



City of Lake Helen

City Commission Special Meeting

Mayor Daisy Raisler
Vice Mayor Vernon J. Burton
Commissioner Tom Wilson
Commissioner Michael Woods
Commissioner Jim Connell

September 19, 2018 at 7:00pm

*City Hall City Commission Chambers
327 S. Lakeview Drive, Lake Helen, Florida 32744*

CALL TO ORDER: Mayor Daisy Raisler

CEREMONIAL MATTERS: Legislative Prayer and Pledge to the Flag

BUSINESS OF THE COMMISSION:

ITEM 1: Additions, Deletions and Modifications to the Agenda

ITEM 2: Transition for Interim City Administrator

ITEM 3: Hire Kaitlyn Holmes as a Temporary/ Part Time Administrative Assistant

In August, city staff advertised, interviewed, tested and recommended a candidate for the Administrative Assistant. The other candidate that was tested but not selected is available and interested in the temporary, part-time position.

ITEM 4: Consideration of a Design Professional Consultant

The City Commission and the Historic Preservation Board have discussed the idea of contracting with a design professional to assist with the review of Certificate of Appropriateness Applications, present to the Board and conduct final inspections. A local design professional has committed her time and energy to assisting us during this transition.

ITEM 5: Performance and Communication Strategy

Discussion of the performance and communication strategy for the Interim City Administrator.

ITEM 6: Outstanding Projects and Timeline

Discussion of the outstanding projects, timeline and goals.

ITEM 7: Public Forum:

This time has been allocated for public comment on any item or topic not on the agenda. Each speaker will be allowed up to three (3) minutes to address the Commission. Speakers must approach the podium, give name and address.

NOTICE:

In accordance with Section 286.0105, Florida Statutes, any person desirous of appealing any decision reached at this meeting may need a record of the proceedings. Such person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

The public is encouraged to speak on issues on this Agenda that concern them. Anyone who wishes to speak should submit the request to the City Clerk prior to the beginning of the meeting. These forms are available at the front table or through the City Clerk for your convenience.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (386) 228-2358, no later than one business day before the meeting.

City Commission Special Meeting

ITEM 2: Transition for Interim City Administrator

Synopsis: On Thursday, September 13, 2018, the City Commission appointed Becky Witte, City Clerk as interim City Administrator. The City Commission then set a special meeting to discuss the Transition.

1. Transition period

Becky Witte requests appointment as Interim City Administrator until March 2019 as a trial period. In March, request the City Commission analyze where we are and the next steps (recruitment of a City Administrator or a City Clerk). Since Friday, Mrs. Witte has joined the ICMA and submitted an application to FCCMA. After 7 years' experience (and membership to the organization), she can begin classes towards her Certified Manager Certificate.

Recommendation: Request the City Commission appoint Becky Witte as interim until March 2019. In late February/ early March hold a special meeting/workshop to discuss performance and the process for hiring a permanent city administrator. This coincides with the review of the agreement with Ms. Frasca.

2. Compensation

Current Salary:	\$51,941.66
Salary October 1:	\$60,488.27
Proposed Interim Salary:	\$72,000.00

Previous City Administrator's Salary:	\$90,000.00
Adjustment for City Clerk to Interim City Administrator:	\$11,511.73
Consultant Services for Gateway Overlay:	\$20,000.00
<u>Administrative Assistant (not to exceed):</u>	<u>\$8,000.00</u>
Total Savings:	\$50,488.27

Suggested Motion: Motion appoint Becky Witte as interim City Administrator until March 2019 at a salary of \$_____.

Employee Name	Title	FY 2018 Pay Rate	FY 2019 Pay Rate	Dept/Div
Lauren Cowles	Administrative Assistant	\$ 27,040.00	\$ 27,851.20	1301
Marcel A. Fougere	Police Officer	\$ 49,632.40	\$ 51,121.37	2101
Jason Hood	Maintenance Worker	\$ 36,514.70	\$ 37,610.15	3301
Sharon J. Hull	Administrative Assistant	\$ 28,087.25	\$ 28,929.87	1301
Lynn A. McNeely	Administrative Assistant	\$ 27,508.42	\$ 28,333.67	2101
Seferino Mendoza	Maintenance Worker	\$ 31,514.70	\$ 32,460.15	7201
Richard A. Mullen	Public Works Superintendent	\$ 65,870.23	\$ 67,846.34	1600
Robert B. Mullins	Police Officer	\$ 49,384.08	\$ 50,865.60	2101
Jeffrey L. Oransky	Maintenance Worker	\$ 36,013.74	\$ 37,094.16	4101
Scott F. Owen	Police Officer	\$ 31,425.79	\$ 32,368.57	2100
Andrew K. Straley	Maintenance Worker	\$ 32,628.75	\$ 33,607.61	4101
Joseph Rushworth	Police Officer	\$ 29,243.76	\$ 30,121.07	2101
Caleb Bruder	Code Enforcement Officer	\$ 24,744.72	\$ 25,487.06	2101
Michael A. Walker	Chief of Police	\$ 68,305.41	\$ 71,914.57	2101
Rebecca L. Witte	Interm City Administrator	\$ 51,941.66	\$ 60,556.12	1301
Jason Lawrence	Finance Manager	\$ 58,726.48	\$ 60,488.27	1200
Thomas R. Wilson	Commissioner	\$ 4,192.10	\$ 4,317.87	2400
Michael F. Woods	Commissioner	\$ 4,192.10	\$ 4,317.87	2400
James Connell	Commissioner	\$ 4,192.10	\$ 4,317.86	2400
Vernon Burton	Vice Mayor	\$ 4,892.87	\$ 5,039.66	2400
Daisy Raisler	Mayor	\$ 6,987.79	\$ 7,197.42	2400

