



## **FRUITLAND PARK CITY COMMISSION WORKSHOP MEETING AGENDA**

**March 2, 2017**

City Hall Commission Chambers

506 W. Berckman Street

Fruitland Park, FL 34731

**7:00 p.m.**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. FSAC'S Provision of Fire Services Recommendations**
- 4. FY 2017-18 – Fire Department**
  - a. Budget**
  - b. Three Additional Firefighters**
  - c. Volunteers**
  - d. Revised Fire Assessment vs. Ad Valorem**
- 5. Lake County Property Appraiser's -2017 Tax Roll Calendar**
- 6. OTHER BUSINESS**
- 7. ADJOURNMENT**

Any person requiring a special accommodation at this meeting because of disability or physical impairment should contact the City Clerk's Office at City Hall (352) 360-6727 at least forty-eight (48) hours prior to the meeting. (§286.26 F.S.)

If a person decides to appeal any decision made by the City of Fruitland Park with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and 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 city does not provide verbatim records. (§286.0105, F.S.)

**PLEASE TURN OFF ELECTRONIC DEVICES OR PLACE IN VIBRATE MODE.**

**FRUITLAND PARK FIRE SERVICES ADVISORY COMMITTEE  
MEETING MINUTES  
February 22, 2017**

A meeting of the Fruitland Park Fire Services Advisory Committee was held at 506 W. Berckman Street, Fruitland Park, Florida 34731 on Monday, February 13, 2017 at 6:00 p.m.

**Members Present:** James P. Logan, representing District (Group) 5, Chair  
Sydney “Dale” Arrowsmith, representing District (Group) 3  
Edgar J. “Jerry” Elton, representing District (Group) 4  
William “Bill” K. Galbreath, business owner representative,  
Steven “Steve” Whitaker, fire chief representative,  
Mr. Edward R. Cihoski, Sr., representing District (Group) 2, and  
Gary Towne, representing District (Group) 1

**Also Present:** Mayor Chris Cheshire, Vice Mayor John L. Gunter Jr., Commissioners Chris Bell, and Rick Ranize; City Manager Gary La Venia, City Treasurer Jeannine Michaud-Racine; Interim Fire Chief Don Gilpin; Deputy Fire Chief Tim Yoder, Firefighters Chris Lewis, Leary Madison, and Sean Parker, and City Clerk Esther B. Coulson.

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Chair Logan called the meeting to order at 6:02 p.m. and led in the Pledge of Allegiance to the Flag.

**2. ROLL CALL**

Ms. Coulson called the roll and a quorum was declared present.

**3. APPROVAL OF MINUTES**

**On motion of Mr. Galbreath, seconded by Mr. Elton and unanimously carried, the committee approved the January 31, 2017 minutes as submitted.**

**4. COMMITTEE MEMBER QUESTIONS/COMMENTS**

Chair Logan referred to the revised comparison of fire assessment versus ad valorem; the Lake County’s proposal, and The Villages costs prepared by Ms. Michaud Racine and cited the questions raised in the email dated February 21, 2017 submitted by Ms. Anita Geraci-Carver, City Attorney, regarding the fire department; copies of the respective documents are filed with the supplemental papers to the minutes of this meeting.

1. *Should the city keep its fire department or contract with a third party to provide fire services within the city (whether Lake County or explore other third party options)?*

After much discussion, **a motion was made by Mr. Galbreath and seconded by Mr. Elton that the committee approve recommending to the city commission keeping the City of Fruitland Park’s Fire Department in-house.**

In recognizing the citizen's previous concerns, Mr. Cihoski concurred with Mr. Galbreath's remarks who gave reasons why the cost of having a volunteer fire department to be in the city's favor where the community would be better off and addressed the consequences if the city's ownership of its fire services were relinquished.

