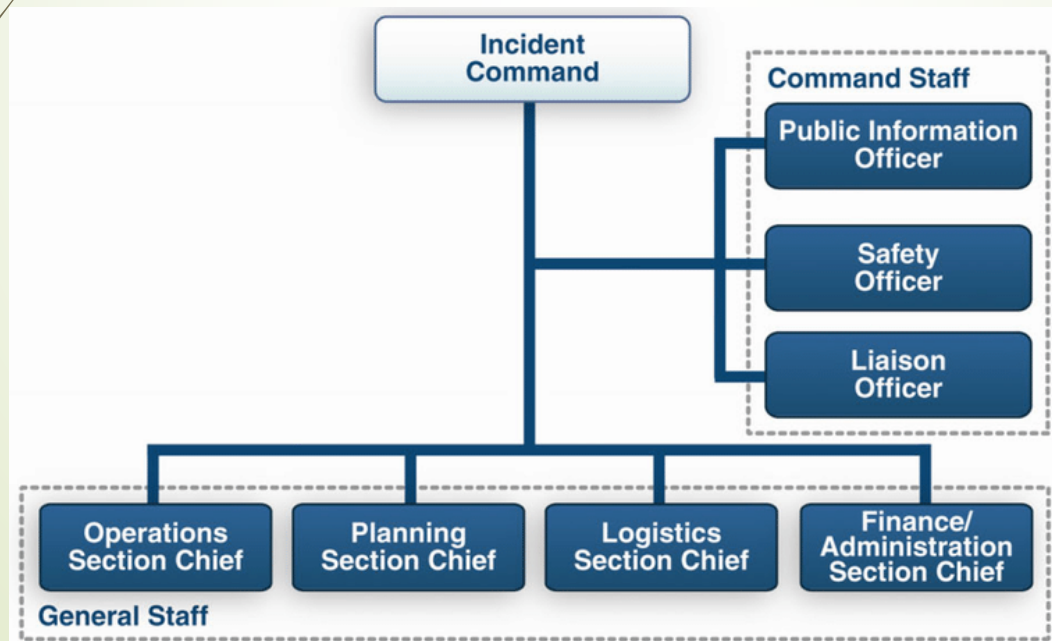


Admin Functions



Emergency Operations Mgmt.

- ▶ Town Manager: Incident Commander.
- ▶ Town Clerk: Planning Section Chief.
- ▶ Public Works: Logistics Section Chief.
- ▶ Police: Operations Section Chief.



Budget Cycle Overview

- **October 1:** Start of the fiscal year
- **Ongoing Budget Oversight:**
 - Regular monitoring of revenues and expenditures by departments and Finance. Monthly financial reports to track progress and identify variances.
- **Capital Improvement Plan (CIP):**
 - CIP projects reviewed annually as part of the budget process, which are then prioritized based on funding availability, community needs, and council goals.
- **Mid-Year Amendment: (April/May)**
 - Adjustments to address unanticipated revenues or shortfalls, changes in project timelines or costs, and reallocation of funds based on current priorities.
- **Budget Transfers:**
 - Throughout the year, departments may request transfers for operational needs, which ensures flexibility while maintaining overall budgetary integrity.
- **Preparation for Next Fiscal Year:**
 - **June-August:** Budget workshops held with council and departments.
 - **September:** Budget hearings to finalize the next fiscal year's budget.



Boards in Town

- ▶ Town Council: Legislative authority and policy-making body; chooses members of all boards (with some exceptions)

Parks & Recreation (Sect. 49)

- Five members (Must be Town residents)
- Chair & Secretary annually chosen in January
- Two-year terms
- Three-member quorum
- Missing three meetings in a calendar year (regardless of notice) is an effective resignation
- **What the Parks & Recreation Board IS**
 - A recommending body for development, use, improvement, and creation of parks, parkways, playgrounds, and other recreational facilities of the Town
 - A recommending body for rules and regulations of these facilities, as well as rates and charges for facilities
- **What the Parks & Recreation Board is NOT**
 - The Events Committee
 - The Public Works Department
 - The Town Council

Planning & Zoning (Sect. 48)

- ▶ Seven members (Must be Town residents, preference given to property owner applicants)
- ▶ Chair & Vice-chair annually chosen in March (subject to Town Council Approval)
- ▶ Three-year terms
- ▶ Four-member quorum
- ▶ Missing two meetings in a row without prior notice to the Town Clerk is an effective resignation
- ▶ Missing four meetings in a calendar year is an effective resignation
- ▶ **What the P & Z Board IS**
 - ▶ A recommending body
 - ▶ Intermediary review between the Development Review Committee and Town Council, with more particular knowledge of applicable code/ordinances
 - ▶ Maintainers of standards, even in variance (Variance: relaxation of terms of regulation where such [...] will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of the action of the applicant, a literal enforcement of the ordinance would result in unnecessary and undue hardship)
 - ▶ Shall provide reasons for disapproving plans
- ▶ **What the P & Z Board is NOT**
 - ▶ The Town Planner
 - ▶ The Town Engineer
 - ▶ The Town Attorney
 - ▶ The Town Council

Library Board (Section 18)