City Commission Special Meeting

Item 3: Hire Kaitlyn Holmes as a Temporary/ Part Time Administrative Assistant

Synopsis: In August, city staff advertised, interviewed, tested and recommended a candidate for the Administrative Assistant vacancy. The other candidate that was tested but not selected is available and interested in the temporary, part-time position if the Commission chooses.

Ms. Holmes has been tested (through Resource Associates) has completed a drug screen (passed) and background check (passed). She is available to begin Thursday, September 20.

Recommendation: Consideration of hiring Ms. Holmes as a part time (less than 30 hours per week), temporary (not to exceed 6 months) administrative assistant at \$11.00 per hour.

Suggested Motion: Motion to hire Kaitlyn Holmes as a part time (less than 30 hours per week), temporary (not to exceed 6 months) administrative assistant at \$11.00 per hour.

Attachments:

- Resume for Kaitlyn Holmes

KAITLYN HOLMES

600 E Pennsylvania Ave, DeLand, FL

(540)-894-1211

ktholmes6@gmail.com

Education

Attended Stetson University 2013 - 2018

Major in Religious Studies

Minor in Economics

Experience

Pastoral Resident | Collective – May 2018 – Current

Shadowing and growing into the following complementary and/or supplemental pastoral roles under the lead pastor and Staff Team; Preaching and Liturgy, Community Groups, Pastoral Care, Staff Leadership and Management, Administration

Business Marketing Intern | Collective – January 2017 – May 2018

Team member of local faith community tasked with marketing, event planning, scheduling, and day to day operational tasks.

Assistant Brewer | Persimmon Hollow Brewing Co. – October 2016 – January 2018

Manager of the canning process in a local craft brewery and assistant to the head brewer in operations and production.

Office Manager | Coastal Insulation & Fireplaces – January 2016 – February 2018

Supervisor of warehouse and office employees, manage incoming invoices, deliveries, scheduling, filing, and cultivating relations with builders.

Ameri-Corps Volunteer | Ameri-Corps – August 2013 – May 2015

Worked with others at various community non-profit organizations. Managing soup kitchen, assisted at the Neighborhood Center, assisted curator at Florida Museum of Art with family art classes, assisted local community theater.

Technical Skills

Proficient in Microsoft Programs, QuickBooks, Mailchimp, Stencil, Google Programs

References

Jess Serwanski | Director of Operations and Community Development | Collective

Email | jess@wearecollectivechurch.com

Phone | 386-626-3036 Ext. 2

Todd Holmes | Owner | Coastal Insulation & Fireplaces

Email | todd.coastalinsulation@yahoo.com

Phone | 540-842-9113

Andy Sistrunk | Co-Owner | Persimmon Hollow Brewing Co.

Email | info@persimmonhollowbrewing.com

Phone | 386-846-8660

City Commission Special Meeting

Item 4: Consideration of a Design Professional Consultant

Synopsis: The City Commission and the Historic Preservation Board have discussed the idea of contracting with a design professional to assist with the review of Certificate of Appropriateness Applications, present to the Board and conduct final inspections. A local design professional has committed her time and energy to assisting us during this transition.

Ariel Faith-Robinson has proposed a one-year agreement to fulfill the duties outline in the attached scope of work (approximately 16 hours per week) and create the Pattern Book for the Gateway Overlay and Historic District for a price of \$20,000. In 2016, GAI proposed creation of the style guide for a fee of \$16,300.

The current fee schedule requires a \$25.00 fee for application to the Historic Preservation Board and *All fees will be required at time of submittal. All costs incurred by the City for staff and consultant(s) review; plus all advertised public notice and document recording costs will be charged to the initial deposit and any excess cost must be reimbursed to the city prior to final approval.

