



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 September 24, 2014 6:00 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 HEARINGS:
 - A) Fiscal Year 2014-15 Final Budget Public Hearing
 - a. Consideration of Adjustments to the Fiscal Year 2014-15 Final City of Lake Helen Budget
 - b. Consideration of Resolution 2014-10 Establishing Fiscal Year 2014-15 Final General Municipal Millage Rate
 - c. Consideration of Resolution 2014-11 Adopting the Fiscal Year 2014-15 Final General Municipal Budget and Revenue Estimates
3. 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.
4. COMMISSION CONSIDERATION:
 - A) Consideration of Statements of Qualifications (RFQ) for the position of City Attorney
 - B) Consideration of the Hiring Process for the City Administrator
5. COMMISSION DISCUSSION:
6. 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.

**CITY OF LAKE HELEN CITY COMMISSION
PUBLIC HEARING AGENDA**

**SEPTEMBER 24, 2014
6:00 P.M.**

FINAL PUBLIC HEARING

FISCAL YEAR 2014-15 MILLAGE RATE AND BUDGET

- I. Introduction to Public Hearing on City of Lake Helen Fiscal Year 2014-15 Final Budget
- II. Fiscal Year 2014-15 Final Millage Rate and Final General Municipal Budget
 - A. Overview of Truth-In-Millage Legislation
 - B. Explanation of the General Municipal Final and Rolled Back Millage Rates
 - C. Overview of Fiscal Year 2014-15 Final Budget and of Adjustments made to that Budget
- III. Citizen Comments on Fiscal Year 2014-15 Final Millage Rate and Final Budget
- 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
 - B. Adoption of Resolution 2014-10 Establishing Fiscal Year 2014-15 Final General Municipal Millage Rate
 - C. Adoption of Resolution 2014-11 Adopting the Fiscal Year 2014-15 Final General Municipal Budget and Revenue Estimates
- V. Close Public Hearing

FY 2015 GENERAL FUND BUDGET (FINAL)

REVENUES

Revenue Source - General Fund	FY 2014-2015
311-0301 Ad Valorem Taxes	450,621
311-0302 Delinquent Ad Valorem Taxes	2,000
312-4103 Local Option Gas Tax	32,875
312-4203 Second Loc. Opt. Fuel Tax	24,500
314-1314 Utility Service Tax - Duke Energy	166,000
314-4314 Utility Tax - Gas	-
314-8314 Utility Tax - Propane	7,000
315-0315 Communications Service Tax	85,000
316-0316 Local Business Tax	4,500
338-1338 Local Business Tax - County	2,000
322-0318 Building Permit - Application	4,250
322-0319 Building Permit - Plumbing	350
322-0320 Building Permit - Valuation	4,500
322-0321 Building Permit - Roof	1,850
322-0322 Building Permit - Electrical	700
322-0323 Building Permit - Mechanical	550
322-0324 Building Permit - Miscellaneous	150
323-1323 Franchise Fee - Duke Energy	138,000
323-7323 Franchise Fee - Solid Waste	33,000
324-1104 Impact Fee - Public Safety (Res.)	-
324-1204 Impact Fee - Public Safety (Com.)	-
324-3104 Impact Fee - Transport. (Res.)	-
324-3204 Impact Fee - Transport. (Com.)	-
324-6104 Impact Fee - Cult./Rec. (Res.)	-
324.6204 Impact Fee - Cult./Rec. (Com.)	-
324.7104 Impact Fee - Gen. Govt. (Res.)	-
324.7204 Impact Fee - Gen. Govt. (Com.)	-
329.0324 Bldg. Permit Reinspection Fee	150
329.0329 Bldg. Permit Plans Review Fee	4,000
341-9033 COA Advertising	-
331-5331 Grants from Other Units	54,885
334-5390 State Grant - Physical	-
335-1235 State Revenue Sharing	91,404
335-1435 Mobile Home Licenses	5,950
335-1535 Alcoholic Beverage Licenses	783
335-1835 Sales Tax Revenue	131,657
335-4935 Municipal Fuel Tax Revenue	900
341-9034 Photo Copy Income	50
341-9035 Candidate Filing Fees	200

343-3354 Bad Check Charge	30
343-4343 Solid Waste Mgmt. Revenue	252,000
346-4346 Animal Control	200
351-0351 Fines & Forfeitures	-
351-1351 Police Education - Criminal	50
351-1352 Investigative Costs	700
351-1353 Police Education	-
351-5351 Traffic Fines	16,500
351-5352 Police Education - Traffic	1,100
354-0354 Fines - Local Ord./Code Enforce.	500
358-2358 Assets Seized by Police Dept.	-
329-0325 Alarm Permits	150
329-0326 Tree Permits	160
329-0327 Sign Permits	1,250
329-0331 Yard Sale Permits	50
329-0328 Development Review	500
329-0333 Development Review Fees	-
342-1342 Other Income - Police Dept.	200
347-0200 Service Charges Parks & Recreation	400
347-9347 Golf Cart Registration	950
361-1361 Interest on Investments	-
361-1152 Interest - SBA - LGIP - A	1,200
361-1153 Interest - SBA - LGIP - B	-
362-0371 Rental Fees - Hopkins Hall	4,000
362-0372 Rental Fees - Equestrian Stalls	850
362-0376 Rental Fees - Shuffleboard Court	150
362-0377 Rental Fees - Melissa Park	500
362-1800 Rental Fees - City Hall	-
362-2900 Rental Fees - Bus	-
364-0364 Sale of Surplus Equipment	-
364-0365 Sale of Cemetery Lots	550
366-0615 Donations - Fourth of July	200
366-0616 July 4th Vendors	750
366-0619 Market in the Park	5,000
366-0621 Donations - Trees	-
366-0625 Donations - 125th Celebration	800
366-1500 Turkey Shoot	1,000
369-9003 Other Misc. Revenue	20,000
347-5347 CAC Restaurant Charge for Serv.	-
369-9003 CAC Restaurant Misc. Revenue	-
369-9004 CAC Restaurant Donations	-
381-0000 Transfer from Water Utility Fund	9,860
271-0000 Fund Balance	-
TOTAL GENERAL FUND REVENUES	1,567,425

FY 2015 GENERAL FUND BUDGET (FINAL)

