

**FRUITLAND PARK CITY COMMISSION
COMMUNITY REDEVELOPMENT AGENCY
MEETING AGENDA**

August 26, 2021

City Hall Commission Chambers
506 W. Berckman Street
Fruitland Park, Florida 34731

As Soon As Practical at 6:30 p.m.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES** (city clerk)
March 25, 2021 CRA meeting
- 4. COMMUNITY CENTER PAVERS QUOTES** (city manager/parks and recreation director)
Consider staff's recommendation on the paving installation quotes for the length of the community center building from Paradise Pavers & Coping LLC for \$17,284 and Deep South Scapes for \$18,543.
- 5. 2021 STREET REPAIR AND MAINTENANCE - PAVING PROPOSAL** (city manager/public works director)
Consider staff's recommendation on Paqco Inc. "Paquette Company" (piggyback contract with Lake County) for \$172,770.
- 6. CRA FINANCIAL STATEMENT SEPTEMBER 30, 2020 AND AUDIT ENGAGEMENT LETTER** (city treasurer)
Independent auditor's report from McDirmit Davis, CPA.
- 7. CRA BUDGET FY 2021-22** (city treasurer/city manager)
Motion to accept the CRA budget for FY 2021-22.
- 8. CRA REDEVELOPMENT PLAN DISCUSSION** (city manager)
Discussion on the CRA redevelopment plan – major goals, objectives and policies enacted by Ordinance 2021-001 to be incorporated into the land development regulations by 2025 for:
 - (a) Planning Review and Preliminary Streetscaping**
Berckman Street corridor, Dixie Avenue and CR 466A.
 - (b) Historical District Establishment**

9. PUBLIC COMMENTS

This section is reserved for members of the public to bring up matters of concern or opportunities for praise. Action may not be taken by the Community Redevelopment Agency at this meeting; however, questions may be answered by staff or issues may be referred for appropriate staff action.

Note: Pursuant to F.S. 286.0114 and the City of Fruitland Park's Public Participation Policy adopted by Resolution 2013-023, members of the public shall be given a reasonable opportunity to be heard on propositions before the CRA. Accordingly, comments, questions, and concerns regarding items listed on this agenda shall be received at the time the CRA addresses such items during this meeting. Pursuant to Resolution 2013-023, public comments are limited to three minutes.

10. UNFINISHED BUSINESS

11. 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 CRA 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.

**CITY OF FRUITLAND PARK
CRA AGENDA ITEM SUMMARY SHEET
Item Number: 3**

ITEM TITLE:	Draft CRA Meeting Minutes
For the Meeting of:	August 26, 2021
Submitted by:	City Clerk
Date Submitted:	August 18, 2021
Funds Required:	
Account Number:	
Amount Required:	N/A
Balance Remaining:	N/A
Attachments:	Draft meeting minutes
Item Description:	March 25, 2021 CRA Minutes
Action to be Taken:	Approve the meeting minutes as submitted, if there are no corrections.
Staff's Recommendation:	Approval
Additional Comments:	None
City Manager Review:	Yes
Mayor Authorization:	Yes

**FRUITLAND PARK COMMUNITY REDEVELOPMENT AGENCY
DRAFT MEETING MINUTES
March 25, 2021**

A Community Redevelopment Agency meeting was held at 506 W. Berckman Street, Fruitland Park, Florida 34731 on Thursday, March 25, 2021 at 6:15 p.m.

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

Member Absent: Commissioner Patrick DeGrave

Also Present: City Manager Gary La Venia, City Attorney Anita Geraci-Carver, City Treasurer Jeannine Racine; Police Chief Erik Luce; Public Works Director Robb Dicus; Library Director Jo-Ann Glendinning; Community Development Department Director Tracy Kelley; Deputy City Clerk Jabari Hopkins and City Clerk Esther B. Coulson.

1. CALL TO ORDER

ACTION: 6:09:23 p.m. Mayor Cheshire called the meeting to order.

2. ROLL CALL

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

ACTION: 6:09:33 p.m. No action was taken.

3. APPROVAL OF MINUTES

The CRA considered its action on the following:

- **July 23, 2020, regular meeting;**
- **August 13, 2020, special meeting,**
- **December 17, 2020, special meeting, and**
- **January 14, 2021, special meeting**

ACTION: 6:11:22 p.m. **On motion of Vice Mayor Gunter, seconded by Commissioner Bell and unanimously carried, the CRA approved the previously cited minutes as submitted.**

4. FY 2019-20 ANNUAL AND ACTIVITY REPORT

Ms. Racine reviewed the FY 2019-20 Annual and Activity Report total increase and taxable value \$29.36 million.

