



Town Council Workshop Meeting

May 26, 2022 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.

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 | Rick Thomas, Police Chief | Morgan Cates, Public Works Director | Tara Hall, Library Director | Azure Botts, Code Enforcement Officer | Tom Harowski, Town Planner

OLD BUSINESS

1. Discussion: **Fiscal Year 2022 - Mid-Year Budget Workshop**

Mayor MacFarlane asked Town Administrator, Sean O'Keefe, to introduce and explain this item. Mr. O'Keefe explained that the Council had previously completed a workshop on the mid-year budget review, but there were three items that Mr. O'Keefe felt that he needed to know the Council's will prior to creating the mid-year budget adjustment. The three items were police vehicles (quantity and amount), a new Financial Analyst position, and an Oktoberfest Event (to be organized and planned by the Howey Men's Club.)

Mayor Pro-Tem Conroy stated that before he got into any details on items to be budget, he would like to know the Town's expected and actual revenue as well as the current expected and actual expenditures. Mr. O'Keefe stated that the Town had spent 52% of its budgeted expenditures and as of March the Town had received 95% of the expected ad valorem taxes and 71% of other fees. This amount of revenues was roughly \$200,000 more than the Town had received at the same time last year. In addition to the revenues mentioned, the Town had also received ARPA funds during the last fiscal year and has only spent somewhere between one-half to two-thirds of those funds. Mr. O'Keefe explained that there will be a second tranche of ARPA funds no sooner than 12 months after the first installment.

Mayor MacFarlane explained some of the duties and responsibilities that she wanted the proposed Financial Analyst to be responsible for. Mayor MacFarlane stated that the Financial Analyst should be responsible for balancing Water and Receivables within Utility Billing. Currently those funds do not balance because no one is balancing them.

Police Chief, Rick Thomas, explained that currently it was very hard to find police vehicles. Chief Thomas stated that the Town needed to purchase two new police vehicles. Mr. O'Keefe clarified that impact fees could only be used for expansion, not replacement. Mr. O'Keefe explained that one the new vehicles purchased would be because of a need that arose from hiring a new SRO officer. Mayor MacFarlane summarized that the Town was buying two new cars, one to address the need arising from hiring a new SRO and the other because of the road patrol having to shuffle cars around due to not having enough vehicles. There was a consensus from the Town Councilors that Police Vehicles should be added to a mid-year budget amendment.

Mr. O'Keefe explained that the Financial Analyst position would take some of the responsibilities currently performed by the Town Clerk, the Mayor, the Town Administrator, and Russ the current part-time Finance Clerk. Mayor MacFarlane explained that currently she is one of the number crunchers for the Town. She explained that even if she does run for office again, hopefully the Town will no longer be a strong mayor form of government and she will not be doing this work going forward. Mr. O'Keefe explained that another aspect of this job would be grant compliance and management. Mayor Pro-Tem Conroy stated that he was in favor of adding this position to the Town. There was a consensus from the Town Councilors to add this Financial Analyst to the mid-year budget amendment.

Mr. O'Keefe explained that the last item would be the Oktoberfest event. The budget for this event, that was presented to the Town from the Howey Men's Club, was currently at approximately \$50,000. Mr. O'Keefe explained that there would be a revenue component to this event, admission to the event would be charged that would assist with offsetting the expenses. Mayor Pro-Tem Conroy suggested that the Howey Men's Club should go to developers that operate within the Town and asking them to sponsor the event. Mayor MacFarlane and Mr. O'Keefe suggested giving the event a \$20,000 budget. There was a consensus from the Town Councilors to give the Oktoberfest event a \$20,000 budget in the mid-year budget amendment.

NEW BUSINESS

2. Discussion: Strategic Planning

Mr. O'Keefe introduced and explained this item. Mr. O'Keefe explained that strategic planning will help the Town Council create a vision for how the Town will move forward and give Town employees more direction. Chief Thomas asked what timeline would be used for this strategic plan and stated that the strategic plan that he was creating for the Police Department was a 3-year plan. Mr. O'Keefe stated that for the Town in general and for utilities, 5 to 10 years might be more realistic.

Mr. O'Keefe assigned a Strengths, Weakness, Opportunities, and Threats (SWOT) analysis to the Town Councilors to be submitted to Mr. O'Keefe by June 13th. Mr. O'Keefe suggested that the Town Councilors should read the book *Strong Towns* and that there were 10 questions in that book that would help them in creating a mission or vision statement. Mr. Cates and Mr. O'Keefe read the ten *Strong Towns* questions.

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.

None

ADJOURNMENT


There being no further business to discuss, Mayor MacFarlane adjourned the meeting.

The Meeting adjourned at 10:48 a.m. | **Attendees: 12**



Mayor Martha MacFarlane

ATTEST:



John Brock, Town Clerk

