

**FRUITLAND PARK CITY COMMISSION WORKSHOP
MEETING MINUTES
August 3, 2020**

A workshop meeting of the Fruitland Park City Commission was held at 506 W. Berckman Street, Fruitland Park, Florida 34731 on Monday, August 3, 2020 at 6:00 p.m.

Members Present: Mayor Chris Cheshire, Vice Mayor John L. Gunter, Jr., Commissioners Christopher Bell, Patrick DeGrave, and John Mobilian.

Also Present: City Manager Gary La Venia; City Treasurer Jeannine Racine; Police Chief Erik Luce, Interim Fire Chief Donald Gilpin; Public Works Director Robb Dicus; Parks and Recreation Director Michelle Yoder; Community Development Director Tracy Kelley; Library Director JoAnn Glendinning and City Clerk Esther B. Coulson.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

ACTION: 6:00 p.m. After Mayor Cheshire called the meeting to order, Chief Luce gave the invocation, and Commissioner DeGrave led in the Pledge of Allegiance to the flag.

2. ROLL CALL

Mayor Cheshire requested that Ms. Coulson call the roll and a quorum was declared present.

By unanimous consent, the city commission agreed with Mayor Cheshire's suggestion to set the time in which to conclude this evening's city commission workshop at 9:00 p.m.

3. FY 2020-21 PROPOSED BUDGET

After Mr. La Venia recognized the FY 2020-21 Proposed Budget, Ms. Racine distributed a list of changes following the completion of the workshop budget book; referred to the Capital Improvement Program (CIP) sales surtax forecast of \$771,000 received prior to this evening's workshop and addressed her intent to submit revisions resulting from the outcome of this evening's proceedings. (A copy of the list is filed with the supplemental papers to the minutes of this meeting.)

Ms. Racine gave a power-point presentation on the following FY 2020-21 Proposed Budget (total funds \$13,359,916):

- **General Fund** - millage rate of 3.9134 mills, 3.64% higher than the current years' roll back rate of 3.760 (an increase of \$242,248 over FY 2019-20) and addressed the intent to correct the difference shown in the revenues and expenses.
- **Executive**
Mayor Cheshire referred to his previous conversations with Mr. La Venia and questioned the status on increasing Ms. Coulson's salary.

By unanimous consent and upon Commissioner DeGrave's suggestion, the city commission directed the city manager to provide data on comparable salaries of local municipal clerks based on their population sizes and budgets and report back to the city commission.

After considerable discussion and **by unanimous consent, the city commission agreed with staff's recommendation to start the codification process with Municipal Code Corporation to correctly update the city's charter to be placed on the ballot by the November 8, 2022 general election and codify all the city's code of ordinances.**

- **Fire Department**

After discussion and **upon Commissioner DeGrave's recommendation, the city commission, by majority consent, agreed to remove the position for a full-time fire chief from the proposed FY 2020-21 budget until such time the city commission reaches a decision to transfer the fire rescue services to Lake County or retain the fire department in-house where, at that time, funds would be appropriately placed in the budget.** (The position removal would reduce the final fire assessment program which will be considered at the September 10, 2020 public hearing.)

- **Library**

Following further discussion, **by unanimous consent, the city commission agreed to transfer \$5,000 for the outdoor drop-box under library capital outlay to the contingency (capital/projects/sales surtax) fund and directed staff to report back to the city commission on any developments based on need.**

- **Parks and Recreation**

Vice Mayor Gunter referred to the allocation of \$12,000 for the scoreboard at Veteran's Memorial Park and recalled the need for a scoreboard addressed at the March 8, 2018 regular meeting as it pertained to the Westminster Communities Inc.

Following further discussion and **by unanimous consent, the city commission agreed to remove the allocation of \$10,000 towards a water fountain (water aerator) at Fountain Lake (formerly the beach) from parks maintenance to sidewalks.**

In response to Commissioner Bell's inquiry on transferring the funds to the fishing dock at Veteran's Memorial Park, Messrs. La Venia and Dicus addressed the plan to employ an individual or retain a company to make lighting improvements and replace poles, railings and posts at the dock.

Mr. La Venia addressed the need to separate parks and recreation (recreation programs/services) and public works including roads and streets (utility management/services) categorized as a line item in the budget.

After discussion, Mr. La Venia referred to the update on Northwest Lake Community Park (formerly known as *Cales Memorial Complex*) placed on the August 10, 2020 Parks, Recreation and Trails Advisory Board's agenda and reiterated the city's request for a \$50,000 grant to be allocated towards work on the park's multipurpose soccer field or *Recreation Complex*).

- **Interfund Transfers**

After Ms. Racine reviewed the interfund general transfers, Commissioner DeGrave addressed the need for gains in the water wastewater utility system once the debt has been paid.

By unanimous consent, the city commission directed the city treasurer to contact with McDirmit CPA, auditors retained by the city and report back on its findings to the city commission on the interfund transfer of \$240,000 -- to the water wastewater treatment plant capacity reservation bulk treatment, according to the agreement with the Town of Lady Lake – that it was not considered as part of the debt as well as to the \$450,000 owed.