ACTION: 6:09:40 p.m. and 6:11:49 p.m. **On motion of Commissioner DeGrave, seconded by Commissioner Bell that the CRA accept the report as previously cited.**

5. CRA REDEVELOPMENT PLAN DISCUSSION

Discussion on CRA Redevelopment Plan Ordinance 2021-001 enacted at the January 14, 2021 regular meeting to update and reflect current records.

In acknowledging that the CRA currently identifies infrastructure as a general category, Mr. Greg A. Beliveau, LPG Urban and Regional Planners Inc., indicated that specific roadway projects are not required to be incorporated in the CRA redevelopment plan. In order for the plan to comply with the statutory requirements, he addressed the need to commence the process of reviewing and identifying the list of street paving projects in April 2021; consider same in the FY 2021/22 budget, and incorporate the respective projects into the plan as an addendum on an annual basis.

Commissioner DeGrave relayed his previous suggestions to Mr. La Venia to contact the Urban Land Institute (ULI) Central Florida Chapter (a large international land planning organization of which the city is a member) and find out the costs to retain its expert planning review and preliminary streetscaping of the public works building, in conjunction with the school property; the likelihood of extending part of or the entire Berckman Street corridor (and the boundaries outside the CRA district), and achieving the highest and best use in future acquisition of available and usable real estate properties.

Following much discussion, Mr. La Venia: conveyed the comments from Fruitland Park Elementary School Principal Tammy Langley at the Operation Bless Fruitland Park meeting held earlier this day on the school district's change in its priority list as a result of the county's population expansion and the potential impact to the construction plans for the year 2024/25 where approximately \$22 million was earmarked to relocate Fruitland Park Elementary School to Urick Street. He addressed the possibility of Benchmark Development I LLC's (who purchased the site on CR 466A from the school district) contacting them on what they would receive for the property.

After discussion, Mr. La Venia concurred with Commissioner Bell's request to invite Mr. Frederick "Fred" Schneider, Lake County Public Works Department Director, to provide an update.

ACTION: 6:12:01 p.m. Following much discussion and upon Commissioner DeGrave's suggestion, the CRA, by unanimous consent, directed the city manager to contact the Urban Land Institute Central Florida Chapter and obtain the costs of retaining its services to conduct a review of segments on Dixie Avenue, Berckman Street, and CR 466A within the CRA.

6. CRA FUNDS – STREET PAVING DISCUSSION

Mr. La Venia addressed the plan for Mr. Dicus to provide a list of street (paving) repair and maintenance for consideration.

ACTION: 6:42:30 p.m. No action was taken.

7. UNFINISHED BUSINESS

There was no unfinished business at this time.

ACTION: 6:43:21 p.m. No action was taken.

8. PUBLIC COMMENTS

There were no public comments at this time.

ACTION: 6:43:24 p.m. No action was taken.

9. ADJOURNMENT

There being no further business to come before the CRA at this time, **the meeting adjourned at 6:44 p.m.**

The minutes were approved at the August 26, 2021 meeting.

Signed _____
Esther B. Coulson, City Clerk, MMC

Signed _____
Chris Cheshire, Mayor

**CITY OF FRUITLAND PARK
CRA AGENDA ITEM SUMMARY SHEET
Item Number: 4**

ITEM TITLE: Recreation Center Paving Quotes
For the Meeting of: August 26, 2021
Submitted by: City Manager/Parks and Recreation Director
Date Submitted: August 18, 2021
Funds Required:
Account Number: 2051160636
Amount Required: N/A
Balance Remaining: N/A
Attachments: Quotes

Item Description: Recreation center paving installation quotes from Paradise Pavers & Coping, the low responsive and responsible bidder, for \$17,284 and Deep South Scapes for \$18,543.

Action to be Taken: Approve the CRA's recommendation

Staff's Recommendation: The lowest responsive and responsible bidder.

Additional Comments: None

City Manager Review: Yes

Mayor Authorization: Yes

Paradise Pavers & Coping, LLC

"Paving your way to Paradise!"

