



## **Town Council Meeting**

**September 11, 2023 at 6:00 PM**

**Howey-in the-Hills Town Hall**

**101 N. Palm Ave.,**

**Howey-in-the-Hills, FL 34737**

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### **Join Zoom Meeting:**

<https://us06web.zoom.us/j/85872993693?pwd=cndXNlloxMk9aM0JkMUFGb0lEcU1OQT09>

**Meeting ID:** 858 7299 3693 | **Passcode:** 263664

### **AGENDA**

Call the Town Council Meeting to order  
Pledge of Allegiance to the Flag  
Invocation by Councilor Reneé Lannamañ

### **ROLL CALL**

Acknowledgement of Quorum

### **AGENDA APPROVAL/REVIEW**

### **CONSENT AGENDA**

*Routine items are placed on the Consent Agenda to expedite the meeting. If Town Council/Staff wish to discuss any item, the procedure is as follows: (1) Pull the item(s) from the Consent Agenda; (2) Vote on the remaining item(s); and (3) Discuss each pulled item and vote.*

- 1.** The approval of the minutes and ratification and confirmation of all Town Council actions at the August 28, 2023 Town Council Meeting.

### **PUBLIC HEARING**

### **OLD BUSINESS**

### **NEW BUSINESS**

- 2.** Discussion: **Town Staff Vacation Requirements**
- 3.** Discussion: **Budget Line Item Transfer vs. Account Level Balancing**
- 4.** Presentation: **Town Organizational Chart and Responsibilities**
- 5.** Discussion: **SMART Goals Update**

### **DEPARTMENT REPORTS**

- 6.** Town Hall

- [7.](#) Police Department
8. Code Enforcement
- [9.](#) Public Works
- [10.](#) Library
11. Parks & Recreation Advisory Board / Special Events
12. Town Attorney
13. Finance Supervisor
14. Town Manager

### **COUNCIL MEMBER REPORTS**

15. Mayor Pro Tem Gallelli
16. Councilor Lehning
17. Councilor Miles
18. Councilor Lannamañ
19. Mayor MacFarlane

### **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.*

### **ADJOURNMENT**

#### **To Comply with Title II of the Americans with Disabilities Act (ADA):**

Qualified individuals may get assistance through the Florida Relay Service by dialing 7-1-1. Florida Relay is a service provided to residents in the State of Florida who are Deaf, Hard of Hearing, Deaf/Blind, or Speech Disabled that connects them to standard (voice) telephone users. They utilize a wide array of technologies, such as Text Telephone (TTYs) and ASCII, Voice Carry-Over (VCO), Speech to Speech (STS), Relay Conference Captioning (RCC), CapTel, Voice, Hearing Carry-Over (HCO), Video Assisted Speech to Speech (VA-STs) and Enhanced Speech to Speech.

**Howey Town Hall** is inviting you to a scheduled Zoom meeting.

Topic: **Town Council Meeting**

Time: **Sep 11, 2023 06:00 PM Eastern Time** (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/85872993693?pwd=cndXNloxMk9aM0JkMUFGb0lEcU1OQT09>

Meeting ID: 858 7299 3693

Passcode: 263664

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Passcode: 263664

Find your local number: <https://us06web.zoom.us/j/kcAQI93R9u>

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 purposes 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 Howey-in-the-Hills does not prepare or provide this verbatim record. Note: In accordance with the F.S. 286.26: Persons with disabilities needing assistance to participate in any of these proceedings should contact Town Hall, 101 N. Palm Avenue, Howey-in-the-Hills, FL 34737, (352) 324-2290 at least 48 business hours in advance of the meeting.



## Town Council Meeting

August 28, 2023 at 6:00 PM

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

### AGENDA

Call the Town Council Meeting to order  
Pledge of Allegiance to the Flag  
Invocation by Councilor Reneé Lannamañ

#### 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 | Rick Thomas, Police Chief | Heather Ramos (for Tom Wilkes), Town Attorney | Morgan Cates, Public Works Director

#### AGENDA APPROVAL/REVIEW

**Motion made by Mayor MacFarlane to approve the agenda with an amendment to place Agenda Item #5 (Proclamation Recognizing National Ballroom Dance Week) right after the Consent Agenda; seconded by Councilor Lannamañ. Motion approved unanimously by voice vote.**

#### **Voting**

**Yea:** Councilor Lannamañ, Councilor Miles, Councilor Lehning, Mayor Pro Tem Gallelli, Mayor MacFarlane  
**Nay:** None

#### CONSENT AGENDA

*Routine items are placed on the Consent Agenda to expedite the meeting. If Town Council/Staff wish to discuss any item, the procedure is as follows: (1) Pull the item(s) from the Consent Agenda; (2) Vote on the remaining item(s); and (3) Discuss each pulled item and vote.*

1. The approval of the minutes and ratification and confirmation of all Town Council actions at the July 27, 2023 Town Council Budget Workshop.
2. The approval of the minutes and ratification and confirmation of all Town Council actions at the August 14, 2023 Town Council Meeting.

3. Consideration and Approval: **Resolution 2023-007 Delegating Signature Authority to the Town Manager for Federal Grant Agreements**

**Motion made by Councilor Lehning to approve the Consent Agenda; seconded by Councilor Lannamañ. Motion approved unanimously by voice vote.**

**Voting**

**Yea:** Councilor Lannamañ, Councilor Miles, Councilor Lehning, Mayor Pro Tem Gallelli, Mayor MacFarlane

**Nay:** None

**NEW BUSINESS ITEM MOVE UP DURING AGENDA APPROVAL**

5. Consideration and Approval: **Proclamation Recognizing National Ballroom Dance Week**

Mayor MacFarlane read the Proclamation out loud.

**Motion made by Councilor Lannamañ to approve the Proclamation; seconded by Mayor Pro Tem Gallelli. Motion approved unanimously by voice vote.**

**Voting**

**Yea:** Councilor Lannamañ, Councilor Miles, Councilor Lehning, Mayor Pro Tem Gallelli, Mayor MacFarlane

**Nay:** None

**PUBLIC HEARING**

None

**OLD BUSINESS**

4. Consideration and Approval: **Water Rates FY24**

Town Manager, Sean O’Keefe, introduced and explained this item. Mr. O’Keefe stated that the Town may raise the Town’s water rates at the beginning of each fiscal year by a percentage not to exceed the Municipal Cost Index (MCI) of the preceding calendar year. The increase percentage of the MCI for calendar year 2022 was 6.694924%. The Council needed to determine whether there would be an increase to water customers based on this inflationary change.

Councilor Miles gave an assessment of Fiscal Year 2022’s total Water Revenue and compared it to the Town’s total Water Expense during that year and the result was that, if the Town had not included the Town’s Water Utility Tax with the water revenue numbers, the Town would have lost money.

Councilor Lannamañ was concerned with raising the level of on the Town’s Irrigation rates due to there being both irrigation and potable meters in the newer neighborhoods of the Town (Venezia and Talichet).

Councilor Miles made a motion to approve the staff’s recommended increase in Water Rates for Fiscal Year 2024 (of 6.694924%) to all the Town’s water rates, effective 10/1/2024, while also removing the \$10 Water Improvement fee from all residential (secondary) Irrigation meters.

Mayor MacFarlane agreed with Councilor Miles and asked about the Town's SRF loan, which is paid twice yearly and if it was allowable for the Town to remove the \$10 Water Improvement Fee on Irrigation meters.

Councilor Miles stated that his motion would result in a net increase to the Town of \$21,200 for the upcoming Fiscal Year, which is close to the amount that the Town would have lost in revenue last year without the Water Utility Tax's inclusion into the Water Revenues.

Councilor Lehning questioned why the Venezia and Talichet neighborhoods were using so much more water than the rest of "Old Howey".

Councilor Lannamañ seconded Councilor Miles' motion.

Mayor MacFarlane opened Public Comment for this item only.

**Peter Tuite, 300 E Croton Way** – Mr. Tuite recommended pulling water out of Little Lake Harris to be used for Irrigation lines. Mr. Tuite stated that he was not in favor of the Town drilling to the Lower Floridan Aquifer, and he was concerned about the cost to do so.

