



*City of Lake Helen
City Commission
First Budget Hearing*

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

September 12, 2019 at 6:30pm

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

CITY OF LAKE HELEN NOTICE OF RESCHEDULED HEARING

The tentative hearing adopting a millage rate and budget on Thursday, September 5, 2019 at 7:00pm for the City of Lake Helen is being rescheduled due to Hurricane Dorian.

A rescheduled tentative budget hearing will be held on: THURSDAY, SEPTEMBER 12, 2019
AT 6:30PM at LAKE HELEN CITY HALL, [327 S. LAKEVIEW DRIVE, LAKE HELEN.](#)

Lake Helen Regular City Commission Meeting to follow

CALL TO ORDER: Mayor Daisy Raisler

CEREMONIAL MATTERS: Legislative Prayer and Pledge to the Flag

PRESENTATIONS: Girl Scout Troop 1830 Fundraising Efforts

BUSINESS OF THE COMMISSION:

- ITEM 1:** Additions, Deletions and Modifications to the Agenda
- ITEM 2:** Commission Announcements
- ITEM 3:** Public Hearing on the FY 2019/2020 Tentative Millage Rate
- ITEM 4:** Commission consideration of Resolution 2019-14 Tentative Millage Rate
- ITEM 5:** Public Hearing on the FY 2019/2020 Tentative Budget
- ITEM 6:** Commission consideration of Resolution 2019-15 Tentative Budget and Capital Improvement Plan
- ITEM 7:** Commission consideration of Resolution 2019-12 Commission Compensation
- ITEM 8:** Commission consideration of Resolution 2019-13 Fee Schedule
- ITEM 9:** Commission consideration of Resolution 2019-10 Modify Personnel & Procedures Manual to add Good Friday Holiday
- Item 10:** **Commission and Staff Discussion**

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 of Lake Helen
AGENDA MEMORANDUM

ITEM 3: Public Hearing on the FY 2019/2020 Tentative Millage Rate

Public Hearing and Commission Discussion of the proposed millage necessary to fund the final budget for the City of Lake Helen. The proposed millage rate to be levied is 7.3 mills or \$7.00 per \$1,000 of valuation, which is a 7.026% increase above the rolled-back rate. The rolled-back rate is 6.8208 mills or \$6.82 per \$1,000 of valuation.

The Public may address the Commission to make comments and to ask questions.

Persons desiring to address the Commission are asked to fill out and provide the Deputy City Clerk a yellow "Request to Speak" card located by podium. After being recognized by the Mayor, persons are asked to come forward and speak from the podium, state their name and address, and direct all remarks to the Commission as a body and not to individual members of the Commission, staff or audience. Citizen are asked to limit discussion to three (3) minutes. Order and decorum will be preserved at all meetings. Personal, impertinent or slanderous remarks are not permitted.

Thank you for participating in your city government!



City of Lake Helen
AGENDA MEMORANDUM

ITEM 4: Commission consideration of Resolution 2019-14 Tentative Millage Rate

This resolution adopts the tentative millage rate of 7.3 mills for fiscal year ending September 30, 2020

Title of RESOLUTION 2019-14: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKE HELEN OF VOLUSIA COUNTY, FLORIDA, FOR THE 2019-2020 FISCAL YEAR; ADOPTING THE TENTATIVE LEVYING OF AD VALOREM TAXES AT A MILLAGE RATE OF 7.3 MILLS (WHICH IS HIGHER THAN THE ROLLED-BACK RATE OF 6.8208—AN INCREASE OF 7.026%) AND PROVIDING AN EFFECTIVE DATE.

The City of Lake Helen's rolled-back rate is 6.8208 mills or \$6.82 per \$1,000 of valuation. The proposed final millage rate to be adopted for fiscal year 2019-2020 is 7.3 mills, or \$7.30 per \$1,000 of valuation, which is a 7.026% increase over the rolled-back rate.

Suggested Motion:

Motion to adopt Resolution 2019-14 Tentative Millage Rate at 7.3 mills.

