



City of Lake Helen

City Commission Special Meeting

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

November 27, 2018 at 7:00pm

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

CALL TO ORDER: Mayor Daisy Raisler

CEREMONIAL MATTERS: Legislative Prayer and Pledge to the Flag

BUSINESS OF THE COMMISSION:

ITEM 1: Additions, Deletions and Modifications to the Agenda

ITEM 2: CodeRED Proposal and Presentation

Presentation of CodeRED, a reverse 911 system that can notify citizens of emergency situations.

ITEM 3: Discussion and Consideration of Resolution 2018-22 Commission Compensation

Following the October 13, 2018 meeting Commission members have requested another discussion on the proposed Resolution 2018-22 Commission Compensation.

ITEM 4: Consideration of Reorganization Plan

Interim City Administrator requested discussion of Reorganization plan and proposals to bring forth in December.

ITEM 5: 2019 Planning

Discussion for 2019 planning:

- Discussion of Recycling and Waste Pro (set for the December Meeting Agenda)
- Discussion of Annexation for Suber Memorial Gardens Cemetery
- Discussion of Ballot Referendum Options
This includes annexations by vote, Charter Review, Electric Company Sale Question.
**Remember Volusia County 1/2 Cent Sales Tax is planned for April*
- Discussion of Money Market Options for Hurricane Fund and/or Playground Fund

ITEM 6: Fall Fest and Haunted House Wrap Up Discussion

ITEM 7: Public Forum:

This time has been allocated for public comment on any item or topic not on the agenda. Each speaker will be allowed up to three (3) minutes to address the Commission. Speakers must approach the podium, give name and address.

ITEM 8: Commission 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 Commission Special Meeting

ITEM 2: CodeRED Proposal and Presentation

Synopsis:

For Several years, the City Commission has discussed the need for a Reverse 911 system, which notifies citizens of emergency situations. CodeRED is a solution the Commission discussed previously, but ultimately moved in a different direction. The incidence of natural disasters, and potential criminal activity posing a significant threat to the community, at-large, CodeRed allows the City to quickly alert Lake Helen residents of any imminent safety risks.

CodeRED representatives have provided the City with a 13-month proposal that includes unlimited calling and notifications for \$2,758.00. With the approval of the Commission, this expense can be paid from the "Other Current Charges-LE" line item in the budget, which is typically used to account for unanticipated expenses such as requests for donations in the City Commission's departmental budget.

1115290 · Other Current Charges-LE: ~~\$4,625.00~~ \$1,867.00

Recommendation: Presentation from Becki Gallahan, Regional Sales Representative for CodeRED, ask questions and discuss the proposal.

Suggested Motion: Motion approve the agreement with CodeRed /Onsolve, to waive the purchasing policy and 3 verbal quotes, and to authorize the Mayor and City Administrator to execute necessary documents for implementation in December.

Attachment(s):

- CodeRED Video Available at: <https://www.onsolve.com/solutions/products/codered/>
- Proposal




GSA Proposal # G535F0253W


City of Lake Helen, FL

November 15, 2018

Becki Gallahan
Regional Account Manager

Becki.gallahan@onsolve.com 

Office 866 939 0911 
Mobile 386 527 9129

780 West Granada Blvd 
Ormond Beach, FL 32174

onsolve.com 



COST PROPOSAL (PRICING GOOD FOR 90 DAYS FROM 11/15/2018)

Keep staff and residents safe and informed with the CodeRED system with the quick notifications of time-sensitive information, emergencies and day-to-day operational updates. Send targeted emergency and community notifications to mobile subscribers located in specific geographic areas within your jurisdiction.

A one (1) year license includes 24/7/365 uninterrupted CodeRED system access and the following:

- CodeRED system set-up and training
- Unlimited Calling
- Unlimited text, email and social media messaging and social sharing
- Unlimited push notifications to mobile alerting app/citizens/visitors
- Unlimited contact group/list members
- Residential and business calling database supplied by OnSolve, with ongoing updates
- OnSolve standard mapping and geo-coding
- Two-way messaging
- Foreign language message translation
- 24/7 technical support
- Complimentary system time for testing and training
- Design and hosting of custom Web page for community enrollment

\$2,758.00 = Annual Cost

GSA # G535F0253W

(Based on population of 2,700)

City Commission Special Meeting

Item 3: Discussion and Consideration of Resolution 2018-22 Commission Compensation

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.

At the November 8, 2018 Regular City Commission Meeting, the City Commission discussed the work of the commission and the benefits of their leadership and accomplishments over the past two terms.

The request was made for another discussion at this special meeting. The Commission has the following options to restructure its compensation:

Option 1:

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	\$4,318.00	\$5,040.00	\$7,197.00
Restructured	\$6,818.00	\$7,540.00	\$9,697.00

The budgetary impact for this adjustment is \$10,576. Of this amount, \$4,630.00 can be paid from the line item for Contingencies (1195300 · Contingency-GG), and the remaining \$5,946.00 taken from the savings net from funds that will not be expended from our proposed ECHO grant applications in the Capital Outlay line item for Parks and Recreation (1725480 · Cap Outlay-Equip-PR).