EXPENDITURES

Account - Legislative - City Commission	FY 2014-2015
511-1100 Salaries/Wages	23,055
511-2100 FICA	1,764
511-2200 Retirement	1,700
511-2400 Workers Compensation	60
511-2500 Unemployment Compensation	230
511-4000 Travel & Per Diem	2,300
511-4200 Postage and Freight	50
511-4700 Printing and Binding	50
511-4800 Promotions and Advertising	300
511-4900 Miscellaneous	300
511-5200 Operating Supplies	200
511-5400 Dues and Subscriptions	1,400
Total - Legislative Expenditures	31,409

Account - Executive - City Administrator	FY 2014-2015
512-1100 Salaries/Wages	
519-1200 Salaries/Wages	65,663
512-2100 FICA	5,023
512-2200 Retirement	13,881
512-2300 Life & Health Insurance	7,101
512-2400 Workers Compensation	1,911
512-2500 Unemployment Compensation	655
512-4000 Travel and Per Diem	800
512-4100 Communications	950
512-4600 Repair and Maintenance Services	500
512-4900 Miscellaneous	150
512-5100 Office Supplies	100
512-5200 Operating Supplies	900
512-5400 Dues and Subscriptions	950
Total - Executive Expenditures	98,584

Account - Financial & Administrative	FY 2014-2015
513-1200 Salaries/Wages	34,402
513-1400 Overtime	163
513-2100 FICA	2,644
513-2200 Retirement	2,548
513-2300 Life & Health Insurance	2,766
513-2400 Workers Compensation	90
513-2500 Unemployment Compensation	345
513-3100 Professional Services	300
513-3200 Accounting and Auditing	31,000
513-4000 Travel & Per Diem	400
513-4100 Communications	-
513-4200 Postage and Freight	50
513-4700 Printing and Binding	50
513-4900 Miscellaneous	250
513-5200 Operating Supplies	500
513-5400 Dues and Subscriptions	100
513-6400 Capital Equipment	-
Total - Financial & Admin. Expenditures	75,608

Account - Legal Counsel	FY 2014-2015
514-3100 Professional Services	35,000
Total - Legal Counsel Expenditures	35,000

Account - Other General Government	FY 2014-2015
519-1200 Salaries/Wages	72,931
519-1400 Overtime	681
519-2100 FICA	5,633
519-2200 Retirement	5,425
519-2300 Life & Health Insurance	11,901
519-2400 Workers Compensation	212
519-2500 Unemployment Compensation	730
519-3100 Professional Services	25,000
519-3400 Contractual Services	12,000
519-4000 Travel & Per Diem	600
519-4100 Communications	12,750
519-4200 Freight and Postage	1,750
519-4300 Utility Services	6,500
519-4310 Water Utility Services	2,700
519-4400 Rentals and Leases	2,000
519-4500 General Insurance	44,932
519-4610 R & M Buildings	4,000
519-4620 R & M Equipment	5,000
519-4700 Printing and Binding	2,000
519-4800 Advertising	2,000
519-4900 Miscellaneous	7,500
519-4910 Recording Fees	100
519-5100 Office Supplies	3,500
519-5200 Operating Supplies	7,500
519-5210 Fuel	750
519-5400 Dues and Subscriptions	2,750
519-6200 Buildings	4,900
519-6300 Capital Improvements	-
519-6310 Capital Reserve	-
519-6400 Machinery & Equipment	600
Total - Gen. Government Expenditures	246,345

Account - Public Safety - Law Enforce.	FY 2014-2015
521-1200 Salaries/Wages	243,532
521-1400 Overtime	14,000
521-1500 Special Pay	1,900
521-2100 FICA	19,702
521-2200 Retirement	41,238
521-2300 Life & Health Insurance	49,594
521-2400 Workers Compensation	10,376
521-2500 Unemployment Compensation	2,435
521-3100 Professional Services	1,300
521-3400 Contractual Services	5,000
521-4000 Travel & Per Diem	1,000
521-4100 Communications	5,500
521-4200 Freight and Postage	500
521-4300 Utility Services	5,800
521-4310 Water Utility Services	160
521-4400 Rentals and Leases	1,500
521-4500 General Insurance	642
521-4610 R & M Buildings	1,500
521-4620 R & M Equipment	8,000
521-4700 Printing and Binding	200
521-4900 Miscellaneous	750
521-4901 Advertising	-
521-5100 Office Supplies	3,000
521-5200 Operating Supplies	7,000
521-5210 Fuel	17,000
521-5400 Dues & Subscriptions	500
521-5500 Training	1,000
521-6300 Capital Improvements	-
521-6400 Machinery & Equipment	-
Total - Law Enforcement Expenditures	443,129

Account - Public Safety - Prot. Inspection	FY 2014-2015
524-3400 Bldg. Insp. Contract Services	12,500
Total - Protect. Inspection Expenditures	12,500

Account - Physical Envmt. - Solid Waste	FY 2014-2015
534-4300 Solid Waste Contract Services	252,000
Total - Solid Waste Expenditures	252,000

Account - Transport. - Roads & Streets	FY 2014-2015
541-1200 Salaries/Wages	50,752
541-1400 Overtime	2,928
541-2100 FICA	4,108
521-2200 Retirement	3,957
541-2300 Life & Health Insurance	13,074
541-2400 Workers Compensation	4,599
541-2500 Unemployment Compensation	510
541-3100 Professional Services	1,000
541-3400 Contractual Services	20,000
541-4000 Travel & Per Diem	500
541-4100 Communications	1,400
541-4300 Utility Services	23,000
541-4310 Utility Services	2,000
541-4400 Rental & Leases	1,500
541-4610 R & M Buildings	2,500
541-4620 R & M Equipment	7,500
541-4700 Printing and Binding	50
541-4900 Miscellaneous	100
541-5200 Operating Supplies	4,500
541-5210 Fuel	4,500
541-5300 Road Materials	13,500
541-5400 Dues & Subscriptions	50
541-6300 Capital Improvements	54,885
541-6400 Machinery & Equipment	-
Total - Roads & Streets Expenditures	216,913