Attachments:

Resolution 2019-14

Persons desiring to address the Commission are asked to fill out and provide the Deputy City Clerk a yellow "Request to Speak" card located by podium. After being recognized by the Mayor, persons are asked to come forward and speak from the podium, state their name and address, and direct all remarks to the Commission as a body and not to individual members of the Commission, staff or audience. Citizen are asked to limit discussion to three (3) minutes. Order and decorum will be preserved at all meetings. Personal, impertinent or slanderous remarks are not permitted.

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RESOLUTION 2019-14

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKE HELEN OF VOLUSIA COUNTY, FLORIDA, FOR THE 2019-2020 FISCAL YEAR; ADOPTING THE TENTATIVE LEVYING OF AD VALOREM TAXES AT A MILLAGE RATE OF 7.3 MILLS (WHICH IS HIGHER THAN THE ROLLED-BACK RATE OF 6.8208—AN INCREASE OF 7.026%) AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on July 11, 2019, the City Commission of the City of Lake Helen adopted Resolution 2019-11 approving the proposed millage rate necessary to fund the city's tentative Municipal budget; and,

WHEREAS, pursuant to law and utilizing the rates established in the said resolution, on August 16th, 2019, the Volusia County Property Appraiser mailed a Notice of Proposed Property Taxes to each taxpayer listed on the current year's assessment roll; and,

WHEREAS, the said Notice of Proposed Property Taxes advised the recipients of a public hearing to be conducted by the City Commission on this date for consideration of its adjusted tentative general municipal budget and the proposed millage necessary to fund the said budget; and,

WHEREAS, the public hearing has been held as specified in the Notice of Proposed Property Taxes and in accordance with applicable law;

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within Volusia County has been certified by the County Property Appraiser to the City of Lake Helen in Volusia County as \$103,819,574.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF LAKE HELEN, FLORIDA;

1. That the following proposed millage rate to fund an adjusted tentative general municipal budget is hereby approved in accordance with applicable law:

General Fund 7.3 mills

2. The millage rate levied herein is more than the rolled back rate of 6.8208 percent—an increase of 7.026%.

3. This resolution shall take effect immediately upon its adoption.

DULY ADOPTED in public hearing, this 5th day of September, A.D., 2019.

CITY OF LAKE HELEN, FLORIDA

Daisy Raisler, Mayor

ATTEST:

Becky Witte, City Administrator

APPROVED AS TO FORM AND LEGALITY:

Scott E. Simpson, City Attorney



City of Lake Helen
AGENDA MEMORANDUM

ITEM 5: Public Hearing on the FY 2019/2020 Tentative Budget

Public Hearing and Commission Discussion of the tentative budget for Fiscal Year October 1, 2019 until September 30, 2020.

The Public may address the Commission to make comments and to ask questions.

Persons desiring to address the Commission are asked to fill out and provide the Deputy City Clerk a yellow "Request to Speak" card located by podium. After being recognized by the Mayor, persons are asked to come forward and speak from the podium, state their name and address, and direct all remarks to the Commission as a body and not to individual members of the Commission, staff or audience. Citizen are asked to limit discussion to three (3) minutes. Order and decorum will be preserved at all meetings. Personal, impertinent or slanderous remarks are not permitted.

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City of Lake Helen

AGENDA MEMORANDUM

ITEM 6: Commission consideration of Resolution 2019-15 Tentative Budget

This resolution adopts the tentative budget fiscal year ending September 30, 2020

Title of RESOLUTION 2019-15: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKE HELEN, VOLUSIA COUNTY, FLORIDA, ADOPTING A TENTATIVE BUDGET FOR THE FISCAL YEAR 2019-2020; PROVIDING AN EFFECTIVE DATE.

Synopsis: The tentative budget incorporates a millage rate of 7.3 mills (See resolution 2019-14) and reflects an increase in budgeted expenditures of 2.58% over total expenditures as reported in the FY 2018/19 audit of the city’s financial statements. Most of this increase is due to the following expenditures:

Fire Safety expenditures	\$423,739.59
<u>Non-Recurring expenditures</u>	
CDBG Grant expenditures	\$ 50,000
Virginia Drive Rehabilitation (75% Grant)	\$ 199,000
Ohio Avenue Culvert Repair (75% Grant)	\$ 65,000

Key Budget Assumptions

Millage	7.3 mills
Taxable value of Lake Helen properties	\$103,819,574
Water rate increase	2%
Pay COLA	\$1,250 or 3.0%
Commissioner Pay Increase	\$2,500

Suggested Motion:

Motion to adopt Resolution 2019-15 Tentative Budget and Capital Improvement Plan.