Chair Logan expressed concerns on the locations of the Lake County Fire Rescue Station (LCFS) 53 on Spring Lake Road; LCFS 59 on Lewis Road, and the city's volunteer fire department (station 56) in the middle. Recognized the residents within the service area of LCFSs 53 and 59 would wait longer for fire rescue service and according to the economies of scale, he believed it makes sense long term for the city's fire department to with the county. Chair Logan indicated that the committee has not held discussions on administrative costs of the fire department

Mr. Whitaker voiced his agreement with Messrs. Cihoski and Galbreath in keeping the fire department and cited the disadvantages of relinquishing control of the city's fire department to other jurisdictions.

After Mr. Elton gave comparisons on the value of a volunteer and an employee with an organization with volunteers as the city's best move, Mr. Arrowsmith expressed his preference to keep the fire department in house.

In reviewing previous studies, Mr. Cihoski, in recognizing the City of Mascotte -- a comparable municipality utilizing six fulltime firefighters, eight hours a day, five days a week and 24 hours with \$100,00 more than the City of Fruitland Park's -- questioned why the city could not implement same.

Mr. Galbreath, in addressing Chair Logan's concerns, believed that, precluding long term costs, the county could enter into an automatic aid agreement to increase emergency response times for residents.

After discussion regarding the possibility of annexing future non-contiguous parcels north of Spring Lake Road to Eller Drive, Chair Logan believed that such agreement with the county would solve the problem.

In response to Mr. Galbreath's inquiry, Mr. Whitaker recognized that the county's fire rescue firefighters/emergency management technician or paramedics designation would need to be addressed in the city's hiring process.

Subsequent to further discussion, **Chair Logan called for a roll call vote on the motion on the floor with the committee members voting as follows:**

<b>Mr. Arrowsmith</b>	<b>Yes</b>
<b>Mr. Elton</b>	<b>Yes</b>
<b>Mr. Galbreath</b>	<b>Yes</b>

<b>Mr. Whitaker</b>	<b>Yes</b>
<b>Mr. Cihoski,</b>	<b>Yes</b>
<b>Mr. Towne</b>	<b>Yes</b>
<b>Mr. Logan</b>	<b>No</b>

**The motion carried on a six to one vote (6-1).**

2. *If the recommendation is to keep its fire department, then:*
  - a. *Should the fire department remain a volunteer fire department? OR*
  - b. *Should the fire department convert to a paid/employee fire department? OR*
  - c. *Should the fire department convert to a hybrid fire department with both paid/employee firefighters and volunteers?*

After discussion and **on motion of Mr. Elton, seconded by Mr. Galbreath and unanimously carried, the committee approve recommending to the city commission for the fire department to convert to a hybrid fire department with both fulltime paid employee firefighters and volunteers.**

3. *If the recommendation is to convert to a paid/employee fire department or a hybrid department, then what is the recommendation for transitioning (how many paid in year one, how many paid in year two, etc.)*

Following further discussion and **on motion of Mr. Towne, seconded by Mr. Galbreath and unanimously carried, the committee recommended to the city commission keeping three additional fulltime paid employees in-house 24 hours.**

4. *How should the fire department be funded,*
  - a. *Solely through a fire assessment? OR*
  - b. *Solely through ad valorem taxes? OR*
  - c. *A combination of a fire assessment and ad valorem taxes?*

*If a combination, what percentage should be funded through each source of revenues?*

1. *For example, 50/50, 60% fire assessment and 40% ad valorem taxes, etc.*
2. *Or, for example, first year 50/50, second year 60/40, third year 70/30, and each year thereafter increase the percentage paid from fire assessment until eventually fully funded through a fire assessment?*

Extensive deliberations ensued and **on motion of Mr. Elton, seconded by Mr. Galbreath, and unanimously carried, the committee recommended to the city commission to implement a combination of a fire assessment and ad valorem taxes with the ratio to be determined by the city commission.**

Later in the meeting, Chair Logan expressed, on behalf of the committee, the respect and understanding gained for the fire department staff who attended the committee meetings.

**5. STAFF COMMENTS**

Staff had no comments to submit at this time.

**6. NEW BUSINESS**

There was no new business before the committee at this time.

**7. FUTURE MEETING DATES**

There was no discussion on future meeting dates.

**8. PUBLIC COMMENTS**

Mayor Cheshire, on behalf of the city commission, thanked the committee members for their service.