Mayor MacFarlane closed Public Comment.

**Motion made by Councilor Miles to approve the staff's recommended increase in Water Rates for Fiscal Year 2024 (of 6.694924%) to all of the Town's water rates, effective 10/1/2024, while also removing the \$10 Water Improvement fee from all residential (secondary) Irrigation meters; seconded by Councilor Lannamañ. Motion approved unanimously by roll call vote.**

#### **Voting**

**Yea:** Councilor Lannamañ, Councilor Miles, Councilor Lehning, Mayor Pro Tem Gallelli, Mayor MacFarlane

**Nay:** None

### **NEW BUSINESS**

#### **6. Discussion: Citrus Ave. ROW Vacation of Easement**

Town Manager, Sean O'Keefe, showed a map the Right of Way (ROW) easements near the intersection of N. Citrus Avenue and E Camellia Way that had been deeded to Lake County back in 1946. This land was within the Town's borders. The Lake County Board of County Commissioners (BCC) would be having a hearing on the following day to decide if they would transfer the ROW easement area over to the Town.

Mr. O'Keefe explained that, if the County did transfer this easement ROW over to the Town, Town Staff was making a recommendation to work with the current landowner to move the ROW easement so that the Town could rebuild the intersection of N Citrus Ave. and E. Camellia Way in a safer manner.

Mayor MacFarlane opened Public Comment for this item only.

**Todd Hawkins, 1110 N Lakeshore Blvd.** – Mr. Hawkins was concerned about some oak being potentially removed from some of the affected property and would like to see some mitigation of the affected oaks.

**Tim Everline, 1012 N Lakeshore Blvd.** – Mr. Everline asked how many accidents had occurred at the intersection of Citrus and Camillia. Mr. Everline stated that he might not be in favor of removal of oak trees to fix this intersection in question.

Mayor MacFarlane closed Public Comment.

## 7. Discussion: **Town Noise Ordinance**

Mayor MacFarlane explained that there had been some Town residents who had complained about noise problems from their neighbors, and currently the Town did not have an ordinance that would deal with that sort of issue. Mr. O’Keefe had shared Lake County’s Noise Ordinance with the Town Council and the Mayor asked what the other Town Councilors thought of that ordinance.

Councilor Miles stated that he did not think that Lake County’s ordinance would be enforceable due to it not having specific information such as specific identifiable information about what exceeding the noise level meant (such as a certain decibel level at so many feet from the person’s property.)

Mayor MacFarlane agreed and said that the Town’s Noise Ordinance should have a measurable component to it.

Councilor Lannamañ stated that she was concerned about construction noise occurring at or before 6 AM.

Police Chief Thomas recommended a misdemeanor component in the Town Noise Ordinance.

Mayor MacFarlane opened Public Comment for this item only.

**Tim Everline, 1012 N. Lakeshore Blvd.** – Mr. Everline was concerned about there being no decibel level being used to measure the noise level on an objective basis.

**Tom Ballou, 1005 N. Tangerine Ave.** – Mr. Ballou stated that New York State suggested that time of the day should be a component for the proposed Noise Ordinance, so that people could not complain about you mowing your yard in the middle of the day.

Heather Ramos, Town Attorney, stated that she would recommend that the Town look at the Orange County Noise Ordinance.

**Peter Tuite, 300 E Croton Way** – Mr. Tuite stated that he believed that this was just a problem in neighborhoods where houses were too close together, such as those with HOAs. Mr. Tuite stated that he believed HOAs should be taking care of this issue.

**Todd Hawkins, 1110 N Lakeshore Blvd** - Mr. Hawkins stated that he had seen that iPhones have decibel measuring apps and that the Town should look into using this rather than a device built exclusively for that purpose, in an effort to save money.

Mayor MacFarlane closed Public Comment.

There was consensus from Town Council that the Town Attorney should look at both Orange County’s Noise Ordinance and Lake County’s and make a suggestion to the Town.

## **DEPARTMENT REPORTS**

### 8. Town Manager

Sean O'Keefe, Town Manager, read out notices of future meetings and events.

Mr. O'Keefe stated that he had been in contact with the Central Lake CDD about the possibility of the Town purchasing some ERU's for wastewater capacity, to be used off of Central Ave (such as for the Howey Market) and the Central Lake CDD had informed him that no ERUs were available for purchase at this time.

Mr. O'Keefe stated he would be declaring a State of Emergency in the Town for the upcoming arrival of Hurricane Idalia and that residents should get ready for the storm.

## **COUNCIL MEMBER REPORTS**

### 9. Mayor Pro Tem Gallelli

Mayor Pro Tem Gallelli asked about the \$4.25 million appropriations that the Town received from the state legislature. Mr. O'Keefe stated that he was working on the questionnaire that the state had forwarded to him and that he would be submitting it on the following day.

Mayor Pro Tem Gallelli asked about the status of the sale of the Town's land to Lake County's Fire Department. Mr. O'Keefe explained that the County had not made a decision yet, that they were more interested in a more northern parcel, but they had not ruled out the land on Number Two Road.

Mayor Pro Tem Gallelli announced that the Town had just hired Matt McDonald as its new Code Enforcement Officer.

Mayor Pro Tem Gallelli asked if the Town staff had looked into the option of a 401(a) as an investment tool for employees. Mayor MacFarlane stated that she thought the Town would really need to look at all of its options.

Mayor Pro Tem Gallelli asked for more information on how the budgeted \$31,500 was going to be spent on its Christmas Festival.

### 10. Councilor Lehning

Councilor Lehning asked when the Town Planner would be finished with compiling the Comprehensive Plan and Land Development Code changes that the Town Councilors had each individually suggested. There was a consensus from all the Town Councilors that they wanted a presentation from the Town Planner on this topic during the second September Town Council Meeting.

### 11. Councilor Miles

Councilor Miles asked about the status of the 2 lift station improvements. Public Works Director, Morgan Cates, stated that, with the Town Council's passing of the Town Manager's signatory authority during this meeting's Consent Agenda, the Town would be able to complete the process of submitting the grant application.

Councilor Miles wanted to know about the status of his request that the Town Manager send a letter to owners of the 12 contiguous parcels off of Revels Road asking them if they would like to annex into the Town. Councilor Miles asked if any other Town Councilors objected to having the Town Manager send out the annexation request letter by the end of the week. Mayor MacFarlane stated that, due to the hurricane that was projected to come near the Town that week, that the Town Manager be given one additional week to send out the letters.

Councilor Miles asked about the status of the recruitment of a new Finance Supervisor. Town Clerk, John Brock, stated that the Town was still accepting applications and actively interviewing individuals for the position. Councilor Miles asked who was working with the auditor to close out the Fiscal Year. Mayor MacFarlane explained that the Town would be working with the Town's consultant, June Lorah, to close out the year.

Councilor Miles asked the status of the change to commitment accounting and how not having a working Finance Supervisor would affect this. Mr. O'Keefe stated that the timing of the Finance Supervisor's resignation was not ideal, that it may affect the timeliness of that transition.

Councilor Miles congratulated the Public Works Director on the work that was ongoing on N. Dixie Drive.

Councilor Miles was concerned about the Finance Departments placement within the Town Hall's organizational chart. Councilor Miles was concerned about the Finance Supervisor position, which he stated was typically a much more highly skilled and educated position than the Town Clerk's position, and that the Finance Supervisor position would be reporting to the Town Clerk.

Mayor MacFarlane stated that this was an organizational decision, and that this decision was one that the Town Manager could make without the approval of the Town Council. Mayor MacFarlane stated that the Town Manager should be allowed to manage his staff as he deems appropriate.

Councilor Miles was also concerned about the new Office Supervisor position being created in Town Hall.

Councilor Miles stated that he thought the Finance Department should report directly to the Town Manager rather than the Town Clerk's office. Councilor Miles stated that he did not like the new proposed organizational structure.

## 12. Councilor Lannamañ

Councilor Lannamañ asked about the Pine Park plan. Public Works Director, Morgan Cates, stated that it was his understanding that Town Council had gone back to the idea of designing a set of pickleball courts, bike trail, and a parking lot.