Attachments:

- Resolution 2019-15
- Budget for fiscal year 2019-2020 was provided (Orange Booklet) or through request through the Deputy City Clerk.
- Capital Improvement Plan for 2020-2025 was provided (Orange Booklet) or through request through the Deputy City Clerk.

Persons desiring to address the Commission are asked to fill out and provide the Deputy City Clerk a yellow "Request to Speak" card located by podium. After being recognized by the Mayor, persons are asked to come forward and speak from the podium, state their name and address, and direct all remarks to the Commission as a body and not to individual members of the Commission, staff or audience. Citizen are asked to limit discussion to three (3) minutes. Order and decorum will be preserved at all meetings. Personal, impertinent or slanderous remarks are not permitted.

Thank you for participating in your city government!

RESOLUTION 2019-15

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKE HELEN, VOLUSIA COUNTY, FLORIDA, ADOPTING A TENTATIVE BUDGET FOR THE FISCAL YEAR 2019-2020; PROVIDING AN EFFECTIVE DATE.

WHEREAS, on July 11, 2019, the City Administrator presented the tentative budget for further consideration by the City Commission; and,

WHEREAS, the City of Lake Helen of Volusia County, Florida held a public hearing on this date as required by Florida Statutes; and,

WHEREAS, the City of Lake Helen of Volusia County, Florida, set forth the appropriations and revenue estimate for the Fiscal Year 2019-20 budget in the amount of \$3,775,085; and,

WHEREAS, the City Commission on this date adopted a resolution approving a proposed millage rate to fund this tentative budget;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF LAKE HELEN, FLORIDA THAT;

1. The fiscal year 2019-2020 tentative budget is hereby adopted.
2. The City Administrator is hereby authorized and directed to prepare and publish all necessary and required notices prior to the final budget hearing, and to provide copies of this resolution to all parties as may be required by applicable law.
3. This resolution shall take effect immediately upon its adoption.

DULY ADOPTED in public hearing, this 5th day of September, A.D., 2019.

CITY OF LAKE HELEN, FLORIDA

Daisy Raisler, Mayor

ATTEST:

Becky Witte, City Administrator

APPROVED AS TO FORM AND LEGALITY:

Scott E. Simpson, City Attorney



City of Lake Helen
AGENDA MEMORANDUM

ITEM 7: Commission consideration of Resolution 2019-12 Commission Compensation

Title of RESOLUTION 2019-12: A RESOLUTION OF THE CITY OF LAKE HELEN, VOLUSIA COUNTY, FLORIDA, ADOPTING AN UPDATED SALARY FOR CITY OF LAKE HELEN CITY COMMISSION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTING ORDINANCES AND RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

Synopsis: Over the past decade, the City Commission has not received a pay increase with the exception of cost-of-living adjustments (COLAs). For many years, the Commission opted out of COLAs given to city employees. In fiscal year 2009, the Commission voted to cut its pay by ten percent during the Great Recession.

The City Commission asked to include the below restructuring in the 2019/202 budget.

Suggested Motion:

Motion to adopt Resolution 2019-12.

Attachments:

Resolution 2019-12

Persons desiring to address the Commission are asked to fill out and provide the Deputy City Clerk a yellow "Request to Speak" card located by podium. After being recognized by the Mayor, persons are asked to come forward and speak from the podium, state their name and address, and direct all remarks to the Commission as a body and not to individual members of the Commission, staff or audience. Citizen are asked to limit discussion to three (3) minutes. Order and decorum will be preserved at all meetings. Personal, impertinent or slanderous remarks are not permitted.