**9. NEW BUSINESS**

There was no new business to come before the committee

**10. ADJOURNMENT**

There being no further business to come before the city commission at this time, on motion made, second and unanimously carried, the meeting adjourned at 6:50 p.m.

Fire Dept Budget FY2018

5% Incr

ORG	OBJECT	ACCOUNT DESCRIPTION	FY2017 ORIGINAL	
			Budget	FY2018 Budget
01522	10121	BONUS	2,500.00	2,500.00
01522	10132	STIPENDS FIREFIGHTERS	85,488.07	89,507.00
01522	10210	FICA	6,728.00	7,033.00
01522	10220	RETIREMENT	4,280.00	4,476.00
01522	10225	STATE FIRE RETIRE CONTRIBUTE	16,901.00	17,746.05
01522	10233	LIFE INSURANCE	2,235.00	2,235.00
01522	10240	WORKERS COMPENSATION	4,420.00	4,635.00
		3 FT FF @ \$11.00/hr		188,760.00
		10 PERSONAL SERVICES	122,552.07	316,892.05
01522	30313	PROFESSIONAL FEES	5,375.00	5,643.75
01522	30340	CONTRACTUAL SERVICES	3,720.00	3,906.00
01522	30400	TRAVEL/PER DIEM	250.00	262.50
01522	30410	COMMUNICATIONS	7,794.00	8,183.70
01522	30420	POSTAGE	250.00	262.50
01522	30430	ELECTRIC	9,420.00	9,891.00
01522	30431	WATER	1,320.00	1,386.00
01522	30440	RENTAL OF EQUIPMENT	1,700.00	1,785.00
01522	30450	INSURANCE	25,506.00	26,781.30
01522	30461	RADIO REPAIRS/MAINT	5,724.00	6,010.20
01522	30462	VEHICLE REPAIRS/MAINT	9,600.00	10,080.00
01522	30463	EQUIPMENT REPAIRS/MAINT	9,800.00	10,290.00
01522	30464	FACILITIES REPAIRS/MAINT	3,000.00	3,150.00
01522	30465	SERVICE CONTRACTS	200.00	210.00
01522	30481	GOODWILL AWARDS	200.00	210.00
01522	30490	MISC EXPENSE	200.00	210.00
01522	30510	OFFICE SUPPLIES	3,000.00	3,150.00
01522	30520	SUPPLIES	4,614.00	4,844.70
01522	30521	UNIFORMS	5,125.00	5,381.25
01522	30522	FUEL	9,500.00	9,975.00
01522	30524	PROMOTIONAL SUPPLIES	950.00	997.50
01522	30526	PROTECTIVE CLOTHING (3 ADDTL BUNKER GEAR)	7,620.00	14,001.00
01522	30540	PROFESSIONAL BOOKS	1,150.00	1,207.50
01522	30541	SUBSCRIPTIONS	130.00	136.50
01522	30542	TRAINING & EDUCATION	10,000.00	10,500.00
01522	30544	MEMBERSHIPS	410.00	430.50
		30 OPERATING EXPENSES	126,558.00	138,885.90
01522	60640	EQUIPMENT - Life Pack-40k AED-2k		42,000.00
		MSA AIR PACK REPLACEMENT SYSTEM		31,300.00
01522	60649	VEHICLE		40,000.00
		60 CAPITAL OUTLAY		113,300.00
<b>01522</b>		<b>01522 FIRE CONTROL</b>	<b>249,110.07</b>	<b>569,077.95</b>
			850 Homes	1269 Homes
01522	30345	CONTRACTUAL VILLAGES	135,150.00	201,771.00



