

**FRUITLAND PARK CITY COMMISSION WORKSHOP
MEETING MINUTES
July 12, 2017**

A workshop meeting of the Fruitland Park City Commission was held at 506 W. Berckman Street, Fruitland Park, Florida 34731 on Wednesday, July 12, 2017 at 6:00 p.m.

Members Present: Mayor Chris Cheshire, Vice Mayor John L. Gunter, Jr., Commissioners Christopher Bell, Ray Lewis, and Rick Ranize.

Also Present: City Manager Gary La Venia, City Treasurer; Jeannine Racine; Police Chief Michael Fewless; Interim Fire Chief Don Gilpin; Community Development Director Charlie Rector; Public Works Director Dale Bogle and City Clerk Esther B. Coulson.

1. CALL TO ORDER

Mayor Cheshire called the meeting to order at 6:00 p.m. Chief Fewless gave the invocation and Mr. Bogle led in the Pledge of Allegiance to the flag.

2. ROLL CALL

At Mayor Cheshire's request, Ms. Coulson called the roll.

A. Introduction

i. Mayor

Mayor Cheshire explained, as one his main ideas for the Fiscal Year 2017-18 budget, the attempt to hold the millage rate due to the need for money in the fund balance; the concerns on savings and contingency which is lacking, and the determination and action noting any discovered reduction in the budget to be replaced into fund balance. He recognized the city's increase in personnel which needs to stop; addressed the requirement for departments to be cognizant noting the period of extreme population growth to be almost over and the buildout of The Villages has come, and acknowledged the need to accommodate for same.

Mayor Cheshire voiced concerns on the possible hidden problems relating to the new homestead extension, law enforcement dispatch system and the water and wastewater treatment plant connection interlocal agreement with the Town of Lady Lake for 2018. He addressed the need for a solid base in the budget from FY 2017-18 to FY 2018-19.

In order to be fiscally responsible to the citizens, Mayor Cheshire expressed preference for issues pertaining to the budget to be addressed at the workshops and not left until the city commission considers the millage.

ii. City Manager

In concurring Mayor Cheshire's remarks, Mr. La Venia reiterated the anticipation of the city's buildout in approximately one year's time; relayed his conversations with the developer who will be out of inventory where

every home is expected to be sold by the year 2018, and envisioned the city receiving revenue from The Villages at 2019 whereby the city could plan on growth next year and the year after; however, consideration ought to be made on levelling off and planning for the future.

Mr. La Venia voiced his concurrence with Mayor Cheshire's remarks and indicated that employee compensation increases will be three percent across the board.

After Mr. La Venia complimented Ms. Racine on the budget preparation, she reviewed the FY 2017-18 budget chart; explained how the ad valorem over the years derived; noted the additional personnel positions, and addressed the contingency. (A copy of the chart is filed with the supplemental papers to the minutes of this meeting.)

Ms. Racine pointed out the CR 466A Utility Roadway Improvements where \$160,000 was budgeted for Phase IIIA in Community Redevelopment Agency (CRA) funds and referred to the quote received for \$322,000 which will be revised in the fund balance.

With reference to the meeting held earlier this day with Mr. Duane K. Booth, Booth, Ern, Straughan & Hiott Inc. (BESH), engineers retained by the city, Mr. La Venia identified the percentage in contingency and price increase; described how the cost would be calculated, and anticipated receiving an invoice from Lake County on the estimated cost as opposed to the \$322,000; thus, the county would inform the city if it exceeds as the city proceeds with the bid project which can be addressed at the CRA meeting.

Ms. Racine referred to the departments' historical expenses for FYs 2016-2018 that was previously provided; a copy of which is filed with the supplemental papers to the minutes of this meeting.

B. General Fund Revenues

i. **Fruitland Park Library**

Ms. Glendinning expressed her satisfaction on her ability to apply for grant funds from the county and the state towards the construction of the new Fruitland Park Library.

After Commissioner Lewis referred to the vacant library technician position, Ms. Glendinning expressed her desire for one funded position for FY 2017-18, when the new the new Fruitland Park Library opens anticipated in a year's time, and addressed the need for three full time positions once the new library is operational.

Subsequent to further discussion, Mr. La Venia announced that documents relating to the Invitation to Bids for the New Public Library Facility

Construction and Site Development Contracts are being drafted by City Attorney Ms. Geraci-Carver and worked on by Mr. Booth; anticipated that they will be advertised by the end of July 2017, and expected the library to be constructed within 12 months.

