



**LAKE HELEN CITY COMMISSION  
WORKSHOP  
May 6, 2014  
9:30 A.M.**

**AGENDA**

Any individual wishing to speak before the City Commission regarding any item on the agenda must fill out and submit a BLUE speaker card to the Recording Secretary, be recognized by the Chair, and limit his/her remarks to three minutes unless otherwise directed by the City Commission.

**CALL TO ORDER: Mayor Snowden**

**INVOCATION AND PLEDGE**

**COMMISSION DISCUSSION**

1. Creative Arts Café
2. Comprehensive Plan
3. Strategic Planning

**ADJOURNMENT**

The City Commission may discuss other issues related to these matters or any other issues relating to City business or take action on any matters relating to City government at the aforementioned meeting. If any person decides to appeal any decision by the Lake Helen City Commission with respect to any matter considered at the above meeting, he/she will need a record of the proceedings, including all testimony and evidence upon which the appeal is based. To that end, such person will need to insure that a verbatim record of the proceedings is made. The City of Lake Helen does not provide this record.

Individuals with disabilities needing to participate in any of these proceedings should contact the City offices at least three (3) working days in advance of the meeting date and time at (386) 228-2121.

# **WORKSHOP AGENDA ITEM**

## **Commission Discussion**

### **1. Creative Arts Café**



# City of Lake Helen

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Volusia County, Florida

WORKSHOP  
LAKE HELEN CITY COMMISSION  
May 6, 2014 9:30am

**SUBJECT:** Creative Arts Café

**OVERVIEW/SUMMARY:**

At the Regular Commission Meeting on April 10, 2014, the City Commission directed staff to include the Creative Arts Café discussion item on the May 6, 2014 Commission Workshop Agenda.

**ATTACHMENTS:** None

# **WORKSHOP AGENDA ITEM**

## **Commission Discussion**

### **2. Comprehensive Plan**



# City of Lake Helen

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Volusia County, Florida

WORKSHOP  
LAKE HELEN CITY COMMISSION  
May 6, 2014 9:30am

**SUBJECT:** Comprehensive Plan Update

**OVERVIEW/SUMMARY:**

Florida Department of Economic Opportunity contacted the City of Lake Helen via correspondence dated June 26, 2013 stating that the City of Lake Helen is not in compliance with State Regulations.

Staff requests the Commission to entertain moving forward with updating the Comprehensive Plan with the assistance of an outside Consultant along with current staff.

A Request for Proposal will be advertised for the selection of a consultant to assist with updating the Comprehensive Plan. The RFP will request that components be itemized to allow city staff to choose work tasks that they may undertake in order to reduce costs.

The estimated cost to update the City's Comprehensive Plan is between \$25,000 to \$35,000.

**ATTACHMENTS:**

- Correspondence from the Florida Department of Economic Opportunity / City of Lake Helen



**City of Lake Helen**  
Volusia County, Florida

MAYOR  
Buddy Snowden  
CITY COMMISSIONERS  
Ann Robbins  
Vernon Burton  
Rick Basso  
Cameron Lane

July 1, 2012

Mr. Ray Eubanks, Plan Processing Administrator  
Florida Department of Economic Opportunity  
The Caldwell Building  
107 E. Madison Street, MSC 160  
Tallahassee, Florida 32399-4120

RE: Evaluation and Appraisal Notification Letter

Dear Ray,

This letter is written to advise you that, consistent with the Evaluation and Appraisal Notification Letter Schedule 2012-2018 that requires that the City of Lake Helen transmit its Notification Letter by July 1, 2012, the City has conducted its evaluation and determined that it will be necessary to amend Lake Helen's comprehensive plan in order to be consistent with changes in state statutory requirements. The City understands that said comprehensive plan amendments must be transmitted to the DEO by July 1, 2013, and are subject to the State Coordinated Review Process.

Should you require further information regarding this matter, please do not hesitate to contact me.

Best regards,

Dan Findell  
City Administrator

Rick Scott  
GOVERNOR



Hunting F. Deutch  
EXECUTIVE DIRECTOR

FLORIDA DEPARTMENT of  
ECONOMIC OPPORTUNITY

July 2, 2012

Mr. Don Findell  
City Administrator  
City of Lake Helen  
Post Office Box 39  
Lake Helen, Florida 32744

RE: City of Lake Helen Evaluation and Appraisal Notification Letter

Dear Mr. Findell:

This is to acknowledge receipt of your Evaluation and Appraisal Notification Letter which was due on July 1, 2012, and received by the Department on June 29, 2012.

Please note that your proposed comprehensive plan amendments based on your Evaluation and Appraisal should be transmitted to the Department by July 1, 2013, within one year of your notification, pursuant to Section 163.3191(2), Florida Statutes. The amendments are subject to the State Coordinated Review Process as outlined in Section 163.3184(4), Florida Statutes.

