



# City of Lake Helen

Volusia County, Florida

MAYOR

Buddy Snowden  
COMMISSIONERS  
Ann Robbins  
Vernon Burton  
Rick Basso  
Cameron Lane

## SPECIAL MEETING LAKE HELEN CITY COMMISSION May 29, 2014 5:00 P.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. Any individual wishing to speak to the City Commission during the Public Forum portion of the agenda must fill out and submit a **YELLOW** 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. **The Public Forum portion of the agenda is reserved for citizens to address the City Commission regarding items/issues that are not on the agenda.**

**CALL TO ORDER:** Mayor Snowden

**CEREMONIAL MATTERS:**

1. **LEGISLATIVE PRAYER**
2. **PLEDGE OF ALLEGIANCE**

**BUSINESS OF THE COMMISSION:**

1. **DELETIONS OR MODIFICATIONS TO AGENDA**
2. **PUBLIC FORUM:** Yellow Cards – For any individual wishing to speak to any issue not on the agenda. Comments will be limited to three minutes unless otherwise directed by the City Commission. Person wishing to speak must approach the front podium, give name and address.
3. **COMMISSION CONSIDERATION:**
  - A) Consideration of selecting applicants to interview for the City Clerk position
  - B) Consideration of submitting Community Development Block Grant (CDBG) appeal to Volusia County
4. **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.



**MAY 29, 2014 AGENDA ITEM MEMORANDUM  
COMMISSION CONSIDERATION**

**MAYOR PROPOSAL**

**SUBJECT:**

Consideration of selecting applicant to interview for the City Clerk position.

**SYNOPSIS:**

Since the last meeting I have reviewed the 28 applicants for City Clerk and narrowed the list to six exceptional candidates. Knowledge of our community and city procedures narrows the pool of applicants even more. I have considered the current staffing and conducted an evaluation of responsibilities.

The analysis I conducted of current staffing, evaluation of qualities, background, education and training as well as glowing recommendations from past employees, coworkers and public alike led me to a discussion with current employee and applicant Becky Witte. This employee has shown enthusiasm for being a contributing part of city operations and has expressed her long term commitment to the City of Lake Helen.

This employee has expressed her dedication, commitment and is able to cover both the City Clerk responsibilities as well as continuing the permitting, tax receipts and the other duties for which she was originally hired.

**PROPOSAL:**

To hire Rebecca Witte as Lake Helen's City Clerk while continuing the permitting, tax receipts and the other duties for which she was originally hired.

The salary will be set at \$46,000 and will be reviewed in December, 2014.

The anticipated financial savings will be approximately \$40,000 in salary and benefits.



**MAY 29, 2014 AGENDA ITEM MEMORANDUM  
COMMISSION DISCUSSION**

**SUBJECT:**

Volusia County CDBG Project Plan Appeal Process

**PROCESS:**

A letter of appeal may be submitted no later than June 16, 2014, to David Byron, Volusia County Community Services Director. David Byron will respond to the appeal.

The issue included in the May 15th letter to the City from Dona Demarsh Butler is the subject of the appeal and there is not a prescribed format for the actual appeal.

Should the City not be satisfied with Mr. Byron's response, it may appeal to the County Manager. Should the City not be satisfied with the County Manager's response, it may then appeal to the County Council as a final appeal.

The length of the appeal process will not jeopardize the City's allocation of funds. The County will submit a project plan for the City as "Infrastructure Improvements" or something of that nature. Once the City has a plan that meets with the approval of the County, an amendment to the aforementioned submitted project plan will be made and approved by the County Council.

