

Week Ending: September 21, 2018

Witte Thoughts for the Commission

A great first week as Interim City Administrator. I'm thankful for the opportunity, the support and the challenge. This week we had a very productive Special Meeting and we are on our way to cleaning up the loose projects and starting some great initiatives. I am dedicated to communication and providing concise, effective updates and information to the City Commission and the community. I strive to provide as much information available for effective, equitable decisions and goals.

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

Upcoming Meetings and Events

Meetings

Monday, September 24 at 7pm
**Planning & Land Development
Regulation Commission**

Tuesday, October 2 at 8am
Historic Preservation Board

Thursday, October 11 at 7pm
City Commission Meeting

Planning for:

*October/November Workshop for
Downtown Master Plan Presentation
&*

*October/November Workshop for
Playground Committee*

Events

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

Saturday, Sept. 29th
Market in the Park Picnic

Saturday, Oct 6th
City Wide Yard Sale

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

I-4 Automall

- Meeting with DeLand for Joint Planning Agreement Discussion on Tuesday, September 25th
- DeLand Planning Board recommended their City Commission approve the Annexation, Land Use & PD Agreement on Wednesday, September 19th
- VGMC application due after October 1st (when DeLand City Commission approved 1st reading)
- November: Our final readings for Annexation, Land Use & Zoning (both cities)
- Joint Planning Agreement Meeting with the City of DeLand

Capital Projects (FY 18/19)

- Virginia Drive Rehabilitation and Ohio Culvert in Engineering Phase.
- CDBG Paving (Pleasant & Water/Macy Project)
- Michigan and Water Street CDBG Closeout
 - Paid Atlantic Civil Engineering on Monday, September 17th. We will be submitting reimbursement from CDBG once we receive confirmation that the check has cleared.

Lake Helen Villa Account Reconciliation

- Scope of work for Financial Professional to perform the account reconciliation was advertised in the Beacon Newspaper and emailed to all financial professionals in the West Volusia Chamber of Commerce as well as the DeLand Chamber of Commerce.
 - Meeting will be set after bids received
- Ferguson (*water meter consultant*) visited on Wednesday, September 19th. Their specialist will be out within 4 weeks to conduct a profile. The Water Meter Company has agreed to an annual water meter troubleshooting and calibration (at no cost to the City – thanks to Mayor Raisler).

City Finances

- Trim Package sent to the state today (Friday, September 21st)
 - We will receive an infraction letter because the ads were not touching. The Beacon did write a letter stating it was there mistake, but we'll still receive the infraction.
- Water Meters for the last quarter of FY 17/18 were read! Bills are being generated and will be mailed October 1.
 - Last bill for the \$24 repair/replacement cost
- TD Bank implementation is underway! We plan to be implemented by November 1st. The account it open!
- Working on a new format and more details for the monthly financial statement.
- End of the year wrap up and auditing started
 - Auditors made their first visit already in mid-August
 - Auditors will be meeting with staff next week to discuss water billing reconciliation as an additional part of the annual audit.
- Michael Wright will be doing some consulting work to assist Jason Lawrence with the FY 17/18 end of year. The Cost is \$45 per hour and he will not exceed \$1,080.

Building & Development

- 2 New Homes issued to Chinelli in September (*these will be spec homes*).
- Ryan Wilkins (Sterling) received Temporary CO (Occupancy Permit) for 230 N Summit. Final CO will be given when site improvements (landscaping/fencing, etc.) are complete.
- Local Business Tax Receipts expire 9/30/18 (notices sent in July).

Ivy Hawn Bond

- Bonds to market by October 1st (this was originally set for Labor Day week but they postponed due to an audit).
- Staff is working on zoning verifications, assisting with survey and easement reviews as well as parking and code requirements.
- If you are interested in listening to the weekly conference call, let me know so I can provide you the number and log in credentials.

Staff

- Sefe (Public Works) is studying for his Class C Water License test (*test date not set*).
- Jason (Public Works) and his wife Robin are expecting in December (5th child – it's a girl!)
- Lauren (City Hall) is in week 3 of training. She's doing wonderful!
- Katie Holmes started Thursday – Welcome Katie. She will be at city hall from 10am until 3pm (and at the Commission Meetings!)

FEMA

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

Legal

- DeLand filed Notice of Voluntary Dismissal of Petition for Writ of Certiorari on September 18, 2018

Other Outstanding Items:

- **Duke Light Replacement:** Work Orders for design started September 7th.
- **Banner Order:** Placed order with Express Printing on September 14th.
- **Water Billing / Rate Schedule:** Working with Florida Rural Water for multiple options to discuss in October.
- **Downtown Master Plan:** Completed in June. Grant was reimbursed and paid to East Central Florida Regional Planning Council. Workshop planned for later October/November.
- **Personnel Review Board:** We need Three Members and One Alternate for the Board! Ad placed in Beacon Newspaper!
- **I-4 Trees:** Mayor Raisler contacted FDOT in early September, waiting on update from FDOT.
- **Lake Helen Lake:** Educational sign seems to be working, FWC to visit Commission in October or November.
- **Fire Letter from Mrs. Shaffer:** Thank you Mayor Raisler for acting on her issue immediately and getting a letter from the Fire Chief (who also called Mrs. Shaffer)!
- **Waste Pro Complaint:** Christina Knox sent an email about her recycling. Mr. Deforest has assured us that he will speak with his crew and monitor this situation.

Weekly Update from Interim City Administrator, Becky Witte. Want more information or have ideas or suggestions on updates. Contact City Hall. Email: bwitte@lakehelen.com / Office: 386.228.2358