

**LAKE HELEN CITY COMMISSION
SPECIAL MEETING**

**July 8, 2010
7:00 P.M.**

MINUTES

A SPECIAL MEETING of the City Commission of the City of Lake Helen, Florida was called to order by **Mayor Snowden** at approximately 7:00 p.m. Present were **Mayor Snowden, Commissioner Burton, Commissioner Basso, Commissioner Lane** and **Commissioner Robbins**. Also present were **City Administrator Don Findell** and **City Clerk Nancy Wilson**.

INVOCATION AND PLEDGE OF ALLEGIANCE

Commissioner Burton gave the invocation and led the pledge of allegiance.

COMMISSION CONSIDERATION

Consideration of Policies and Procedures for the Creative Arts Café Restaurant.
This item was postponed from the last meeting from which two Commissioners were absent. The attached policies and procedures are some of several that will come before the Commission for approval. They were written by Fred Tessier with input from staff and the City Attorney.

Commissioner Basso made a motion to approve the Policies and Procedures for the Creative Arts Café as presented
Commissioner Robbins seconded the motion

Commissioner Robbins questioned the amount of time the assessment of the Creative Arts Café is taking.

The policies and procedures are laying the foundation on which operations can be based and they are going to be used as an accountability tool. Mr. Tessier is working on other aspects of this project concurrently. The Commission discussed the goal of this exercise and how meticulously and methodically Mr. Tessier is proceeding.

Commissioner Basso would like to see monthly figures from the Café.

The profitable operation of the restaurant is a necessary component of the City's budget because if it's not profitable, it's going to have a detrimental impact on other areas of the budget and City operations. These budget decisions will ultimately be made by the Commission. With Mr. Tessier's help, we have the best chance of making decisions that are best for the City.

All Commissioners and the Mayor voted yes

COMMISSION DISCUSSION

Discussion regarding the draft general fund budget for fiscal year 2010/2011.

City Administrator Findell presented the Commission with a draft of the General Fund Budget for FY 2010/2011 that has been balanced at the FY 2009/2010 millage rate of 5.218. Taxable values of properties in Lake Helen have declined from \$100,088,095 last year to \$83,713,141 this year, which, at the current millage rate of 5.218, equates to a projected decline in ad valorem tax revenues of about \$85,000. Ongoing City revenue sources will not offset the decline in property tax revenues. If the current millage rate is maintained, personnel services costs for FY 2010/2011 will need to be reduced. This can be achieved through a reduction in force, a reduction in hours or a combination of both. Raising the same ad valorem tax revenues as last year without affecting personnel services costs would require increasing the millage rate this year to the “roll back” (“roll up”) rate of 6.2840 mils. Here are the parameters for establishing millage rates in Lake Helen:

- Roll back unadjusted rate is 6.2840 mils (majority vote)
- Adjusted rate is 6.9387 mils (majority vote)
- Maximum millage rate is 7.6 mils (two-thirds majority vote)

Mr. Findell gave an overview of the projected revenues and expenses for FY 2010/2011. It was noted that some revenues are down because they are being siphoned off by the state and county to help them with their budgets.

Last year, many people wanted to keep the millage rate at 4.2. If the decision hadn't been made to raise it back to its historical rate of 5.218 mils, we would have been in a disastrous situation this year. Lake Helen has acted responsibly where some other cities have not. There are only three cities in Volusia County that are not raising their millage rates this year.

All the Commissioners weighed in on the state of the economy and the majority of them said how essential it is for staff, the commission members and the community to work as a team through these tough times.

The City has to provide to the Property Appraiser by August 4th our tentative millage rate and the date of our first public hearing. The Commission needs to meet between now and the week before August 4th (to allow time to complete paperwork before the deadline). At that meeting, they'll further discuss the budget and take official action to set the tentative millage rate and set a date for the first public hearing. That information is submitted to the property appraiser's office and it's what they use for the preliminary tax notices that are sent to property owners. There's a statutory time frame for doing all this.

The Commission agreed to schedule the budget meeting for July 20th at 7pm. **Mayor Snowden** requested that the meeting on July 15th be rescheduled to July 22nd. The Commission consented.

The Commission still needs to work through the water utility and restaurant budgets.

It was announced that an arrest was made in the church vandalism crimes but the same person is not believed to be responsible for the vandalism at the Cabin on the Lake Bed & Breakfast.

MEETING WAS ADJOURNED AT 10:10 PM

Buddy Snowden, Mayor

Nancy Wilson, City Clerk