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RESOLUTION 2019-12

A RESOLUTION OF THE CITY OF LAKE HELEN, VOLUSIA COUNTY, FLORIDA, ADOPTING AN UPDATED SALARY FOR CITY OF LAKE HELEN CITY COMMISSION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTING ORDINANCES AND RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission wants to attract qualified, diverse candidates from all backgrounds to run for City Commission; and

WHEREAS, City Commission members put in countless hours to serve the City of Lake Helen; and

WHEREAS, Over the past decade, the City Commission has not received a pay increase with the exception of cost-of-living adjustments (COLAs); and

WHEREAS, for many years, the Commission opted out of COLAs given to city employees; and

WHEREAS, in fiscal year 2009, the Commission voted to cut its pay by ten percent (10%) during the Great Recession; and

WHEREAS, Restructuring pay for members of the City Commission with a one-time, \$2,500 annual increase would lead to the following pay rates:

	Commissioner	Vice Mayor	Mayor
Current	\$4,447.40	\$5,190.85	\$7,413.34
Restructured	\$6,947.40	\$7,690.85	\$9,913.34

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF LAKE HELEN, FLORIDA: The salary for the City of Lake Helen City Commission is hereby adopted as follows:

	Commissioner	Vice Mayor	Mayor
Effective 10/1	\$6,947.40	\$7,690.85	\$9,913.34

BE IT FURTHER RESOLVED, that the salary adjustment shall become effective October 1, 2019.

THIS RESOLUTION APPROVED this 5th day of September 2019 by the City Commission of the City of Lake Helen, Florida.

ATTEST:

CITY OF LAKE HELEN:

Becky Witte, City Administrator

Daisy Raisler, Mayor

APPROVED AS TO FORM AND LEGALITY

Scott E. Simpson, City Attorney



City of Lake Helen
AGENDA MEMORANDUM

ITEM 8: Commission consideration of Resolution 2019-13 Annual Fee Schedule Resolution

Title of RESOLUTION 2019-13: A RESOLUTION OF THE CITY OF LAKE HELEN, VOLUSIA COUNTY, FLORIDA, ADOPTING THE "CITY OF LAKE HELEN FEE SCHEDULE"; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTING ORDINANCES AND RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE OF OCTOBER 1, 2019.

Synopsis: The City Commission periodically adopts an updated fee schedule. In January 2019, the City of Lake Helen adopted Resolution 2019-01 for Water Rates. That Resolution required:

Annual Adjustments to Quarterly Charge or Rate for Water Service:

The City Commission hereby authorizes an annual adjustment to the water service base rates, consumption rates and capital improvement fee charges equal to the Consumer Price Index (CPI) for the Southeast Region For All Consumer Goods as published by the U.S. Bureau of Labor and Statistics for the twelve (12) months ending on the March 31 prior to the effective date of the annual increase, however the increase shall not be less than 2%. The annual CPI increase will first go into effect on October 1, 2019 and shall be automatically adjusted annually on the same date without further action of the City Commission.

The water rates are updated herein. At this time staff does not have any additional recommended changes to the fee schedule.

Suggested Motion:

Motion to adopt Resolution 2019-13.

Attachments:

Resolution 2019-13

Lake Helen Fee Schedule

Persons desiring to address the Commission are asked to fill out and provide the Deputy City Clerk a yellow "Request to Speak" card located by podium. After being recognized by the Mayor, persons are asked to come forward and speak from the podium, state their name and address, and direct all remarks to the Commission as a body and not to individual members of the Commission, staff or audience. Citizen are asked to limit discussion to three (3) minutes. Order and decorum will be preserved at all meetings. Personal, impertinent or slanderous remarks are not permitted.

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RESOLUTION 2019-13

A RESOLUTION OF THE CITY OF LAKE HELEN, VOLUSIA COUNTY, FLORIDA, ADOPTING THE "CITY OF LAKE HELEN FEE SCHEDULE"; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTING ORDINANCES AND RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE OF OCTOBER 1, 2019.

