



City of Lake Helen

Volusia County, Florida

MAYOR

Buddy Snowden

COMMISSIONERS

Ann Robbins

Vernon Burton

Rick Basso

Cameron Lane

**Final Public Hearing
FY 2014-2015 Millage Rate and Budget
And Special Meeting
Lake Helen City Commission
September 24, 2014**

MINUTES

CALL TO ORDER

Mayor Buddy Snowden called to order the September 24, 2014, Final Public Budget Hearing for Fiscal Year 2014-2015 Millage Rate and Budget and Special Meeting of the Lake Helen City Commission at 6:17 pm.

Present:

Mayor Buddy Snowden Vice Mayor Ann Robbins Commissioner Vernon Burton
Commissioner Cameron Lane City Clerk Becky Witte City Administrator KC Cichon
City Attorney Jennifer Nix

Not Present: Commissioner Rick Basso

CALL TO ORDER: Mayor Buddy Snowden

CEREMONIAL MATTERS: LEGISLATIVE PRAYER AND PLEDGE OF ALLEGIANCE

Led by **Commissioner Vernon Burton**

BUSINESS OF THE COMMISSION:

ITEM 1: DELETIONS OR MODIFICATIONS TO AGENDA: None

ITEM 2: PUBLIC HEARING:

FINAL PUBLIC HEARING 6:00 PM FISCAL YEAR 2013-14 MILLAGE AND BUDGET

I. Introduction to Public Hearing on City of Lake Helen Fiscal Year 2014-15 Final Budget

Mayor Buddy Snowden: The City of Lake Helen City Commission convenes the Public Hearing on the City of Lake Helen Fiscal Year 2014-15 Final Millage Rate and Final Budget as required by Florida Statutes, Chapters 166 and 200. Chapter 200 requires that a Final Public Hearing on the budget be preceded by a two to five day notice of that hearing; and requires that the Commission advertise a summary of the final budget. Here are proofs of publication that such notices have been given. A summary of the final Municipal budget has been provided for public review by means of advertisement in the Daytona Beach News-Journal on Friday, September 19, 2014 pursuant to these requirements.

If anyone in our audience is here for the purpose of contesting their assessment they should have filed a petition for adjustment with the Value Adjustment Board as of September 12, 2014. The petition forms were available from the Property Appraiser's Office. This evening we will take a number of actions related to the adoption of a final millage rate and budget. I encourage you, if you have not already done

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so, to get a copy of the agenda so you may more easily follow the proceedings this evening. Citizen comments will be taken following the overview of the final budget by the City Administrator. The Vice Mayor will now present an overview of the Truth-In-Millage Legislation followed by the City Administrator's Explanation of the final and rolled back millage rates.

II. Fiscal Year 2014-15 Final Millage Rate and Final General Municipal Budget

A. Overview of Truth-in-Millage Legislation

Vice Mayor Ann Robbins: Truth in Millage Legislation or TRIM legislation was adopted by the State Legislature to ensure that taxpayers are advised of the public hearings at which the local taxing authorities' budgets and millage rates are considered and adopted. Local taxing authorities include the County, the City, the School District, the Hospital District, the Water Management District, and the Florida Inland Navigation District. Each year, the Property Appraiser completes an assessment of the value of all property and certifies to each taxing authority the taxable value of the property within its jurisdiction. Each taxing authority then notifies the Property Appraiser of its proposed millage rate, its rolled back rate and then the date, time, and place of the public hearing to consider the proposed millage rate and the final budget. The Property Appraiser then sends a notice by first class mail to every taxpayer on the assessment roll. The notice contains information regarding the proposed millage rate and the time and place of the public hearing. The Notice sent to taxpayers is called the TRIM notice. The TRIM notice lists what the taxes were for the prior year, what the taxes will be if the proposed budget changes are made, and what the taxes will be if millage rates are changed to the rolled back rate. This information is listed for each taxing authority. The notice also lists all voted levies for debt service. The purpose of the TRIM notice is to provide taxpayers with basic information to enable them to participate in the public hearing process of the various taxing authorities.

B. Explanation of the General Municipal Final and Rolled Back Millage Rates

City Administrator KC Cichon: One of the requirements of the Truth-in-Millage legislation is to provide information about why tentative millage rates are higher than the rolled back millage rates. The final millage for the City Commission General Municipal levy is 6.3685 mills, which is 5.59% more than the rolled back rate of 6.0313 mills. Rolled back millage rate is defined as "the millage rate, which exclusive of new construction, additions to structure, deletions, and property added due to geographic boundary changes, will provide the same ad valorem tax revenue for each taxing authority as was levied during the prior year."