352.753.2156

Fax: 352-753-9884

P.O. Box 4 Lady Lake, FL 32158

www.paradisepaversandwalls.com

Customer: Michelle Yoder

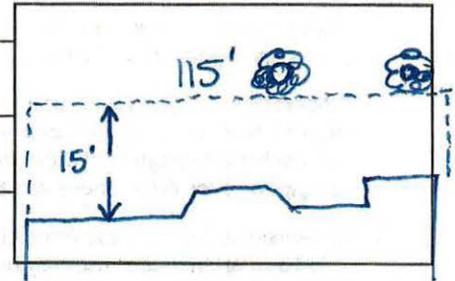
Phone: 771-3417

E-mail: Myoder@Fruitlandpark.org

Ship To: 205 W. Berckman St.

Fruitland Park, Fl.

Community Bld.



Description: Remove Sod + dirt as needed, prep area for 60mm pavers.

Provide, Install, + Seal 60mm on 15' x 115' area.

Seal pavers with two coats of w/B Sealer

Option - Install wall block on outside perimeter to hold proper grade.

Trees are very close + may be a Problems later down the road.

Product	Pattern/Color	Quantity	Price	Total
60mm	90°	1798¢	\$8. ⁰⁰	\$14,384. ⁰⁰
	Option - Wall Block	290 pcs.	\$10. ⁰⁰	\$2,900. ⁰⁰

THIN PAVERS MAY ALLOW SOME WATER INTRUSION INTO GARAGE. INITIAL: _____

CUSTOMER WILL BE CHARGED A 15% RESTOCKING FEE & \$300 FOR REFUSAL OF MATERIAL.

Sales Rep Signature: _____

Date: 7-27-2021

WE GLADLY ACCEPT
CASH, CHECK OR MONEY ORDERS
Total \$17,284.⁰⁰

Ship Charge Inc

50% Dep 0

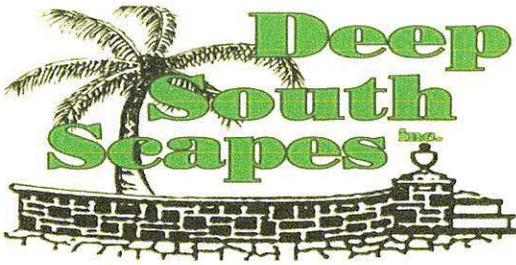
Bal Due \$17,284.⁰⁰

CONTRACT ACCEPTED:

THIS CONTRACT CONSTITUTES A BINDING AGREEMENT WITH PARADISE PAVERS & COPING. I HAVE ORDERED THE MERCHANDISE AND AGREE TO THE TERMS AND CONDITIONS OF THIS CONTRACT. THIS PRICE IS VALID FOR 30 DAYS

Customer Signature: _____

Date: _____



Sales Representative Mike Miller

Date 8/1/21

Email us at: deepsouthscapesinc@gmail.com

Contact us at: **352-409-8786**

Customer info:

Contact Michele Yoder

Phone 1-352-771 3417

Address _____

Alt. Phone _____

City, St, Zip Fruitland Park FL, 34731

Email _____

Description of work to be performed:

Install a 115'ft x 15'ft paver pad using 60mm thick pavers. Approximately 1,725 square feet of pavers over crushed concrete fine/base. 1,725 sqft x \$9.00 per sqft install = \$ (15,525)

Remove 1,725 sqft of organic material/sod @ \$1.75 per square ft = \$ (3,018)

Total \$18,543

Bid Proposal \$18,543

Date submitted: 8/1/21

Payment plan: Down payment of \$5,000

Final payment of \$13,543

Signature [Signature]

*This proposal may be subject to change if not accepted within _____ days.

Acceptance of Proposal

*The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to work as specified. Payments to be made as outlined above within _____ days of completion. All materials are sole ownership of Deep South Scapes Inc until final payment is made and can be removed at any time. Any additional work and/or changes in material size, color, dimension, or quantity may be subject to additional costs. Any organic material is not warranted to natural causes, and is subject to a 6 month period before removal.

Print Name _____

Date: / /

Signature _____

**CITY OF FRUITLAND PARK
CRA AGENDA ITEM SUMMARY SHEET
Item Number: 5**

ITEM TITLE: 2021 Street Repair and Maintenance and Paving Proposal

For the Meeting of: August 26, 2021

Submitted by: City Manager/Public Works Director

Date Submitted: August 18, 2021

Funds Required:

Account Numbers: 01541-60631, \$54,413-Roads and Streets
20511-60631, \$150,000, CRA

Amount Required: (see above)

Balance Remaining: N/A

Attachments: 2021 list, proposal and contract

Item Description: 2021 Street Repair and Maintenance and Paving Proposal Paqco Inc. "Paquette Company" (piggyback contract with Lake County) for \$172,770.