Account - Cult./Rec. - Parks & Recreation	FY 2014-2015
572-1200 Salaries/Wages	23,296
572-1400 Overtime	1,120
572-2100 FICA	1,868
572-2200 Retirement	1,800
572-2300 Life & Health Insurance	6,528
572-2400 Workers Compensation	2,850
572-2500 Unemployment Compensation	235
572-3100 Professional Services	500
572-3400 Contractual Services	25,000
572-4000 Travel and Per Diem	200
572-4100 Communications	1,300
572-4300 Utility Services	15,250
572-4310 Water Utility Services	5,000
572-4400 Rentals and Leases	3,750
572-4610 R & M Buildings	3,500
572-4620 R & M Equipment	5,500
572-4700 Printing & Binding	500
572-4800 Advertising	500
572-4900 Miscellaneous	6,000
572-4940 Fourth of July	7,000
572-4970 ECHO/Creative Arts	250
572-4980 Market In The Park	250
572-5200 Operating Supplies	7,000
572-5210 Fuel	5,000
572-6200 Capital Improvements Buildings	10,000
572-6300 Capital Improvements Infrastructure	-
572-6400 Machinery & Equipment	-
Total - Parks & Recreation Expenditures	134,197

Account - Donations	FY 2014-2015
572-3100 Professional Services	-
572-3400 Contractual Services	800
572-4700 Printing and Binding	-
572-4900 Other Charges	-
572-4910 Other Charges - Turkey Shoot	1,000
Total - Donations Expenditures	1,800

Account - CAC Restaurant	FY 2014-2015
575-1200 Salaries/Wages	-
575-1400 Overtime	-
575-2100 FICA	-
575-2200 Retirement	-
575-2400 Workers Compensation	-
575-2500 Unemployment Compensation	-
575-3100 Professional Services	-
575-3200 Accounting & Auditing	-
575-3400 Contractual Services	1,000
575-4000 Travel and Per Diem	-
575-4100 Communications	1,000
575-4200 Postage & Freight	-
575-4300 Utility Services	5,500
575-4310 Water Utility Services	425
575-4400 Rentals & Leases	-
575-4610 R & M Buildings	2,000
575-4620 R & M Equipment	1,500
575-4700 Printing & Binding	-
575-4800 Advertising	-
575-4900 Miscellaneous	1,000
575-5100 Office Supplies	100
575-5200 Operating Supplies	1,000
575-5210 Fuel	-
575-5220 Other Operating Supplies	-
575-5400 Memberships Dues Subscriptions	-
575-6400 Machinery & Equipment	-
Total - CAC Restaurant Expenditures	13,525

Undesignated Reserve	6,415
TOTAL GEN. FUND EXPENDITURES:	1,567,425

FY 2015 WATER UTILITY FUND BUDGET (FINAL)

REVENUES

Revenue Source - Operating	FY 2014-2015
343-3343 Water Sales	474,546
343-3350 Connection Fees	750
343-3352 Delinquent Payment Fees	4,000
343-3353 Connection Fees-Service Charge	1,000
343-3354 Bad Check Charge	100
343-3355 Late Fees	10,000
369-9003 Miscellaneous Revenue	-
Total - Operating Revenues	490,396

Revenue Source - Non Operating	
271-0000 Fund Balance	100,000
365-3650 Sale of Surplus Material	-
Total - Non Operating Revenues	100,000

Revenue Source - Capital Contribution	
324-2104 Impact Fees - Water	1,000
Total - Capital Contribution Revenues	1,000

TOTAL WATER UTIL. FUND REVENUES	591,396
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FY 2015 WATER UTILITY FUND BUDGET (FINAL)

EXPENDITURES

Account - Operating	FY 2014-2015
533-1200 Salaries/Wages	146,687
533-1400 Overtime	2,253
533-1600 Compensated Vacation Leave	3,006
533-1700 Compensated Sick Leave	2,865
533-2100 FICA	11,398
533-2200 Retirement	12,676
533-2300 Life & Health Insurance	20,058
533-2400 Workers Compensation	6,749
533-2500 Unemployment Compensation	1,470
533-3100 Professional Services	5,000
533-3200 Accounting & Auditing	14,000
533-3400 Contractual Services	14,000
533-4000 Travel & Per Diem	700
533-4100 Communications	3,000
533-4200 Postage and Freight	2,000
533-4300 Utility Services	29,000
533-4310 Water Utility Services	500
533-4400 Rental & Leases	1,000
533-4500 General Insurance	18,615
533-4610 R + M Buildings	7,000
533-4620 R + M Equipment	14,000
533-4700 Printing & Binding	1,000
533-4900 Miscellaneous	5,500
533-5100 Office Supplies	400
533-5200 Operating Supplies	54,000
533-5210 Fuel	4,500
533-5400 Dues, Subscriptions, Publications	1,100
533-6400 Machinery & Equipment	35,000
Total - Operating Expenditures	417,476

Account - Non Operating	
Interest & Debt Expense	-
203-0203 Principle SRF 6406010	90,630
203-9203 Principle SRF 6406020	11,805
533-7200 Interest SRF 6406010 & 6406020	33,502
581-0000 Transfer to General Fund	9,860
Total - Non Operating Expenditures	145,797

Undesignated Reserve	28,123
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TOTAL WATER UTIL. FUND EXPENDIT.	591,396
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FY 2015 STORMWATER UTILITY FUND (FINAL)**REVENUES**

Revenue Source	FY 2014-2015
271-000 Fund Balance	80,000
329-0330 Stormwater Permits	200
343-7343 Charges for Services (Assessmt.)	45,000
TOTAL STMWTR UTIL. FUND REVENUES	125,200

FY 2015 STORMWATER UTILITY FUND (FINAL)**EXPENDITURES**

Account - Transp. Stormwater Mgmt.	FY 2014-2015
538-1200 Salaries/Wages	18,512
538-1400 Overtime	1,012
538-2100 FICA	1,494
538-2200 Retirement	1,440
538-2300 Life & Health Insurance	4,902
538-2400 Workers Compensation	1,863
538-2500 Unemployment Compensation	185
538-3100 Professional Services	3,000
533-3200 Accounting & Auditing	2,000
538-3400 Contractual Services	2,000
538-4200 Postage and Freight	500
538-4400 Rentals & Leases	1,000
538-4620 R & M Equipment	2,000
538-4700 Printing & Binding	100
538-5200 Operating Supplies	1,000
538-5500 Training	500
538-6300 Capital Improvements	83,692
TOTAL STMWTR UTIL. FUND EXPENDITURES	125,200

CITY OF LAKE HELEN

FY 15 - FY 19 CAPITAL IMPROVEMENT PROGRAM



**CITY OF LAKE HELEN
 FY 15 - FY 19 CAPITAL IMPROVEMENT PROGRAM
 POLICE DEPARTMENT**

General Fund Project Title	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total
Pole Barn (in rear of Police Dept.)	4,900					\$4,900
Radios (4)		9,000				\$9,000
Police Cruiser			25,000			\$25,000
	\$4,900	\$9,000	\$25,000	\$0	\$0	\$38,900