- Five members (3 Members must be resident, 2 Members may be residents of 34737, 34797, or Royal Harbor subdivision in Tavares)
- Chair & Secretary annually chosen in January
- Board Members have two-year terms
- Three-member quorum
- Missing three meetings in a calendar year (regardless of notice) is an effective resignation

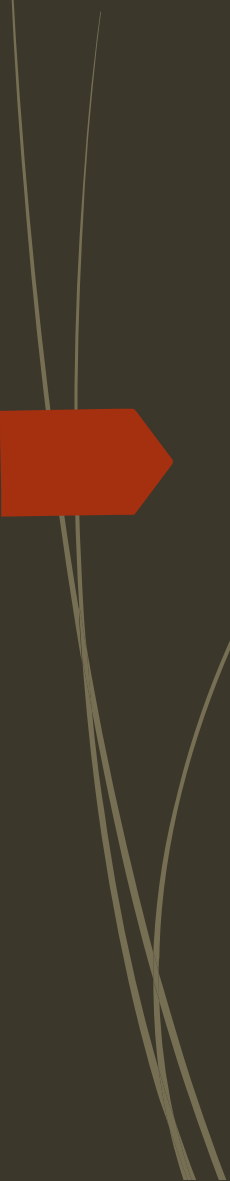
- **What the Library Board IS**
 - "...shall control the operation of the library according to the authority provided herein..."
 - Establish and enforce library policies (Sect. 18-1)
 - Creating and maintaining the library collection (Section 18-5)
 - Creating and maintaining circulation records (Section 18-5)
 - Establishing and maintaining regular library hours (Section 18-5)

(*De facto* also makes suggestions regarding programming.)

- **What the Library Board is NOT**
 - The Friends of the Howey Library
 - The County Library Advisory Board
 - Program Specialists/Library Staff
 - Budget Department

Police Pension (Sect. 34.6)

- ▶ Five trustees (two must be Town residents, two are Town police officers, and the fifth is chosen by majority vote by these four)
- ▶ Two-year terms (with quarterly meetings)
- ▶ Three-member quorum
- ▶ **What the Police Pension Board does**
 - ▶ Understands the provisions of the police pension system and determines all questions arising.
 - ▶ Distributes to members, at regular intervals, information concerning the system.
 - ▶ Performs actuarial studies and valuations, at least as often as required by law, and makes recommendations regarding any and all changes in the provisions of the system.

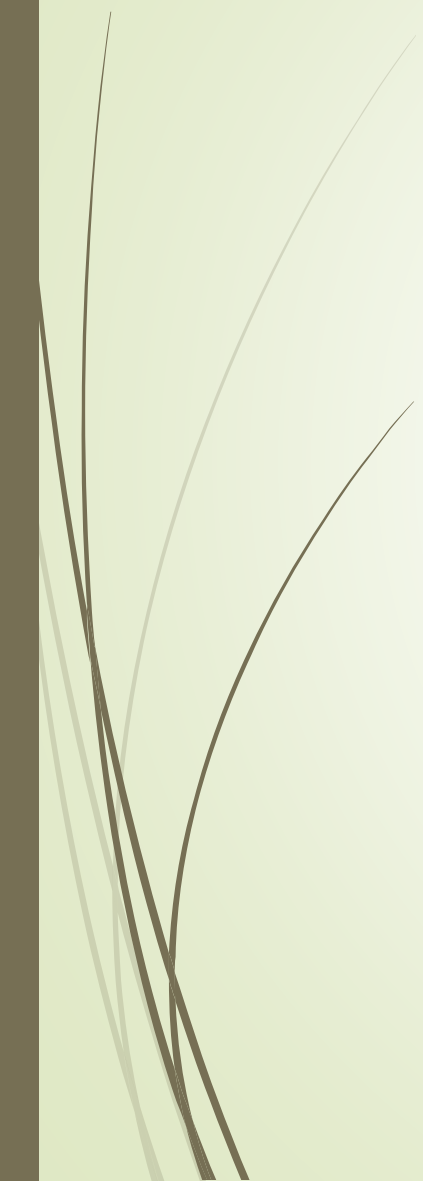


Public Records and Ethics

- Presented by Town Clerk and Town Attorney



Town Website Navigation


- Features:
 - - Meeting schedules and agendas.
 - - Ordinances and resolutions.
 - - Department contact information.
 - Walkthrough:
 - - Demonstrate how to access resources.
- 



Town Holidays and Events

- ▶ Town Hall Closures:
 - ▶ New Year's Day
 - ▶ Martin Luther King Jr. Day
 - ▶ President's Day
 - ▶ Memorial Day
 - ▶ Independence Day
 - ▶ Labor Day
 - ▶ Veteran's Day
 - ▶ Thanksgiving Day
 - ▶ Friday after Thanksgiving Day
 - ▶ Christmas Eve
 - ▶ Christmas Day

 - ▶ Annual Town Events
 - ▶ Easter Dash
 - ▶ Founder's Day
 - ▶ Memorial Day
 - ▶ Halloween Bash
 - ▶ Veteran's Day
 - ▶ Christmas Festival
- 



Questions, Closing Remarks, and Next Steps

- ▶ Attend FLC Institute for Elected Municipal Officials (IEMO)
- ▶ Schedule Town tour (through Town Manager)
- ▶ Schedule recurring meetings with Town Manager