Mrs. Faith-Robinson has agreed to assist in proposing a new fee schedule, so applicants will have a more precise cost estimate.

Recommendation:

Consideration of waiving the purchasing policy and bid requirements and entering into an agreement with Ariel Faith-Robinson (as described in the attached scope of work). Staff to be directed to work with the city attorney to bring forth an agreement in October.

Suggested Motion: Motion to direct staff to return with an agreement with Ariel Faith-Robinson (as described in the attached scope of work) in October.

Attachments:

- Design Review Process
 - Pattern Book Content Proposal
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THE PROCESS – FOR RESIDENTIAL AND COMMERCIAL PROJECTS

CONCEPT REVIEW (NOT REQUIRED)

If you want advice from the Historic Preservation Board (HPB), Planning Land Development Review Committee and or Lake Helen's Design Consultant (LHDC) at an early stage, you may request a Concept Design Review. To do this, submit a completed application form with applicable fees along with the name and location of your project and ten copies of preliminary plans to The City of Lake Helen, Planning Dept.

Your item will be placed on the next available agenda of the Historic Preservation Board. The Board meets on the first Thursdays of each month. You will be told the meeting date. You or your architect should attend the meeting to present your plans. The Design Review Board's policy is to allow a maximum of fifteen minutes of total discussion for each concept item. The Board will let you know their informal recommendations.

BASIC OVERVIEW OF DESIGN REVIEW PROCESS

It is your decision whether you want to receive preliminary and/or final design review. The difference between the two is the amount of information required for each application.

Residential – Concept Design Review Meeting (if desired)

Preliminary Design Review on Agenda with HPB

Final Design Review on Agenda with HPB, if approved will then go on

Agenda for City Commission Meeting

Commercial – Concept Design Review Meeting (if desired)

Preliminary Design Review on Agenda with HPB

Preliminary Design Review on Agenda with PLDRC

Final Design Review on Agenda with HPB, if approved will then go on

Final Design Review on Agenda with PLDRC

Agenda for City Commission Meeting

STEPS TO OBTAIN FORMAL DESIGN REVIEW APPROVAL

It is your decision whether you want to receive preliminary and/or final design review. The difference between the two is the amount of information required for each application.

This Review ensures adherence to the Lake Helen Design Pattern Guide through a design review process with homeowners and architects. This process often starts informally when homeowners are selecting a lot and continues through home construction, with the Lake Helen's Design Consultant available to answer questions and review changes as they may arise.

STEP 1 - FILING AN APPLICATION

The first step is submitting an application for either preliminary or final design review to the City of Lake Helen, Planning Dept. Required fees are due at the time of submittal. Please see our Forms and Applications page.

As part of the Design Review application process for projects, applicants are also to prepare a Design Concept Narrative.

Please see the Design Review Application guide for details on what your application needs to contain.

The application will be reviewed for completeness within ten days. You will be notified if the application is found to be incomplete. Incomplete means that either all information required was not submitted or, some of that information was found inadequate. You will be told what information we need to make your application complete.

STEP 2 - PRELIMINARY DESIGN REVIEW

The City Clerk will refer your preliminary plans to other City departments and Design Consultant(s) for review, and will schedule your project for the next available Historic Preservation Board meeting. You will be notified of the date and time your item is scheduled. You or your architect should attend the meeting to present your project. At the meeting, the Design Review Board may make suggested changes to your project, which must be added to your plans before returning to the Board for final design review.

STEP 3 - FINAL DESIGN REVIEW

After preliminary design review, and once you have met the Board's requests for more information and/or plan changes, your project can go back to the Design Review Board at the next available meeting for final design review. Before the meeting, a staff report will be prepared for the Board. At the final design review, the Board will either approve the project as submitted, approve with conditions, or deny the project and send back for redesign. The Board's decision is final unless appealed to City Commission.

STEP 4 - CONSTRUCTION DESIGN REVIEW

Construction documents are to be reviewed and Submitted as part of the construction Building plans detailed working drawings and specifications for exterior detailing to adhere to Design that was approved.

During Construction Design Consultant is available to answer questions and review changes as they may arise. Major changes will have to be reviewed before they are implemented.

STEP 5 – AS BUILT DESIGN IMPLEMENTATION REVIEW

Prior to City issuing a Certificate of Occupancy the Design Consultant will prepare a report for the city to Confirm that the details have been implemented as agreed. If major changes to the exterior effecting the overall conformity of the approved design.

FUTURE DESIGN PRECEDENTS

Only projects, or project elements of the highest grade may be added to the City of Lake Helens Pattern book in future revisions and can then be used as future precedents.