CITY OF LAKE HELEN
FY 15 - FY 19 CAPITAL IMPROVEMENT PROGRAM
ROADS AND STREETS DEPARTMENT

General Fund Project Title	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total
Reclaimed Paving New York Av. west of Summit Av. to end of Pavement		54,707				\$54,707
Reclaimed Paving Water St. from Lakeview Dr. to Euclid Av.		27,289				\$27,289
Main Street Sidewalks		15,000				\$15,000
#3 Replacement		36,050				\$36,050
Paving Michigan Av. from Lakeview Dr. to Euclid Av.			15,530			\$15,530
Paving Garden St. from Lakeview Av. to Euclid Av.			15,530			\$15,530
Paving Lakeview Dr. from New York Av. to Lake Pearl			27,297			\$27,297
Paving East Ohio Av. from Pleasant St. to Prevatt Av.			47,053			\$47,053
Slope Mower			46,350			\$46,350
Paving McKenzie from Lake Pearl to County Line				74,120		\$74,120
Paving Delaware from Lakeview Dr. to Euclid Av.				16,309		\$16,309
#6 Replacement				46,350		\$46,350
Paving Pleasant from Ohio to Michigan					50,581	\$50,581

CITY OF LAKE HELEN
FY 15 - FY 19 CAPITAL IMPROVEMENT PROGRAM
ROADS AND STREETS DEPARTMENT

General Fund Project Title	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total
Paving Park St. from Lakeview Dr. to Euclid Av.					17,125	\$17,125
New Building at Lemon Well Site for Public Works					10,300	\$10,300
Pole Barn for Equipment at Lemon Well					3,425	\$3,425
Sidewalk and Stormwater Construction - Pleasant St. from West Ohio Av. to Kicklighter	54,885	50,215				\$105,100
	\$54,885	\$183,261	\$151,760	\$136,779	\$81,431	\$608,116

**CITY OF LAKE HELEN
 FY 15 - FY 19 CAPITAL IMPROVEMENT PROGRAM
 PARKS AND RECREATION DEPARTMENT**

General Fund Project Title	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total
#8 Pickup Replacement		25,750				\$25,750
Blake Park Playground Equipment			21,218			\$21,218
Macy Park Equipment		20,600				\$20,600
Melissa Park Equipment		20,600				\$20,600
Build Pavillion at Melissa Park	10,000					\$10,000
New Building at Lemon Well Site for Public Works					10,300	\$10,300
Pole Barn for Equipment at Lemon Well					3,425	\$3,425
	\$10,000	\$66,950	\$21,218	\$0	\$13,725	\$111,893

**CITY OF LAKE HELEN
 FY 15 - FY 19 CAPITAL IMPROVEMENT PROGRAM
 WATER UTILITY DEPARTMENT**

Water Util Fund Project Title	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total
Ground Penetrating Radar		14,420				\$14,420
Replacement Truck	35,000					\$35,000
6" Waterline from Johns St. to Summit Av.		156,295				\$156,295
TRIPLE S Subdivision Repipe to Front Yards			265,328			\$265,328
Truck Replacement for Dodge (Rick's Vehicle)				25,000		\$25,000
New Building at Lemon Well Site for Public Works					41,200	\$41,200
Pole Barn for Equipment at Lemon Well					13,751	\$13,751
Kicklighter - 6" Waterline from Prevatt to County Line					158,368	\$158,368
E. Ohio Av. - 6" Waterline from Prevatt to County Line					143,443	\$143,443
	\$35,000	\$170,715	\$265,328	\$25,000	\$356,762	\$852,805

**CITY OF LAKE HELEN
 FY 15 - FY 19 CAPITAL IMPROVEMENT PROGRAM
 STORMWATER UTILITY DEPARTMENT**

Stormwater Fund Project Title	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total
West Ohio Av.	20,000					\$20,000
Minor Projects on Lake Pearl and Lake Helen Right of Ways		7,725				\$7,725
	\$20,000	\$7,725	\$0	\$0	\$0	\$27,725

RESOLUTION 2014-10

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKE HELEN, FLORIDA, RELATING TO THE LEVY OF GENERAL MUNICIPAL PURPOSE AD VALOREM TAXES FOR THE 2014 TAX YEAR; ADOPTING FINAL MILLAGE RATE; ESTABLISHING THE PERCENTAGE CHANGE FROM THE ROLLED BACK RATE; DIRECTING THE TRANSMITTAL OF CERTIFIED COPIES; PROVIDING AN EFFECTIVE DATE.

WHEREAS, at the public hearing of September 11, 2014, the City Commission of the City of Lake Helen, Florida adopted Resolution 2014-7 approving the proposed millage rate and Resolution 2013-8, approving an adjusted tentative general Municipal budget; and ,

WHEREAS, in accordance with applicable law, the City Commission advertised its proposed millage rate and its final Municipal budget and advertised a public hearing date for adoption of the final millage rate and the final Municipal budget for September 24, 2014; and,

WHEREAS, the September 24, 2014, public hearing has been held as specified in the advertisement and in accordance with applicable law;

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

1. That the following final millage rate to fund the final general Municipal budget for fiscal year 2014-15 is hereby adopted in accordance with applicable law:

General Fund	6.3685 mills
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2. The millage rate levied herein is more than the rolled back rate of 6.0313 by 5.59 percent.

3. The City Administrator is hereby authorized and directed to transmit certified copies of this resolution, as well as any other forms or documents required by state law, to the Volusia County Property Appraiser, the Volusia County Tax Collector, and to the State Department of Revenue.

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

DULY ADOPTED in public hearing, this 24th day of September, A.D., 2014.

CITY OF LAKE HELEN, FLORIDA

Buddy Snowden, Mayor

ATTEST: _____
KC Cichon, City Administrator

APPROVED AS TO FORM AND LEGALITY:

Jennifer B. Nix, City Attorney

RESOLUTION 2014-11

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKE HELEN, FLORIDA, RELATING TO ITS BUDGET FOR THE 2014-15 FISCAL YEAR; REVISING THE ESTIMATE OF RECEIPTS AND OF BALANCES TO BE BROUGHT FORWARD; ADOPTING A FINAL GENERAL MUNICIPAL BUDGET; PROVIDING AN EFFECTIVE DATE.

