

**FRUITLAND PARK CITY COMMISSION WORKSHOP
MEETING MINUTES
August 8, 2022**

A workshop meeting of the Fruitland Park City Commission was held at 506 W. Berckman Street, Fruitland Park, Florida 34731 on Monday, August 8, 2022 at 6:00 p.m.

Members Present: Mayor Chris Cheshire, Vice Mayor John L. Gunter Jr., Commissioners Chris Bell (joined in by Zoom video teleconference call), and Patrick DeGrave

Also Present: City Manager Gary La Venia; City Treasurer Jeannine Racine; City Attorney Anita Geraci-Carver; Police Chief Erik Luce; Lieutenant “Tim” Timothy Ross; Sergeants Keith Flanary and David Cox; Detective Sergeant Brian Hilberer; Detective Brad Heidt, and Officers Anthony Buehler and Gavin Heffler; Public Works Director Robb Dicus; Parks and Recreation Director Michelle Yoder; Library Director JoAnn Glendinning; Human Resources Director Betty McHale; Community Development Department, Mr. Michael “Mike” Rankin, LPG Urban Regional Planners Inc. (consultant retained by the city) and Interim Community Development Director; and City Clerk Esther B. Coulson.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

After Mayor Cheshire called the meeting to order, Chief Luce 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 present.

By unanimous consent, the city commission accepted Mayor Cheshire’s suggestion on the order of business for this evening’s agenda.

3. FY 2022-23 PROPOSED BUDGET

Ms. McHale gave a power-point presentation on the compensation plan and market study, a copy of which is filed with the supplemental papers to the minutes of this meeting. She made the following recommendations:

1. A one-time market adjustment pay increase for all directors and police chief;
2. Establish guidelines for managers to follow before giving merit pay increases, and
3. Help with dependent cost for health insurance.

Upon Commissioner DeGrave’s suggestion and **by unanimous consent, the city commission accepted the human resources director’s recommendations on the compensation plan and market study and directed staff, during the annual budget process, to review same (as recurring costs in the general fund) with supporting data.**

After much discussion and upon Commissioner DeGrave’s suggestion and the city manager’s recommendation, **the city commission, by unanimous consent, directed staff to draft, for consideration at the next meeting, an ordinance to create a fund transfer**

balance policy from the general fund unrestricted reserves to the paving fund; an emergency (repairs) fund, and proposed transfer to the repairing and repaving roadways in the paving fund and public works building construction, and fund balance at 25 percent budgeted expenses in the general fund.

Commissioner DeGrave reiterated the need for an annual road schedule utilizing PASERWARE – a computerized pavement management data system to evaluate, assess and rate roadway conditions for local governments -- and work with the engineers (retained by the city); recognized immediate funds required for non-Community Redevelopment Agency roadways at end of life; \$2.7 million supplanted as dedicated sinking fund for roadways lagging 10-15 years behind, and acknowledged Ms. Racine's response in the affirmative on the ability to transfer FY 2022-23 budgeted money into the general fund with contingency, pay for the (road) study and the 30 percent increase in insurance benefit.

Subsequent to further discussion, Mayor Cheshire referred to the June 30, 2022 auditor's report from McDirmit Davis, auditors retained by the city, to adopt a formal fund balance/net position policy to establish optimal reserve levels and provide management direction while preparing the annual budgets.

Following much discussion and upon Commissioner DeGrave's suggestion, the city commission, **by unanimous consent, recommended that the city treasurer to contact McDirmit Davis Certified Public Accountants to determine the optimal reserve level and directed staff to work with the engineers retained by the city to develop an annual road paving schedule.**

After extensive discussion, Ms. Racine reviewed the spreadsheet showing changes since the proposed FY 2022-23 budget workshop books were distributed; copies of which are filed with the supplemental papers to the minutes of this meeting.

Ms. Racine gave a power-point presentation on the following:

- **Executive** - After Commissioner DeGrave referred to the Municode, code of ordinances update and its online platform and the status of completion, Ms. Geraci-Carver recommended adopting the code in its current form and referred to the January 5, 2022 telephone call with Mr. Roger Merriam, Municode Attorney where she explained that all his questions were answered and the inquiries on the ordinances and resolutions were resolved.

After discussion and upon **Commissioner DeGrave's suggestion, the city commission by unanimous consent, agreed to consider the city's code of ordinances and land development code for adoption at the September 22, 2022 regular meeting.**

- **General Government** – Following some discussion and in response to Commissioner DeGrave's reference to an email received earlier this day from Mr. Carl Yauk, The Villages of Fruitland Park (Pine Ridge), regarding the status of body cameras, Chief

Luce concurred with the suggestion to recommend including same as a priority. (A copy of the email is filed with the supplemental papers to the minutes of this meeting.)

Subsequent to extensive discussions and **by unanimous consent, the city commission agreed to allocate \$59,000 in the FY 2022-23 budget earmarked for body cameras for the police department.**

- **Law Enforcement** – After much discussion and **by unanimous consent, the city commission agreed to remove the budgetary item for annual physicals at \$250.00 per police officer from the FY 2022-23 budget.**

At Chief Luce' request, Ms. Racine agreed to correct the equipment purchases to read: *two Glock 21 .45 CalS&W MP 15 long rifle* instead of *one* which does not change the cost in the budget line item.

Chief Luce introduced new Police Officer Gavin Heffler from the City of Umatilla to the city commission who welcomed him to the city.

- **Library** - At Ms. Glendinning's request, Ms. Racine agreed to remove from equipment purchases *replace outside fans for \$900.00* and *Caster for \$260.00*.
- **Recreation Revenues** – After discussion and **by unanimous consent, the city commission authorized the city attorney to draft a resolution dissolving and moving the recreation fund to the general fund for consideration at a future city commission meeting.**
- **FY 2022-23 CRA Budget** – Ms. Racine addressed her plan to revise the CRA Capital Improvements and Equipment under redevelopment sidewalk project to reflect *sidewalk from library to College Avenue* and not *library to community center*.

With respect to city hall, Mr. La Venia addressed the need for the city hall roof to be painted (estimated at \$15,000 to \$20,000) and replace the dais in the chambers.

- **Capital Improvement Program Expenses**

With respect to the historical marker for the windmill, Ms. Glendinning noted the problem in locating its historical information; referred to a citizen's April 14, 1955 complaint before the Fruitland Park Town Council on the danger to children climbing on the windmill, and addressed the State of Florida Division of Historical Resources (DOHR) Marker Program's requirement for newspaper articles referencing same. She mentioned her plan to visit the City of Leesburg's Library for further research.

Ms. Glendinning addressed her intent to erect signs on Fountain Street and Rose Avenue directing the public to the library.

After Commissioner Bell's inquiry on the status of the old street signs, Mr. La Venia indicated that a letter-writing campaign from the community would be required to

submit to DOHR for historical purposes; otherwise, it would be borne at the city's expense. He addressed the plan to continue the effort.

- **Water Department**

Following Vice Mayor Gunter's inquiry on the water tank towers' maintenance, Mr. Dicus proposed installing illuminated lighting on the logo portion of the elevated tower to which Mr. La Venia suggested pricing out same.

4. **OTHER BUSINESS**


By unanimous consent, the city commission determined not to meet on August 9, 2022 for the budget workshop

5. **ADJOURNMENT**

The meeting adjourned at 8:51 p.m.

The minutes were approved at the November 10, 2022 regular meeting.

Signed 
Esther B. Coulson, City Clerk, MMC

Signed 
Chris Cheshire, Mayor