DESIGN REVIEW APPLICATION GUIDE

The City of Lake Helen is committed to excellence in architecture, planning and landscape architecture. The purpose of the guidelines set forth is to contribute to the development of a well-planned urban environment by fostering the creation of visually compatible and harmonious development within the City's Gateway Corridors the benefits of which will be spread over the City as a whole and be shared by existing and future residents of the City. While there are nine architectural styles listed as acceptable in the City Code for the Gateway Corridor standards, the City encourages creative design within these style with the understanding that architects and landscape architects are expected to incorporate into their designs the following:

1. promote, protect and maintain the City's historic character and small-town atmosphere;
2. create and maintain a strong community image, identity and sense of place;
3. create and maintain a positive visual ambiance for the community;
4. provide for well-landscaped, scenic gateways to the City;
5. enhance and sustain property values;
6. promote a high degree of compatibility between surrounding structures and land uses;
7. establish and promote a standard for quality design and enduring quality development;
8. provide for traffic circulation patterns that enhance public safety, roadway capacity, vehicular and non-vehicular movement functions; and
9. foster civic pride and community spirit by maximizing the positive impact of quality development.

Other historical styles may be permitted upon application to the City Commission where the applicant demonstrates, and the City determines, that the utilization of such style contributes positively to the historic character of the City.

Architects, planners, landscape architects and developers are encouraged to display their design creativity within the Architectural Design Standards & Guidelines while remaining sensitive to the desires of the community as embodied in the City's Comprehensive Plan, City Codes and other applicable regulations.

Please provide the following. (See Example)

DESIGN CONCEPT NARRATIVE.

Describe House style chosen and how you feel this design concept conforms to the Style chosen.

Alternative Styles can be reviewed if a building can be shown to be a contributing design to the city of Lake Helen's overall Patterns.

CONCEPTUAL SITE DESIGN PLAN (RESIDENTIAL)

Showing location of building on lot and relationship with surrounding lots.

Roof plan to be included on this plan.

Drives and walkways, proposed garden and or pool feature locations.

Front Yard fencing and rear Yard fencing.

Site plan should clearly show Tree and landscaping requirements and proposed tree removal.

For Commercial projects Location on site Signage and Signage concept elevations of Signage.

MASSING AND COMPOSITION

Colored 4 min. Exterior Elevations, including Auxiliary Buildings Proposed on site

All four Side – Front, Right side, Left side and Rear.

STYLE SPECIFIC EXTERIOR DETAILS,

Basic Wall Section and Eave Soffit Details

Window and Door Style and Exterior Trim details.

Cladding Materials and Possible Façade cladding options.

Roofing Materials

Porch Details included,

Posts, Columns, Railings, Roof Material (if Different then main building) and porch Ceiling Materials, Porch Eaves detail.

Additional Design features element details

Dormers, Special feature details, Gutters and downspouts, and Exterior Lighting

Other Items might include,

Chimney caps, Shutters, Front Yard fencing and Rear Yard fencing, if applicable.

Note: Floor plans are not required but can be helpful to communicate the design intent.

OVERVIEW:

Statement of Purpose is to preserve Lake Helen's uniquely quiet, peaceful, tree shaded small town ambience, its strong connection to its historical past, while being sensitive to the environment, and residential and rural character.

Areas of Importance in all Designs

- ❖ Preserving the quality of life that currently exists in Lake Helen for residents and visitors
- ❖ Preserving the small town charm
- ❖ Honoring and building on the historical heritage
- ❖ Preserving the existing residential and rural character
- ❖

THE PURPOSE OF THE LAKE HELEN PATTERN BOOK

The concept of having collections of "patterns", or typical samples as such, is much older. One can think of these collections as forming a pattern language, whereas the elements of this language may be combined, governed by certain rules.