Action to be Taken: Approve the proposal

Staff's Recommendation: Approval

Additional Comments: None

City Manager Review: Yes

Mayor Authorization: Yes



PAQUETTE COMPANY

101 WEBER AVENUE
LEESBURG, FL 34748
PH. #(352) 365-0006 / FX. #(352) 315-0500

CITY OF FRUITLAND PARK - 2021

TO: **MR. ROBB DICUS**
[CITY OF FRUITLAND PARK](#)

PAQCO, Inc. proposes to furnish the following work, including all labor, materials and equipment - complete in accordance with the following:

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
1	HAMLET COURT (ENTIRE ROAD)	3,600	SY	\$9.00	\$32,400.00
2	VILLAGE COURT (ENTIRE ROAD)	1,210	SY	\$9.00	\$10,890.00
3	WEST CATABWA ST. (ROSE/COLLEGE)	1,430	SY	\$9.00	\$12,870.00
4	CINDY AVE (ENTIRE ROAD)	1,015	SY	\$9.00	\$9,135.00
5	PATRICIA AVE (ENTIRE ROAD)	2,050	SY	\$9.00	\$18,450.00
6	FOUNTAIN STREET (REMOVE AND REPLACE WITH 10" L.R. AND 2" SP-9.5) BASED ON 20' WIDE X 640' LONG \$97.75 A RUNNING FOOT	1,425	SY	\$43.00	\$61,275.00
7	FIX DEPRESSION AT LAKE ST	1	LS	\$750.00	\$750.00
8	FIX BAD AREA ON ARECA ST	1	LS	\$750.00	\$750.00
9	WEST HILLTOP ST (ENTIRE ROAD)	2,750	SY	\$9.00	\$24,750.00
10	RE STRIPING STOP BARS (PAINT)	1	LS	\$1,500.00	\$1,500.00
***	STREETS BID AS A WHOLE BASED ON 1 1/4" SP-9.5 ASPHALT				
***	INCLUDES TACK COAT				
***	INCLUDES TRAFFIC CONTROL AND PREPWORK PRIOR TO PAVING				
***	INCLUDES RE STRIPING PAVED AREAS				
***	MILLING JOINTS AND KEYWAYS INCLUDED				
			PROPOSAL TOTAL:		\$172,770.00

- A. Maintenance of traffic shall be the responsibility of the vendor, is part of the vendor's proposal price, and shall conform to FDOT's most current editions of "STANDARD PLANS FOR ROAD AND BRIDGE CONSTRUCTION" or FDOT's "ROADWAY AND TRAFFIC DESIGN STANDARDS", or Federal Highway Administration (FHWA) "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD)," and all supplemental specifications thereto. These documents can be ordered from FDOT, Maps and Publications Department, 605 Suwannee Street, Tallahassee, Florida 32399-0450, or by going to the FDOT website at: www.dot.state.fl.us/mapsandpublications.
- B. All costs associated with MOT must be included in the vendor's proposal price. No separate line items for MOT will be included in the cost estimate. If the vendor does not comply with the FDOT and the FHWA (i.e. signs, qualified flaggers, or barricades), the County reserves the right to direct the vendor to cease operation until deficiencies are corrected. In addition, no road closures shall be allowed except in the case of emergencies.
1. All lane closures shall have the prior approval of the County's Project Manager.
 2. The foregoing above requirements are to be considered as minimum and the vendor's compliance shall in no way relieve the vendor of final responsibility for providing adequate traffic control devices for the protection of the public and vendor's employees throughout the work area.
 3. The use of public roads and streets by the vendor shall provide a minimal inconvenience to the public and traffic. Furthermore, if the vendor is utilizing the road by driving the slow moving equipment, the operator shall allow no more than three (3) vehicles to be backed up behind them at any time before pulling to the side to let traffic pass.