WHEREAS, on July 10, 2014, the City Administrator presented the tentative budget for further consideration by the City Commission in accordance with applicable law; and,

WHEREAS, said budget contained estimates of receipts and of balances brought forward as part of the budget presentation; and,

WHEREAS, the City Commission adopted Resolution 2014-8 on September 11, 2014, revising the City Administrator's estimates of receipts and of balances to be brought forward; and,

WHEREAS, the City Commission wishes to further revise the estimates of receipts and of balances to be brought forward based on the most current information available as of the date of this resolution; and,

WHEREAS, the City Commission of the City of Lake Helen, Florida, has complied with all conditions precedent to the adoption of a final general Municipal budget; and,

WHEREAS, the City Commission has this date adopted a resolution adopting a final millage to fund a final general Municipal budget;

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

1. In accordance with the requirements of Section 166.241, Florida Statutes, the estimates of receipts and of balances to be brought forward are revised as set out in the document entitled "FY15 Final Budget".

2. The final general Municipal budget contained in the document entitled "FY15 Final Budget" is hereby adopted as adjusted by motion.

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

DULY ADOPTED in public hearing, this 24th day of September, A.D., 2014.

CITY OF LAKE HELEN, FLORIDA

Buddy Snowden, Mayor

ATTEST: _____
KC Cichon, City Administrator

APPROVED AS TO FORM AND LEGALITY:

Jennifer B. Nix, City Attorney



**SEPTEMBER 24, 2014 AGENDA ITEM MEMORANDUM
COMMISSION DISCUSSION**

SUBJECT:

Consideration of Statements of Qualifications (RFQ) for the position of the City Attorney

BACKGROUND:

On August 22, 2014 the City of Lake Helen requested "Statements of Qualifications" (RFQ) for the position of City Attorney.

Statements of Qualifications are due 9:00 AM on Monday, September 22, 2014 at which time the receiving period will close and the bids will be publicly opened.

After the 9:00a.m. Opening Meeting, the proposals will be distributed to the Commission for review.

RECOMMENDATION:

Commission to evaluate the Statements of Qualification for the position of City Attorney.

ATTACHMENT(S):

Request for Qualifications for Legal Services
Evaluation Form

**Request for Qualifications
Legal Services for City
Commission of the City of Lake
Helen, Florida**



**Due September 22, 2014
@ 9:00 AM**

REQUEST FOR QUALIFICATIONS

1. The City of Lake Helen, Florida, whose City Hall is located at 327 South Lakeview Drive, Post Office Box 39, Lake Helen, Florida 32744, is requesting "Statements of Qualifications" (RFQ) for the position of City Attorney. The City of Lake Helen is an Equal Employment Opportunity Employer.
2. Questions regarding responses to this Request for Qualifications (RFQ) must be in writing, either by e-mail to Becky Witte, City Clerk at bwitte@lakehelen.com or by fax to 386-228-9714, by 4:30 PM, Tuesday, September 9, 2014. The City will respond, in writing, to all who inquire.
3. Statement of Qualifications shall be delivered in person or by mail/courier service to Ms. Becky Witte, City Clerk, City of Lake Helen City Hall, by **9:00 AM on MONDAY, September 22, 2014**. Submittals consisting of 7 complete, signed original sets or 1 original and 6 high quality, legible, signed copies must be received. The firm's or attorney's name and address must be on the outside of a sealed envelope. Submittal envelopes must be clearly marked "City Attorney/Legal Services" and shall be addressed as follows for mail/courier or hand delivery:

City of Lake Helen
City Clerk
327 South Lakeview Drive
Post Office Box 39
Lake Helen, Florida 32744

4. After the closing time, Firm or attorney's or attorneys' Statements of Qualifications will be opened for the sole purpose of recording the names of the Firm or attorney or attorneys submitting their written Statements of Qualifications and to deliver all timely received Statements of Qualifications to the City Commission.
5. The City Commission may select any number of firms or attorneys to interview or determine not to conduct interviews. Following the interviews, if any are held, the City Commission will select the firm or attorney to engage and will authorize the Mayor to negotiate and execute a contract with the selected firm or attorney. The successful respondent shall prove by his/her/its qualifications, experience, and plan for the work that it will best serve the overall needs of the City. The selection of the successful firm or attorney shall be at the City of Lake Helen's discretion after receipt and evaluation of all responses. The City of Lake Helen shall be the sole judge of its own best interests, the proposals and the resulting agreement.
6. Any firm or attorney requiring special accommodations due to a disability or physical impairment at any of the public meetings regarding this RFQ should contact the City Clerk at least 3 working days prior to any meeting.

7. Any Statement of Qualifications received after the specified time and date shall not be considered; additionally, any Statement of Qualifications submitted orally, telephonically, e-mailed, faxed, or modified shall not be accepted. All Statements of Qualifications may only be submitted in person or by mail/courier service to the specified address by the specified deadline. The City cautions firms or attorneys to ensure actual delivery of mailed or hand delivered proposals prior to the deadline set for receiving proposals.
8. The City of Lake Helen, Florida reserves the right to waive minor, nonmaterial irregularities in any or all Statements of Qualifications and accept or reject, in part or in full, any or all Statements of Qualifications.
9. As required by Section 287.133, *Florida Statutes*, an attorney/firm may not submit a Statement of Qualifications if the attorney/firm is on the convicted vendor list for a public entity crime committed within the past 36 months. The selected attorney/firm must warrant that it will neither utilize the services of, nor contract with, any supplier, subcontractor, or consultant in excess of \$10,000.00 in connection with this project for a period of 36 months from the date of their being placed on the convicted vendor list.
10. All respondents to this RFQ are asked to be thorough, yet concise, in their responses. All respondents are advised that under Chapter 119, *Florida Statutes*, all responses are deemed public records and open to public scrutiny.
11. **SCOPE OF WORK.** The selected attorney/firm shall provide legal advice, analysis and representation to the Mayor and City Commission, City staff and other City personnel. The City Attorney shall report directly to the Mayor and the City Commission and serves at their pleasure. The awarded respondent will provide services which include, but are not limited to the following:
 - a. Oversee and direct the implementation of internal legal activities and operations, which include planning, coordinating, administering, and evaluating projects, processes, procedures, systems and standards; ensure compliance with Federal, State and local laws, regulations, codes, and/or standards.
 - b. Research and interpret the law using statutes, case law, ordinances and administrative regulations; provide legal advice, analysis, and opinions upon request for appointed City officials, administrative management staff and advisory boards concerning local government, administrative policy development, employment, workers' compensation, purchasing practices, real estate, code enforcement, public records, and/or other related legal issues.
 - c. Prepare and review proposed legislation, ordinances, resolutions, contracts, deeds, leases, bond provisions and other legal documents requested by the Mayor, City Commissioners, City Administrator, or management staff.