HOW TO USE THIS PATTERN BOOK

NEIGHBORHOOD PATTERNS

LOT TYPES

SETBACKS AND ZONES

ARCHITECTURAL VARIETY

1. LAKE HELEN BUNGALOW (CRAFTSMAN TO COTTAGES)

History and Character

Essential Elements of Lake Helen Bungalow

Massing and Composition

Massing and Eave Details

Windows and Doors

Porches

Materials and Possibilities

Gallery of Examples

2. LAKE HELEN CLASSICAL REVIVAL

History and Character

Essential Elements of Lake Helen Classical Revival

Massing and Composition

Massing and Eave Details

Windows and Doors

Porches

Materials and Possibilities

Gallery of Examples

3. LAKE HELEN COLONIAL REVIVAL

History and Character

Essential Elements of Lake Helen Classical Revival

Massing and Composition

Massing and Eave Details

Windows and Doors

Porches

Materials and Possibilities

Gallery of Examples

4. LAKE HELEN MEDITERRANEAN REVIVAL

History and Character

Essential Elements of Lake Helen Classical Revival

Massing and Composition

Massing and Eave Details

Windows and Doors

Porches

Materials and Possibilities

Gallery of Examples

LAKE HELEN VICTORIAN STYLES

5. FRAME VERNACULAR (COUNTRY VICTORIAN)

History and Character

Essential Elements of Lake Helen Classical Revival

Massing and Composition

Massing and Eave Details

Windows and Doors

Porches

Materials and Possibilities

Gallery of Examples

6. LAKE HELEN QUEEN ANNE

History and Character

Essential Elements of Lake Helen Classical Revival

Massing and Composition

Massing and Eave Details

Windows and Doors

Porches

Materials and Possibilities

Gallery of Examples

7. LAKE HELEN SHINGLE (STICK)

History and Character

Essential Elements of Lake Helen Classical Revival

Massing and Composition

Massing and Eave Details

Windows and Doors

Porches

Materials and Possibilities

Gallery of Examples

8. LAKE HELEN ITALIANATE

History and Character

Essential Elements of Lake Helen Classical Revival

Massing and Composition

Massing and Eave Details

Windows and Doors

Porches

Materials and Possibilities

Gallery of Examples

RENOVATIONS

ADDITIONS

TRANSFORMATIONS

GARAGE AND OTHER ANCILLARY STRUCTURES

LANDSCAPE PATTERNS

APPENDIX

RESOURCES

GLOSSARY

Pattern in architecture is the idea of capturing architectural design ideas as archetypal and reusable descriptions. The patterns serve as an aid to design buildings.

A **design pattern** is the re-usable form of a solution to a design problem.

An **anti-pattern** is a common response to a recurring problem that is usually ineffective and risks being highly counterproductive.

A **style guide** (or **manual of style**) is a set of standards for the writing and design of documents, either for general use or for a specific publication, organization, or field.

A style guide establishes and enforces style to improve communication. To do that, it ensures consistency within a document and enforces best practice in usage and in visual composition.



August 30, 2016

GAI Project No. A151356.01

Mr. Jason Yarborough
City Manager
City of Lake Helen
P.O. Box 39
Lake Helen, Florida 32744

**Work Plan and Proposal
Historic Design Standards
Gateway Corridor District
City of Lake Helen, Florida**

Dear Mr. Yarborough:

As requested, GAI Consultants, Inc. (GAI) is pleased to submit this work plan and cost proposal to complete Historic Design Standards for the City of Lake Helen, Florida (Client). The purpose of the Historic Design Standards is to regulate the rehabilitation of historic buildings in the Lake Helen Historic District, as well as guide new residential and commercial construction or alterations in the adjacent Gateway Corridor District. Lake Helen contains a well-preserved array of period Florida architecture ranging from approximately 1896 through 1930, and includes high style examples of Gothic Revival, Queen Anne, Shingle Style, Italianate, and Craftsman, as well as examples of Colonial Revival, Classical Revival, and distinct variations of frame vernacular styles, often unique to Florida. The Gateway Corridor District, in particular, serves as the primary entrance to the City and is often the first impression for visitors and residents. The Historic Design Standards will contribute to the development of a well-planned urban environment by fostering the creation of visually compatible and harmonious development within the City's Gateway Corridors.

Qualifications Statement

GAI has an established working relationship with the City of Lake Helen as a provider of planning, zoning and historic preservation services, which will facilitate the successful and timely completion of the project, ultimately leading to the production of an effective and City-approved set of Historic Design Standards (Standards).

Scope of Services

Based on our understanding of the project requirements and criteria provided to date, GAI will perform the following described Scope of Services. In addition to the specific services detailed below, GAI shall coordinate our work with any of the Client's other representatives, if directed, and monitor the project schedule as it relates to the scope contained herein, and provide timely invoicing and reporting of project progress.

Task 1: Project Management, Lake Helen Consultation, and Meetings

Project management will ensure that assignments are clearly delineated and efficiency is maintained throughout the project, including logistical coordination. An important component of this task will be to periodically consult with the City of Lake Helen to allow for review and feedback of the Standards on a regular basis. Therefore, GAI assumes one in-person meeting with the City Council and Historic Preservation Board at the City's offices in Lake Helen, as well as additional conferences by phone as needed.

Task 2: Background Research

Prior to preparing the Standards, GAI will conduct background research to:

- Characterize the Lake Helen Historic District and review the Gateway Corridor Standards in order to prepare an assessment of common traits and building patterns for each of the identified nine architectural styles.
- Research similar communities, particularly in Florida, that have adopted Historic Design Guidelines and review the documents for content, flow, and process.
- Establish a format and organization style for the Standards.