Option 2:

Restructuring pay for members of the City Commission with a one-time, \$5,000 annual increase would lead to the following pay rates:

	Commissioner	Vice Mayor	Mayor
Current	\$4,318.00	\$5,040.00	\$7,197.00
Restructured	\$9,318.00	\$10,040.00	\$12,197.00

The budgetary impact for this adjustment is \$21,152.00.

Of this amount, \$4,630.00 can be paid from the line item for Contingencies (1195300 · Contingency-GG), and the remaining \$16,522.00 taken from the savings net from funds that will not be expended from our proposed ECHO grant applications in the Capital Outlay line item for Parks and Recreation (1725480 · Cap Outlay-Equip-PR).

Option 3:

Take no action and delay further discussion until the Commission formulates the fiscal year 2019-20 budget.

City Commission Special Meeting

Following is a breakdown of the budget line items potentially affected by the adoption of a resolution to increase commissioner compensation:

1195300 · Contingency-GG	\$ 38,549.00
<i>Lake Helen Lake Donation for Restoration</i>	\$ (5,000.00)
<i>Special Events Expense</i>	\$ (10,000.00)
<i>Millage Reduction</i>	\$ (18,918.61)
<i>Discretionary Funds for Commission Raise</i>	\$ (4,630.39)
Line item balance	\$0
1725480 · Cap Outlay-Equip-PR	\$ 185,815.00
<i>Impact from \$2,500 Commission Salary Adjustment</i>	\$ 5,946.00
Line item balance	\$ 179,869.00
<i>Impact from \$5,000 Commission Salary Adjustment</i>	\$ 16,522.00
Line item balance	\$ 169,293.00

TITLE OF RESOLUTION 2018-22:

AN 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 RESOLUTIONS AND RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

Suggested Motion:

Motion to adopt Resolution 2018-22 Commission Salary Adjustment in the amount of \$_ amount_.

Attachment(s):

Resolution 2018-22 Commission Compensation

RESOLUTION 2018-22

AN 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 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, \$_____ annual increase would lead to the following pay rates:

	Commissioner	Vice Mayor	Mayor
Current	\$4,318.00	\$5,040.00	\$7,197.00
Restructured			

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
Current	\$4,318.00	\$5,040.00	\$7,197.00
Restructured			

BE IT FURTHER RESOLVED, that the salary adjustment shall become effective December 1, 2018.

THIS RESOLUTION APPROVED this 27th day of November 2018 by the City Commission of the City of Lake Helen, Florida.

ATTEST:

CITY OF LAKE HELEN:

Becky Witte, Interim City Administrator

Daisy Raisler, Mayor

APPROVED AS TO FORM AND LEGALITY

Scott E. Simpson, City Attorney

City Commission Special Meeting

Item 4: Consideration of Reorganization Plan

Synopsis:

On September 13, 2018, the City Commission appointed me as Interim City Administrator. Since that time, I have been cleaning up, restructuring, organizing and training. I am confident in my abilities, my passion and dedication for the City of Lake Helen and that I can successfully fulfill the duties of City Administrator. It has been almost 90 days since taking on the responsibilities and I feel that I am ready to fulfill the role as City Administrator. If the Commission desires, I can bring forth an agreement at the December meeting for consideration.

If the Commission desires to take action in December, I would request:

- Appointment of Lauren Cowles as Deputy City Clerk
 - o Lauren has expressed interest and desire to learn the job of City Clerk. In the past, those without a 4-year baccalaureate degree have been hired as a deputy until certification could be earned from the International Institute of Municipal Clerks (IIMC). This is approximately a two-year process.
 - o If the Commission desires, I will bring forth a Deputy City Clerk job description and pay scale for approval at the December Meeting.
- At the November 8, 2018 City Commission Meeting, Katie Holmes was hired as a full-time employee. She will continue to learn permitting, finance, water billing, Historic Preservation, Planning and Land Development Regulations, as well as assisting with Lake Helen Events. No changes will be needed in her role.

Recommendation:

- Consensus to bring forth an agreement for Becky Witte as City Administrator in December.
- Consensus to bring forth a Deputy City Clerk job description and pay scale for approval at the December Meeting.

Attachments:

Job Description for City Administrator (with City Clerk Duties)

DRAFT Job Description for Deputy City Clerk

DRAFT Reorganization Spreadsheet (with salaries)

DRAFT Reorganization Organizational Chart



City of Lake Helen

Job Description

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Position Title: City Administrator
Category: Exempt
Pay Classification: 550

MAJOR FUNCTION: 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.

ILLUSTRATIVE DUTIES:

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.)

- 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.
- Prepares the agenda and attends City Commission meetings, takes part in discussion and furnishes information as requested by the City Commission.
- 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.
- Prepares and submits the annual budget, budget message and capital program to the City Commission.
- Administers financial transactions of the City, including investments, withdrawals and expenditures in accordance with City investment policies and the adopted City budget.
- 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.
- 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.
- Coordinates with the City Attorney and City Commission on City legal matters.
- Upon City Commission approval, co-signs contracts on behalf of the City pursuant to the provisions of ordinances, resolutions or motions.



