

**SPECIAL MEETING  
FINAL BUDGET HEARING  
LAKE HELEN CITY COMMISSION  
CITY COMMISSION CHAMBERS  
SEPTEMBER 25, 2008  
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 Duffy** at approximately 7:00 p.m. Present were **Vice-Mayor Snowden, Commissioner Robbins, Commissioner Cooke** and **Commissioner Benton**. **City Administrator Don Findell** and **City Clerk Nancy Wilson** were also in attendance.

**Mayor Duffy** opened the Public Hearing.

**PUBLIC HEARINGS**

1. **Announce millage rate of 4.2000 mills, which is a 14.63% decrease over the rolled back rate of 4.91991.**
2. **Ordinance 2008-02 on second and final reading, establishing the millage rate for fiscal year 2008/2009.**

Mayor Duffy read Ordinance 2008-02.

**Commissioner Benton made a motion** to approve Ordinance 2008-02 **Vice-mayor Snowden** asked that “approve” be changed to “adopt” then he **seconded**.

There were no comments from the audience.

**All zones and the Mayor voted yes.**

3. **Ordinance 2008-03 on second and final reading, appropriating funds for fiscal year 2008/2009.**

Mayor Duffy read Ordinance 2008-03.

**Commissioner Benton made a motion** to adopt Ordinance 2008-03.  
**Vice-mayor Snowden seconded.**

There were no comments from the audience.

**Commissioner Benton** asked **Don Findell** about the money that's being transferred out of the reserve fund and wanted to know if he'd talked to the department heads about cutting expenses. **Mr. Findell** said that money is only a figure that's put in there to balance the budget and that we'll know better as we go through the year if it's necessary to make that transfer at all. **Commissioner Benton** said people need to learn how to be more conservative and told not to spend. **Don Findell** said that there will be a staff meeting next week to discuss a number of these things. **Commissioner Benton** doesn't want the departments to think we can always take money out of the reserve fund. "The smart thing to do is to correct the problem early on so at the end of the year if you wind up ahead, you wind up ahead." **Commissioner Robbins** had one comment regarding the Creative Arts Café. "We were told to set up an Enterprise Fund which any enterprise fund should be making a profit but it's a balanced budget but it does not show any debt service interest on the \$10,000 that was a loan." **Don Findell** explained that was at the discretion of the City Commission. **Commissioner Robbins** then said, "It was asked for as a loan so it should show up on the balance sheet when the books are set-up - as a due to general fund." **Commissioner Benton** said there was a commitment that the Commission made when that project started. **Don Findell** said that the only caveat is that the Commission did not establish a specific time frame for that money to be paid back. If they had established a time frame, for instance, the money was to be paid back within one year, then yes, it should have been included as part of the budget. **Commissioner Robbins** commented that if she started a Café and asked Wachovia for a \$10,000 loan, she'd have to make monthly payments or pay interest. So there has been no indication on this budget that there's any income from interest going to the General Fund or outgo in the expense side from the Creative Arts Café. **Don Findell** said he was not aware of any time in the city's history that the city has loaned money from one fund to another and charged interest on that loan to which **Commissioner Robbins** said "Maybe not interest but even any ....utility fund borrows from the General Fund, they pay it back." **Don Findell** responded that, in fact, he'll be asking to transfer money from the Utility Fund to pay money back into the Stormwater Fund that should have been expensed out of the water utility fund last year. He agreed with her in concept but added that he wasn't given any direction in the past as to a timeframe to consider this, therefore, it's not reflected in the budget. **Commissioner Robbins** then commented on the business plan Keith presented to the Commission, "we as a body have never actually critiqued it." **Mayor Duffy** asked if we'd ever received a completed business plan? **Mr. Findell** answered that we haven't received a conventional, formal business plan but we've received a plan of action, a guide for action as it relates to the operation of the CAC. "You have to recognize that you support the continuation of this activity or you don't support it

and every indication that I've had from the Commission over the last few months is that you continue to support the activity which is breaking even but a very close breaking even at the present time; it fluctuates." **Mayor Duffy** asked when the enterprise fund will be established to which **Mr. Findell** answered "it's being established through this budget. The budget is prepared as a balanced budget. If you project that there are going to be revenues that are in excess of expenditures in the preparation of the balanced budget, you will indicate where those revenues will flow. But at the recapitulation of the budget, you'll still have a balanced amount for the revenues and expenses." **Mayor Duffy** asked if there are funds in the enterprise fund. **Commissioner Robbins** answered that they have a checkbook but the books have to be set up. It has a checkbook already. The books have to be set up. **Don Findell** said you may have to rely on inter-fund transfers during initial operation of the activity; the activity is not going to be self-supporting right away. He continued, "What you want is for that activity at a minimum to be self supporting over the course of the fiscal year." **Commissioner Robbins** had a question about \$200 worth of finance charges. **Don Findell** answered that those are charges for using the credit card machine, and are shown as an expense. Sales are shown as a revenue, but part of those sales will be decreased by the percentage charged as a result of using the credit card machine. It could have been put in as just a reduction in the revenue and nothing indicated for finance charges but we did that for illustrative purposes.

Raphene Pearce talked from her seat in the audience but was inaudible. **Mr. Findell** satisfactorily answered her questions. **Mayor Duffy** said she was asked the previous week by a resident "how do we know that they are paying their bills or that they are bringing money to the city thru the café?" She answered that they bring us the receipts every week. The resident showed surprise that there was accountability. The Mayor said that there are misunderstandings in the community regarding the CAC.

There were no more comments.

**All zones and the Mayor voted yes.**

**Meeting was adjourned at 7:22pm**

---

Joan L. Duffy, Mayor

---

Nancy Wilson, City Clerk