Councilor Lannamañ asked if the Town had an alert notification system. Mr. O'Keefe explained that the Town participates with the County's notification system and people could sign up for it with AlertLake Notification system.

## 13. Mayor MacFarlane

Mayor MacFarlane asked to have replanting of trees added to a future Town Council agenda.

Mayor MacFarlane stated that she was concerned about the appropriations process and would appreciate an email when the Town Manager had submitted all the necessary paperwork.

Mayor MacFarlane asked if the Town Council would need to adjust the FY2023 budget to account for the Town not selling the land to the Lake County Fire Department.

Mayor MacFarlane stated that she thought that individual Town Councilors (herself included) should not be making requests of the Town Staff. Mayor MacFarlane stated that there needed to be a consensus from the Town Councilors and a vote before making the staff work on individual's requests.

Mr. O'Keefe stated that there is a Tree Fund and that the Tree Fund falls under the auspices of the Parks and Recreation Board's responsibility to manage this fund.

Mayor MacFarlane stated that she wanted to talk about concerns about the raise for the Town Clerk and that the Town had started him at a very low rate. Councilor Miles stated that he did not have a problem with the proposed raise for the Town Clerk, especially with his additional duties as they relate to planning and development.

Councilor Miles was concerned about the previous Finance Supervisor leaving the Town.

Mr. O'Keefe explained that John Brock, the Town Clerk, has many additional responsibilities that are not typically performed by a Town Clerk. Mr. Brock's additional responsibilities for the Town include IT Director, Emergency Planning Section Chief, Human Resource Director, Economic Development, and Planning and Zoning Department Director responsibilities, which all fall under Mr. Brock's domain. Mr. O'Keefe stated that Mr. Brock would be functioning effectively as a Deputy Town Manager, overseeing the Finance Department as well.

Councilor Miles stated that he was not happy with the proposed set-up and does not want Mr. Brock to be over the Finance Department. Councilor Miles stated that he thinks the Town needs a Finance Director that would be a peer to Mr. Brock rather than elevating Mr. Brock's position.

### **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 would like the Town to print out a list of every staff position and their salaries. Mr. Everline was upset about the Town purchasing a stage for events.

**Peter Tuite, 300 E Croton Way** – Mr. Tuite stated that he thinks that a proposed Noise Ordinance should have a clause for emergency generators being utilized during emergencies.

**Banks Helfrich, 9100 Sams Lake Road, Clermont** – Mr. Helfrich spoke about the theme of purpose and sustainability.

Councilor Lehning stated that, in the past, the Town did not have enough staff to function appropriately and that he resented people belittling the Town staff.

### **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.**

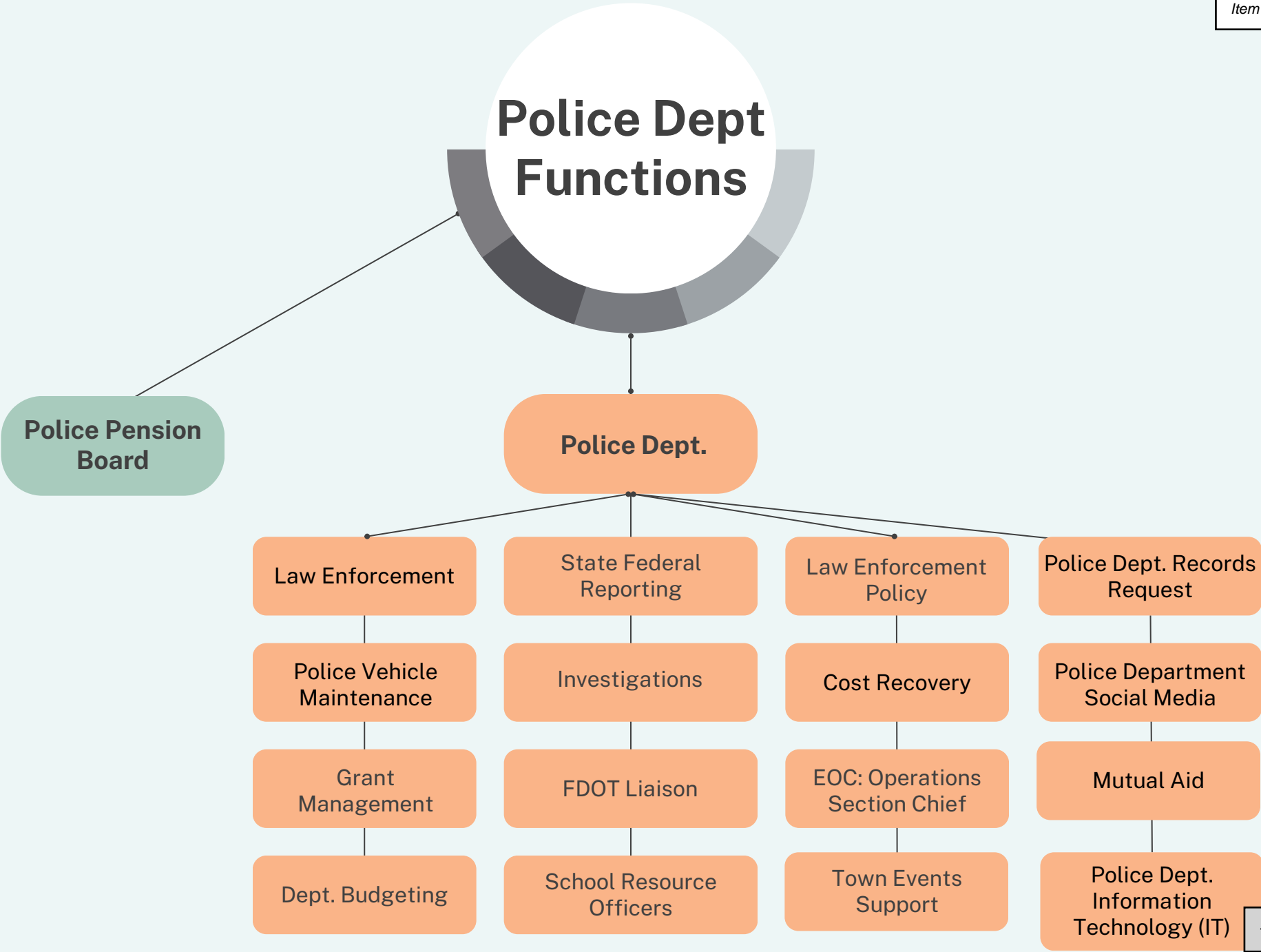
The Meeting adjourned at 8:09 p.m. | **Attendees: 32**