City of Lake Helen

Job Description

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- Prepares or administers the preparation of City policies and procedure manuals, ordinances and similar materials for City Commission review and approval.
- 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.
- Performs the duties of City Planner to include, but not be limited to:
 - Prepares the agenda and attends PLDRC meetings, takes part in discussions and furnishes information as requested by the PLDRC.
 - Reviews and prepares staff reports related to site plans, variances, road vacations, subdivision plats, code amendments, comprehensive plan amendments, annexations, etc.
 - Interprets City land development regulations, other City codes and ordinances relating to land development and the City Comprehensive Plan.
 - Researches, analyzes and prepares special studies, ordinances, code amendments and comprehensive plan amendments for the City.
 - Represents the City on planning related matters and coordinates such representation with the City Commission.
- 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:
 - Processes and maintains all official City documents and records; ensures that all actions of the City Commission are recorded.
 - Supervises the preparation and indexing of minutes.
 - Prepares reports and maintains various property files. Oversees bid preparation, or prepares bids, and attends bid openings and processes information.
 - Processes and signs all purchase orders and checks.
 - Prepares and administers oaths of office.
 - Administers the operations of the City cemetery.
 - Maintains personnel folders and retains records as required.
 - Performs the duties of Treasurer of the City.
 - Performs such other City Clerk related duties as are specified in the City Charter or that may be required by the City Commission.



City of Lake Helen

Job Description

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- Performs such other administrative duties and responsibilities as may be required by the City Commission.
- 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.

MINIMUM REQUIREMENTS:

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
- 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

Licenses, Certifications, Registrations

- Possession of a valid Florida driver's license.

Education, Experience and Training

- Bachelor's or Master's degree in Public Administration, Urban and Regional Planning or related field.
- Five years' experience in progressively responsible related governmental administrative work as a manager or department head.
- Three years of progressively responsible urban planning experience
- An equivalent combination of education, training, and experience may be substituted for the minimum qualifications.



City of Lake Helen

Job Description

#

ADA REQUIREMENTS:

Mental Demands: Ability to read and comprehend legal documents, statutes, ordinances; memos, instructions, manuals. Ability to write business letters, summaries. Ability to speak clearly and concisely relating information, details and procedures to layman. Ability to perform basic mathematical functions.

Physical Demands: Sedentary work. Able to lift up to 10 pounds. Ability to see, talk; finger dexterity for data entry, bend, stoop. Ability to look at a computer screen for long periods.

Environmental Demands: Inside work.

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____



City of Lake Helen

Job Description

#

Position Title: Deputy City Clerk
Category: Exempt

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

ILLUSTRATIVE DUTIES:

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.)

- Processes and maintains all official City documents and ensures that all actions of the City Commission are recorded.
- Attends City Commission meetings and prepares and maintains the minutes.
- Assists the City Administrator in the preparation of the City Commission and various City boards' agendas and agenda packets and is responsible for posting agendas and notices for public meetings for which agendas have been prepared.
- Assists the City Administrator in the preparation of legal notices and is responsible for ensuring that legal notices are published to meet required deadlines.
- Responsible for advertising employment and advisory board vacancies.
- Assists in preparation of resolutions, proclamations and service awards
- Assist the City Administrator in municipal elections.
- Assists in bid preparation and attends bid openings and processes procurement information.
- Sends codification of pertinent adopted ordinances to MuniCode.
- Assists in Property Control functions 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.
- Performs Human Resource duties, including, but not limited to, enrolling and indoctrinating new employees, Family Medical Leave, filing workers compensation claims, policy updates, coordination of employee benefits.
- Assists in annual budget preparation.
- Performs other related duties as directed or required by the City Administrator.



MINIMUM REQUIREMENTS:

Knowledge, Skills and Abilities

- Knowledge of municipal policies, ordinances, laws, procedures and services.
- Knowledge of and proficiency in the use of basic office equipment: computer, fax, copy machine, printer, scanner, word processor, etc.
- Knowledge of general mathematics.
- Ability to work under time constraints and meet deadlines with a quality work product.
- Ability to exercise initiative, good judgment and discretion.
- Ability to work independently with minimal supervision.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact with the public, officials, and co-workers in a courteous, efficient and effective manner.
- Ability to conduct research and analyze data, weigh options, reach sound conclusions and make well-conceived recommendations.
- Ability to type 50 words per minute.

Licenses, Certifications, Registrations

- Possession of a valid Florida driver's license.

Education, Experience and Training

- Five (5) years of increasingly responsible administrative support experience with varied assignments, projects, public contact, and technical office management; including at least one (1) year of supervisory experience or experience as a lead in project coordination.
- High school diploma
- Possess or ability to obtain designation as a Certified Municipal Clerk (CMC) within three (3) years of employment.
- Notary Public
- An equivalent combination of education, training, and experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS:

Mental Demands: Ability to read and comprehend legal documents, statutes, ordinances; memos, instructions, manuals. Ability to write business letters, summaries. Ability to speak clearly and concisely relating information, details and procedures to layman. Ability to perform basic mathematical functions.