Following further discussion, and **upon the suggestion of the mayor, the city commission agreed to consider the recommendations submitted by the auditor addressed at the June 11, 2020 regular meeting.**

- **FY 2020-21 CRA Budget**

Mayor Cheshire anticipated that the CRA's FY 2020-21 budget will be approved at its August 13, 2020 special meeting.

Mr. La Venia indicated in the affirmative on the transfer of \$25,000 CRA Grant Façade Improvement Program to property abatement for FY 2020-21 and addressed the intent to appear before the city commission at a future meeting, on the need for roof installations for Gardenia Park Swimming Pool, Veteran's Memorial Park Gazebo, and Cales Memorial Complex Pavilion for \$65,000.

With respect to the \$88,750 earmarked for land purchase, Mayor Cheshire recalled the CRA's action at its July 23, 2020 meeting on the redirection of CRA funds to property abatement (the elimination of blighted and dilapidated structures) and Mr. La Venia mentioned the public works department and nearby vacant land as the potential site which could be utilized as public parking for large city venues.

Upon the suggestion of Commissioner DeGrave, **the city commission, by unanimous consent, agreed to authorize staff to transfer \$88,750 from Community Redevelopment Agency land purchase to property abatement; provide more information on the utilization of said funds on the planned demolition of the public works building, and earmark same towards another category as a line item under road resurface (asphalt) sidewalks instead of land purchase.**

- **CIP and Equipment**

As referenced earlier in this evening's meeting, Ms. Racine explained that the discretionary sales surtax in the CIP revenue will be corrected to reflect \$771,000 and not \$800,000 as shown. She confirmed that changes will be made under the roads and streets, public works building to reflect the reduction from \$450,000 to \$421,000 due to the decrease in sales surtax and the library and \$5,000 for outdoor drop-box will be transferred to contingency (capital/projects/sales surtax) fund based on the city commission's actions earlier at this evening's meeting.

With respect to the equipment identified under water, and upon **Commissioner DeGrave's suggestion, the city commission agreed for staff to report to the city commission on the need for funds earmarked towards the State of Florida Department of Environmental Protection's approved Water and Wastewater Treatment Plant Operations Training Course Operator Certification Program and the required equipment for the population served.**

In response to several inquiries, Mr. La Venia gave the following report:

- no response was received from the state legislators regarding the FY 2020-21 state appropriations request of approximately \$995,000 for the wastewater force main extension connection construction project improvements (Urick Street to CR 468); however, the State Revolving Fund loan application to finance same was awarded;
- the desire to communicate with Mr. Duane K. Booth, Booth, Ern, Straughan & Hoitt Inc. (engineers, surveyors, and land planners retained by the city) at a future city commission meeting regarding the CR 468 corridor,
- the city commission's consensus at the December 12, 2019 regular meeting to work with the City of Leesburg City Manager and communicate with Lake County Board of County Commissioners to initiate a joint venture project development and environmental (PD&E) study for the north-south by-pass (CR 468) for the Cities of Leesburg and Fruitland Park which he relayed to Lake County Commissioner Tim Sullivan on July 28, 2020 on same, and
- his recommendation to propose an interlocal agreement with the City of Leesburg at the August 13, 2020 regular meeting with the county paying for the subject PD&E study.

Mr. La Venia confirmed in the affirmative that \$140,000 would be sufficient for the purchase of a Vac-Tron equipment for sewer, although \$120,000 is acceptable and indicated that he would report back as to whether same would be procured by state contract.

4. OTHER BUSINESS

- COVID-19 - CARES Act

Earlier in the meeting, a question was posed by Commissioner Bell on the status of Lake County receiving the Coronavirus Disease 19 (COVID-19) Aid, Relief and Economic Security (CARES) Act and its allocation of funding.

In response, Mayor Cheshire referred to a telephone call he recently received from City of Tallahassee Mayor John E. Dailey petitioning mayors' signatures, submitted by the Florida League of Cities, to 116th Congress U.S. Senators Rick Scott and Marco Rubio advocating their support for direct emergency federal funds for municipal government to help mitigate the losses from COVID-19 and municipalities falling under the threshold requirement for emergency relief and taxpayer protections in the CARES Act. (A copy of the letter is filed with the supplemental papers to the minutes of this meeting.)

- FY 2020-21 Budget

The city commission commended Ms. Racine and staff for producing a well-prepared and presented FY 2020-21 budget.

- Centennial Fund Event

Mayor Cheshire referred to the city commission's consensus at its May 14, 2020 regular meeting approving the setting aside of \$5,000 in the FY 2020-21 budget earmarked towards a Centennial Fund Event each year up to FY 2024-25 and suggested that a resolution be drafted in that regard.

5. ADJOURNMENT

There being no further business to come before the city commission, the meeting adjourned at 7:59 p.m.

(The August 4, 2020 workshop meeting scheduled for 6:00 p.m. was cancelled.)

The minutes were approved at the August 27, 2020 regular meeting.

Signed _____
Esther B. Coulson, City Clerk, MMC

Signed _____
Chris Cheshire, Mayor