- d. Investigate complaints by or against the City; prepare cases for trial; represent the City in litigation, including administrative hearings, arbitration and civil trials before County, State and Federal courts.
- e. Make informed decisions to bring regulatory, administrative and litigation matters to a cost-effective conclusion.
- f. Prepare, review, interpret and analyze a variety of information, data and reports; make recommendations based on findings.
- g. Prepare cost estimates for budget recommendations; monitor and control outside counsel expenditures.
- h. Coordinate, monitor and report to the City Commission on the representation of the City by special outside counsel retained by the City Commission.
- i. Attend meetings of the City Commission and, as necessary, boards and committees.

12. TRAINING AND EXPERIENCE REQUIREMENTS. The City Attorney must meet the following minimum training and experience requirements:

- a. Member in good standing with The Florida Bar.
- b. Have responsible experience in practicing law as a member of The Florida Bar.
- c. Have experience practicing law in the public sector, including litigation, ordinance drafting, resolution drafting, and advising boards and/or constitutional officers.
- d. Experience in representing Florida public agencies is preferred. Board certification in City, County and Local Government Law is preferred. Knowledge of Federal, State, County and municipal law, common law and constitutional law affecting municipalities is preferred.

13. STATEMENT OF QUALIFICATIONS FORMAT. Firms or attorneys shall prepare their proposals using the following format and must provide, at a minimum, the following:

- a. TITLE PAGE: Please identify the RFQ.
- b. LETTER OF TRANSMITTAL: This letter will summarize in a brief and concise manner, the proposer's understanding of the scope of work and make a positive commitment to timely perform the work. The letter should not exceed 2 pages in length.

- c. QUALIFICATIONS: Provide the qualifications and experience of those who will provide the services. The submission should include:
- i. Details on the qualifications of key individual(s) who will perform the work; including education, experience and specialized knowledge and experience in similar work.
 - ii. Details on the qualifications including documentation of experience with similar work during the past 10 years; include firm size, structure, location of management and charter authorization and licenses to do business in the State of Florida. Provide information on professional qualifications to provide the services as requested and include ratings and/or recognition in the legal community for professional achievement. Identify and include qualifications and resumes of specific individuals who will provide legal services to the City of Lake Helen, including the name and qualifications of the attorney who will be designated as the City Attorney. Identify the location and availability of staff to provide services and the depth of firm's ability to provide comprehensive services. Include the firm's national, statewide and local service capabilities, including skilled technical and market resources of the firm.
- d. FEE PROPOSAL: The firm shall submit a proposal for compensation which should include, but is not limited to, an hourly rate option, monthly and/or annual fee options, if applicable, or a combination of these options. The fee schedule shall include the following information:
- i. Provide breakdown of the hourly rates for the City Attorney, assistant city attorneys, senior attorneys and every other attorney, paralegal or staff member anticipated to provide services to the City of Lake Helen.
 - ii. Proposed monthly and/or annual fee options.
 - iii. The rates for reimbursable and/or out-of-pocket expenses, including, but not limited to, word processing, photocopying, faxing, etc. Local travel costs associated with this work should be included in the fee proposal and will not be considered as an additional cost or reimbursable item.
 - iv. The proposed rates for any and all other fee proposals or arrangements outside the standard hourly rates, if any.
- e. OTHER INFORMATION REQUIRED:
- i. List all judgments or lawsuits in which the firm or attorneys have been involved within the last 5 years, including the nature of the

lawsuit and the resolution thereof. List all lobbyists employed and the areas in which they lobby.

- ii. List any clients you currently represent that could cause a conflict of interest with your responsibilities to the City of Lake Helen. Describe how you would be willing to resolve these or any future conflicts of interest.
- iii. A copy of your business license number, state issued and classifications, your authorization to perform work in Florida, and any other licenses applicable. Please include a W-9 form.
- iv. List at least 3 Florida references showing performance of similar type contracts in the public sector or private sector of similar size (include names, addresses, and phone numbers of each contact person). At least 1 of these references should be from a Florida public sector entity.
- v. List of all public sector clients for past 5 years.
- vi. Copies of billing invoices for all public sector clients for the last 12 months in accordance with public records laws.
- vii. A statement of assurance that the attorney/firm is not presently in violation of any statutes or regulatory rules that might have an impact on your firm's operations, including those of The Florida Bar Association, etc. and provide a summary of any litigation filed against the firm or key personnel in the past three years related to similar type of services requested.
- viii. Affirmative statement, if awarded contract, confirming no conflicts of interest either directly or indirectly with any party. Alternatively, should any potential conflict exist, the proposal should specify the party with which there might be a conflict, the nature of the potential conflict, and the means proposed to resolve the conflict.
- ix. **INSURANCE.**
 1. Describe liability insurance coverage carried. Indicate the ability to hold harmless, indemnify and defend the City of Lake Helen for losses, costs and expenses arising from liability claims resulting from alleged negligence.
 2. Provide evidence of coverage for workers compensation insurance.
 3. Provide certificate of insurance for professional and general liability with limits of at least \$2 million.

- f. FORMS: Statement on Public Entity Crimes and Drug-Free Work Place.
 - g. ADDITIONAL INFORMATION: Any additional information that would be helpful to the City of Lake Helen in evaluating qualifications to serve as City Attorney.
 - h. AVAILABILITY: Indicate current and anticipated workloads and availability for other activities. Identify the extent and nature of any anticipated outside support.
14. To ensure fair consideration for all firms or attorneys, communication relative to this RFQ is prohibited during the submission process, with the exception of questions for clarification if necessary, addressed as instructed above. Firms or attorneys may not initiate communication with any City official or employee regarding this RFQ, except as herein noted, prior to the time an award or decision has been made.
15. The selected firm or attorney must agree that she/he/it shall defend, indemnify and hold harmless, the City of Lake Helen and its officers, employees and agents, from and against all claims which arise out of the performance of the position of City Attorney as well as negligence, or actions of pertinent officers, employees and agents in the performance of the position of City Attorney.
16. All proposals must be firm and valid for 120 calendar days from the date of their submission.

SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a), *FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES*

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the CITY OF LAKE HELEN, FLORIDA

by: _____ (print individual's name and title)

for: _____ (print name of entity submitting sworn statement)

whose business address is: _____ and (if applicable) its Federal Employer Identification Number (FEIN) is: _____
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement _____.)