FY2018 5% Incr

FIRE (01522)		FY2017	FY2018							
Increase		5%	COLA	0.0765	0.05	7.45	5.31			
POSITION	MTH	MTH	PROP	XMAS	FICA/	PENSION	LIFE	W/C	POSITION	
	STIPEND	STIPEND	ANNUAL	BONUS	MED				TOTAL	
1 FIRE CHIEF (MLaming)	545.03	572.29	6,867	100	533	343	89	370	8,303	
1 DEPUTY CHIEF OF ADMIN (DGil)	350.54	368.07	4,417	100	346	221	89	240	5,413	
2 DEPUTY CHIEF OF OPS (TYode)	350.54	368.07	4,417	100	346	221	89	240	5,413	8,834
1 LIEUTNANT (MHoward)	263.20	276.36	3,316	100	261	166	89	181	4,114	
2 LIEUTNANT (MLeary)	263.20	276.36	3,316	100	261	166	89	181	4,114	
3 LIEUTNANT (SOgden)	263.20	276.36	3,316	100	261	166	89	181	4,114	
4 LIEUTNANT (JRanize)	263.20	276.36	3,316	100	261	166	89	181	4,114	13,265
1 FIREFIGHTER (KDucharme)	244.45	256.67	3,080	100	243	154	89	169	3,835	
2 FIREFIGHTER (JHarmon)	244.45	256.67	3,080	100	243	154	89	169	3,835	
3 FIREFIGHTER (TLopez)	244.45	256.67	3,080	100	243	154	89	169	3,835	
4 FIREFIGHTER (SParker)	244.45	256.67	3,080	100	243	154	89	169	3,835	
5 FIREFIGHTER (JPate)	244.45	256.67	3,080	100	243	154	89	169	3,835	
6 FIREFIGHTER (TRamsey)	244.45	256.67	3,080	100	243	154	89	169	3,835	
7 FIREFIGHTER (CRoddenberry)	244.45	256.67	3,080	100	243	154	89	169	3,835	
8 FIREFIGHTER (BRogers)	244.45	256.67	3,080	100	243	154	89	169	3,835	
9 FIREFIGHTER (ESpence)	244.45	256.67	3,080	100	243	154	89	169	3,835	
10 FIREFIGHTER (CStevens)	244.45	256.67	3,080	100	243	154	89	169	3,835	
11 FIREFIGHTER (JSydenstricker)	244.45	256.67	3,080	100	243	154	89	169	3,835	
12 FIREFIGHTER (CWilliams)	244.45	256.67	3,080	100	243	154	89	169	3,835	
13 FIREFIGHTER ()	244.45	256.67	3,080	100	243	154	89	169	3,835	
14 FIREFIGHTER ()	244.45	256.67	3,080	100	243	154	89	169	3,835	
15 FIREFIGHTER ()	244.45	256.67	3,080	100	243	154	89	169	3,835	
16 FIREFIGHTER ()	244.45	256.67	3,080	100	243	154	89	169	3,835	
17 FIREFIGHTER ()	244.45	256.67	3,080	100	243	154	89	169	3,835	
18 FIREFIGHTER ()	244.45	256.67	3,080	100	243	154	89	169	3,835	55,441
State Contribution										16,901
HYDRANT TEST	140.00	10.00	1,400		107	70		5	1,582	
CALL OUT OVER 3 HRS	370.00	10.00	3,700		283	185		14	4,182	
<b>TOTAL</b>			<b>89,507</b>	<b>2,500</b>	<b>7,033</b>	<b>4,476</b>	<b>2,235</b>	<b>4,635</b>	<b>127,287</b>	
<b>25 Personnel</b>										



Fire Assessmt vs Ad Valorem Revised

City	Budget/Revenue	Assessed	Assessed	Assessed	
		Home Value	Home Value	Home Value	
<b>FY2017 FD Budget Volunteer Only</b>	\$ 250,000	50,000	100,000	200,000	
9% Discount/Collection Cost	\$ 22,500				
Total Revenue Needed for 100%	\$ 272,500				
Millage for Budget 250k	0.8241	41	82	165	Ad Valorem
		OR	OR	OR	
Residential Fire Assessment (80%) \$	132.04 \$ 218,000	132	132	132	Fire Assessment
Commercial Fire Assessment (20%) \$	54,500 \$ 54,500				
0.05	\$ 272,500				