To establish common traits and building patterns in the Lake Helen Historic District, GAI will review the National Register of Historic Places nomination form for the District and develop detailed notes on common patterns and characteristics.

To establish a baseline for organizing and formatting the Standards and determining their content, GAI will use the United States Secretary of the Interior's Guidelines for Rehabilitation, as well as educational resources on their website such as the guide to Creating and Using Design Guidelines for historic districts. Local, regional, and national historic districts that have adopted Design Guidelines will also be researched to evaluate content and style and common process flows.

GAI will utilize this background research, combined with in-house graphic design staff, to establish an outline and format for the Design Standards document.

Task 2 Deliverables

A draft outline in digital form will be provided to City officials for review and discussion.

Task 3: Development of Architectural Design Standards

GAI will prepare a draft document of the Design Standards for use in future historic preservation planning efforts and as part of the Land Development Code (LDC) Gateway Corridor Standards. The Standards will be organized around the nine architectural styles identified in the Gateway Corridor District (Gothic Revival, Queen Anne, Shingle Style, Craftsman, Mediterranean Revival, Italianate, Colonial Revival, Classical Revival, and Frame Vernacular), and will include parameters for each style that will adhere to the Secretary of the Interior's Guidelines for Rehabilitation. These parameters will cover elements important in achieving a contextual appearance with the surrounding District, and will include:

- Siting of the building, including delineation of street space and placement of garages;
- Height and proportion;
- Massing;
- Roof shapes and materials;
- Window types and styles;
- Placement and orientation of doors;
- Appropriate exterior materials and color palette;
- Decorative architectural elements, including porches, bracketing, and decoration; and
- Any other elements as deemed appropriately necessary.

The fully-illustrated Standards will also outline the process and procedures for obtaining a Certificate of Appropriateness through the City, with input from the Historic Preservation Board, and will conclude with an illustrated glossary of architectural terms. GAI will also develop a standard application form to be used by an applicant submitting for architectural design review in the Gateway Corridor District. The application will identify the architectural plan submission criteria for residential and commercial buildings.

Task 3 Summary

The sum of this information will be compiled and illustrated in an easy-to-use document that can be incorporated into the existing Land Development Code (LDC) with regard to the Gateway Corridor District Standards, and can also act as a stand-alone document and guide for developers and property owners.

Task 4: Review and Presentation of the Guidelines

The draft document will be presented to city officials, City Council, and the Historic Preservation Board at a meeting, for review and comment. All of those present at the meeting will have an opportunity to provide feedback on elements of the Design Standards, including the process for obtaining approval as well as specific criteria requirements. A short overview of the roles and responsibilities of developers / applicants, City officials, City Council, and Historic Preservation Board, with regard to the new Guidelines, will also be discussed in the meeting. Feedback from this meeting will be collected and synthesized by GAI, with opportunities for additional review by the City as the final draft progresses.

Task 4 Deliverables

One (1) color printed copy of the draft document will be produced in addition to one (1) full digital copy on CD for review and comment by City officials.

Task 5: Final Preparation of the Document

Based on feedback received at the in-person meeting, GAI will make any necessary changes to the Design Guidelines and will produce a final document for use by the City.

Task 5 Deliverables

After final review by the City, one (1) color printed copy of the document will be produced in addition to one (1) full digital copy on CD.

Schedule

GAI will work to complete the background research and initial document outline within 14 days of receiving a signed contract and the initial draft Design Standards document completed for review by Client within 60 days, subject to excused delay occasioned by factors beyond GAI's reasonable control.

Compensation

Compensation for the above described Scope of Services will be \$16,300, including expense, to be billed on a lump sum basis

Payment

Unless otherwise specified in the Continuing Contract for Planning Services, attached hereto as Exhibit A, GAI will prepare invoices monthly and payment will be due within thirty (30) days of the date of the invoice. All other payment terms will be in accordance with Exhibit A.

Assumptions and Understandings

GAI's Scope of Services, Schedule, and Compensation as set forth above have been prepared on the basis of the following assumptions and understandings:


1. Access to the project site(s) or other land upon which GAI is to conduct any field work will be available to GAI personnel in a timely manner.
2. Client has provided all its requirements for GAI's Scope of Services and all criteria and/or specifications that GAI should utilize at the time this Proposal is authorized. This includes any requirement for any statement of professional opinion or certification.