Following much discussion and upon Commissioner Ranize' suggestion, the city commission, **by unanimous consent, approved leaving the Fruitland Park Library positions in the FY 2017-18 budget and agreed that if the new Fruitland Park Library opens in August 2018, the Fruitland Park Library Director may utilize funds to compensate the part time positions for additional hours but not add any more positions until the city commission makes a determination at a later date.**

After extensive discussion and in answer to the question posed by Commissioner Ranize on the \$10,000 cost allocated towards the new library's opening day, Ms. Glendinning described the purchase of new materials for the occasion not available in the current library and addressed her willingness for same to be reduced to \$5,000.

Subsequent to continued discussions, **the city commission, by unanimous consent, agreed to reduce in the capital project fund, \$10,000 for opening day collection at the new Fruitland Park Library to \$5,000.**

Mayor Cheshire commended Ms. Glendinning on a job well done in her management of the library.

ii. Solid Waste Collection

After discussion, Mr. Bogle responded to Commissioner Bell's inquiry that he will look into Waste Management Inc.'s decals for the new trash containers around the area of Berckman Street.

iii. Stormwater Projects

After Mayor Cheshire questioned the increase in stormwater management membership of \$425 in the original budget to \$1,700, Mr. Bogle identified same as \$425.

By unanimous consent, the city commission agreed with the city manager's confirmation that the FY 2017-18 budget would reflect the change in membership from \$1,700 to \$425.

In response to inquiries posed by Commissioner Ranize, Ms. Racine identified the stormwater fund balance as of June 15, 2017 to be \$278,000 and Mr. Bogle described the projects planned for the whole area from city hall and Gardenia Park to the retention pond at Veterans Memorial Park.

After Commissioner Ranize recognized the amount allocated for the stormwater project/library/town center to be \$100,000, Messrs. Bogle and Rector responded that same would be considerably more than what is earmarked.

Commissioner Ranize questioned, prior to the construction of the new library, the identification of a program; the budgeted amount with likely increase in costs; the monthly stormwater impact fee paid for by the city, and allocation of funds earmarked towards rectifying stormwater issues and drainage problems. He expressed concerns on the process; the need for some type of a project focusing on areas with stormwater issues, and the method of where and how collection and expenditures of funds would be made for the future.

After discussion, Commissioner Ranize recognized the current flooding issues experienced at Forest Street, Pennsylvania Avenue, and Sunset Way, addressed the need to initially focus on preexisting problem areas, and agreed with Mr. Bogle's comments on the issues at Forest Avenue and Vice Mayor Gunter's reference regarding the function of the retention pond and water drainage at the Mirror Lake Subdivision where he believed the cost ought to be borne by the developers.

In agreement with Commissioner Ranize's comments, Mr. Rector portrayed the retention ponds configuration which is not operating correctly as designed; gave a report on the previous contact made with St John's River Water Management District (SJRWMD) where they took over the development issues and plan to ensure that the developer meets compliance, and explained how Mr. Keith Riddle, Riddle-Newman Engineering Inc., has been made aware of the situation.

By unanimous consent, the city commission agreed with Commissioner Ranize's suggestion to allow the \$100,000 -- earmarked to the stormwater project for the Fruitland Park Library/Town Center -- to remain in the FY 2017-18 budget and agreed that a budget amendment would be considered before the city commission, if expenditures exceed the amount in question.

iv. Parks and Recreation

- Maintenance

Mayor Cheshire referred to the new fence at Cales Park's softball field for \$50,000 shown as operating expenses.

After discussion, and by **unanimous consent, the city commission concurred with the city treasurer's recommendation to reflect the allocation of the new fence at Cales Park softball field for \$50,000 under capital in the general fund.**

With respect to Vice Mayor reference to the relocation of the rocks at Cales Park for \$5,000 and after Ms. Yoder addressed the method to remove same, Mr. La Venia addressed the possibility of the amount to be less.

Mr. La Venia recalled the city commission's previous discussions at its January 26, 2017 regular meeting; noted the cost originally paid for same, and mentioned its worthless use at the current location. Instead of relocating the rocks to Veteran's Memorial Park, he agreed with Ms. Yoder's explanation to move them to Gardenia Park.

By unanimous consent the city commission agreed with staff's recommendation to relocate the rocks from Cales Park to Gardenia Park.