DAMAGE

All items damaged as a result of the vendor or subcontractor operations, such as but not limited to, sidewalks, seating, curbs, pipes, drains, water mains, pavement, mailboxes, turf, etc., shall be either repaired or replaced by the vendor, at its expense, in a manner prescribed by and at the sole satisfaction of the Project Manager. Any invoices submitted to the County which are determined to be the result of damage done by the vendor, shall be the responsibility of the vendor. County reserves the right to pay any such invoices and deduct such costs from the vendor's invoice. Repairs, or receipt of repairs, shall be completed and submitted to the County prior to submission of the vendor's invoice for work accomplished.

If the vendor damages a County sign or other property owned by the County, it shall be the responsibility of the vendor to repair the item back to the original condition. If the repair is not in accordance with County standards, the County shall repair the item and deduct the associated cost from the amount due the vendor.

Complaints shall be addressed by the vendor within forty-eight (48) hours and a written report shall be submitted to the Project Manager outlining actions taken to correct the complaint. The vendor shall notify the Project Manager immediately of any complaints given directly to the vendor.

EQUIPMENT

The vendor shall furnish equipment of a type and quantity to perform the work satisfactorily within the time specified herein this solicitation. If, in the opinion of the County Project Manager, the vendor has insufficient equipment on the job to satisfactorily complete the work within the required time, the vendor shall provide additional equipment as directed by the County Project Manager.

County reserves the right to inspect and approve all equipment before it is placed in service. If at any time the County Project Manager determines that any equipment is deficient in any way, the vendor shall remove the equipment from service immediately, and the equipment shall remain out of service until the deficiency is corrected to the satisfaction of the County Project Manager. Inspection and approval of the vendor's equipment by the County Project Manager shall not relieve the vendor of responsibility or liability for injury to persons or damage to property caused by the operation of the vendor's equipment, nor shall it relieve the vendor of the responsibility to meet the established time for the completion.

QUALITY CONTROL/CORING

At the discretion of the County, an independent testing firm may be obtained by the County to take coring samples from the repaired areas. The County will have the option of completing one (1) core per repaired area and one (1) core per every ten (10) square yards of repair if the size of the repair is greater than ten (10) square yards. If it is determined that the repairs meet the specifications as outlined within, the County will bear the cost of the coring. If it is determined that the work does not meet the specifications as outlined within, the vendor will be responsible for the cost associated with the coring and shall be responsible to make the necessary corrections to the work to meet the specifications. The cost incurred by the County for the coring will be deducted from the submitted invoice.

SUBCONTRACTOR/MATERIAL SUPPLIERS

If subcontractors or materials suppliers are to be used by the vendor, the vendor must provide a listing of such subcontractors and materials suppliers with the vendor's acceptance of the Notice to Proceed. The listing must include the name of each subcontractor/material supplier proposed, the work or the material the subcontractor/material supplier will provide, and the percentage of the overall proposed project. Prior to final payment to the vendor, vendor must provide Certification of Payment to Subcontractors/Materials Suppliers before the invoice is processed and paid.

EMERGENCIES

The vendor shall have a responsible person available at or reasonably near the County on a twenty-four (24) hour basis, seven (7) days a week, who may be contacted in emergencies and in cases where immediate action must be taken to maintain traffic or to handle any other problem that might arise. The vendor's responsible person for supervision of emergencies shall speak and understand, both verbally and in writing, the English language. The vendor shall submit to the County Project Manager, the phone numbers and names of personnel designated to be contacted in cases of emergencies. Included in this list shall be twenty-four (24) hour contact phone numbers for all subcontractors, if any, performing work under this agreement. This list shall contain the name of their supervisors responsible for work pertaining to this contract.

SAFETY

All standard equipment, work operations, safety equipment, personal protective equipment, and lighting required or mandated by State, Federal, OSHA, or ADA regulations must be provided. Any safety devices installed by the manufacturer must be in place and in proper working order at all times. If the County Project Manager determines that equipment is deficient in safety devices, the vendor will be notified immediately. The vendor must immediately repair or remove the equipment from service until the deficiency is corrected to the satisfaction of the County Project Manager.

The County Project Manager will periodically monitor work site for safety. Should there be safety or health violations, the County Project Manager has the authority, but not the duty, to require the vendor to correct the violation in an expeditious manner. If there is any situation deemed unsafe by the County Project Manager, the project must be shut down immediately upon notice and must not resume work until the unsafe condition has been remedied.