The TRIM process requires that a notice of "tax increase" be advertised when the current year proposed aggregate millage rate exceeds the calculated aggregate rolled back millage rate. The aggregate rolled back millage rate is calculated by dividing the prior year estimated property tax revenue by the current year taxable property value, divided by 1,000. The current year taxable value does not include new construction. For the 2014 tax year, the proposed aggregate millage rate of 6.3685 is 5.59% more than the aggregate rolled back millage rate of 6.0313, resulting in a required notice of tax increase.

The current year FY14 budgeted property tax revenue is \$427, 742. The FY15 adjusted tentative budget

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property tax revenue of \$450,621 is \$22,879 more than FY14. The increase in property tax revenue is due to the increase in property values and the amount of funds necessary to fund the FY15 Adjusted Tentative Budget.

C. Overview of Fiscal Year 2014-15 Final Budget and of Adjustments made to that Budget

City Administrator KC Cichon: Commissioners the total City Final Budget for fiscal year 20 14-15 is \$2,284,021 which is equal to the Adjusted Tentative Budget approved at the September 11, 2014 public hearing.

City Administrator KC Cichon discussed two items not discussed at the previous meeting including Municode (Codification) as well as the Creative Arts Café funding of previous years. He also noted the funding for members of the organization to attend functions are budgeted but the cost of guest is not budgeted. He said that staff recommends that funding cover members of the organization only.

City Attorney Jennifer Nix discussed the codification process.

The Commission discussed the codification process and the approximate budget to complete the process.

City Administrator KC Cichon: Commissioners this concludes my comments on the final budget. I would be happy to answer any questions about the budget at this time.

III. Citizen Comments on Fiscal Year 2014-15 Final Budget Millage Rate and Final Budget

Mayor Buddy Snowden: I would now like to invite citizens to comment on the Fiscal Year 2014-15 final millage rate and final budget. Please come forward to the podium if you wish to address the Commission. The hearing will continue until everyone who wishes to address the Commission has had an opportunity to speak.

PUBLIC COMMENT: None

Citizen Comments allowed at this time. None received.

Mayor Buddy Snowden: I will now close the public comment section of this public hearing.

IV. City Commission Action on Fiscal Year 2014-15 Final Millage Rate and Final Budget

A. Adjustments by motion to the Fiscal Year 2014-15 Final City of Lake Helen Budget

City Administrator KC Cichon: Commissioners, the budget document included in your agenda packet is the "FY15 Final Budget" as approved by the Commission on September 11, 2014, which was the first public hearing on the FY15 Budget. If you wish to make any additional adjustments to this final budget they must be made by motion at this time.

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Vice Mayor Ann Robbins questions the revenues on the franchise fee and communications. **City Administrator KC Cichon** addressed his recalculations of those figures this year.

B. Adoption of Resolution 2014-10 Establishing Fiscal Year 2014-15 Final General Municipal Millage Rates

City Administrator KC Cichon: The City of Lake Helen City Commission has determined that a final millage rate of 6.3685 mills is necessary to fund the final general Municipal budget. The final millage rate represents an increase of 5.59% over the rolled back rate of 6.0313 mills.

Commissioner Vernon Burton read the title of Resolution 2014-10 Establishing Fiscal Year 2014-15 Final Municipal Millage Rates.

MOTION by **Vice Mayor Ann Robbins** to adopt Resolution 2014-10 Establishing Fiscal Year 2014-15 Final Municipal Millage Rates. **SECOND** by **Commissioner Cameron Lane**. **MOTION CARRIED UNANIMOUSLY.**

C. Adoption of Resolution 2014-11 Adopting the Fiscal Year 2014-15 Final General Municipal Budget and Revenue Estimates

Commissioner Cameron Lane read the title of Resolution 2014-11 Adopting the Fiscal Year 2014-15 Final General Municipal Budget and Revenue Estimates.

MOTION by **Vice Mayor Ann Robbins** to adopt Resolution 2014-11 Adopting the Fiscal Year 2014-15 Final General Municipal Budget and Revenue Estimates. **SECOND** by **Commissioner Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

Conclusion of Public Hearing: Mayor Buddy Snowden concluded the Public Hearing.

