

**SPECIAL MEETING
LAKE HELEN CITY COMMISSION
May 23, 2014
2:00 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) City Clerk hiring process
4. **COMMISSION DISCUSSION:**
 - A) FY 2014/15 Community Development Block Grant (CDBG) Proposed Project – Pleasant Street Stormwater and Sidewalk Improvements
5. **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 23, 2014 AGENDA ITEM MEMORANDUM
COMMISSION CONSIDERATION**

SUBJECT:

Commission Consideration of the Clerk Hiring Process

ATTACHMENT(S):

City Clerk Job Posting

JOB OPPORTUNITY

CITY OF LAKE HELEN

City Clerk

Salary Range: \$46,000 - \$50,000

Posted 4/14/14

Closing 5/13/14

General Description

Responsible professional, administrative, records management, grants management, project management, research and analytical duties, requiring initiative, flexibility and verbal and written communication skills and abilities. Work is performed under the administrative direction of the City Administrator.

Knowledge, Skills, and Abilities

- Attends City Commission meetings, special meetings and workshops and records and transcribes actions of the City Commission.
- Develops City record keeping systems and maintains City records.
- Responsible for ensuring that legal notices are published to meet required deadlines.
- Assists in the preparation and advertising of City ordinances, resolutions and proclamations.
- Coordinates and manages special projects / events as directed by the City Administrator.
- Assists in the coordination and supervision of municipal elections and qualifying of candidates for municipal office.
- Assists in payroll management functions and preparation of annual audits.
- Prepares bid lists and packages
- Performs public relations functions with public, City Commission, Department Heads, other officials and visitors as directed by the City Administrator
- Acts as Property Control Officer ensuring that inventories of City property are maintained and that fixed assets are properly recorded and reported; maintains a master file of the City's fixed assets.
- Basic website management
- Performs other related duties as directed or required by the City Administrator.

Minimum Qualifications

- Knowledge of municipal policies, ordinances, laws, procedures and services
- Knowledge of grants programs and grant preparation and administration principles and practices
- Two (2) years of Records Management experience
- Knowledge of basic office equipment: computer, fax, copy machine, printer, scanner, etc.
- Proficient in computer applications, including Microsoft Word, Excel, PowerPoint and other similar programs
- Ability to work under time constraints and meet deadlines with a quality work product
- Ability to exercise initiative, good judgment and discretion
- Ability to communicate effectively, both verbally and in writing and to interact with the public, officials and co-workers in a courteous, efficient and effective manner
- Associate's degree in Public Administration, Business Administration, Communications, Political Science or a related field
- Minimum of three years administrative experience in progressively responsible municipal government or related field
- Must possess a valid Florida Driver's License.

(A comparable amount of education, training or experience may be substituted for the minimum qualification.)

Application Process:

Applications may be obtained from the City's website www.lakehelen.com or from City Hall. For questions regarding the position, the application process and a copy of the full job description call 386-228-2121 and ask for the City Administrator. Please send completed City application and resume to:

City of Lake Helen
Attn: Michael Wright, Finance Manager
P.O. Box 39, Lake Helen, FL 32744
Phone: 386-228-2121 Fax: 386-228-9714
mwright@lakehelen.com

The City of Lake Helen offers an excellent benefits package, including Florida State Retirement, health and life insurance, paid vacation and personal leave, and holidays.

Under Florida law, all resumes become public records when received.

The City of Lake Helen is an Equal Opportunity Employer, a drug-free workplace, and Veteran's preference will be granted, if applicable under Florida law.

In compliance with the Americans with Disabilities Act, the City of Lake Helen will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



**MAY 23, 2014 AGENDA ITEM MEMORANDUM
COMMISSION DISCUSSION**

SUBJECT:

Discussion of FY 2014/15 Community Development Block Grant (CDBG) Annual Plan

BACKGROUND:

The City Commission approved the Community Development Block Grant (CDBG) Annual Plan at their Regular City Commission Meeting on May 8, 2014. The plan was subsequently submitted to Volusia County.

Volusia County CDBG staff is requesting a new project by June 15, 2014 which funds can be expended within one year.

Alternatives include:

1. Complete the Pleasant Street project in three phases/three years by dividing the stretch of the road into three sections
2. Appeal to Community Development Director
3. Budget sufficient funding in FY 15 to complete the project within one year

RECOMMENDATION:

Provide staff direction on the FY 2014/15 Community Development Block Grant (CDBG) Project.

An item to approve an alternate project plan may be placed on the June 12th Regular City Commission meeting agenda, should the Commission determine that another project shall be submitted to the County.

ATTACHMENT(S):

Letter from Volusia County CDBG Director, Dona DeMarsh Butler



May 15, 2014

Community Assistance

Mr. K.C. Cichon, City Administrator
City of Lake Helen
P.O. Box 39
Lake Helen, FL 32744

Subject: FY 2014/15 Community Development Block Grant (CDBG)
Proposed Project – Stormwater and Sidewalk Improvement – Pleasant
Avenue

Dear Mr. Cichon:

Community Assistance staff has reviewed the City's proposed FY 2014/15 CDBG project for stormwater and sidewalk improvements along Pleasant Avenue. It is understood that the City wants to complete the project over a two year period and that the project cannot be implemented in separate phases. It is also understood that the City does not have funds to supplement the project in its FY 2014/15 capital budget. Unfortunately, it has been determined that the project cannot be considered for funding for the 2014/15 fiscal year.

Although the project meets CDBG eligibility and national objective requirements set forth in 24 CFR 570, the proposed budget for the project greatly exceeds the amount of 2014/15 CDBG funds available to the City. Were the County to approve funding for the project, it would put itself at risk for failing to meet the "timeliness of expenditure" requirement for the grant. The timeliness of expenditure rule requires that the County have no more than 1.5 times its current allocation in its line of credit on July 31. It is important that all participating communities plan projects that can be completed quickly so funds can be expended and that the rule can be met. Projects that are delayed or projects that are underfunded clearly put the County at risk of non-compliance with the rule.

Further, approving expenditure of engineering costs for a project without guarantee of future CDBG funds to complete the project would put the County at risk of repayment of those funds.

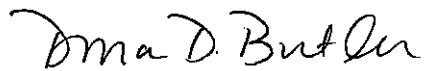
We understand that the practice of combining two years of CDBG funds for a single project has been approved in prior years, however, continuing the practice may jeopardize the County's ability to continue to meet grant requirements.

Mr. K.C. Cichon
City of Lake Helen
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Therefore, we are requesting that the City re-submit its FY 2014/15 Annual Action Plan application with another project that can be completed within the fiscal year and within its FY 2014/15 allocation. We respectfully request that the application is submitted no later than June 15, 2014.

Should you have any questions, please contact Diana Phillips at 386-736-5955 or by e-mail at dphillips@voluisa.org

Sincerely,



Dona DeMarsh Butler, Director

Cc: Diana Phillips, Housing and Grants Manager