I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.

I understand that "convicted" or "conviction" as defined in Section 287.133 (1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or non contendere.

I understand that an "affiliate" as defined in Section 287.133(1)(a), Florida Statutes, means:

- a. A predecessor or successor of a person convicted of a public entity crime; or
- b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

I understand that a "person" as defined in Section 287.133(1)(e), Florida Statutes, means

any natural person or entity organized under the laws of any state or of the United States with legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, and partners. Shareholders, employees, members, and agents who are active in management of an entity.

Based on information and belief, the statement, which I have marked below, is true in relations to the entity submitting this sworn statement. (Indicate which statement applies). Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Signature

STATE OF _____

COUNTY OF _____

The foregoing instrument was sworn to and subscribed before me this _____ day of _____, 2014 by who is personally known to me or produced _____ as identification.

Notary Public; State of Florida
(Affix Notarial Seal)
Printed Name: _____

CITY OF LAKE HELEN
DRUG-FREE WORKPLACE COMPLIANCE FORM

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals, which are equal with respect to price, quality, and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

(The undersigned vendor in accordance with Section 287.087, Florida Statutes, hereby certifies that _____ does): (Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Subsection 1.
4. In the statement specified in Subsection 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893, *Florida Statutes*, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this form complies fully with the above requirements.

Signature

STATE OF _____
COUNTY OF _____

The foregoing instrument was sworn to and subscribed before me this _____ day of _____, 2014 by who is personally known to me or produced _____ as identification.

Notary Public; State of Florida

Printed Name: _____

Request for Qualifications Legal Services for City Commission of the City of Lake Helen, Florida

Congratulations on your selection as an evaluation committee member! The evaluation process includes examining each proposal in detail against the standards established in the evaluation criteria and the requirements set forth in the solicitation, and assigning a rating with a supportive narrative. The proposal evaluation process must be conducted in a fair, comprehensive, and impartial manner.

The principal purposes of the process are to:

1. Determine which proposals are acceptable and establish a ranking order.
2. Provide a sound basis for the City Commissioners to make an informed and reasoned selection by:
 - a. Presenting a clear picture of the issues considered during the evaluation by identifying areas of uncertainty as well as those which provide substantial assurance of a successful outcome
 - b. Listing the strengths, weaknesses, and risks of each proposal.

Rules:

1. Each member of the evaluation committee is responsible for evaluating each firm's proposal. Each evaluation must be done individually and the evaluation must reflect individual analysis. Please ensure that your evaluation method is consistent throughout all proposals.

Evaluation Phase:

- a) Each committee member will complete one Proposal Ranking Form for each proposal submitted. The ranking form will include a numeric score for each of the evaluation criteria on a sliding scale from 0 to the maximum weight indicated for each criterion. All criteria scoring must contain a supporting narrative. Each ranking form will be tallied and an individual ranking assigned. ***There will be NO tie scoring during the individual evaluation phase.***
- b) Completed proposal ranking forms will be forwarded to the City Clerk 24 hours prior to the scheduled evaluation committee meeting. The City Clerk will compile the scores and prepare a ranking matrix. The completed matrix and original ranking forms will be available to committee members at the scheduled committee meeting.
- c) The committee will review the ranking matrix and may choose to review and discuss any, all or none of the proposals to determine consensus. Once consensus is determined the committee will discuss the format for Phase II, presentations/discussions for shortlisted firms.

Presentation/Discussion Phase:

- a) Presentations will be based on the established format set by the committee and delivered to each shortlisted firm by correspondence. Each committee member is required to be present during the entire presentation of each firm. Any committee member who misses any portion of a presentation will NOT be allowed to rank and will be listed as a non-voting member.
- b) After each presentation, the committee will have an opportunity for discussions/comments regarding the presentation. At the conclusion of all presentations, each committee member will be polled for their ranking. The individual presentation rankings will be compiled by the Analyst and a ranking matrix completed. The committee will review the presentation matrix and may choose to further review and discuss any, all or none of the presentations to determine consensus.
- c) Once consensus is determined, a recommendation will be made to the City Commissioners to approve the ranking and authorize staff to negotiate with the top ranked firm(s).

**Request for Qualifications Legal Services for
City Commission of the City of Lake Helen, Florida**

Administrative Process:

The City Clerk will serve as the committee chair and will be a non-voting member of the committee.

The committee chair will be the only authorized committee member to communicate with any prospective firm during the evaluation and/or presentation phase.

The committee chair will be responsible for ensuring the meeting is recorded in its entirety, publishing any minutes, collection of all ranking forms and responsible for uploading any "debriefing" information to the City's FTP site for access by proposed firms and the general public.

2. All members of the committee are hereby instructed not to contact any of the Proposers at any time prior to the posting of the final evaluation and recommended ranking by the committee. The Proposers are prohibited from contacting any of the committee members, either directly or indirectly via other City employees, and any attempts made by them, must be reported to the Finance Manager.

3. The City requires the full and complete adherence to and compliance with Florida's public record law and public meetings. Minutes of committee meeting(s) will be prepared (and/or digital recordings) and kept in order to comply with this requirement. Committee members are reminded that all written comments and audio recordings will become part of the public record and available to the general public upon request. All comments whether written or oral should be based on fact and delivered in accordance with City's professional and ethical standards.

Signature

Date

Please return this completed form with your evaluations

**Request for Qualifications Legal Services for
City Commission of the City of Lake Helen, Florida**

CONFLICT OF INTEREST STATEMENT

1. Policies and procedures governing the City's procurement program are uniform City-wide, established by Policy, and in compliance with all applicable local, state and federal rules and regulations. The policies and procedures address employee and elected official conflicts of interest (see, ss. 112.313, Fl. Stat. (2013)).
2. Conflicts of Interest may occur when public officials or employees are in a position to make decisions which affect their private gain or the gain of family members and friends. Some of these activities that may create a conflict of interest include: the solicitation or acceptance of gifts (tickets, food, or anything of monetary value), the acceptance of special discounts, financial gain either direct or indirect, the misuse of a public position to secure a special privilege, arrangements concerning potential employment or any action that creates an appearance of a potential conflict of interest. Any acts of Bribery, Kickbacks or Gratuities are acts of fraud and are considered illegal activities.
3. City policy encourages the disclosure process to remind officials or employees of their obligation to put the public interest above personal considerations.