\_\_\_\_\_  
Mayor Martha MacFarlane

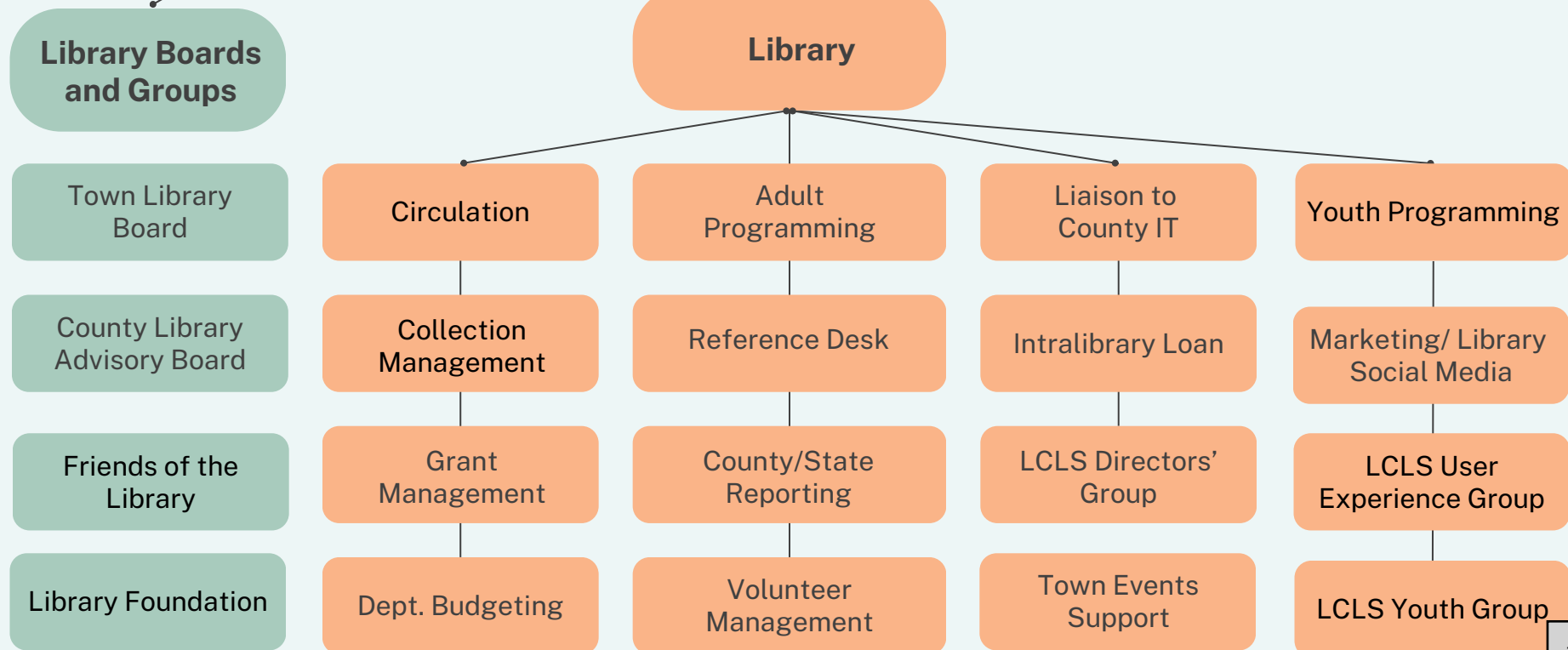
ATTEST:

\_\_\_\_\_  
John Brock, Town Clerk

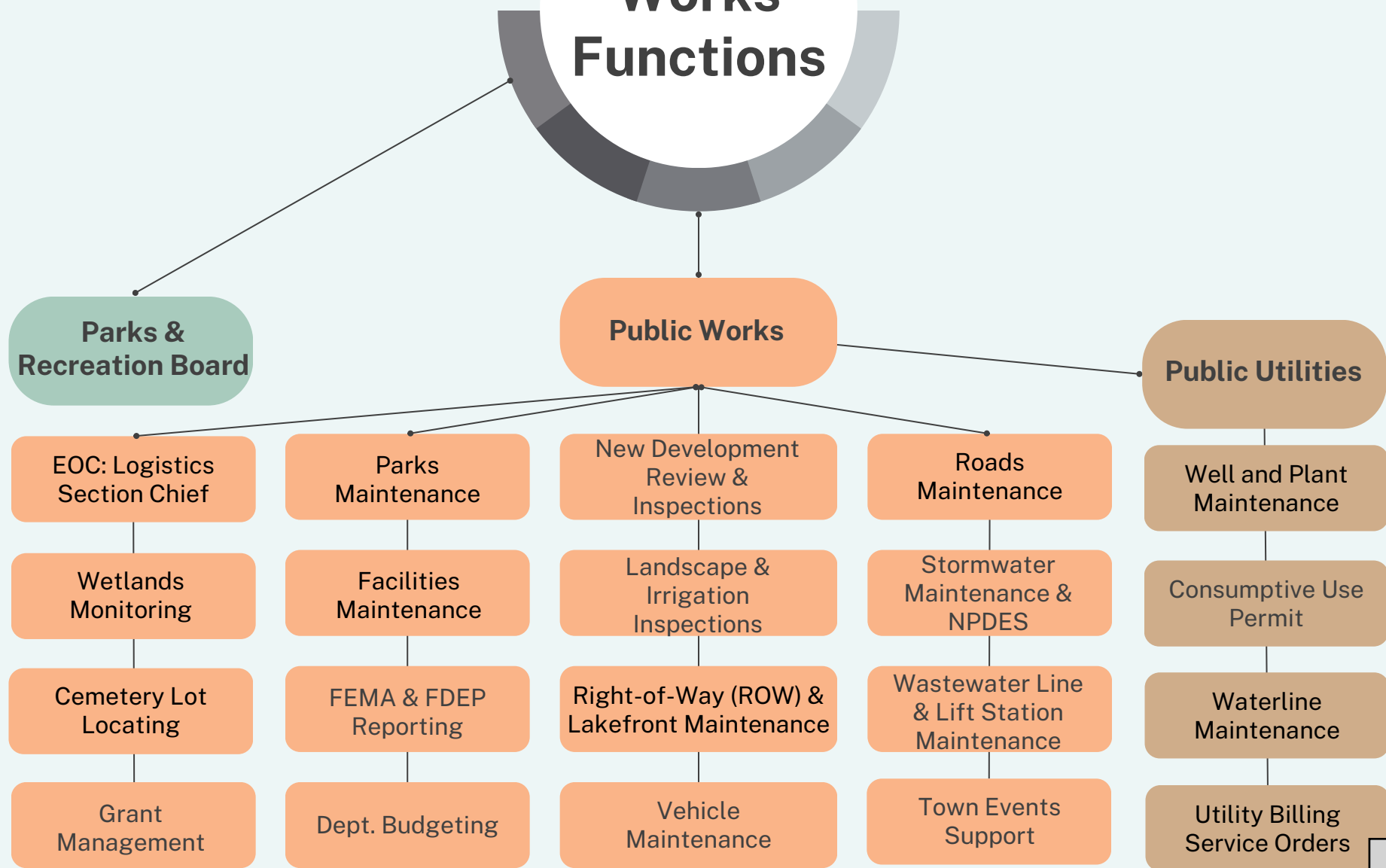
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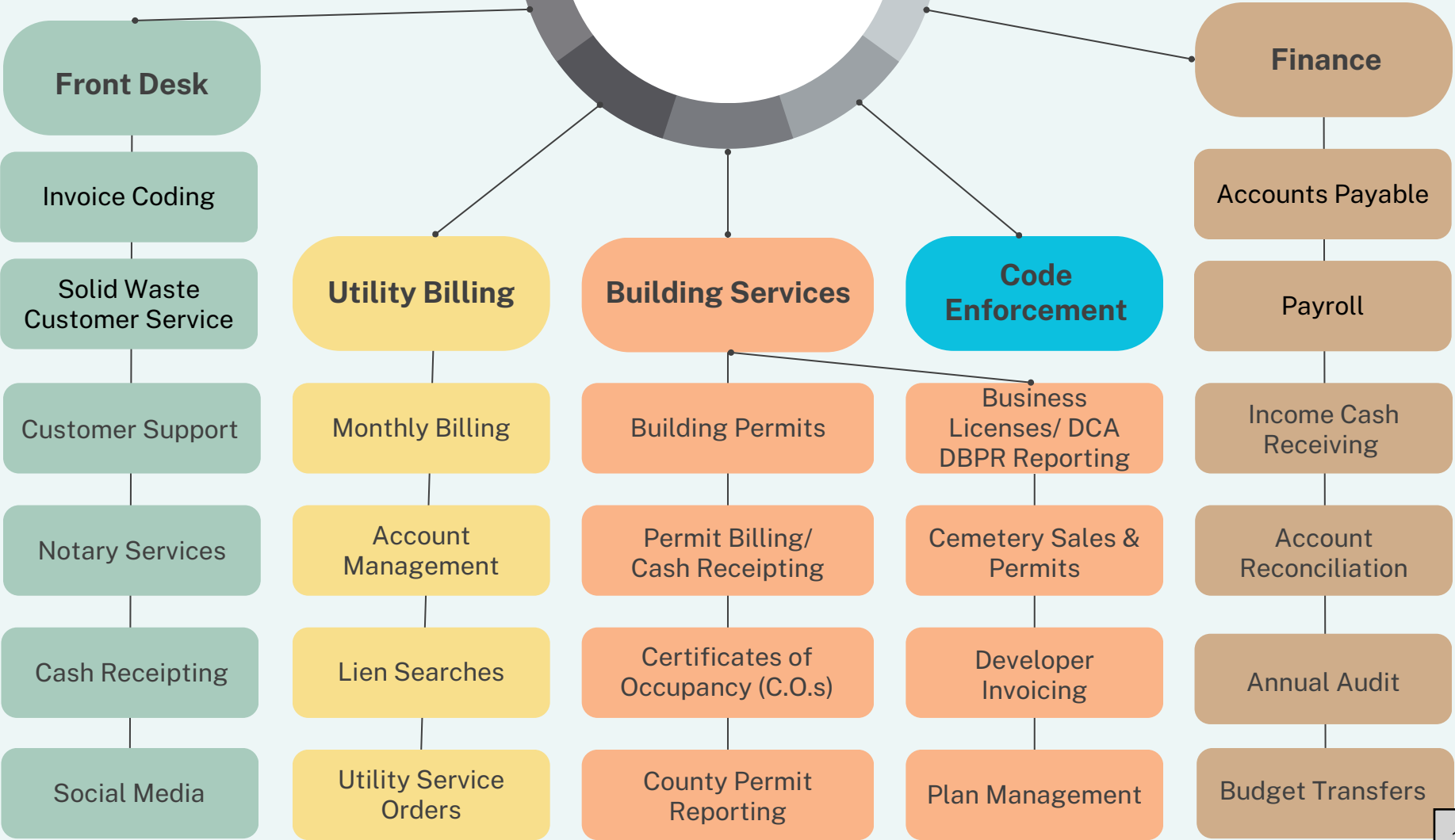
# Library Functions