City of Lake Helen

Job Description

#

Physical Demands: Sedentary work. Able to lift up to 10 pounds. Ability to see, talk; finger dexterity for data entry, bend, stoop. Ability to look at a computer screen for long periods.

Environmental Demands: Inside work.

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

DRAFT

City Hall Reorganization Proposal
 Tuesday, November 27, 2018

FY 18/19 Budget		Current		Proposed	
Title	FY 2019 Pay Rate	Title	FY 2019 Pay Rate	Title	FY 2019 Pay Rate
City Administrator (Jason Y)	\$ 90,000.00	City Administrator	\$ 72,000.00	City Administrator (Becky)	\$ 72,000.00
Administrative Assistant Finance & Permits (Mary Ann)	\$ 33,807.07	Administrative Assistant Finance & Permits (Lauren)	\$ 27,851.20	Administrative Assistant Finance & Permits (Katie)	\$ 23,566.40
		Administrative Assistant (Katie)	\$ 23,566.40		
Administrative Assistant (Sharon)	\$ 27,079.94	Administrative Assistant (Sharon)	\$ 27,079.94	Administrative Assistant (Sharon)	\$ 27,079.94
Finance Manager (Jason)	\$ 60,488.27	Finance Manager (Jason)	\$ 60,488.27	Finance Manager (Jason)	\$ 60,488.27
City Clerk (Becky)	\$ 61,000.00	City Clerk - vacant	\$ -	Admin Assistance - Deputy City Clerk (Lauren)	\$ 30,160.00
Expense: \$	272,375.28	Expense: \$	210,985.81	Expense: \$	213,294.61

Long Term Goals

Cross Training within City Hall	Commenced October 2018
Upgrade Software to Tyler Technologies	First Quarter of 2019
Deputy City Clerk enrollment in IIMC and FACC	First Quarter of 2019. Summer Conference and Training in June 2019. Incremental increases throughout program accomplishments.
Interim City Administrator enrolled in ICCMA	September 2018 (complete)
Interim City Administrator enrolled in FCCMA	Approval scheduled for December 2018
Deputy City Clerk training complete	Summer of 2022

City Hall



City Administrator
City Clerk
Becky Witte

Finance Manager
Jason Lawrence

Admin Assistant
Deputy City Clerk
Lauren Cowles

Admin Assistant
Permits & Finance
Katie Holmes

Admin Assistant
Front Desk
Sharon Hull

2018 Proposal

City Commission Special Meeting

Item 5: 2019 Planning

Discussion for 2019 Planning:

- Discussion of Recycling and Waste Pro
- Discussion of Ballot Referendum Options
This includes annexations by vote, Charter Review, Electric Company Sale Question.
Remember Volusia County 1/2 Cent Sales Tax is planned for April
- Discussion of Annexation for Suber Memorial Gardens Cemetery
- Discussion of Money Market Options for Hurricane Fund and/or Playground Fund

1. Discussion of Recycling and Waste Pro

Ken DeForest from WastePro will be visiting in December to discuss Recycling Costs and Options. Attached we have compiled the Recycling options including the budgetary cost impacts to begin discussion as well as a recap of what other Volusia County Cities are doing (below).

Waste Pro - Daytona Beach/Volusia County			
Recycling Processing Update			
City	Recycle Collection	Processing Agreement	Comments
Daytona Beach	single-stream	No	Proposal submitted - Plans to present to Commission in November
Daytona Beach Shores	Temporarily Suspended	No	City considering resuming collection & entering into Processing Agreement. Currently paying for disposal of recyclables and have dropped monthly rebate
DeBary	single-stream	Yes - Waste Pro	Contract renewed 10/17/18 for 7 years, includes Processing fee of \$77.50/ton. City paying processing fee
Deltona	single-stream	No	Continuing recycle collection and paying processing w/o agreement
Holly Hill	single-stream	No	Proposal submitted to City. Negotiations are ongoing
Lake Helen	single-stream	No	Negotiations in progress-have requested to be on next available agenda
New Smyrna Beach	single-stream	Yes - Waste Pro	Processing Agreement in place to continue collection and City pays processing fee of \$77.50- approved by Commission
Oak Hill	single-stream	Yes - Waste Pro	Processing language in new contract
Ormond Beach	single-stream	No	Negotiations in progress- City planning workshop with Commission to present options, date TBD
Port Orange	curb sort	Yes - Piggy back on VC	Port Orange is currently negotiating with GEL on renewal. County rate is \$80 per ton
South Daytona	single-stream	No	Negotiations in progress
Notes:			
Waste Pro has offered the same Processing Fee to all of the Cities we service - \$77.50 per ton			
The cost per home varies based on the recycling generation rate per home in each of the Cities			

City Commission Special Meeting

2. Discussion of Annexation for Suber Memorial Gardens Cemetery

The City Commission has discussed future preservation and growth of Lake Helen through the annexation process. Currently we have three options:

	<u>Annexation through Ordinance</u>	<u>Interlocal Service Boundary Agreement</u>	<u>Annexation by Vote</u>
	Current Process	Available Option	Available Option
Pros	Contiguous Properties may annex until September 2019 at no cost.	Can annex properties not contiguous but within the Interlocal Service Boundary Area	Annex large sections with Mail Ballot Election
	Staff is experienced at this method		Larger Area submittal to VGMC, DEO, et al for Comprehensive Plan Amendments.