I state that I have considered my obligation to put the public interest above personal interest. I disclose the following relationships between myself, family members, and my friends concerning firms and organizations that submitted proposals in regards to the project procurement listed above: If no disclosures, state "none".

Elected Official/Employee (Name)

Title

Date

Please return this completed form with your evaluations

**Request for Qualifications Legal Services for
City Commission of the City of Lake Helen, Florida**

SUBMITTAL COMPANY NAME: _____

QUALIFICATION COMMITTEE MEMBER: _____

EVALUATION CONSIDERATIONS

INSTRUCTIONS: Score each criterion up to the number of points allotted for each. The total number of points for all criterion will not exceed 100 points based on the following general guidelines:

- Outstanding, out-of-the-box, Innovative, Cost/Time Savings
- Excellent, Very Good, Solid in all respects.
- Good, No major weaknesses, Fully Acceptable as is
- Marginal, Weak, Workable but needs clarifications
- Unacceptable, Needs major help to be acceptable

***Describe strengths, weaknesses and deficiencies to support your assessment.**

Qualifications and Abilities to meet the Scope of Work (Maximum 20 points):

_____ **Score** ____ (0-20)

Training and Experience (Maximum 20 points):

_____ **Score** ____ (0-20)

Client References (Maximum 15 points):

_____ **Score** ____ (0-15)

Experience (Maximum 15 points):

_____ **Score** ____ (0-15)

Fee Proposal (Maximum 15 points):

_____ **Score** ____ (0-15)

Availability (Maximum 15 points):

_____ **Score** ____ (0-15)

Ranking _____

Total Score (0-100) _____

Job Description

Title: City Administrator

Department: Executive

General Description

Responsible administrative work administering the day-to-day and long range operations of the City, directing and supervising all departments, offices and agencies of the City and carrying out the day-to-day and long range planning activities of the City. Work is performed under the administrative direction of the City Commission.

Essential Job Functions

- A. Directs and supervises the administration of all departments, offices and agencies of the City, except as otherwise provided by the City Charter or by law. Prepares department head probationary and annual performance evaluations and recommends promotions, demotions, position classifications, reclassifications and wage and salary adjustments to the City Commission for review and approval.
- B. Prepares the agenda and attends City Commission meetings, takes part in discussion and furnishes information as requested by the City Commission.
- C. Sees that all laws, provisions of the City Charter and policies, resolutions and acts of the City Commission, subject to enforcement by the City Administrator/Planner or by others under his/her direction and supervision, are faithfully executed.
- D. Prepares and submits the annual budget, budget message and capital program to the City Commission.
- E. Administers financial transactions of the City, including investments, withdrawals and expenditures in accordance with City investment policies and the adopted City budget.
- F. Keeps the City Commission fully apprised as to the financial condition and future needs of the City and makes recommendations to the City Commission concerning the affairs of the City.
- G. Coordinates with both elected officials and City staff of neighboring cities/counties on items that are of mutual concern or items that require an exchange of information.
- H. Coordinates with the City Attorney and City Commission on City legal matters.
- I. Upon City Commission approval, co-signs contracts on behalf of the City pursuant to the provisions of ordinances, resolutions or motions.
- J. Prepares or administers the preparation of City policies and procedure manuals, ordinances and similar materials for City Commission review and approval.
- K. Reviews employee disciplinary actions taken by subordinate staff and takes final administrative action prior to initiation of review by City Personnel Review Board and City Commission.
- L. Performs the duties of City Planner to include, but not be limited to:
 1. Prepares the agenda and attends PLDRC meetings, takes part in discussions and furnishes information as requested by the PLDRC.

Job Description

2. Reviews and prepares staff reports related to site plans, variances, road vacations, subdivision plats, code amendments, comprehensive plan amendments, annexations, etc.
 3. Interprets City land development regulations, other City codes and ordinances relating to land development and the City Comprehensive Plan.
 4. Researches, analyzes and prepares special studies, ordinances, code amendments and comprehensive plan amendments for the City.
 5. Represents the City on planning related matters and coordinates such representation with the City Commission.
- M. Performs the duties of City Clerk of the City during any period of time when appointed by the City Commission to do so. Such duties may include, but are not limited to:
1. Processes and maintains all official City documents and records; ensures that all actions of the City Commission are recorded.
 2. Supervises the preparation and indexing of minutes.
 3. Prepares reports and maintains various property files. Oversees bid preparation, or prepares bids, and attends bid openings and processes information.
 4. Processes and signs all purchase orders and checks.
 5. Prepares and administers oaths of office.
 6. Administers the operations of the City cemetery.
 7. Maintains personnel folders and retains records as required.
 8. Performs the duties of Treasurer of the City.
 9. Performs such other City Clerk related duties as are specified in the City Charter or that may be required by the City Commission.
- N. Performs such other administrative duties and responsibilities as may be required by the City Commission.
- O. Designates acting City Administrator to act in his/her behalf in his absence, except in the performance of the duties of City Clerk. The City Commission shall appoint an individual to perform the duties of City Clerk in the City Administrator's absence.

Position Classification Exemption Status: Full-time exempt

Minimum Qualifications:

Knowledge, Skills and Abilities

- Knowledge of laws, ordinance and administrative policies and procedures governing municipal activities and operation of municipal governments
- Knowledge and application of modern management practices and principles
- Knowledge and application of principles and practices of urban regional planning
- Knowledge and application of Florida Growth Management legislation, rules, regulations and practices
- Knowledge and application of governmental finance principles and practices, budget preparation and budget administration

Job Description

- Knowledge and application of principles and practices of grant preparation and administration
- Ability to delegate responsibility to subordinates and maintain an effective organization
- Ability to analyze City needs and discern priorities
- Ability to supervisor and motivate staff

Educational Experience

Bachelor's or Master's degree in Public Administration, Urban and Regional Planning or related field. Five years (with Master's degree) or seven years (with Bachelor's degree) experience in progressively responsible related governmental administrative work as a manager or department head. Three years (with Master's degree) or five years (with Bachelor's degree) of progressively responsible urban planning experience. *(A comparable amount of training, education or experience may be substituted for the minimum/maximum qualifications).*

Licenses, Certifications, Registrations

Possession of a valid Florida driver's license.

Essential Physical Skills

Must have acceptable eyesight (with or without corrective lenses) and acceptable hearing (with or without a hearing aid). Tasks involve the ability to exert light physical effort that may involve some lifting, carrying, pushing and/or pulling of light weight objects and materials (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Environmental Conditions

Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.