WHEREAS, the City Commission has adopted certain rules, requirements and regulations in the City of Lake Helen, Florida in order to promote the health, safety, morals, convenience, order, prosperity, and general welfare of the present and future inhabitants of the City of Lake Helen; and

WHEREAS, it is incumbent that the City impose certain fees to cover the expenses associated with the review, inspection, advertisement and other costs incurred by the City; and

WHEREAS, the City has historically levied fees comparable to other governments; and

WHEREAS, this said fee schedule may be amended from time to time by the City of Lake Helen City Commission; and

WHEREAS, in 2019 the City Commission adopted Resolution 2019-01 which was advertised pursuant to state law and included the provision for automatic annual adjustment to the water service base rates, consumption rates and capital improvement fee charges equal to the Consumer Price Index (CPI) for the Southeast Region For All Consumer Goods as published by the U.S. Bureau of Labor and Statistics for the twelve (12) months ending on the March 31 prior to the effective date of the annual increase, however the increase shall not be less than 2%. The annual CPI increase will first go into effect on October 1, 2019 and shall be automatically adjusted annually on the same date without further action of the City Commission.

WHEREAS, the attached fee schedule includes updating the fee schedule for automatic rate increase; and

WHEREAS, costs associated with certain administrative duties have risen due to various factors; and

WHEREAS, the City realizes that a consolidated fee schedule will provide improved administrative efficiency; and

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF LAKE HELEN, FLORIDA:

The fee schedule for the City of Lake Helen reflecting the automatic adjustments to the to the water service base rates, consumption rates and capital improvement fee charges is hereby adopted as shown on Attachment "A", City of Lake Helen Fee Schedule in its entirety and herein incorporated by reference.

BE IT FURTHER RESOLVED, that this fee schedule shall become effective October 1, 2019 for all projects and applications which require a fee that have not been submitted for review to the City of Lake Helen as of the effective date.

BE IT FURTHER RESOLVED, that all other documents, fee schedules, or fees that are in conflict with anything contained herein are hereby repealed.

THIS RESOLUTION APPROVED this 5th day of September 2019 by the City Commission of the City of Lake Helen, Florida.

ATTEST:

CITY OF LAKE HELEN:

Becky Witte, City Administrator

Daisy Raisler, Mayor

APPROVED AS TO FORM AND LEGALITY

Scott E. Simpson, City Attorney



City of Lake Helen Fee Schedule

Development Related Activity Review Fee Schedule

*All fees will be required at time of submittal. All costs incurred by the City for staff and consultant(s) review; plus all advertising, 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.

Annexation/De-Annexation	\$400.00 minimum *
Comprehensive Plan Amendment	
Small Scale Amendment	\$500.00 minimum *
Large Scale Amendment	\$1000.00 minimum *
Development Order/Agreement Amendment	\$250.00 minimum *
Development Plan	
Preliminary Application Conference and Concept Plan	\$100.00 minimum *
Preliminary Development Plan (if required) w/ one re-submittal allowed	\$500.00 minimum *
Final Development Plan (after Preliminary Plan approval) w/ one re-submittal	\$300.00 minimum *
Final Development Plan (w/o Preliminary Plan required) w/one re-submittal	\$800.00 minimum *
Each re-submittal after first allowed re-submittal	\$150.00 minimum *
Compliance Inspection for Development Certificate of Occupancy	\$150.00 minimum *
Each Compliance Re-inspection	\$50.00 minimum *
Subdivision	
Preliminary Application Conference and Concept Plan	\$100.00 minimum *
Preliminary Development Plan/Preliminary Plat	\$500.00 minimum *
Final Plat (after Preliminary Plan/Preliminary Plat approval) w/one re-submittal allowed	\$300.00 minimum *
Each re-submittal after first allowed re-submittal	\$150.00 minimum *
Engineering Inspection for Required Improvements	1% of the cost of improvements
Engineering Re-inspection	\$150.00 minimum *
Minor Replat	\$100.00 minimum *
Variance	\$200.00 minimum *
Rezoning	\$250.00 minimum *
Special Exception	\$200.00 minimum *
Appeal to City Commission	\$200.00 minimum *
Road Vacation	\$200.00 minimum *
Plat Vacation	\$200.00 minimum *
Request for Code Amendment	\$350.00 minimum *
Request for Letter of Comprehensive Plan Consistency Determination	\$15.00 minimum *
Request for Letter of Zoning District Consistency Determination	\$15.00 minimum *
Wetland Buffer Area Activity Permit	\$25.00 minimum *
Wetland Protection Area Activity Permit	\$25.00 minimum *
Lake Protection Area Activity Permit	\$25.00 minimum *
Land Clearing	\$150.00 minimum *
Lot Combination Letter	\$ 50.00 minimum *
Lot Split Letter	\$150.00 minimum *
DRC (Development Review Committee Meeting)	\$50.00 minimum *
Application to City Board (excluding City Commission)	\$25.00 minimum *
Zoning Review	
Micellaneous Permits	\$15.00 minimum *
Residential Permits	\$100.00 minimum *
Commerical Permits	\$150.00 minimum *