Should the work site be in a hazardous area, the County will take reasonable actions to furnish the vendor with information concerning hazards such as types or identification of known toxic material, machine hazards, Material Safety Data Sheets (MSDS), or any other information that would assist the vendor in the planning of a safe work site. The vendor retains the ultimate responsibility to ensure all work is performed in a manner consistent with all applicable safety standards and directives.

The vendor must be aware that while working for the County, representatives from agencies such as the United States Department of Labor, Occupational Safety and Health Administration (OSHA) are invitees and need not have warrants or permission to enter the work site.

The vendor must designate a competent person who can communicate with all personnel of its organization whose duty shall be the prevention of accidents at the site. This person will be the vendor's Project Foreman unless otherwise designated in writing by the vendor to the County. All communications to the Project Foreman will be as binding as if given to the vendor.

HAZARDOUS MATERIALS

The vendor is responsible for notifying the County Project Manager of any hazardous materials used by the vendor on the work site and providing the County Project Manager with a copy of the Material Safety Data Sheets (MSDS) as required by federal law, as applicable. A copy of the Material Safety Data Sheets (MSDS) must be kept on the project work site at all times.

Any spillage of hazardous materials must be reported immediately to the County Project Manager and cleaned up in accordance with all Local, State and Federal Regulations. The clean-up cost of any spillage of hazardous materials caused by the vendor will be the sole responsibility of the vendor. A copy of a complete report showing compliance with local, state, and federal agencies must be given to the County Project Manager.

If any hazardous materials or conditions are discovered during normal operations, it is the responsibility of the vendor to immediately contact the County Project Manager with a description and the location of the condition.

LIQUIDATED DAMAGES

The County and the vendor recognize that, since time is of the essence for services as part of the contract, the County could suffer financial loss if the work is not completed within the time specified.

The County will be entitled to assess charges, as liquidated damages, but not as a penalty, for each calendar day after the scheduled completion date. The project will be deemed to be completed on the date it is accepted by the County Project Manager. The vendor hereby expressly waives and relinquishes any right which it may have to seek to characterize the above-noted liquidated damages as a penalty. The parties agree that the liquidated damages sum represents a fair and reasonable estimate of the County's actual damages at the time of contracting if the vendor fails to complete the work in a timely manner. The liquidated damages will be as follows:

Specific Project Amount	Daily Charge Per Calendar Day
\$5,000 and under	\$25
Over \$5,000 but less than \$10,000	\$75
\$10,000 or more but less than \$20,000	\$150
\$20,000 or more but less than \$30,000	\$250
\$30,000 or more but less than \$40,000	\$350
\$40,000 or more but less than \$50,000	\$450
Over \$50,000 but less than \$250,000	\$544

Any vendor that is in default for not completing the work within the time specified will be removed from the bidder's list, at the option of the County, and not permitted to bid work for Lake County until the project is complete and the liquidated damages sum is satisfied.

The County will retain from the compensation to be paid to the vendor the above described sum. If the vendor continues to fail to complete any or all remaining scheduled work, the County will charge the vendor any additional costs that would be incurred over and above the original contract cost. This amount will be considered a minimum to complete all remedial work, correct deficient work, clean up the project and other miscellaneous tasks as required to complete all work specified. This amount is in addition to the liquidated damages prescribed above and will not be construed as a penalty.

WORK ACCEPTANCE

Upon written notice from the vendor that the work is complete, the County Project Manager will make a final inspection with the vendor and will notify the vendor in writing of any deficiencies in the project. The vendor must correct all deficiencies before final acceptance and payment is made. If the deficiency is not properly corrected and there is a third inspection, the County will assess an eighty-dollar (\$80.00) fee to the vendor. The eighty-dollar (\$80.00) fee will be assessed for every re-inspection. The fee is assessed to offset the additional County labor costs and vehicle usage required for unnecessary inspections and the fee will be deducted from the final invoice.

WARRANTY

All work performed under the contract must be warranted to provide, at a minimum, the specified performance criteria for a period of at least eighteen (18) months after completion of the project and acceptance by the County. Acceptability of this work will be determined based on both end-result and performance-based criteria. Performance criteria are as follows: Fatigue (Alligator) Cracking: Replace any segment that has a fatigue cracking condition rating exceeding the low severity level for more than ten percent (10%) of the pavement surface area in any segment during the warranty period. Rutting: Replace the segment where any rutting resulting from failure of the base is more than one-half (1/2) inch depth as measured with a 10-foot long straightedge. Potholes: The vendor will be responsible for the repair of any potholes that emerge in the surface area. If the

surface area of all potholes totals five percent (5%) or more of the segment's surface area, the vendor must replace the segment.