Ms. Racine concurred with Commissioner Lewis' statements on payments for the police department vehicles from CIP, referred to his previous suggestions to utilize \$50,000 in restricted funds, if it can be justified, for expansion and growth to which Mr. La Venia believed it is dependent upon how same would be used for fire impact fees.

Commissioner Ranize anticipated the future potential commercial property growth as well as funding for a short period of time as The Villages build out; addressed the need to ensure the offset of same in the general fund for the construction of the fire and police departments noting the potential increase in costs, and questioned the police department vehicles for \$90,000.

Vice Mayor Gutner addressed the future need to maintain the two police vehicles, from the general budget and questioned the remaining funds after the impact fees are depleted.

Commissioner Ranize referenced Ms. Geraci-Carver's previous opinion at the city commission's June 20, 2017 workshop on the utilization of impact fees towards the purchase of new police department vehicles, to which Ms. Racine later identified as additional expenses to be based on growth.

After discussion, Ms. Racine referred to the new fence; noted its replacement considered as maintenance which cannot be used -- to which Mr. La Venia later addressed the opportunity to implement same utilizing another method which is worth consideration -- and mentioned the ability to use sales surtax funds earmarked towards the purchase of police and fire emergency vehicles as capital needs based on growth.

Mr. La Venia pointed out Commissioner Ranize' statements regarding his review of public safety buildings and staff's recent tour of same. He recognized the city commission's discussion on the remaining funds supplanted towards the new public safety building to be considered and in the meantime, utilizing \$90,000 noting the CIP for one year.

Following further discussion, Mr. La Venia identified the potential commercial development projects and referred to the meeting staff had with Mr. Booth earlier this day in that regard.

After discussion, Commissioner Ranize recognized the major issue of restricted funds, after the new police and fire department public safety building is constructed, and questioned the earmarking of the expenditure, after the city acquires the funds.

By unanimous consent, the city commission directed the city manager to contact the city attorney regarding the impact fees before the city treasurer proceeds with the transfer of funding for public safety to the general fund.

- **Telephones**

Vice Mayor Gunter recalled the city commission's discussions at its July 11, 2016 workshop meeting regarding Verizon's wireless various charges for telephones in each department, and voiced his belief that as the matter exists, it would continue to be unresolved.

- **FRDAP Grant**

Ms. Yoder announced that the July 10, 2017 communication she received from Ms. \Tamika Bass, State of Florida Department of Environmental Protection, Land and Recreation Grants, confirmed that Gardenia Park Phase I Florida Recreational Assistance Development Program Project No. A17044 Grant has been approved; a copy of which is filed with the supplemental papers to the minutes of this meeting.

- **Recreation Vehicle**

In response to Commissioner Ranize' inquiry on the type of vehicle at a cost of \$30,000, Ms. Racine explained that said cost was eliminated during the department budget review and should not have been included in the proposed FY 2017-18 budget.

After much discussion and **by unanimous consent, the city commission agreed to remove the purchase of a vehicle for \$30,000 from the FY 2017-18 budget and to consider same in FY 2018-19 budget.**

- **Security Camera System**

After discussion, Commissioner Bell pointed out the city commission's previous discussions regarding the security camera system at Gardenia Park and referred to the transmittal letter budget proposal dated June 22, 2017 citing under the general fund's expenditures \$5,500 for security cameras whereby it should have correctly reflected the allocated amount of \$2,500.

Mr. La Venia recommended the need, in the event of an emergency, for parks and recreation and the public works vehicles to be equipped with automated emergency defibrillators (AEDs).

After discussion, Ms. Yoder identified the potential placement of AEDs at Cales Park and Veteran's Memorial Park Complex and eventually the proposed Northwest Lake Community Cales Park Multipurpose Soccer Field Complex; identified the parks and recreation staff's presence during organized sports events and their accessibility to the equipment, and suggested two AEDs for FY 2017-18 budget and one for FY 2018-19 budget.

Following further discussion and **by unanimous consent, the city commission agreed with staff's recommendation to approve allocating \$2,400 towards three automated external defibrillators for parks and recreation.**

- **Municipal Pool**

After Commissioner Lewis conveyed the residents' requests to extend Gardenia Park's Swimming Pool's operating hours from Monday to Friday, Ms. Yoder identified the programmed activities taking place beyond closing at 5:00 p.m. and gave reasons why the pool could not remain open after dark.