Ashley Porter of the Department's staff is available to assist and provide technical guidance to your questions concerning the contents of the Evaluation and Appraisal based comprehensive plan amendments and may be reached at (850) 717-8502.

If you have any questions concerning the processing of the Evaluation and Appraisal based amendments, please contact Mr. Ray Eubanks, Plan Review Administrator, at (850) 717-8483.

Sincerely,

D. Ray Eubanks  
Plan Processing Administrator

Rick Scott  
GOVERNOR



Jesse Panuccio  
EXECUTIVE DIRECTOR

June 26, 2013

The Honorable Buddy Snowden, Mayor  
City of Lake Helen  
Post Office Box 39  
Lake Helen, Florida 32744-0039

RE: Notification of prohibition on adoption of plan amendments for failure to submit proposed Evaluation and Appraisal Amendments

Dear Mayor Snowden:

The purpose of this letter is to inform you of a statutory prohibition outlined in Chapter 163, Part II, Florida Statutes, which will have an impact on your jurisdiction's ability to adopt comprehensive plan amendments in the future.

Section 163.3191(4), Florida Statutes, states that if a local government determines that amendments to its comprehensive plan are necessary to reflect changes in state requirements, and fails to prepare and transmit such plan amendment or amendments to the statutory reviewing agencies for review pursuant to s. 163.3184(4), Florida Statutes, within one (1) year after notifying the Department of its determination, it may not amend its comprehensive plan until such time as it complies by submitting the proposed amendments.

According to our records the City of Lake Helen has not submitted the proposed Evaluation and Appraisal amendments which were due on July 1, 2013; and therefore, the City may not adopt amendments to its comprehensive plan until the proposed Evaluation and Appraisal amendments are submitted to the reviewing agencies.

If you have any questions concerning the processing of the proposed Evaluation and Appraisal amendments please contact Mr. Ray Eubanks, Plan Review Administrator, at (850) 717-8483 or Mr. James Stansbury, Regional Planning Administrator, at (850) 717-8512.

Sincerely,

D. Ray Eubanks  
Plan Processing Administrator



# **WORKSHOP AGENDA ITEM**

## **Commission Discussion**

### **3. Strategic Planning**



# City of Lake Helen

Volusia County, Florida

WORKSHOP  
LAKE HELEN CITY COMMISSION  
May 6, 2014 9:30am

**SUBJECT:** Strategic Planning

**OVERVIEW/SUMMARY:**

An interest has been expressed within the City Commission to develop a Strategic Plan for the City of Lake Helen. A strategic plan is a document used to communicate with the organization the organization's goals, the actions needed to achieve those goals and all of the other critical elements developed during the planning exercise.

Strategic planning is an organizational management activity that is used to set priorities, focus energy and resources, strengthen operations, ensure that employees and other stakeholders are working toward common goals, establish agreement around intended outcomes/results, and assess and adjust the organizations direction in response to a changing environment. It is a disciplined effort that produces fundamental decisions and actions that shape and guide what an organization is, who it serves, what it does, and why it does it, with a focus on the future. Effective strategic planning articulates not only where an organization is going and the actions needed to make progress, but also how it will know if it is successful.

In order to determine the future direction of the organization, it is necessary to understand its current position and the possible avenues through which it can pursue particular courses of action. Generally, strategic planning incorporates at least one of three key questions:

1. "What do we do?"
2. "For whom do we do it?"
3. "How do we excel?"

The following are basic components of the Strategic Plan and/or strategic planning process:

- Strategic Planning Team
- Mission Statement
- Vision Statement
- History and Background of the Organization
- Formal and Informal Mandates
- Stakeholders and Clientele
- Trends and Events
- S.W.O.C. Analysis (Strengths, Weaknesses, Opportunities, and Challenges)
- Issues
- Goals
- Objectives



# City of Lake Helen

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Volusia County, Florida

- Strategies
- Indicators
- Implementation
- Evaluation

The Strategic Planning Team may be comprised of city commissioners, members of the community, city staff, or some combination of the three. This team must be dedicated and prepared to work through a highly interactive and detailed process that will be very rewarding at its conclusion, as the Strategic Plan will set the course of the City for several years to come.

A facilitator that is knowledgeable and experienced in the strategic planning process is vital for the success of the process. The City Administrator fulfills these qualifications and may serve in this capacity. The facilitator is not a member of the Strategic Planning Team, but is someone who helps the team understand their common objectives and assists them to plan to achieve them without taking a particular position in the discussion.

Should the City Commission elect to undertake this initiative, city staff requests that the strategic planning process begins after July 2014. This will allow staff to give their full attention to the development of the FY15 Tentative Budget. The City Commission may determine the members of the team prior to this time. A dedicated Strategic Planning Team "kicking off" the process in August of 2014 will be able to successfully complete a plan so that it may be utilized in the development process of the FY16 Budget.