It is the County's responsibility to monitor warranted work to determine the performance. This includes performance of tests, recording observations, providing the vendor with access to this information, and notifying the vendor in writing of any required warranty work.

It is the vendor's responsibility to supply all material, labor, equipment and expertise to perform warranty work at no additional cost to the County. The vendor must provide the County with certification that all materials, mixtures, and workmanship meet or exceed the requirements specified in this solicitation. The vendor must complete all warranty repairs and permanent replacement as directed by the County, maintaining traffic control as specified in this solicitation. The vendor must repair the areas within thirty (30) calendar days from notification by the County. In the event of any failure of the repaired area, in accordance with the performance criteria in this solicitation, the County and the vendor will determine if the failure is due to the materials or workmanship being at fault. If the failure is due to the materials or workmanship being at fault, the vendor must repair the failed areas at no cost to the County. In cases where the failure resulted from drainage problems or an unexpected increase in traffic/truck equivalent single axle loadings (ESALs), then the County will be responsible for any needed repairs at no cost to the vendor. In cases where the overlay was inadequate or poorly constructed by the vendor, then the vendor must replace the defective area utilizing overlay as specified in this solicitation, at no cost to the County.

ATTACHMENT B – ADDENDUMS



OFFICE OF PROCUREMENT SERVICES
315 WEST MAIN STREET, SUITE 441
PO BOX 7800
TAVARES FL 32778-7800

PHONE: (352) 343-9839
FAX: (352) 343-9473

ADDENDUM NO. 2

Date: March 28, 2019

Invitation to Bid (ITB) 19-0921

On-Call Pavement and Base Repair Contractor

It is the vendor's responsibility to ensure their receipt of all addenda, and to clearly acknowledge all addenda within their initial bid or proposal response. Acknowledgement may be confirmed either by inclusion of a signed copy of this addendum with their response by completion and/or return of the addendum acknowledgement section of the solicitation. Failure to acknowledge each addendum may prevent the bid or proposal from being considered for award.

This addendum DOES NOT change the date for receipt of bids.

Questions/Answers:

Q1. Striping of thermoplastic, most striping firms, will not place thermo until the asphalt has cured at least 14 days. The bid has no provision for temporary paint until thermo can be placed. Please confirm that the intent is to place thermoplastic and not paint. And please confirm where to price the temporary paint if thermoplastic is the basis of the bid?

A1. The provision for temporary or permanent paint will be identified per project as stated in Section 2 – Statement of Work – Striping

“Unless otherwise directed by the County Project Manager, all pavement markings must be installed to meet existing layout and must be included as a separate unit cost item on the Notice to Proceed.”

The vendor shall supply a cost to install temporary paint and thermoplastic markings. This cost shall be listed on the “Total Price” column and include all costs associated in the temporary paint and thermoplastic markings on the newly attached pricing sheet titled “Pavement Markings”.

Addendum to Modify the below section with the highlighted inserts and changes.

Section 2 – Statement of Work – Notice to Proceed

NOTICE TO PROCEED

All work must be ordered by the County Project Manager with a Notice to Proceed.

The vendor will have sixty (60) calendar days to COMPLETE the project from the date of receipt of the work request regardless of the amount of work described unless otherwise stated on the Notice to Proceed. A fourteen (14) day asphalt cure time shall be allowed in addition to the sixty (60) calendar days to complete the project for the placement of thermoplastic striping. No additional days will be provided for normal weather delays. Average number of days of rainfall will be determined by the Southeast Regional Climate Center which can be found at the following link:

Section 2 – Statement of Work – Striping

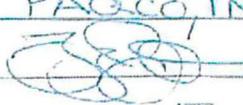
STRIPING

Unless otherwise directed by the County Project Manager, all pavement markings must be installed to meet the existing layout and must be included as a separate unit cost item on the Notice to Proceed. It is the responsibility of the vendor to ensure the current (before resurfacing) striping layout is recorded so that the same layout is placed on the newly resurfaced road, unless the County supplies a new pattern to be used. Any striping installed in a different layout than the previously existing must be removed and replaced by the vendor at no additional cost to the County unless previously directed in writing.