Cons	Costly (\$400 plus cost of advertising, consultants and time)	Assume all permitting and code enforcement responsibilities for all properties within the ISBA area.	Cost of Mail Ballot Election and advertising (less than \$5,000)
	Must be contiguous	The proposed ISBA overlaps Deltona's Utility Service Area, may take time to work with Deltona	The East proposed annexation area overlaps Deltona's Utility Service Area, may take time to work with Deltona.
	Staff time for development, creation and two readings of three (3) Ordinances per Parcel	Fire service and garbage service would be provided by Lake Helen. Garbage service should transition with hauler contract negotiations.	Need more research with Attorney's (Election Attorney and Land Use)
		Roads maintenance. Transfer of roads and sidewalk maintenance was discussed. Sean will send road maintenance map and list of roads that would be transferred.	
		Will take over 1 year to complete process	
		Costly (\$400 plus cost of advertising, consultants and time) per annexed property	
		Staff time for development, creation and two readings of three (3) Ordinances per Parcel	

We currently annex through this process.

Staff has met with the County regarding this option (November 6, 2018 and June 22, 2018).

Greg Beliveau (City Planner from LPG is looking into this option to provide us with more information and options.

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Since the ISBA (Interlocal Service Boundary Agreement) may take more time, Vice Mayor Vernon Burton suggested sending a letter to Mr. Ford (attached) encouraging his annexation. He suggested the entire Commission sign and send the letter.

3. Discussion of Ballot Referendum Options

1. Discussion of possible annexations by vote
2. 2019 Charter Review
3. Ballot Question for the proceeds of the Electric Company Sale

****Remember Volusia County ½ Cent Sales Tax is planned for April****

4. Discussion of Money Market Options for Hurricane Fund and/or Playground Fund

In the fiscal year 2018-19 budget, the City Commission allocated \$80,000 set aside for Hurricane recovery efforts, specifically related to debris removal. Hurricane season begins on June 1st and ends on November 30th. September and October are generally considered the peak of the season. The last two major storms affecting Lake Helen (Matthew in 2016, and Irma in 2017), occurred during these months. To anticipate potential recovery efforts from June thru November 2019, Staff recommends placing the funds budgeted for this purpose into short-term investment account. This allows the funds to earn interest until the City must utilize funding for recovery efforts.

Additionally, the City has \$34,000 set aside for the development of the Blake Park Playground, generated over the years through donations, sponsorships, and other revenues. Currently, this funding is placed in a standard, non-interest bearing, checking account. In this year's budget, the Commission intended to use these funds as a match contribution for the County ECHO grant application to build a new playground at Blake Park. Since that time, however, the Commission decided to delay the submission of the ECHO application, opting to move forward with the project after receiving further input from the public. Staff also recommends placing these funds into a short-term interest-bearing account so that it may gain value as until the Commission moves forward with the Blake Park Playground.

Would you like to discuss investment options at January 10, 2019 Commission meeting?

**Waste Pro - Daytona Beach
City of Lake Helen
Processing & Collection Options**

#	Option Recap	Cost per ton	Est. Monthly \$	Per home	Comments
1	Continue recycling collection program	\$ 77.50	\$ 714.55	\$ 0.67	Maintains recycling program Provides options if Market changes
	Enter into agreement with Waste Pro to process material				
2	Continue recycling collection program	\$ 34.00	\$ 313.48	\$ 0.30	Maintains recycling collection program Limits City expense Allows City to quickly resume processing if markets change May be unacceptable to many residents
	Dispose of recyclables at Landfill				
3	Suspend recycling collection program	\$ (2.50)	\$ (2,647.50)	\$ (2.50)	Limits City expense Recycling program re-start would take 3-6 months
	Combine recyclables with garbage collection	\$ 34.00	\$ 313.48	\$ 0.30	
	Increased solid waste collection hours	7.50 hours	\$ 1,312.50	\$ 1.24	May be unacceptable to many residents
			\$ (1,021.52)	\$ (0.96)	

Notes: 1,059 recycling units
9.22 tons per month

City of Lake Helen Analysis for FY 2018/2019 Budget

FY 2018/2019 Budget

1003360 · Franchise Fee Solid Waste-GF	\$	32,966.00
Monthly Invoice	\$	21,368.27
Franchise Fee Payable	\$	(2,136.83)
Monthly Payment to WastePro	\$	19,231.44
Commercial Franchise Fee	\$	548.18

