



Town Council Mid-Year Budget Review Workshop Meeting

**April 11, 2022 at 5:00 PM
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 5:00 p.m.
Mayor MacFarlane led the attendees in the Pledge of Allegiance to the Flag.

ROLL CALL

Acknowledgement of Quorum

MEMBERS PRESENT:

Councilor George Lehning | Councilor Marie V. Gallelli | Councilor Rick Klein | Mayor Pro-Tem Ed Conroy | Mayor Martha MacFarlane

STAFF PRESENT:

Sean O'Keefe, Town Administrator | John Brock, Town Clerk | Rick Thomas, Police Chief | Morgan Cates, Public Works Director | James Southall, Public Utilities Supervisor (via Zoom)

NEW BUSINESS

1. Discussion: Mid-Year Budget Review

Mayor MacFarlane asked Town Administrator, Sean O'Keefe, to introduce this item. Mr. O'Keefe described the purpose of the mid-year budget review, which will assist with the end of the fiscal year review.

Mayor Pro-Tem Conroy asked for an update on non-traditional revenues. Mr. O'Keefe gave an update on the ARPA NEU funding. The first tranche of funding for this was \$297,000, which came in right before the FY 2022 began. Approximately half of this first tranche has been spent on the modular building, there is approximately \$150,000 remaining. The second tranche will come no sooner than 12 months after the first tranche.

Mr. O'Keefe went through the list of items requiring budget amendments. Mr. O'Keefe started with new staff members that would be hired before the end of the fiscal year. The new hires would be a Field Tech (in Public Works), Financial Analyst, and a new School Resource Officer (SRO). With the Field Tech, the cost of this position would be funded by reducing other line items (making this item revenue neutral). The SRO would be funded by a contract with the Lake County School Board when their new fiscal year starts (if the school board does not fund this position, it would not be created by the Town.) The Financial Analyst would be an unbudgeted line item and would be an overall budget addition.

Councilor Klein questioned the need for a Financial Analyst. Mayor MacFarlane explained the Town's needs and the current status of how financial work in the Town is completed. Mayor MacFarlane explained the projected salary for the person would be between \$50,000 and \$80,000. Councilor Klein explained that he is currently worried about the Town's millage rate and believes that the Town Council should be working to lower the mileage rate for its citizens. Councilor Klein explained he is concerned about overstaffing. Councilor Lehning explained that one of the reasons that the millage rate is so high in the Town is because there is very little commercial in the Town.

Mr. O'Keefe explained the adding of \$10,000 to Cemetery in advance of Memorial Day for maintenance. Parks & Rec. is looking for an additional \$10,000 for maintenance of Sara Maude Mason Preserve, as well as \$90,000 for the Howey Pier project.

Mr. O'Keefe explained that, in Impact Fees, there was a request from Police Chief Thomas to raise the line item for Police Vehicles from \$50,000 to \$170,000. This would add two more vehicles.

Mr. O'Keefe explained that, under Utilities, there was a one-time education reimbursement to cover the cost of the Class-C license for Mr. Southall. There was an overtime increase due to issues with chlorine management that the Town is working on. "Other Contractual Services" was projected too low and needed to be increased as well.

Mr. O'Keefe stated that all the items explained would go into a possible budget amendment that should come before the Town Council during the second Town Council meeting in May.


ADJOURNMENT

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

The Meeting adjourned at 5:57 p.m. | **Attendees: 10**

ATTEST:



Mayor Martha MacFarlane

John Brock, Town Clerk