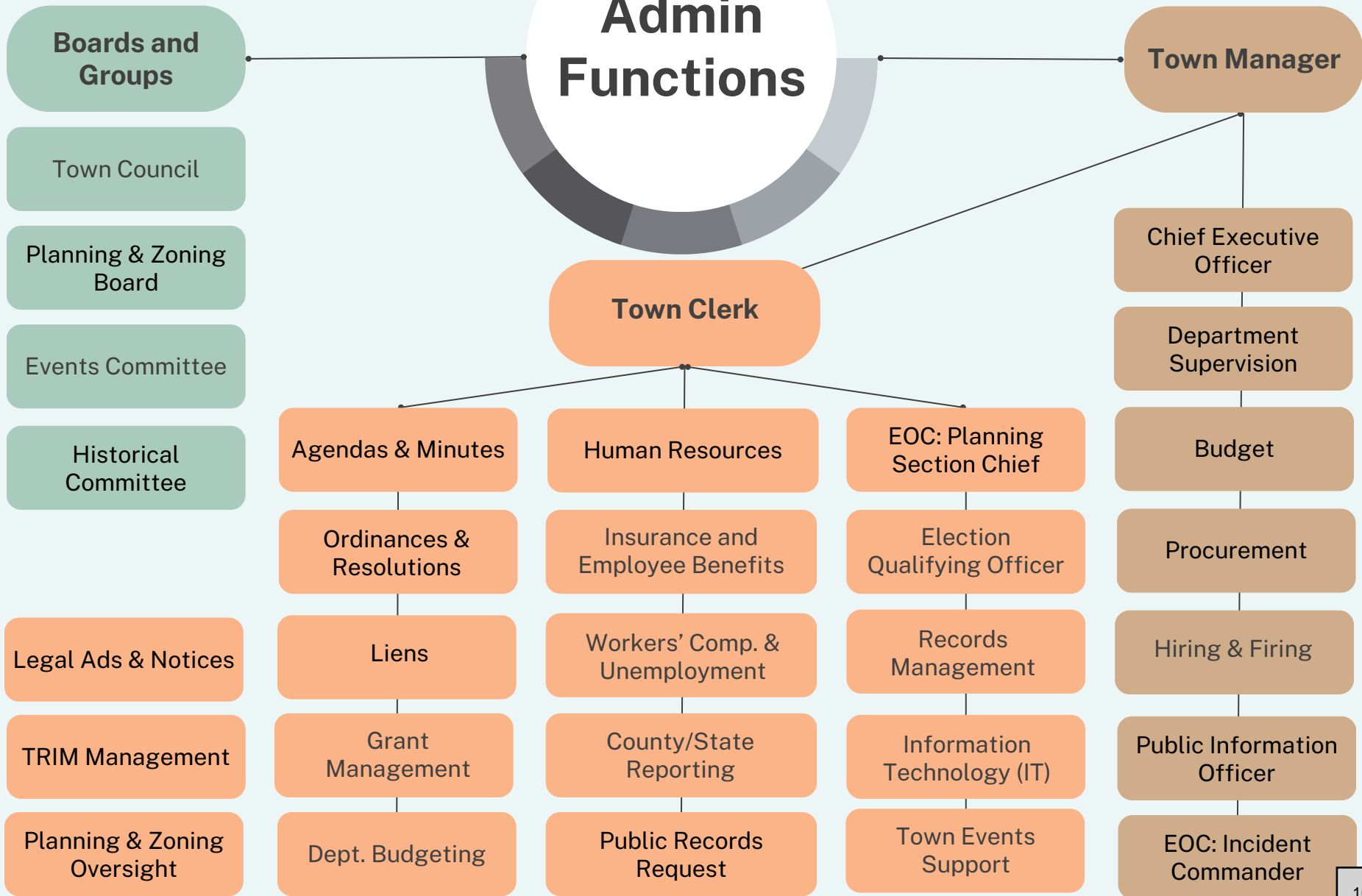
# Public Works Functions



# Town Hall Functions



# Admin Functions



**Howey-in-the-Hills**  
**SMART Goals**  
**Update - September 2023**

**Water/Wastewater:**

- Acquire assets of Central Lake CDD.
- Wastewater Plant build/buy.
- Map Town Sanitary Sewer Grid – Assign Phases – Begin southwest Area.
- Connecting southwest quadrant of Town (S. Florida/S. Dixie) to sewer.
- Acquire the water/wastewater plants at Drake Pointe.
- Upsize Drake Pointe Plants to manage northeastern quadrant of Howey ISBA.

**Infrastructure:**

- Use Town grid to repair, resurface, etc. on regular cycle.
- Repair/upgrade roadways.
- Purchase additional right-of-way at Citrus and Camellia to reconstruct road intersection and add stop signs.

**Town Planning and Development:**

- Action Plan update (what is the status of a given development? Utilities? Etc.)
- Complete an updated survey of the Town.
- New Town Hall Campus – Design (Police-Fire-Library-Park).
- Annexation of land into Town.
- Responsible development with a focus on sustainability.
- Developers' concessions to pay for roads and utilities as needed to not burden current residents.
- Continue to provide high-quality of life for current residents and future generations, including walkable downtown.

**Sara Maude Mason Nature Preserve:**

- Repair/redesign Sara Maude Walkways.

**Community Outreach and Development:**

- Pro-actively search for grants monthly and submit a certain amount every month.
- Review existing impact fees and assess the need for new impact fees e.g. stormwater, transportation, wastewater.
- Benchmark other fees and salaries and define strategy and timelines for implementation of the target dollar amount.
- Create a Community Redevelopment Area for the Town City Center.
- Meeting at LEC/quarterly: inviting new residents, welcome them, questions, join/create committees.
- Commercial Businesses: list of businesses, talk to businesses, discussing when we have sewers.
- Engage outside firm to develop image options and conduct workshops for public input.
- Community Volunteerism: Committees per year, ask for co-chair.

**Water/Wastewater:**

## 1. Acquire assets of Central Lake CDD:

To achieve this goal, the Town Manager, Town Attorney, and Wastewater Liaison Councilor Miles tried to engage in negotiations with the Central Lake Community Development District (CDD) to acquire their wastewater assets. Multiple conversations were held with the CDD representatives to discuss the possibility of the transfer of ownership, financial considerations, and operational responsibilities. The Town Manager and Wastewater Liaison have been working closely with the Town Attorney to investigate possible paths forward. At this point, the acquisition seems unlikely, but the Town will continue to be open to the possibility of an agreement.