Option 1

<i>Monthly Franchise Fee w/ Option</i>	\$	(714.55)	Franchise Fee
<i>Annual</i>	\$	(8,574.56)	Decreases
1003360 Franchise Fee Solid Waste	\$	24,391.44	\$ 8,574.56

Option 2

<i>Monthly Franchise Fee w/ Option</i>	\$	(313.48)	Franchise Fee
<i>Annual</i>	\$	(3,761.72)	Decreases
1003360 Franchise Fee Solid Waste	\$	29,204.28	\$ 3,761.72

Option 3

<i>Monthly Franchise Fee w/ Option</i>	\$	3,158.35	Franchise Payable
<i>Annual</i>	\$	12,258.28	Increases
1003360 Franchise Fee Solid Waste	\$	45,224.28	\$ 12,258.28

City Commission Special Meeting

Item 6: Fall Fest and Haunted House Wrap Up Discussion

Fall Fest was on October 27, 2018 at the Lake Helen Equestrian Center. There were approximately 3800 attendees. Expenses for the events included marketing materials, entertainers, lights and port-a-johns, and prizes and equated to \$2139.51. Revenue for the event was \$2,813.00. Total profit was \$673.49.

Haunted House was on October 25-28, 2018 at the Lake Helen Equestrian Center. There were approximately 500 attendees. Expenses for the events included marketing materials, lights, toilets, props, and food and equated to \$1405.42. Revenue for the event was \$2891.80. Total profit was \$1,486.38.

Recommendation: Discussion and input from the City Commission.

Ms. Frasca is asking for the City Commission to consider donations to the Volusia County Jeep Unit for their participation and coordination of volunteers, making the event seamless throughout the Fall Fest. As well as a donation to the Lake Helen Boys & Girls Club for their participation and dedication of volunteers, making the Haunted House possible.

Suggested amounts:

- \$200.00 to the Volusia County Jeep Unit
- \$500.00 to the Lake Helen Boys & Girls Club

Attachments:

- Event Summaries for Fall Fest and Haunted House
- Event Summaries for Haunted House

Event Summary for Event Budget for 2018 Fall Fest

Page 1 - Cover Page

Page 2 - Total Expenses

Page 3 - Total Income

Page 4 - Profit & Loss Summary

NOTE:

Prepared by:

Kelly A. Frasca

City of Lake Helen

Events Coordinator

Event Budget for 2018 Fall Fest

Expenses

	Estimated	Actual
Total Expenses	\$0.00	\$2,139.51

Staff	Estimated	Actual
Event Security		\$0.00
Event Maintenance		\$0.00
Day Labor		\$0.00

Total	\$0.00	\$0.00
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Refreshments	Estimated	Actual
Beer	\$0.00	\$0.00
Water	\$0.00	\$0.00

Total	\$0.00	\$0.00
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Entertainment	Estimated	Actual
DJ PJ		\$400.00
Claire Vandiver		\$200.00
Bounce		\$549.00

Total	\$0.00	\$1,149.00
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Marketing	Estimated	Actual
Flyers		\$38.62
Banner		\$47.23
Yard Signs		\$98.57

Additional Posters		\$18.50
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Total	\$0.00	\$202.92
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Equipment	Estimated	Actual
Porto Johns		\$295.00
Light B&G Rental		\$202.00
Mosquito Barrier		\$150.00

Total	\$0.00	\$647.00
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Expenses	Estimated	Actual
Candy		\$128.30
Costume Contest Prizes		\$12.29

Total	\$0.00	\$140.59
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Event Budget for 2018 Fall Fest

Income

	Estimated	Actual
Total Income	\$0.00	\$2,813.00

Admissions

Estimated	Actual		Estimated	Actual
50		Dunk Tank @ \$5.00		\$268.00
0	0	Water @ \$1.00		\$0.00
150	188	Parking @ \$5.00		\$940.00
			\$0.00	\$1,208.00

Vendors

Estimated	Actual		Estimated	Actual
6	6	Food Vendors @ \$100.00		\$600.00
10	11	Market Vendors @ \$50.00		\$550.00
0	0	Information Vendor @ \$25.00		
			\$0.00	\$1,150.00

Estimated	Actual		Estimated	Actual
		Cash Donation		\$300.00
		Candy Donation		\$25.00
		Kona Ice Donation		\$30.00
			\$0.00	\$355.00

Estimated	Actual		Estimated	Actual
		Advertisement		\$100.00
		Items @		\$0.00
		Items @		\$0.00
		Items @		\$0.00

Event Budget for 2018 Fall Fest

Profit-Loss Summary

	Estimated	Actual
Total income	\$0.00	\$2,813.00
Total expenses	\$0.00	\$2,139.51
Total profit (or loss)	\$0.00	\$673.49

NOTE: This Report does not include the Haunted House Profit- Loss Summary
The two amounts for United Rentals (Event Toilets) & B&G Rentals are estimates, since I am still awaiting the invoices.

