



Town Council Budget Workshop

July 13, 2023 at 9:00 AM

**Howey-in the-Hills Town Hall 101
N. Palm Ave., Howey-in-the-Hills,
FL 34737**

MINUTES

Mayor MacFarlane called the Town Council Meeting to order at 9:00 a.m.
Mayor MacFarlane led the attendees in the Pledge of Allegiance to the Flag.
Councilor Reneé Lannamañ delivered an invocation.

ROLL CALL

Acknowledgement of Quorum

MEMBERS PRESENT:

Councilor Reneé Lannamañ | Councilor David Miles | Councilor George Lehning | Mayor Pro Tem Marie V. Gallelli | Mayor Martha MacFarlane

STAFF PRESENT:

Sean O'Keefe, Town Administrator | John Brock, Town Clerk | George Brown, Police Lieutenant | Abigail Herrera, Finance Supervisor | Rick Thomas, Police Chief | Tara Hall, Library Director | Morgan Cates, Public Works Director | James Southall, Public Utilities Supervisor | Azure Botts, Code Enforcement Officer

NEW BUSINESS

1. Discussion: Fiscal Year 2023-2024 Budget

Mayor MacFarlane asked Sean O'Keefe, Town Manager, to introduce and explain this item. Mr. O'Keefe explained how the accounts and objects code were set up in general.

Councilor Miles stated that if a Wastewater Impact fee was created, it would need its own fund like what was just done for the Police and Parks Impact Fees. Councilor Miles suggested the Sanitation and Wastewater accounts within the 401 Water/Sanitation fund should be moved out of that fund and each account should have its own fund. Mayor MacFarlane asked Mr. O'Keefe to speak June Lorah, Finance Town Consultant, about the moving those two accounts out of fund 401.

Councilor Miles said that there should be delineation between the Town Planner and Town Engineer and that they should have separate object codes within the General Fund, Infrastructure Fund and Water / Sanitation Fund. Mr. O'Keefe agreed.

Mr. O'Keefe stated that he would remove "Ron" from object code 341 on his Object Code Guide.

Mayor MacFarlane asked Mr. O'Keefe to ask June Lorah about how the Town should be reporting its spending to the State under fund 155 Building Services.

Councilor Miles asked Mr. O'Keefe to move the budget under object code 640 Capital Outlay - Equipment to 633 Capital Outlay - Water Expansion under fund 401 Water / Sanitation Fund. Mr. O'Keefe agreed.

Mr. O'Keefe stated that the budget amount in both the 401-533-317 and 401-534-325 were incorrect and needed to be zero'd out. This was due to the fact that the Town no longer collects sanitation charges through non-ad valorem fees.

Councilor Miles asked if money had been budgeted in the 401 Water / Sanitation Fund for the recommended water and wastewater studies. Mr. O'Keefe had stated that the money for those studies had not been budgeted yet.

Mayor MacFarlane stated that, going forward, the cost of wastewater collection repairs needed to be discreetly accounted for rather than being charged under the 533 Water Utility Services account.

Councilor Lehning stated that, for the next budget workshop, he wanted an Executive Summary in addition to the detailed information.

Tara Hall, Library Director, presented the library's budget. Ms. Hall stated that the primary increase in expenditures was related to staffing. Ms. Hall stated that she was asking to have the part-time Library Assistant moved to full-time. This would allow the library to increase the hours that it is open to the public.

Mr. O'Keefe committed to supplying a Salary list of all Town positions to the Town Councilors for the next Town Council Budget Workshop.

Morgan Cates, Public Works Director, presented the Stormwater Maintenance Account, Public Services Account, Transportation Account, Parks and Recreation Account, and Infrastructure Fund. Mr. Cates stated that 001-572-460 had been increased for repair of some of the Town's finger piers. Mr. Cates stated that the new boardwalk at Sara Maude Mason Nature Preserve would come out of Parks Impact Fees.

Councilor Miles stated that he wanted two additions to the Public Works budget. The first things Councilor Miles wanted was for the repair of streets to have its budget increased to \$400,000, based on the cost this year to repair N. Dixie Drive. The second thing that Councilor Miles wanted was to have a new staff member added to Public Works. The staff member that Councilor Miles wanted to have added is an Administrative Assistant working for the Public Works Director that could assist him with finding and applying for grants and other administrative duties. Mayor MacFarlane suggested that, rather than hiring another staff member for that purpose, that the Town hire a consultant to assist the Town as needed with finding and applying for grants. Mr. Cates stated that he would rather have a Public Works Supervisor than an Administrative Assistant if the Town was going to add a staff member to Public Works.

Mayor MacFarlane called a meeting to recess from 11:07 a.m. to 11:15 a.m.

James Southall, Public Utilities Supervisor, presented the Water / Sanitation Fund. Mayor MacFarlane asked where the cost for the design of the new Water Treatment Plant would be placed. Mr. O'Keefe stated that it would come out of Water Impact Fees.

Azure Botts, Code Enforcement Officer presented the Code Enforcement Account budget. Officer Botts stated that most of the increases in the Code Enforcement Account were due to costs being moved from the Police Department budget to Code Enforcement budget. An example of this was the cost of fuel and insurance for the Code Enforcement vehicle.

Police Chief Thomas presented the Police Department budget. Councilor Lannamañ asked if the leases of body cameras should be shortened to two years.

John Brock, Town Clerk, presented the Legislative Account, Finance and Administrative Account, Other General Government Account and the Building Services Fund. Mr. Brock stated that he would like to increase staffing in Town Hall by adding an additional position that would be primarily funded out of the Building Services Fund and would assist with the growth of the Town and development billing. Councilor Miles asked to have a copy of the job descriptions for all three administrative positions within Town Hall sent to him.

PUBLIC COMMENTS

Any person wishing to address the Mayor and Town Council and who is not on the agenda is asked to speak their name and address. Three (3) minutes is allocated per speaker.

Tim Everline, 1012 N. Lakeshore Blvd – Mr. Everline stated that he thought the deferred 457(b) investment plan that the Town had was wonderful. Mr. Everline is concerned about a 5% cost increase (personnel payroll) being budgeted.

Todd Hawkins, 1110 N. Lakeshore Blvd – Mr. Hawkins was appreciative of the ability to attend this budget workshop. Mr. Hawkins would like to see more information flowing to Town residents.

Councilor Miles led a discussion about the potential acquisition of unnamed land parcels for a Town managed wastewater treatment plant.

ADJOURNMENT

There being no further business to discuss, a motion was made by Mayor Pro Tem Gallelli to adjourn the meeting; Councilor Lannamañ seconded the motion. Motion was approved unanimously by voice vote.

The Meeting adjourned at 12:16 p.m. | **Attendees: 21**

Mayor Martha MacFarlane

ATTEST:

John Brock, Town Clerk