**ATTACHMENT(S):**

Appeal letter to Volusia County



# City of Lake Helen

Volusia County, Florida

MAYOR

Buddy Snowden  
COMMISSIONERS  
Ann Robbins  
Vernon Burton  
Rick Basso  
Cameron Lane

May 29, 2014

Mr. David Byron, Volusia County Community Services Director  
123 W. Indiana Avenue  
Room 100  
DeLand, Florida 32720

**SUBJECT:** Appeal; CDBG

Dear Mr. Byron:

In reference to the letter received by the City of Lake Helen from Dona Demarsh Butler dated May 15, 2014, with the subject of FY 2014/15 Community Development Block Grant (CDBG) Proposed Project – Stormwater and Sidewalk Improvement – Pleasant Avenue [*sic*], where in the City is being required to expend its entire annual allocation of CDBG grant funds within a single fiscal year, the City Commission has made the determination to appeal this decision for the following reasons:

(1). As identified in Ms. Butler's letter, the County may have 1.5 times its current allocation in its line of credit on July 31. The use of this line of credit above the City's annual allocation for FY 2014/15 is not being requested; therefore no additional impact to the County's line of credit would be occurring as a result of this project in FY 2014/15. However, as has previously been allowed by the County, the City would like to be granted the use of this line of credit above its annual allocation during FY 2015/16.

(2). It would seem that the reasonable alternative would be, if the County were to continue to rotate City's on a schedule of every two years, the CDBG grant funds would be spent expeditiously in keeping with Federal requirements. This would also reduce the wasteful expenditure of increased administration costs associated with small projects.

(3). The allocated amount of CDBG grant funds to small cities, such as the City of Lake Helen, does not provide much in the way of physical improvements, particularly in light of the required permitting, design and administrative costs. As a result, this necessitates the need to combine two fiscal years of CDBG grant funding to provide an impactful project to neighborhoods of low or moderate income persons.

(4). The cost of phasing this project into separate single fiscal year segments would substantially increase administrative and construction costs by an estimated 25% to 35% and,



# City of Lake Helen

Volusia County, Florida

MAYOR

Buddy Snowden

COMMISSIONERS

Ann Robbins

Vernon Burton

Rick Basso

Cameron Lane

therefore, decrease the efficient use of limited CDBG grant funds or, in other words, would create a wasteful spending process that would significantly delay much needed future projects within neighborhoods with low or moderate income persons which are targeted for funding in the first instance.

(5). The citizens of the City of Lake Helen have identified this safety project as a priority that will mitigate existing deficiencies for school children to safely travel to and from two schools, Volusia Pines Elementary and Ivy Hawn Charter Schools, by foot and bicycle. In addition, this project will be serving the adjacent baseball complex utilized by the children of Lake Helen and surrounding communities.

(6). In an effort to show it good faith in tendering this appeal and making the proposals set forth herein, I have been authorized by the City Commission to commit to you that the City of Lake Helen would pledge to repay any CDBG grant funds that would be required as a result of future CDBG grant funds not being provided to the County by HUD for this project and would agree to enter into an interlocal agreement to affirm this commitment. This amount will be limited to the costs for permitting and design as identified in the submitted project plan for FY2014/15.

The City Commission would like to convey its appreciation for your consideration of its appeal and request for approving the Pleasant Street project as submitted.

Sincerely,

KC Cichon

City Administrator

Cc: Mayor and City Commission

Lonnie Groot, City Attorney



## MEMORANDUM

**TO:** KC Cichon, City Administrator  
**FROM:** Rick Mullen, Public Works Director  
**SUBJECT:** Emergency HVAC replacement for the Boys and Girls Club  
**DATE:** May 29, 2014

On Friday, May 23, 2014 I was informed that the air conditioner at the Boys and Girls Club was not working. I contacted D.G. Meyer for a service call and was informed that the unit was beyond a reasonable repair. The unit was installed in 1998. Four bids were received with D.G. Meyer coming in as the lowest bidder. The cost for replacement will be \$4,477.

Approximately 50 kids use that facility on a daily basis and with the heat of summer this replacement is an emergency. The Director of the Boys and Girls Club has pledged \$2,250 towards the HVAC replacement which will be paid to the City over the next six (6) months. All windows at the Boys and Girls Club will be tinted next week at their expense to keep the building cool. This is more than generous on their part and will assist with this emergency cost.

Please contact me with questions regarding this issue.