In Kind Donations	Estimated	Column1
Ace Popcorn	\$109.10	
BJ's Prizes	\$100.00	
FL Rodeo Hay	\$75.00	
Big Dog Stage / Hayride		
Total	\$284.10	

Event Summary for Event Budget for 2018 Haunted House

Page 1 - Cover Page

Page 2 - Total Expenses

Page 3 - Total Income

Page 4 - Profit & Loss Summary

NOTE:

Prepared by:

Kelly A. Frasca

City of Lake Helen

Events Coordinator

Event Summary for 2018

Haunted House

Expenses

	Estimated	Actual
Total Expenses		\$1,405.42

Staff	Estimated	Actual
Event Security		\$0.00
Event Maintenance		\$0.00
Day Labor		\$0.00
Total	\$0.00	\$0.00

Refreshments	Estimated	Actual
Beer		\$0.00
Water		\$0.00
Total	\$0.00	\$0.00

Entertainment	Estimated	Actual
Total	\$0.00	\$0.00

Marketing	Estimated	Actual
Flyers		\$38.63
Banner		\$47.24
Yard Signs		\$98.58
Additional Posters		\$18.50
Total	\$0.00	\$202.95

Equipment	Estimated	Actual
Light Volusia Rental		\$131.18
Event Toilets (2)		\$145.00
Mosquito Barrier		\$150.00
Total	\$0.00	\$426.18

Expenses	Estimated	Actual
Props		\$545.88
Food		\$230.41
Total	\$0.00	\$776.29

Event Summary for 2018 Haunted House

Income

	Estimated	Actual
Total Income	\$0.00	\$2,891.80

Admissions

Estimated	Actual		Estimated	Actual
	4	Pre-sale Tickets @ \$10.00	\$0.00	\$40.00
		Cash Transactions	\$0.00	\$2,365.00
		Credit Card Transactions	\$0.00	\$456.80
			\$0.00	\$2,861.80

Vendors

Estimated	Actual		Estimated	Actual
1	1	Food Vendor@ \$30.00	\$0.00	\$30.00
		Items @	\$0.00	\$0.00
		Items @	\$0.00	\$0.00
			\$0.00	\$30.00

Estimated	Actual		Estimated	Actual
		Items @	\$0.00	\$0.00
		Items @	\$0.00	\$0.00
		Items @	\$0.00	\$0.00
			\$0.00	\$0.00

Estimated	Actual		Estimated	Actual
		Items @	\$0.00	\$0.00
		Items @	\$0.00	\$0.00
		Items @	\$0.00	\$0.00
		Items @	\$0.00	\$0.00

Event Summary for 2018 Haunted House

Profit-Loss Summary

	Column1	Actual
Total income		\$2,891.80
Total expenses		\$1,405.42
Total profit (or loss)		\$1,486.38

NOTE: This Report does not include the Fall Fest Profit- Loss Summary
The amount for United Rentals (Event Toilets) is an estimate, since I am still awaiting the invoice.

In Kind Donations	Estimated	Column1
Ace Building Material	\$302.44	
Decker's Thursday Volunteer Food	\$250.00	
Papa's Friday Volunteer Food	\$74.85	
Chick-fil-A Volunteer Food	\$143.60	
Big Dog Haunted House Props & Set up		
Sterling Enterprises LLC Fencing		
David Vaughan Entertainment Costumes		
Total	\$770.89	