STATUS: PENDING THIRD PARTY INVOLVEMENT

**Water/Wastewater:**

## 2. Wastewater Plant build/buy:

To address the wastewater demands of the town, the Town Manager and Wastewater Liaison explored various options, including building a wastewater plant or purchasing an existing one. The FGUA performed a high-level analysis showing the feasibility of the Town pursuing solutions. At the staff level, site suitability and availability have been the primary and ongoing considerations. Through ongoing analysis, the path forward is still uncertain whether construction of a new wastewater plant, purchase of an existing plant, or cooperation with a nearby municipality is the best course of action. Although the ability to manage the Town's destiny through utilities is desirable, Council has expressed some reservations about taking the steps necessary to build an independent Town-owned facility.

STATUS: ONGOING INVESTIGATION AND CONSIDERATION

**Water/Wastewater:**

## 3. Map Town Sanitary Sewer Grid - Assign Phases - Begin southwest Area:

To expand the sanitary sewer system and work on the ultimate goal to connect all areas of the existing part of Town, the Town Engineer is working on creating an up-to-date plan of the existing sewer lines to be expanded. The engineer is considering the necessary infrastructure, including pipelines, manholes, and lift stations, bearing in mind factors such as population density, topography, and accessibility. This goal is unable to move any further without wastewater capacity being made available to the Town.

STATUS: CONTINGENT UPON AVAILABILITY OF CAPACITY

**Water/Wastewater:**

## 4. Connecting southwest quadrant of Town (S. Florida/S. Dixie) to sewer:

Building upon the previous goal, this project will involve excavation, installation of pipelines, and connection to the main wastewater treatment plant. Once completed, mandatory hook-up for affected residents is recommended, although outside funding to cover per-unit costs will be sought.

STATUS: CONTINGENT UPON AVAILABILITY OF CAPACITY

**Water/Wastewater:**

## 5. Acquire the water/wastewater plants at Drake Pointe:

Recognizing the need for additional water and wastewater infrastructure, as well as the importance of providing service within the Town's ISBA, staff pursued the acquisition of the water and wastewater plants at Drake Pointe. Initial attempts at meeting with the owners have proven fruitless at this time. If the opportunity occurs, the Town Manager and Town Attorney will present a proposal for Council consideration. At this time, the most that staff has recently heard from Drake Point representatives is that there may be interest in their side to utilize the Town's upcoming Water Treatment Plant #3, rather than building their own.

STATUS: PENDING THIRD PARTY INVOLVEMENT

**Water/Wastewater:**

## 6. Upsize Drake Pointe Plants to manage northeastern quadrant of Howey ISBA:

This project is contingent on the same conditions as the previous project. This project will involve increasing the capacity of the treatment facilities, installing additional equipment, and upgrading the existing systems.

STATUS: PENDING THIRD PARTY INVOLVEMENT

**Infrastructure:****1. Use Town grid to repair, resurface, etc., on a regular cycle:**

To maintain the town's infrastructure, the Public Works Director is developing a comprehensive maintenance plan based on a regular cycle. The department conducted condition assessments of roads, and, using this data, a prioritized schedule for repairs, resurfacing, and other necessary maintenance activities is being developed. The plan considered factors such as usage and current conditions, and is limited primarily by funding. At the current funding rate, one road in poor condition per year can be repaired using the Infrastructure Fund appropriations. With newly procured agreements, the Public Works Department has been moving forward on the schedule. The Public Works Director will be pursuing grant funding to advance the road repair cycle.

STATUS: ONGOING; PLAN ESTABLISHED

**Infrastructure:****2. Repair/upgrade roadways:**

As mentioned above, the Public Works Director is developing an infrastructure improvement plan. As part of this, the Public Works Department conducted detailed assessments of road conditions, identifying areas in need of repair or reconstruction. Utilizing a new piggyback agreement, external contractors are being utilized to execute roadwork. The repairs included pothole filling, and, on a scheduled basis, complete roadway reconstruction. The Public Works Director has coordinated with the Town Engineer to ensure compliance with design standards and best practices. Regular inspections are conducted to monitor the progress and quality of the road repairs. The Public Works Director will be pursuing grant funding to advance the road repair cycle.

STATUS: ONGOING; PLAN ESTABLISHED

**Infrastructure:****3. Purchase additional right-of-way at Citrus and Camellia to reconstruct road intersection and add stop signs:**

To improve traffic flow and enhance safety at the Citrus and Camellia intersection, staff has been collaborating with Lake County and the property owner to acquire the necessary land. Lake County has already approved the return of the right-of-way (ROW) to the Town. The next step is working with the property owner to re-survey the land and work on the dedication of part of the land to the Town, as well as the re-aligning of the right-of-way.

STATUS: ONGOING; PLAN ESTABLISHED

**Town Planning and Development:****1. Action Plan update (what is the status of a given development? Utilities? Etc.):**

Timelines regarding development status are constantly being updated. The most recent information prepared for this was the updated development projection that was sent to St. Johns River Water Management District for the Town's Consumptive Use Permit. Similarly, the Town Planner has prepared a draft action plan update to be presented to Council. After review by the Councilor that requested the action plan to make sure that it contains the expected information, the plan can be presented at an upcoming Council Meeting.

STATUS: PRESENTATION BEING PREPARED FOR UPCOMING COUNCIL MEETING

**Town Planning and Development:****2. Complete an updated survey of the Town:**

Getting a surveyor on the Town's approved list of contractors is part of the Library of Professional Services. Staff is working to get agreements from all vendors so that Council can approved the contractor list. At that time, this project can be started.

STATUS: PENDING COUNCIL APPROVAL OF CONTRACT

**Town Planning and Development:****3. New Town Hall Campus - Design (Police-Fire-Library-Park):**

To meet the evolving needs of the community, Council has discussed designing a new Town Hall Campus that would house the Police, County Fire, and (potentially) Town Hall facilities. Grant funding for the Police station was pursued through a CDBG-MIT grant, but not obtained. With the Council's potential reconsideration of the use of the available 9-acre parcel on Number Two Road and the County's reconsideration of the placement of their Fire Station, further site planning for a campus at Number Two Road seems premature at this time. As Police Impact Fees accumulate due to development and the County makes a final site determination for their Fire Station, an opportunity for the creation of a campus will develop.

STATUS: PENDING FUNDING AND THIRD-PARTY ACTION

**Town Planning and Development:****4. Annexation of land into Town:**

As part of the town's growth strategy, the Town is pursuing the annexation of adjacent land into the town's boundaries. In addition to the legal and administrative processes associated with annexation, the primary consideration is the ability to provide utility services to any potentially annexed area. Due to the utility consideration, the areas most likely for potential annexation are: Cedar Creek, Drake Point, East Revels Road (south side), and the Cypress Point area. Cedar Creek and Drake Point are part of ongoing discussions, and Revels Road recently had a mail campaign regarding annexation.

STATUS: ONGOING; VARIOUS PROJECTS IN DIFFERENT STAGES

**Town Planning and Development:****5. Responsible development with a focus on sustainability:**

To promote responsible and sustainable development practices, staff have been participating in the ongoing County-wide “Strong Towns” meetings and copies of the book have been provided to Town Council and the Planning and Zoning Board to facilitate discussion. Similarly, joint workshops on the revision of the Land Development Code and Comprehensive Plan have taken place, with feedback provided by Council Members and Board Members for proposed revisions.

STATUS: IN PROGRESS - ACTIVE CONSOLIDATION OF FEEDBACK FOR PRESENTATION TO COUNCIL

**Town Planning and Development:****6. Developers' concessions to pay for roads and utilities as needed to not burden current residents:**

Recognizing the need for infrastructure improvements to support new developments, staff have been working with developers to contribute to the funding of necessary roads and utilities related to their respective developments. The Public Works Director has worked with developers regarding the potential development of utilities facilities on the site of their developments. The Town Planner and Town Engineer have assessed the impact of each upcoming development on the existing road infrastructure and have determined the corresponding financial obligations for developers, which was initially proposed as a “fair-share” contribution for road improvements and has been discussed with every current developer in Town. Staff are currently working with Legal to perform the necessary impact fee analysis and draft an ordinance for a Roads Impact Fee that would serve the place of the “fair-share” contribution for roads.