3. Client has provided all available information pertinent to GAI's Scope of Services, including previous reports/drawings; utility information; topo information, etc. at the time this Proposal is authorized. Unless otherwise noted, GAI may rely upon such information.
4. Client will give GAI prompt notice whenever it observes or otherwise becomes aware of any development that affects the scope or timing of GAI's performance.
5. Client will examine and provide comments and/or decisions with respect to any GAI interim or final deliverables within a period mutually agreed upon.
6. Any of Client's other consultant(s)/contractor(s) will cooperate and coordinate with GAI in a timely and efficient manner.
7. GAI's proposed compensation and schedule are based on receipt of authorization to proceed within 30 calendar days of the date of this Proposal. GAI reserves the right to adjust its compensation if authorization to proceed is not received within 30 calendar days.
8. In the event of any claim, suit or dispute between Owner and Consultant, Owner agrees to only pursue recovery from Consultant and will not seek recovery from, pursue or file any claim, or suit, whether based on contract, tort including negligence, strict liability or otherwise against any director, or employee of Consultant.

9. PERSONAL LIABILITY OF PERSONNEL DISCLAIMER-PURSUANT TO FLORIDA STATUTE 558.0035, TO THE FULLEST EXTENT PERMITTED BY LAW, OWNER AGREES THAT PURSUANT TO SECTION C, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD LIABLE FOR NEGLIGENCE.

Please do not hesitate to contact me at (412)399-5207 if you have any questions or wish to discuss this Proposal. If this Proposal is acceptable, please sign where indicated below and return one copy for our file. This also will serve as authorization for GAI to proceed. GAI's performance of the Scope of Services will be governed by the Continuing Contract for Planning Services, attached hereto as Exhibit A, and incorporated herein by reference.

Sincerely,
GAI Consultants, Inc.


Amanda K. Stander, AICP
Architectural Historian


Robert A. Schanck, P.E.
Assistant Vice President
Director of Engineering

REQUESTED AND AUTHORIZED BY:
City of Lake Helen

BY:

PRINTED NAME:

TITLE:

DATE:

AKS/RAS/shw

Attachment: Exhibit A - Continuing Contract for Planning Services

City Commission Special Meeting

Item 5: Performance and Communication Strategy

Synopsis: Discussion of the performance and communication strategy for the Interim City Administrator.

As interim City Administrator, Becky Witte would like to produce a bi-monthly or weekly update to the City Commission (draft attached). She would like to use this communication tool as a guide for keeping up on city business. This update will be provided to the City Commission on Friday and placed on the city website on Monday (for the community).

A monthly department-head staff meeting will be held on the first Thursday of the month at 9:00 am at City Hall. If multiple Commissioners would like to attend, a notice can be provided to comply with Sunshine Law requirements.

Recommendation: Discussion and input from the City Commission on communication strategies.

Attachments:

- Weekly Update

Week Ending: September 21, 2018

Witte Thoughts for the Commission

A great first week as Interim City Administrator. I'm thankful for the opportunity, the support and the challenge. This week I focused on communication strategies and providing concise, effective updates and information to the City Commission and the community. My goal is to fill any communication gap. I strive to provide as much information available for effective, equitable decisions and goals.

"The difference between ordinary and extraordinary is that little extra effort." ~Jimmy Johnson~

Upcoming Meetings and Events

Meetings

Monday, Sept. 24 at 7pm
Planning & Land Development
Regulation Commission

Tuesday, October 2 at 8am
Historic Preservation Board

Thursday, October 11 at 7pm
City Commission Meeting

Events

Thursday, Sept. 27th
League of Cities Dinner
in Deltona

Saturday, Oct 7th
City Wide Yard Sale

Saturday, Oct 22nd
Ivy Hawn 5k and Fall Festival

Saturday, Oct __
Pumpkins arrive at UMC

I-4 Automall

- Scheduling a meeting with DeLand for Joint Planning Agreement Discussion (we have a draft)
- 9/13 Commission approved 1st readings of Annexation & PD Agreement
- 9/19 DeLand Planning Board for Annexation, Land Use & PD Agreement
- October: We will be sending a joint package to VGMC for review
- November: final readings for Annexation, Land Use & Zoning (both cities)
- Billboard company should be applying with FDOT very soon!
- Joint Planning Agreement Meeting with the City of DeLand

Capital Projects (FY 18/19)

- Blake Park Playground
 - Workshop set for September __
 - Meeting with ECHO team to review grant and ask questions
 - Grant Application due December 13, 2018
- Virginia Drive Rehabilitation
- Ohio Culvert
- CDBG Paving (Pleasant & Water/Macy Project)
- Michigan and Water Street CDBG Closeout – still pending

Ivy Hawn Bond

- Bonds to market by October 1 (this was originally set for Labor Day week but they postponed due to an audit)
- Staff is working on zoning verifications, assisting with survey and easement reviews as well as parking and code requirements