<b>Budget with 2 FT FF Day Shift Only M-F</b>	\$ 355,000				
9% Discount/Collection Cost	\$ 31,950				
Total Revenue Needed for 100%	\$ 386,950				
Millage for Budget 355k	1.1702	59	117	234	Ad Valorem
		OR	OR	OR	
Residential Fire Assessment (80%) \$	187.50 \$ 309,560	187	187	187	Fire Assessment
Commercial Fire Assessment (20%) \$	77,390 \$ 77,390				
0.07	\$ 386,950				

<b>Budget with 3 Addtl FT FF</b>	\$ 550,000				
9% Discount/Collection Cost	\$ 49,500				
Total Revenue Needed for 100%	\$ 599,500				
Millage for Budget 550k	1.8130	91	181	363	Ad Valorem
		OR	OR	OR	
Residential Fire Assessment (80%) \$	290.49 \$ 479,600	290	290	290	Fire Assessment
Commercial Fire Assessment (20%) \$	119,900 \$ 119,900				
0.11	\$ 599,500				

Data Used					
FP Residential	1,651				
Taxable Value FY2017	\$ 303,364,743				
Current Millage	3.9863	\$ 1,209,303	Ad Valorem		
Commercial Sq. Ft = .07	1,071,271				
Buy Down/Assessment Cost	9%				

Fire Assessmt vs Ad Valorem Revised

<b>Lake County</b>	\$	175.00	\$ 288,925	175	175	175	Fire Assessment
FP Residential		1,651					
Square Foot Commercial/.22		1,071,271	\$ 235,680				Ad Valorem
MSTU Fire .4704		0.4704000	\$ 142,703	24	47	94	
			<b>\$ 667,307</b>	<b>199</b>	<b>222</b>	<b>269</b>	

**Villages FD**

FY2017 Village C.O.s @ \$159/ea.	850	\$ 135,150				
9% Discount/Collection Cost		\$ 12,164				
Total Revenue Needed for 100%		\$ 147,314				
Millage for Budget 135k	0.44550		22	45	89	Ad Valorem
			OR	OR	OR	
Fire Assessment Village FY2017	\$ 177		177	177	177	Fire Assessment

FY2018 Village C.O.s @ \$159/ea.	1,269	\$ 201,771				
9% Discount/Collection Cost		\$ 18,159				
Total Revenue Needed for 100%		\$ 219,930				
Millage for Budget 202k	0.66511		33	67	133	Ad Valorem
			OR	OR	OR	
Fire Assessment Village FY2018	\$ 177		177	177	177	Fire Assessment

<b>Village at Build Out</b>						
Village Residential	2,054	\$ 326,586				
9% Discount/Collection Cost		\$ 29,393				
Total Revenue Needed for 100%		\$ 355,979				
Millage for Budget 326k	1.07655		54	108	215	Ad Valorem
			OR	OR	OR	
Fire Assessment Village	\$ 177		177	177	177	Fire Assessment



## LAKE COUNTY PROPERTY APPRAISER 2017 TAX ROLL CALENDAR

The following are important tax roll dates and deadlines related to the preparation and certification of the 2017 Lake County tax roll. Some dates may be subject to change with or without notice. If you have questions, please contact Michael Prestridge, Chief Deputy, at 352-253-2153.