City of Lake Helen Fee Schedule

Local Business Tax Receipt Application Review

Local Business Tax Receipt Zoning Review of Application (Commercial)	\$60.00
Local Business Tax Receipt Zoning Review of Application (Residential)	\$35.00

Local Business Tax Receipt Annual Renewal

Local Business Tax Receipt Renewal	\$30.00
\$10 for each employee in excess of five (5)	\$10.00

Sign Fees (Per Resolution 97-2)

Sign Permit (Original)	\$42.00
Sign Permit (Renewal)	\$25.00

Alarm Fees

Alarm Permit - Commercial	\$40.00
Alarm Permit - Residential	\$20.00
False Alarm	\$20.00 for the first, second and third false alarms within one year
False Alarm	\$50.00 in excess of three (3) false alarms in any twelve month period
Failure to appear within one (1) hour	\$20.00 for the first, second and third false alarms within one year
Failure to appear within one (1) hour	\$50.00 in excess of three (3) false alarms in any twelve month period
Alarm Decal	\$10.00

Tree Removal Fees

Tree Inspection	\$20.00 minimum *
Tree Recompense Value	\$30.00 per DBH
Maintenance Fee to Recompense	\$10.00 per DBH
New construction tree survey and landscape plan review and site inspections prior to permit issuance	\$125.00, over 2 hours will be charged an additional \$40.00 per hour
Review of requests for modification during new construction	\$75.00, over 1 hour review will be charged an additional \$40.00 per hour
Final inspection prior to Certificate of Occupancy	\$150.00, over 2 hours will be charged an additional \$40.00 per hour
Site Visit for Tree Removal Permit	\$40.00 per hour
Recompense and Mitigation Review	\$150.00, over 2 hours will be charged an additional \$40.00 per hour
Tree Removal Permit	\$20 up to 3 trees. \$4 for each additional tree

**plus any additional costs incurred by the City for staff and/or consultant(s) review*

Historic Preservation Design Review Fees

Preliminary Design Consultation Meeting	\$150.00, over 2 hours will be charged an additional \$50.00 per hour
Design Reviews for Board Consideration	\$175.00, over 2 hours will be charged an additional \$50.00 per hour
Final Built Design Inspections and Report of Completed Projects to City	\$200.00



City of Lake Helen Fee Schedule

Facility Rentals

Hopkins Hall	Weekend Rate (<i>Friday-Sunday & Holidays</i>) \$300.00 plus Cleaning Upkeep Fee of \$100.00
Hopkins Hall	Weekday Rate \$150.00 plus Cleaning Upkeep Fee of \$50.00
Melissa Park Building	\$125.00 plus Cleaning Upkeep Fee of \$50.00
Shuffle Board Building	\$100.00 plus Cleaning Upkeep Fee of \$50.00
City Hall Conference Room	\$25.00 base fee / plus \$15.00 per hour for use over 2 hours
Mitchell Brothers Sports Complex Fields	\$30 for 3 hour use plus \$10 per hour for field lights
Equestrian Center (daily stall fee)	\$20.00 per stall per day
Equestrian Center (overnight stall fee)	\$45.00 for overnight stay
Equestrian Center	<i>Case by Case basis</i>

A security deposit in the amount of the rental fee is due at time of reservation.