STATUS: ONGOING; NEXT STEP – IMPACT FEE ORDINANCE

**Town Planning and Development:****7. Continue to provide a high quality of life for current residents and future generations, including a walkable downtown:**

Staff has talked with property owners and interested builders in the downtown area. There is interest in creating pedestrian-friendly spaces and attractive streetscapes that combine commercial and residential. Although the current lack of wastewater capacity precludes immediate development, there has been a request from New Beginnings to do a presentation to the Town Council about some preliminary concepts in developing a “Bohemian-style village” with retail below and housing above. This would promote a vibrant downtown with residential, commercial, and recreational amenities within walking distance.

STATUS: NEED TO SCHEDULE PRESENTATION FOR UPCOMING COUNCIL MEETING; WASTEWATER CAPACITY ALSO A PREREQUISITE

**Sara Maude Mason Nature Preserve:**

Staff have worked with environmental experts and engineers to assess the current condition of the preserve's walkways and develop a repair and redesign plan. The team conducted site visits, evaluated the impact of weather and usage on the walkways, and identified areas in need of repair, ultimately determining that the entire boardwalk needed to be replaced. After a year, some FEMA funding has been secured for the project. Additional funds have been budgeted in the upcoming year from Parks and Recreation Impact Fees to fund the project. Construction and repair activities will be undertaken to improve the safety and aesthetics of the walkways, ensuring that residents and visitors can enjoy the preserve's serene environment and engage in outdoor activities.

STATUS: AWAITING NEW FISCAL YEAR FUNDING

**Community Outreach and Development:**

1. Proactively search for grants monthly and submit a certain amount every month:

To secure additional funding for community projects and initiatives in addition to the ongoing grants and appropriations that staff typically applies for, staff worked with Kimley-Horn to analyze the Town's Capital Improvement Plan (CIP) to create an application cycle matrix for the upcoming year.

Grant/Appropriations of Note:

- State Appropriation for WTP
- LCWA stormwater grant
- FDEM lift station grants (HMGP) (pending award)
- FEMA boardwalk grant (HMGP)
- FEMA Storm debris reimbursement
- Community Planning Technical Assistance Grant (not awarded)

STATUS: ONGOING

**Community Outreach and Development:**

2. Review existing impact fees and assess the need for new impact fees (e.g., stormwater, transportation, wastewater):

Staff conducted a review of the existing impact fees and assessed the need for new impact fees related to stormwater management, roads, and wastewater services. Staff considered factors such as population growth, infrastructure demands, and the town's financial sustainability. Based on analysis, recommendations were made to create these fees for the upcoming fiscal year (FY24), ensuring that the fees accurately reflected the impact of new development on the town's infrastructure and services. After preparing growth data and preliminary cost estimates, the next step is to get legally acceptable consultants' reviews of the costs and do the legal drafting of the ordinance for Council review.

STATUS: IN PROCESS

**Community Outreach and Development:**

3. Benchmark other fees and salaries and define strategy and timelines for implementation of the target dollar amount:

As there are different kinds of fees, and salaries are a completely different discussion, these are considered separately.

**Fees:** The Town has recently modified all building permitting fees, based on benchmarking with local municipalities. The number of impact fee categories is proposed to increase this coming fiscal year from three to six (including wastewater, roads, and stormwater). Fees for water have been increased by the Municipal Cost Index; based on conclusions derived from a previous water rate study, adopting the maximum MCI rate every year puts the Town's rates where they should be. Other fees, such as administration and cemetery fees, have not been adjusted.

Salaries: Salaries remain the lowest (or next to the lowest) for director-level positions when compared with all other Lake County municipalities. To that end, raises that exceed cost-of-living percentage increases are recommended across the board until such time as a salary study is completed and implemented. In addition, employee benefits have been reviewed, with a proposal for a pension for non-sworn employees having been proposed to Council, and the benchmarking of the Town's contribution for premiums for health insurance budgeted for the upcoming fiscal year.

STATUS: ONGOING - STAFF NEEDS TO REVIEW REMAINING FEES

**Community Outreach and Development:**

4. Create a Community Redevelopment Area for the Town City Center:

Recognizing the potential for revitalization and economic development, staff has looked into the creation of a Community Redevelopment Area (CRA) for the Town Center. Staff collaborated with Lake County Economic Development and talked with some consultants about the process. A consultant will need to conduct detailed analyses of the area, assessing existing infrastructure, economic opportunities, and potential challenges to develop a CRA plan that incorporates strategies for infrastructure improvements, business development, public spaces, and community amenities. The implementation of the CRA plan will involve collaborations with developers, businesses, and community organizations to attract investments, enhance the quality of life, and create a vibrant town center.

STATUS: NEED TO PROCURE CONSULTANT FOR "FINDING OF NECESSITY" REPORT

**Community Outreach and Development:**

5. Meeting at LEC/quarterly: inviting new residents, welcome them, questions, join/create committees:

To foster a sense of community and engage new residents, the Library Director will be organizing regular meetings at the Library's Learning Education Center (LEC) in the new fiscal year. The meetings will be designed to welcome newcomers, provide information about town services and programs, and address any questions or concerns they may have. Residents will have the opportunity to meet Town staff members and will be encouraged to participate in Town committees and volunteer opportunities. The meetings will also serve as a platform for residents to share their ideas and suggestions, allowing staff to gather valuable input for decision-making and future planning.

STATUS: SCHEDULED IMPLEMENTATION

**Community Outreach and Development:**

6. Commercial Businesses: list of businesses, talk to businesses, discussing when we have sewers:

To support the growth and development of commercial businesses, staff have engaged in conversations with business owners, seeking feedback on their needs and challenges. The discussion of the formation of a Chamber of Commerce has come up several times, but would need to be spearheaded on the side of the businesses, not the Town. One of the key topics of discussion was the availability of wastewater, as it played a vital role in business expansion and development. Staff communicated the town's plans for

providing sewer services to businesses, addressing any concerns and fostering a collaborative relationship between the town and local entrepreneurs.

STATUS: PENDING WASTEWATER CAPACITY AVAILABILITY

**Community Outreach and Development:**

7. Engage an outside firm to develop image options and conduct workshops for public input:

An initial engagement of an advising company, Allure Advising, provided a basis for logo ideas and slogans. Further consultations with residents, community leaders, and stakeholders through workshops, focus groups, and surveys to gather input and preferences regarding the town's image and branding will need to be arranged. After receiving and reviewing input, there will need to be additional workshops and open forums, allowing for further input and refining of the final image and branding strategy.

STATUS: NEED TO WORK WITH A FIRM TO PROVIDE FULL SCOPE OF SERVICES

**Community Outreach and Development:**

8. Community Volunteerism: Committees per year, ask for a co-chair:

To encourage community involvement and volunteerism, Events Committee meetings and membership have been completely opened to the public. Staff have encouraged residents to join this committee which has been engaged in planning Town Events: Easter Egg Dash, Founder's Day, Memorial Day, Oktoberfest, Halloween, Veterans Day, and the Christmas Festival. Other volunteer programs, such as library volunteers and "bump-out" maintenance groups, remain active.