Ms. Yoder, in response to Mayor Cheshire's inquiry regarding the City of Leesburg swim team's possible use of the pool, requested to meet after this evening's meeting with him and Mr. La Venia as the city plans to close its year-round swimming pool in December 2017.

Ms. Yoder addressed the intent to distribute youth sports program tri-fold brochures which she submitted to Mr. La Venia; described the recreational programs, and mentioned the plan to place such activities in the city residents' July 2017 utility bills.

- **Summer Camp**

In answer to a question posed by Mayor Cheshire regarding the Summer Camp line item, Ms. Yoder addressed her preference to reintroduce summer camp for FY 2017-18; referenced her discussion with

Ms. Tammy Langley, Fruitland Park Elementary School Principal, the likelihood of retaining staff to manage same, and conveyed her conversations with Trinity Assembly of God's spokesperson on working with the city to utilize the church's site to administer the summer program through the school district, a concept similar to the City of Mount Dora's.

- **Coach**

In response to Mayor Cheshire's question on the need for coaches, Ms. Yoder referred to the July 11, 2017 The Villages Daily Sun newspaper article featuring the new yearlong sports program and the need for more coaches and leaders; noted the promotion of same on the city's Facebook page, and referred to the sports program brochure reflecting same; copies of which are filed with the supplemental papers to the minutes of this meeting.

v. **Public Works Department**

- **Roads and Streets**

In answer to Mayor Cheshire and with reference to discussions held previously with Ms. Racine on the transfer of CRA funds, Mr. Bogle distributed information and described features of the used Altec Bucket Truck; a copy of which is filed with the supplemental papers to the minutes of this meeting.

After discussion and **by unanimous consent, the city commission approved changing the appropriation of \$90,000 in capital improvement projects (CIP) to \$60,000 allocated towards the roads and streets bucket truck.**

Mr. La Venia responded to a question posed by Mayor Cheshire that roads/sidewalks roads surface paving for \$50,000 are funds to pave roads that are not in the CRA; namely; Wingspread, The Glen, Chelsea's Run, and The Villages and addressed the need, in the future, to set aside as a line item sinking funds (CIP) of \$50,000 per annum to overlay said streets and for a resolution as a restricted fund to be drafted in this regard.

After Commissioner Ranize referred to the \$10,600 allocated towards street signs, Mr. Bogle explained the transfer of funds from sweeper company (to be conducted on an as-needed basis) to street signs as they are in bad condition and reported on a similar action he undertook for tree trimming.

Following further discussion, Commissioner Ranize referred to an email forwarded by Mr. Bogle from Ms. Brenda Press, Lake County Public Works Department, Road Operations Division, regarding CR 466A

Mowing Cycle; relayed his subsequent conversations with her on the number of individuals at the public works department required to fulfill the job, and addressed her reference to the Florida Attorney General Advisory Legal Opinion (AGO) 2008-049, County Roads, Maintenance of Sidewalks/Medians; copies of the respective documents are filed with the supplemental papers to the minutes of this meeting.

Commissioner Ranize outlined the city's responsibilities for county roadways -- from the curb to the right-of-way (ROW -- within city's jurisdiction; the county's responsibilities from curb to curb, the curbs, and the roadway and drainage which he pointed out same to Ms. Geraci-Carver. He relayed Ms. Press' response on the reason the county continues to mow said roadways including the retention pond and expressed his preference for the city's appearance to be appealing.

Commissioner Ranize referred to the June 22, 2017 regular meeting regarding the city's roadways landscape maintenance and the suggested the continued mowing of the city's roadways by providing needed public works department staff to fulfill same.

Commissioner Ranize expressed his dismay over the weekend on learning of the public works department staff's service worker's existing entry level pay of \$11.00 an hour; compared said rate with the finance clerk's, and stressed the need to increase same to which Mr. La Venia reiterated the three percent pay increase to all city staff noting the requirement to review the budget if the city commission would like to consider increasing same.

Following extensive deliberations, and **by unanimous consent, the city commission directed the city manager to meet with the public works department director regarding increase wages for staff and requested that a survey of comparable salaries from surrounding local governments be provided for city commission review.**

After much discussion, Commissioner Ranize believed that Ms. Geraci-Carver would be providing her interpretation of AGO 2008-049 at the July 27, 2017 regular city commission meeting.

Subsequent to further discussion and in response to Mayor Cheshire's question, Mr. Bogle confirmed that three public works department positions in the FY 2017-18 budget would adequately provide mowing landscape and maintenance services depending on the county's schedule.