Per City Ordinance 2004-09 the City Commission sets Park Hours from Sunrise to Sunset

Other Fees

Notary Services	\$5.00
NSF Fee	\$30.00 or 10% of the amount of the check, whichever is greater
General Copying	15 cents per one-sided copy for paper copies that are 14 inches by 8 ½ inches or less and an additional 5 cents for two-sided copies or the actual cost of duplication of the public record whichever is greater

Dog/Cat Tags

Tags - Dog or Cat	\$5.00
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Yard Sale (*Per Article 4*)

Yard Sale (allowed no more than once every six (6) months)	\$5.00
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Recycling Containers

Replacement of recycling containers	\$10.00
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Golf Carts (*Per Article 11*)

Administrative fee	\$25.00
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City of Lake Helen Fee Schedule

Water / Utility Rates (Per Article 9 and Resolution 2019-01)

Application for Water Service	
Residential Service Deposits (established by owner of the property)	\$50.00
Residential Service Deposits (not in name of owner of the property)	\$140.00
Commercial Service Deposits	
5/8 inch	\$50.00
1 inch	\$130.00
1 ½ inch	\$165.00
2 inch	\$330.00
3 inch	\$500.00
4 inch	\$830.00
6 inch	\$1,580.00
Water Connection Fees	\$650.00 for service on same side of road
	\$650.00 plus \$18.00 per linear foot of additional water line required for service on the opposite side of road
Back-flow (fail to report)	Customer required to pay for valve at City cost at time of installation
Capital Improvement Fee	\$20.00 per ERU or Commercial Unit

Residential Rates

	53.0196
Rate for Water Service	\$51.98 <u>\$53.20</u> per ERU minimum plus...
Gallons Used:	
0 – 2,000	\$1.23 <u>\$1.25</u> per 1,000 gallons
2,001 – 6,000	\$2.45 <u>\$2.50</u> per 1,000 gallons
6,001 – 12,000	\$3.11 <u>\$3.17</u> per 1,000 gallons
12,001 – 17,000	\$3.66 <u>\$3.73</u> per 1,000 gallons
17,001 – 25,000	\$4.88 <u>\$4.98</u> per 1,000 gallons
25,000 +	\$6.11 <u>\$6.23</u> per 1,000 gallons

Equivalent Residential Unit (ERU) Determination: Equivalent Residential Unit status for applying water rates shall be calculated as follows:

Single family structures	1 ERU
Apartments, mother in law cottages, condominiums, adult congregate living facilities and other structures having multiple dwelling units	1 ERU per dwelling unit

Commercial Rates

Consumption Rate	\$6.11 <u>\$6.23</u> per 1,000 gallons
Base Rate based on Meter Size	
1 inch and below	\$43.68 <u>\$44.55</u>
1 ½ inch	\$72.51 <u>\$73.96</u>
2 inch	\$120.36 <u>\$122.77</u>
3 inch	\$199.81 <u>\$203.81</u>
4 inch	\$331.68 <u>\$338.31</u>
6 inch	\$550.58 <u>\$561.59</u>



City of Lake Helen Fee Schedule

Annual Adjustments to Quarterly Charge or Rate for Water Service:

The City Commission hereby authorizes an annual adjustment to the water service base rates, consumption rates and capital improvement fee charges equal to the Consumer Price Index (CPI) for the Southeast Region For All Consumer Goods as published by the U.S. Bureau of Labor and Statistics for the twelve (12) months ending on the March 31 prior to the effective date of the annual increase, however the increase shall not be less than 2%. The annual CPI increase will first go into effect on October 1, 2019 and shall be automatically adjusted annually on the same date without further action of the City Commission.

Non Payment after 20 days of billing date	\$25.00
Non Payment after 20 days of billing date for Meters larger than 2 inches	\$50.00
Post Delinquent Fee:	\$25.00

The post delinquent fee is added to account balances after thirty (30) days of billing date.

Reconnection Fee:	\$25.00
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All unpaid accounts after three (3) months will be reported to the Credit Bureau. The water utility will impose a twelve percent (12%) per annum interest charge on all uncollected accounts.