Vendor	Item	Category	Type	\$	Tax	Tip	Gift Card	Credit	Service Fee	Delivery Fee	Shipping	Event	Total
Event Parking	Parking	Collected Funds	Admission	\$ 940.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Fall Fest	\$ 940.00
Dunk Tank	Game	Collected Funds	Admission	\$ 268.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Fall Fest	\$ 268.00
Donation	Cash for Bounce	Collected Funds	Entertainment	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Fall Fest	\$ 300.00
Donation	Check for Candy	Collected Funds	Entertainment	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Fall Fest	\$ 25.00
Donation	Kona Ice	Collected Funds	Entertainment	\$ 30.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Fall Fest	\$ 30.00
Advertisement	Check for Kid Zone	Collected Funds	Entertainment	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Fall Fest	\$ 100.00
Good Time Bounce	Bounce Houses	Kid Zone	Entertainment	\$ (549.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Fall Fest	\$ (549.00)
Claire Vandiver	Singer	Live Entertainment	Entertainment	\$ (200.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Fall Fest	\$ (200.00)
DJ PJ	DJ	Live Entertainment	Entertainment	\$ (400.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Fall Fest	\$ (400.00)
B & G Equipment	Light Tower	Lights	Equipment	\$ (100.00)	\$ -	\$ -	\$ -	\$ -	\$ (2.00)	(100.00)	\$ -	Fall Fest	\$ (202.00)
Mosquito Barrier	Mosquito Barrier	Pest Control	Equipment	\$ (150.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Fall Fest	\$ (150.00)
United Site Services	Porto Johns 2 of 2	Toilets	Equipment	\$ (270.00)	\$ -	\$ -	\$ -	\$ -	\$ -	(25.00)	\$ -	Fall Fest	\$ (295.00)
BJ's	Prizes	Kid Zone	Expenses	\$ (4.94)	\$ (7.35)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Fall Fest	\$ (12.29)
BJ's	Candy	Kid Zone	Expenses	\$ (119.90)	\$ (8.40)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Fall Fest	\$ (128.30)
Vista Print	Banner 1 of 2	Banner	Marketing	\$ (40.74)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(6.49) Fall Fest	\$ (47.23)
Vista Print	Flyers 1 of 2	Flyers	Marketing	\$ (34.13)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(4.49) Fall Fest	\$ (38.62)
Volusia County School	Printing 1 of 2	Poster	Marketing	\$ (18.50)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Fall Fest	\$ (18.50)
Vista Print	Yard Sign 1 of 2	Yard Sign	Marketing	\$ (92.08)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(6.49) Fall Fest	\$ (98.57)
Food Vendor	Fees	Collected Funds	Vendor	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Fall Fest	\$ 600.00
Market Vendor	Fees	Collected Funds	Vendor	\$ 550.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Fall Fest	\$ 550.00
\$ 673.49													
Tickets	Cash Sales	Collected Funds	Admission	\$ 2,365.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Haunted House	\$ 2,365.00
Tickets	Credit Card Sales	Collected Funds	Admission	\$ 456.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Haunted House	\$ 456.80
Pre-Sale Tickets	Online Sales	Collected Funds	Admission	\$ 40.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Haunted House	\$ 40.00
Volusia Rental	Light Tower	Lights	Equipment	\$ (95.00)	\$ (6.18)	\$ -	\$ -	\$ -	\$ -	(30.00)	\$ -	Haunted House	\$ (131.18)
Mosquito Barrier	Mosquito Barrier	Pest Control	Equipment	\$ (150.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Haunted House	\$ (150.00)
United Site Services	Porto Johns 1 of 2	Toilets	Equipment	\$ (120.00)	\$ -	\$ -	\$ -	\$ -	\$ -	(25.00)	\$ -	Haunted House	\$ (145.00)
Ollies	Gloves & cups	Food	Expenses	\$ (13.97)	\$ (0.91)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Haunted House	\$ (14.88)
Chick-fil-A	Volunteer meal	Food	Expenses	\$ (39.64)	\$ (2.58)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Haunted House	\$ (42.22)
Pappa's	Volunteer meal	Food	Expenses	\$ (74.76)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Haunted House	\$ (74.76)
McDonald's	Volunteer meal	Food	Expenses	\$ (70.00)	\$ (4.55)	\$ (8.51)	\$ -	\$ -	\$ (10.50)	(4.99)	\$ -	Haunted House	\$ (98.55)
Walmart	Costumes & Props	Props	Expenses	\$ (9.16)	\$ (0.60)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Haunted House	\$ (9.76)
CVS	Costumes & Props	Props	Expenses	\$ (6.19)	\$ (0.41)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Haunted House	\$ (6.60)
Goodwill	Costumes & Props	Props	Expenses	\$ (2.99)	\$ (0.19)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Haunted House	\$ (3.18)
Goodwill	Costumes & Props	Props	Expenses	\$ (139.36)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Haunted House	\$ (139.36)
Goodwill	Costumes & Props	Props	Expenses	\$ (35.94)	\$ (2.34)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Haunted House	\$ (38.28)
Goodwill	Costumes & Props	Props	Expenses	\$ (35.90)	\$ (2.33)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Haunted House	\$ (38.23)
Hobby Lobby	Costumes & Props	Props	Expenses	\$ (29.95)	\$ (1.95)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Haunted House	\$ (31.90)
Walmart	Costumes & Props	Props	Expenses	\$ (6.64)	\$ (0.44)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Haunted House	\$ (7.08)
Amazon	Costumes & Props	Props	Expenses	\$ (124.18)	\$ (2.22)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Haunted House	\$ (126.40)
Amazon	Costumes & Props	Props	Expenses	\$ (130.82)	\$ (1.30)	\$ -	\$ 0.52	\$ -	\$ -	\$ -	\$ -	Haunted House	\$ (131.60)
Amazon	Costumes & Props	Props	Expenses	\$ (13.49)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Haunted House	\$ (13.49)
Vista Print	Banner 2 of 2	Banner	Marketing	\$ (40.74)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(6.50) Haunted House	\$ (47.24)
Vista Print	Flyers 2 of 2	Flyer	Marketing	\$ (34.13)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(4.50) Haunted House	\$ (38.63)
Volusia County School	Printing 2 of 2	Poster	Marketing	\$ (18.50)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Haunted House	\$ (18.50)
Vista Print	Yard Sign 2 of 2	Yard Sign	Marketing	\$ (92.08)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(6.50) Haunted House	\$ (98.58)
Food Vendor	Fees	Collected Funds	Vendor	\$ 30.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Haunted House	\$ 30.00
				\$ 2,442.07	\$ (41.75)	\$ (8.51)	\$ 0.52	\$ -	\$ (12.50)	\$ (184.99)	\$ (34.97)		\$ 2,159.87
\$ 1,486.38													