Commission recess for 12 minutes, reconvened at 7:00 pm.

ITEM 3: PUBLIC FORUM: NONE

ITEM 4: COMMISSION CONSIDERATION

ITEM 4A: Consideration of Statements of Qualifications (RFQ) for the position of City Attorney
Mayor Buddy Snowden discussed the opening of the Statements of Qualifications (RFQ) for the position of City Attorney on September 22, 2014 at 9:00am. He noted that the current City Attorney did not
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submit a Statements of Qualifications. He discussed selecting firms to interview with the other applicants still available for interview as needed.

Vice Mayor Ann Robbins discussed her process of evaluating the Statements of Qualifications.

Mayor Buddy Snowden asked **Vice Mayor Ann Robbins** to continue contacting the references.

Commissioner Cameron Lane discussed his process of reviewing and the evaluation form. He explained that interviewing the top three that score the highest.

Commissioner Vernon Burton discussed his process of reviewing the Statement of Qualifications.

City Administrator KC Cichon suggested establishing dates and the process.

Vice Mayor Ann Robbins suggested narrowing down to the top three firms and requesting those firms to interview.

The Commission discussed the process of reviewing the Statements of Qualifications.

Vice Mayor Ann Robbins discussed the average of 30 hours per month and the cost associated with the cost of legal services.

Tura Schnebly (N. Lakeview Dr) discussed the charter and the need for a vote of the full City Commission is needed to select a City Attorney.

City Attorney Jennifer Nix read the excerpt from the Charter.

Tura Schnebly (N. Lakeview Dr) cautioned the Commission on the process of ranking or short listing. The Commission discussed the process.

MOTION by **Commissioner Cameron Lane** to encourage the City Commissioners to return on October 9, 2014 with completed score sheets and after discussion at that meeting to establish a shortlist of firms to interview. **SECOND** by **Commissioner Vernon Burton**. **MOTION CARRIED UNANIMOUSLY.**

ITEM 4B: Consideration of the Hiring Process for the City Administrator

Mayor Buddy Snowden discussed Mr. Dick Kelton's presentation at the previous City Commission Meeting and the need for an interim City Administrator.

The Commission discussed the interim role and the potential to interview those interim candidates.

Commissioner Cameron Lane suggested advertising for the City Administrator.

Commissioner Vernon Burton discussed the applicants and he noted he leaned toward Mr. James Drymon.

MOTION by **Commissioner Vernon Burton** to select Mr. James Douglas Drymon as the interim City Administrator. **Second** by **Commissioner Cameron Lane**.

Discussion

Commissioner Cameron Lane questioned the fee for the interim City Administrator.

City Administrator KC Cichon discussed the options of employing the interim as a temporary employee or a contracted position.

City Attorney Jennifer Nix discussed the option of a contract.

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Commissioner Cameron Lane suggested Mr. Drymon attend the next Commission meeting on October 9, 2014.

Commissioner Vernon Burton discussed setting a \$1,500 a week payment offer for an interim period. The Commission discussed the process of selecting an interim.

City Attorney Jennifer Nix suggested an independent contractor at the desire of the Commission.

The Commission discussed the length of contract with agreement of the 3 month contract beginning October 9, 2014.

MOTION by **Commissioner Vernon Burton** to solicit hiring James Drymon for the Interim City Administrator position for 90 days for \$1500 a week. **Second** by **Commissioner Cameron Lane**.

Discussion

The Commission discussed the process.

City Attorney Jennifer Nix suggested directing her to draft the contract.

The Commission discussed meeting both applicants.

Commissioner Vernon Burton discussed Mr. Drymon meeting individually with the Commissioners.

AMENDED MOTION by **Commissioner Vernon Burton** to direct the City Attorney Jennifer Nix to draft a contract for the Interim City Administrator position for a period of 90 days at a rate of \$1,500 a week and for the Commission to select between the two candidates (James Douglas Drymon and Jason Yarborough) at the next City Commission Meeting on October 9, 2014. **SECOND** by **Commissioner Cameron Lane**. **MOTION CARRIED UNANIMOUSLY**.

ITEM 6: ADJOURNMENT

Mayor Buddy Snowden adjourned the September 24, 2014, Final Public Budget Hearing for Fiscal Year 2014-2015 Millage Rate and Budget and Special Meeting of the Lake Helen City Commission at 8:25pm.

The end.