Lake Helen Villa Account Reconciliation

- Resolution correcting the calculation of water bills adopted 9/13
- Scope of work for Financial Professional to perform the account reconciliation is with the Lake Helen Villa team (sent to Attorney Bauer on 9/7)
 - Meeting will be set after bids received
- Ferguson (*water meter consultant*) will be conducting testing on Wednesday (9/19)

City Finances

- Water Meters for the last quarter of FY 17/18 were read! Bills are being generated and will be mailed October 1.
 - Last bill for the \$24 repair/replacement cost
- TD Bank implementation is underway! We plan to be implemented by November 1st. The account is open!
- Working on a new format and more details for the monthly financial statement.
- End of the year wrap up and auditing started
 - Auditors made their first visit already in mid-August
- Michael Wright will be doing some consulting work to assist Jason Lawrence with the FY 17/18 end of year. The Cost is \$45 per hour and he will not exceed \$1,080.

Building & Development

- 2 New Homes issued to Chinelli in September (*these will be spec homes*)
- Ryan Wilkins (Sterling) received Temporary CO for 230 N Summit. Final will be given when site improvements (landscaping/fencing, etc.) are complete.
- Local Business Tax Receipts expire 9/30/18 (notices sent in July)
- Staff is working on enlisting a design professional to assist with Gateway Overlay reviews and inspections including Historic Board Applications / Agenda Items as well as final inspections.

Legal

- Sunshine Lawsuit
 - Two emails forwarded to City Commission on 9/7
 - Communication with Florida League of Cities Counsel & Party
 - Email from Florida League of Cities Counsel regarding motion
- Did DeLand drop case??

FEMA

- Reimbursed for Category B (Emergency Protective Measures) on September 5th.
- Waiting for the \$70,000 debris removal to be obligated to the State by FEMA.

Staff

- Sefe (Public Works) is studying for his Class C Water License test (*test date not set*)
- Jason (Public Works) and his wife Robin are expecting in December (5th child – it's a girl)
- Lauren (City Hall) is in week 3 of training. She's doing wonderful!

Grant Status

- PD Renovation
 - Almost complete, grant funding can be requested soon (~October)
- Creative Arts Café ECHO grant audit will be in October.
- Blake Playground ECHO grant preparation in progress

Other Outstanding Items:

- **Duke Light Replacement:** Work Orders for design started September 7th.
- **Banner Order: Discussion by City Commission in September.** Placed order with Express Printing on September 14th.
- **Water Billing / Rate Schedule:** Working with Florida Rural Water for multiple options
- **Downtown Master Plan:** Completed in June. Grant was reimbursed and paid to East Central Florida Regional Planning Council. Staff will meet with ECFRPC to see where Jason left off. PLDRP to review and Commission to consider adoption of Plan.
- **I-4 Trees:** Mayor Raisler contacted FDOT in early September, waiting on update from FDOT
- **Lake Helen Lake:** Educational sign seems to be working, FWC to visit Commission in October or November.

City Commission Special Meeting

ITEM 6: Outstanding Projects and Timeline

Synopsis: Discussion of the outstanding projects, timeline and goals.

The following projects are outstanding:

- I-4 Automall Annexation (final reading in November)
- I-4 Automall Land Use (final reading in November and application to DEO)
- VGMC application for I-4 Automall (October 1)
- I-4 Automall PD Agreement (final reading in November)
- Joint Planning Agreement (JPA) with the City of DeLand
- Blake Park Playground
 - Scheduled to apply for ECHO Grant
 - City Workshop for playground input
- Virginia Drive Rehabilitation (Engineering Phase currently)
- Ohio Culvert Project (Engineering Phase currently)
- Final out CDBG Grants for FY 17/18 – need to close out Water Street and Michigan Street
- CDBG Paving for FY18/19 – Pleasant and Water/Macy Project
- Ivy Hawn Bond Conduit
 - They are going to market in October
- Lake Helen Villa Account Reconciliation
 - Account reconciliation
 - Water meter testing
- FY 17/18 Close Out
- TD Bank implementation
- Historic Preservation Board
 - Two homes from Chinelli
 - Detached Garage
- Sunshine Lawsuit
- Case from the City of DeLand
- FEMA reimbursement for Irma for \$70,000 debris removal
- PD Renovation Grant
- Public Works facility completion
- Duke LED program
- Lakeview Drive Banners
- Water Billing/ Rate Schedule
- Downtown Master Plan
- I-4 Trees
- Lake Helen Lake
- Fireworks renewal (do you want to waive the bidding and contract with Four Seasons?)

Mrs. Witte would like to discuss the outstanding items, create a priority list and goals. She also requests a Second Meeting/Workshop each month.