<b>FEB / MARCH</b>	<b>VAB HOLDS FINAL MEETING FOLLOWING ALL 2016 HEARINGS</b> (PA prepares DR-488 and DR-529 for meeting)
<b>MARCH</b>	<b>01</b> Last day for taxing authorities to adopt Intent Resolution for any new non-ad valorem assessments LCPA to provide NAL test file to those taxing authorities utilizing the TRIM for non-ad valorem LCPA to update all VAB forms / letters on PA's website.
	<b>31</b> LCPA delivers Sales, NAL, and GIS map files to DOR (April 1 statutory deadline)
<b>APRIL</b>	<b>01</b> Last day for taxing authorities to provide LCPA any new or changed CRAs
<b>MAY</b>	<b>12</b> DEADLINE for TRIM test data files to Cathedral (ad valorem and non-ad valorem data files)
	<b>19</b> ALL LCPA cut-off (Complete all work in preparation of Best Estimate Letters)
	<b>29</b> LCPA delivers Best Estimate Letters to all taxing authorities (June 1 statutory deadline)
	<b>31</b> LCPA delivers Uniform Method of Collection (non-ad valorem) data files to taxing authorities (June 1 statutory deadline)
<b>MAY-JUNE</b>	LCPA BEGIN MAILING Exemption & AG denials (Once VAB can accept new petitions. July 1 statutory deadline)
<b>JUNE</b>	<b>01</b> LAST DAY for taxing authorities to submit NEW ANNEXATIONS to LCPA (All annexations received after this date will be for the following year tax roll)
	<b>02</b> PRELIMINARY TAX ROLL cut-off (for all fieldwork & mapping split/combos)
	<b>09</b> PRELIMINARY TAX ROLL cut-off (for all exemptions. CAMA system shut down for all value & AG changes)
	<b>19-23</b> LCPA to upload and verify eTRIM data
	<b>26</b> CERTIFY and DELIVER PRELIMINARY TAX ROLL to DOR (July 1 statutory deadline) DELIVER 420'S to all taxing authorities (July 1 statutory deadline) MAIL remaining agricultural denials (July 1 statutory deadline)
	<b>30</b> LAST DAY to mail exemption denials (July 1 statutory deadline)
<b>JULY</b>	<b>01</b> Official start of the DOR TRIM calendar (Day #1)
	<b>14</b> Anticipated date for tax roll approval from DOR
	<b>26</b> Anticipated date LCPA system will be up for value changes (with DOR Change Codes)
	<b>31</b> School Board 1 <sup>st</sup> budget hearing Last day any owner denied HX/EX/AG application may file a VAB petition. (Owner must file 30 days from the date of letter. Last day to mail letters is 30 days from July 1. Sun-rolled to Mon July 31) (F.S. 196.151, 194.011(3)(2d)(1), 192.047(2))
<b>AUG</b>	<b>03</b> DEADLINE (10am) for LIVE Non-Ad Valorem files to Cathedral for TRIM (For participating Taxing Authorities)
	<b>04</b> DEADLINE (noon) 420's must be returned to LCPA by all authorities (Day #35)
	<b>04</b> DEADLINE for TRIM Changes 5pm (for all departments; begin preparing TRIM file for Vendor)
	<b>07</b> LCPA eTRIM Acceptance of DR-420 Series Forms
	<b>08</b> TRIM file to Vendor 10am (subject to change)
	<b>18</b> MAIL TRIM NOTICES (date currently proposed and scheduled by TRIM vendor – subject to slight change by vendor) (Required by Day #55 of TRIM which is August 24 <sup>th</sup> )
	<b>21</b> TAX COLLECTOR prepares tax roll extension letter to BCC Chairman (per FS 197.323)
<b>SEPT</b>	<b>05</b> Lake County BCC 1 <sup>st</sup> Budget Public Hearing (currently anticipated date)
	<b>08</b> LCPA mapping cut-off 2017 split / combos
	<b>11</b> School Board 2 <sup>nd</sup> budget hearing
	<b>12</b> VAB DEADLINE for property owners to file valuation petitions (25 Days from mailing of the TRIM)
	<b>15</b> TAXING AUTHORITY DEADLINE to provide non-ad valorem file to the Tax Collector VAB PREPARES DR-488P forms for Chairman to sign. (Signed and provide copy to PA by 30 <sup>th</sup> )
	<b>15</b> ALL LCPA cut-off (noon) 2017, 1 <sup>st</sup> Final tax roll processing (CAMA system shut down for all value & AG changes)
	<b>19</b> Lake County BCC 2 <sup>nd</sup> (Final) Budget Public Hearing (currently anticipated date)
	<b>26</b> LCPA eTRIM Certification of 422's to all Taxing Authorities
	<b>29</b> DEADLINE (5pm) for taxing authorities to certify 422's to the PA using eTRIM (certifying final millage) (Required within 3 days of delivery)
<b>OCT</b>	<b>05</b> LCPA CERTIFIES 2017 TAX ROLL to the Tax Collector
<b>NOV</b>	<b>01</b> DEADLINE for tax notices delivered by the Tax Collector