STATUS: IMPLEMENTATION ACTIVE AND ONGOING



## MEMO

To: Town Council

CC:

From: John Brock, Town Clerk

RE: August 2023 Month-End Town Hall Report

Date: 09/08/2023

### Utility Billing:

Top Utility Bill Bad Debt for August 2023

account	last_ payment_ amount	last_ payment_ date	comments	current_ charges	past_due _amount	service_address
1296-01	52.72	08/02/2022	Builder (Harvey G Newsome Jr Inc) from pulling further permits until they have paid their debt on this account.	0	2291.31	400 E CROTON WAY - IRRIGATION
0239-00	100.00	07/31/2023	Account is locked. Owner doesn't live in Howey, family is trying to pay the bill	54.52	597.73	607 N LAKESHORE BLVD
0757-00	0.00	07/19/2023	Resident missed a payment, will pay 8/14	88.67	176.28	721 CALABRIA WAY - IRRIGATION
1167-00	250.00	06/27/2023	Working with resident to keep bill current	127.03	134.33	409 AMOLA WAY - POTABLE
1061-00	247.00	07/05/2023	Working with resident to keep bill current	127.05	134.32	201 MESSINA PL - POTABLE
0770-00	124.89	06/26/2023	Working with resident to keep bill current	130.37	133.13	706 CALABRIA WAY - POTABLE
0773-00	29.10	07/24/2023	Working with resident to keep bill current	146.59	127.11	471 BELLISSIMO PL - IRRIGATION
0910-00	127.11	06/20/2023	Working with resident to keep bill current	127.11	127.11	515 BELLISSIMO PL - POTABLE

## Building Permits:

PERMITS	23-Jul	23-Aug	Q4 Totals	Q3 Totals	Q2 Totals	Q1 Totals
Talichet - SFR	4	0	4	9	6	17
Venezia Townhome SFR	12	11	23	24	0	0
Independent - SFR	0	0	0	0	2	2
Bldg Commercial (Sign)	0	0	0	1	0	1
Building	1	1	2	3	4	7
Doors	1	1	2	1	4	0
Electrical	0	0	0	3	4	8
Fence	4	2	6	7	9	7
Gas	0	0	0	0	2	2
HVAC / Mechanical	0	4	4	4	4	4
Plumbing	0	0	0	1	2	1
Pool/Decks	2	1	3	1	2	3
Re-Roof	6	5	11	9	15	6
Screen Enclosure	2	0	2	4	3	2
Sheds	1	0	1	3	0	0
Solar	2	4	6	0	6	9
Windows	1	1	2	1	5	5
Monthly Totals	36	30	66	71	68	74
Monthly Permit Amount \$	\$ 253,787.35	\$ 148,008.24	\$ 401,795.59	\$299,988.19	\$174,079.07	\$378,007.28
Talichet CO's	0	8	8	12	0	3
Independent CO's	0	1	1	1	0	0

# Activity Log Event Summary (Cumulative Totals)

Howey-in-the-Hills PD  
(08/05/2023 - 09/05/2023)

Abandoned 911	1	Abandoned Vehicle	1
Abuse of Disabled Person	1	Alarm Activation	3
Animal Complaint	2	Anti-Social Behavior	37
Arrest	5	Assault & Battery	3
Assist other Agency- Alarms	2	Assist other Agency- Back-up	5
Assist other Agency- Child Services	1	Assist other Agency- In Progress calls	7
Assist other Agency- Medical Call	4	Assist other Agency- Other	2
Assist other Agency- Traffic	5	Baker Act	2
Be on the look-out- BOLO	1	Case Follow-Up	4
Citizen Assist	1	Civil Complaint-Legal Advice	5
Code Enforcement	1	Disabled Vehicle (DAV)	6
Disturbance	1	Fire Investigation	2
Found / Lost Property	3	Harassing / Obscene Phone Calls	1
Juvenile Complaint	1	Noise Complaint	1
Patrol	268	Patrol-Busines	7
Patrol-School	218	Property Check-Boat Ramp	28
Property Check-Business	67	Property Check-Residence	45
Property Check-Schools/Govt. Bldg.	59	Property Check-Town Property	154
Public Relations	3	Reckless Driver	2
Road Hazard	1	Security Check Request	18
Sick/Injured Person	4	Solicitor Complaint	1
Suspicious Incident	8	Suspicious Person	3
Suspicious Vehicle	4	Traffic Control	1
Traffic Crash	1	Traffic Stop-Civil Citation	112
Traffic Stop-Criminal Citation	11	Traffic Stop-warning	90
Traffic Watch	33	VIN Verification	1

**Total Number Of Events: 1,247**



# Public Works

## August 2023 – Monthly Report

Activity	Location/ Address	Notes
Road Maintenance / Potholes	E. Revels Road	Public Works Staff removed dirt on E. Revels Road.
Street Signs		
Stormwater/Drainage	S. Florida Ave	Public Works Staff installed a berm along the backside of the roadside stormwater swale at 400 S. Florida Ave.
Sidewalk Maintenance		
Building Maintenance	Main Water Plant Police Department Town Hall/Council Chambers	Contractor moved air vents in the main office. Flushed hot water heater at PD Replaced all bad light bulbs in Council Chambers
Grounds Maintenance	Taylor Memorial Cemetery Police Department Library Grove Square	PW Staff moved off the rear fence at Cemetery. PW Staff removed dead hedges at Police Department PW Staff removed weeds from pavers at Library. PW Staff removed weeds from pavers at Grove Square
Tree Trimming/Tree Removal/Stump Removal	E. Holly Street	PW Staff trimmed low hanging trees on E. Holly Street
Mowing/Weed Eating	Main Water Plant Well # 3 Lakeshore Blvd Cemetery Blevins Park Little Lake Harris Shoreline	Monthly Maintenance mowing, weed eating and edging. Monthly Mowing of Town Right of Way 9 Acre – Town Owned Parcel Weed Eating Little Lake Harris Shoreline
Boardwalk Repairs	Sara Maude Mason Nature Preserve	<b>Sara Maude Boardwalk still closed due to storm damage</b> (see update below)
Pre-Grade Inspections Landscape/Irrigation Inspections Sidewalk Inspections	Talichet  Talichet 2  Venezia Townhomes  In Field Lots	1 – Pre-Grade Inspection - SFR 0 – Final Lot Grading Inspection - SFR 0 – Final Landscape Inspection - SFR 0 – Sidewalk Inspection – SFR  6 – Pre-Grade Inspection – SFR 0 – Final Lot Grading Inspection  18 – Pre-Grade Inspections – Town Home 12 – Final Lot Grading Inspection  0 – Pre-Grade Inspection 3 – Final Lot Grading Inspection
Lot Grading Plan Reviews	Talichet Phase 2 Venezia Town Homes	0 – Lot Grading Plan/Landscape/Irrigation Reviews 6 – Lot Grading Plan Reviews

Landscape/Irrigation Plan Reviews	In Field Lots	

Item 9.

#### Additional Notes:

- Sara Maude Mason Nature Preserve nature trail is open to the public:
  - The boardwalk will stay closed. (Unsafe for pedestrian traffic)
  - Town Staff is working with FEMA Funding of reimbursement on the cost for repairs to the boardwalk.
- **FDEM HMGP – Lift Station #1 & #2 Grants**
  - Hazard Mitigation Grants for Lift Station #1 and Lift Station #2 have been submitted to FDEM.



## Public Utilities

### August 2023– Monthly Report

Activity	Location/ Address	Notes
Locates	Throughout Town	85 utility locates
Service Orders	Throughout Town	53 service orders
Repairs	Main plant	VFD for HSP 4 fan replacement, HSP 1 power board needs replacement.



**Library Director's Report  
Marianne Beck Memorial Library  
For the Month of August 2023**

**Statistics for August 2023**

Digital: 175, KOHA: 2073 **Total:** 2,248. 16 new patrons were added in August. Items borrowed from other libraries: 477, items loaned to other library: 403. There were 116 computer sessions in August. 511 patrons attended programs in August.

**Funds collected for August:**

**Copies/Fax:** \$69.30 **Fines:** \$35.25 **Total:** \$104.55

**Activities during the month of August:**

Public Works installed two fans on the pavilion in Central park and will be installing a water fountain within the next couple of months.

The Friends sponsored a new line dancing class in August. Tami teaches 10 patrons every week. We currently have 11 patrons registered for the September class. Also in August, we hosted our annual Scrabble tournament. 22 patrons participated throughout the month. All monthly programming remains strong.

We held 44 programs, meetings and classes in the LEC (Library Education Center) in the month of August. The Library was opened 26 days in August. Closed one day for hurricane Idalia

Respectively Submitted,  
Tara Hall, Library Director