Unlawful Connection (per 9.07.11)	Any person who violates this provision commits a misdemeanor of the second degree punishable by a fine of \$500.00 and/or sixty days in jail.
Tampering (9.07.12)	Any person who violates this provision commits a misdemeanor of the second degree punishable by a fine of \$500.00 and/or sixty days in jail.



City of Lake Helen
AGENDA MEMORANDUM

ITEM 9: Commission consideration of Resolution 2019-10 Modify Personnel & Procedures Manual to add Good Friday Holiday

Title of RESOLUTION 2019-10: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKE HELEN AMENDING THE POLICIES AND PROCEDURES MANUAL TO INCLUDE THE HOLIDAY OF GOOD FRIDAY TO THE EMPLOYEE BENEFITS SECTION OF THE POLICY; PROVIDING FOR CONFLICTS AND AN EFFECTIVE DATE.

Synopsis: During Budget Workshops, the City Commission considered adding additional holidays for employees in lieu of a merit increase. At the June 13, 2019 Regular Meeting during the Budget Discussion direction was provided to add as a consideration item the additional holiday of Good Friday.

Suggested Motion:

Motion to adopt Resolution 2019-10.

Attachments:

Resolution 2019-10

The Policy and Procedure Manual can be available upon request to the Deputy City Clerk.

Persons desiring to address the Commission are asked to fill out and provide the Deputy City Clerk a yellow "Request to Speak" card located by podium. After being recognized by the Mayor, persons are asked to come forward and speak from the podium, state their name and address, and direct all remarks to the Commission as a body and not to individual members of the Commission, staff or audience. Citizen are asked to limit discussion to three (3) minutes. Order and decorum will be preserved at all meetings. Personal, impertinent or slanderous remarks are not permitted.

Thank you for participating in your city government!

RESOLUTION 2019-10

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKE HELEN AMENDING THE POLICIES AND PROCEDURES MANUAL TO INCLUDE THE HOLIDAY OF GOOD FRIDAY TO THE EMPLOYEE BENEFITS SECTION OF THE POLICY; PROVIDING FOR CONFLICTS AND AN EFFECTIVE DATE.

WHEREAS, the City of Lake Helen City Charter under Section 7 (B) (2) Powers and Duties of Commission includes “reviewing and approving all policy and procedure manuals;” and

WHEREAS, In June 2017, the City Commission adopted Resolution 2017-02 Policy and Procedures Manual to update the Lake Helen Policies with current laws and best practices; and

WHEREAS, after comparing to other municipal governments, the City Commission wanted to offer one additional holiday to staff; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LAKE HELEN, FLORIDA:

SECTION 1: The Holiday “Good Friday” shall be added to the “Employee Benefits” section of the Policy and Procedural Manual. Underlined items are for insertions, strikethroughs are for deletions;

Employee Benefits

Eligible employees at the City of Lake Helen receive many benefits. There are several factors that decide if you are eligible for a benefit. One important factor is your employment classification. See the City Clerk to find out for which benefit programs you are eligible.

This employee handbook contains policies describing some of the benefit programs, or you may find more information elsewhere, such as the Summary Plan Document.

The City of Lake Helen provides the following holidays to all eligible employees:

- New Year's Day
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- The Day After Thanksgiving
- Christmas Eve Day
- Christmas Day
- The Day After Christmas

When a holiday falls on Sunday, the following Monday shall be observed. When a holiday falls on Saturday, the preceding Friday will be observed.

Nonexempt employees working on a designated holiday will be paid for the holiday their regular hourly rate for those hours worked. Exempt employees will be allowed a different day off with pay.

SECTION 2. Conflicts. All other policies and guidelines are hereby repealed to the extent it conflicts with the updated section “Employee Benefits” in the Policy and Procedures Manual. All resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed.

SECTION 3. Effective Date. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF LAKE HELEN, FLORIDA, THIS 5th DAY OF September 2019.

Daisy Raisler, Mayor

ATTEST:

Becky Witte, City Administrator

Approved as to form and legality for use and reliance of the City of Lake Helen, Florida:

Scott E Simpson, City Attorney