- **Water**

Mayor Cheshire questioned the placement of \$20,000 and \$50,000 respectively for miscellaneous expenses under contingency.

Following further discussion, and upon Commissioner Ranize's suggestion, **the city commission, by unanimous consent, agreed to the removal of \$39,300, other miscellaneous supplies for water and city hall, in the FY 2017-18 budget.**

Further discussions ensued and **by unanimous consent, the city commission agreed to change the new meter reader upgrade of \$9,000 to \$4,500.**

After discussion and in response to Commissioner Bell's request, Mr. Bogle addressed his intent to review the separation of the water meter program.

Vice Mayor Gutner questioned the pursuit of SJRWMD's grant programs for meter reading to which Mr. Bogle addressed his goal and described the implementation of a water-saving automated metering technology in the future to which Ms. Racine recognized is identified in the contingency fund.

After Mr. Le Vania indicated the estimated costs of replacing all the meters can be provided to the commission, Commissioner Lewis recalled Vice Mayor Gunter's previously repeated requests on SJRWMD's grant program for meter reading and requested that staff contact Messrs. Booth and Fred Fox, the grant writer retained by the city, on available grant funds and report back to the city commission.

Following extensive discussions, Mr. La Venia reviewed the following costs on the CR 466A Phase 3A Utility Engineers Cost Estimate received from BESH:

- water distribution (with 15% contingent and 10% cost) at \$241,608.50;
- sanitary and sewer costs at \$3,750, to which Mr. Rector voiced his disagreement on sanitary and sewer costs involved which ought to have reflected more; thus, his intent to contact Mr. Booth in that regard;
- bond, testing and survey fees, and
- mobilization at \$25,000.

After Mr. La Venia indicated that the city could utilize the utility fund towards the costs previously cited, he addressed the plan, in response to

Commissioner Lewis' question, to contact SJRWMD on identifiable grants.

o Sewer

Following Mr. La Venia's plan to eliminate costs towards the new public works building and with reference to the new vactron purchase in addition to the handout on the complete onsite training for more than \$93,000, Mr. Bogle addressed his plan to work with the City of Leesburg, The Villages, and a plumbing company.

In response to Commissioner Ranize' inquiry on "pay Lady Lake \$20,000 per year for sewer disposal" and the anticipated date to connect the WWTP to the Town of Lady Lake, Mr. La Venia reported on Rainey Construction Company Inc.'s current pricing of the next phase in capital sewer improvements and Mr. Bogle addressed the plan to meet with the Town of Lady Lake's Utility Director on July 15, 2017 regarding the site survey.

Mr. Rector described the project, the process of completion and -- in response to Commissioner Bell's inquiry and in concurring with Mr. Bogle's comments -- the use of the city's current WWTP plant in compliance with the State of Florida Department of Environmental Protection.

Mr. La Venia reported on its anticipated completion date to be late 2018 and noted Ms. Geraci-Carver's current drafting of the water plan improvements and extension of WWTP lines construction agreement.

vi. Redevelopment Revenues – CRA

After Commissioner Bell requested a copy of the CRA boundary map, Commissioner Ranize asked for a current zoning map to be provided prior to the August 22, 2017 workshop (addressing the land development regulations).

vii. CIP

The CIP was addressed earlier during this evening's meeting.

4. OTHER BUSINESS

Mr. La Venia referred to the city commission's direction at its January 12, 2017 regular meeting authorizing staff to proceed with the architectural work on the public works building with Senatore Inc. which has since taken place. He pointed out the meeting held earlier this day with Mr. Jamie Senatore, Senatore Inc.; mentioned the provision of the public works building drawings which will be forthcoming, and recognized the road and street capital outlay project funds, buildings of \$350,000 set aside and Senatore's bill for \$650,000.

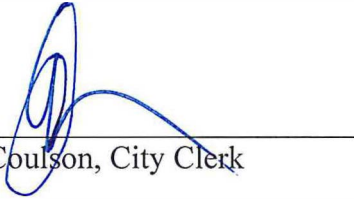
Mr. La Venia requested that the city commission inform him of the required expenditure to build the building which will be addressed in depth when the CIP is considered at July 13, 2017 budget workshop.

5. ADJOURNMENT

There being no further business, the meeting adjourned at 8:45 p.m.

The minutes were approved at the December 14, 2017 regular meeting.

Signed _____
Esther B. Coulson, City Clerk



Signed _____
Chris Cheshire, Mayor