Any pavement markings that are disturbed as part of the base repair must be replaced as directed by the County Project Manager. A fourteen (14) day asphalt cure time will be allowed in addition to the sixty (60) calendar days to complete the project for the placement of thermoplastic striping. All pavement marking work will be performed in accordance with the requirements of the latest edition of the following manuals and publications, including, but not limited to: the Florida Department of Transportation "Standard Plans for Road and Bridge Construction" and the Federal Highway Administration "Manual of Uniform Traffic Control Devices".

The Revised Bid Form above Line 21 refers to "Permanent Thermoplastic Striping", however, it should refer to "PAVEMENT MARKINGS". I am attaching a new Bid Form titled Final Bid Form to be used for your response to this solicitation.

Acknowledgement of Addendum:

Firm Name: PAQCO, INC Date: 3-28-19
Signature:  Title: Vice President
Typed/Printed Name: FAY PAQUETTE

ATTACHMENT C –PRICING SCHEDULE

CONTRACTOR agrees to provide services to the COUNTY, pursuant to the terms and conditions of this Agreement, under the following pricing schedule:

FINAL BID FORM

Item No.	Description	UOM	Price Per Unit	Estimated Usage	Total Price
1	Mobilization/Demobilization Charge	EACH	\$1,750.00	20	\$35,000.00
2	Portable Changeable (Variable) Message Signs	EACH DAY	\$800.00	10	\$8,000.00
3	Base Repair (10-20 SY)	SQUARE YARD	\$60.00	200	\$12,000.00
4	Base Repair (>20-50 SY)	SQUARE YARD	\$50.00	500	\$25,000.00
5	Base Repair (>50-100 SY)	SQUARE YARD	\$40.00	400	\$16,000.00
6	Base Repair (>100-200 SY)	SQUARE YARD	\$33.50	1500	\$50,250.00
7	Base Repair (>200 SY)	SQUARE YARD	\$27.50	1000	\$27,500.00
8	Additional one inch per SY for limerock to be installed	SQUARE YARD	\$2.00	50	\$100.00
9	Milling (10-20 SY)	SQUARE YARD	\$35.00	25	\$875.00
10	Milling (>20-50 SY)	SQUARE YARD	\$28.00	50	\$1,400.00
11	Milling (>50-100 SY)	SQUARE YARD	\$25.00	100	\$2,500.00
12	Milling (>100-200 SY)	SQUARE YARD	\$22.50	500	\$11,250.00
13	Milling (>200 SY)	SQUARE YARD	\$20.00	1500	\$30,000.00
14	Asphalt Repair (10-20 SY)	SQUARE YARD	\$17.50	225	\$3,937.50
15	Asphalt Repair (>20-50 SY)	SQUARE YARD	\$15.00	550	\$8,250.00
16	Asphalt Repair (>50-100 SY)	SQUARE YARD	\$14.00	500	\$7,000.00
17	Asphalt Repair (>100-200 SY)	SQUARE YARD	\$12.50	2000	\$25,000.00
18	Asphalt Repair (>200 SY)	SQUARE YARD	\$12.50	2500	\$25,000.00
19	Additional one inch per SY for asphalt to be installed	SQUARE YARD	\$8.75	500	\$4,375.00

RET
\$1,850.00

AGR BETWEEN LAKE COUNTY AND ADVANCED PLANNING CONSULTANTS FOR ON-CALL EMERGENCY MANG CONSULTING, 19-0913

20	Asphalt Per Ton	TON	\$130.00	5,000	\$ 650,000.00
PAVEMENT MARKINGS					
21	4-Inch White Line	LINEAR FOOT	\$ 1.50	125	\$ 187.50
22	4-Inch Yellow Line	LINEAR FOOT	\$ 1.50	125	\$ 187.50
23	6-Inch White Line	LINEAR FOOT	\$ 1.75	2,500	\$ 4,375.00
24	6-Inch Yellow Line	LINEAR FOOT	\$ 1.75	2,500	\$ 4,375.00
25	18-Inch White Line For Gore Areas	LINEAR FOOT	\$ 3.50	500	\$ 1,750.00
26	18-Inch Yellow Line for Gore Areas	LINEAR FOOT	\$ 3.50	500	\$ 1,750.00
27	Symbol - Single Arrow*	EACH	\$ 80.00	5	\$ 400.00
28	Symbol - Combination Arrow*	EACH	\$ 115.00	5	\$ 575.00
29	Message - School*	EACH	\$ 215.00	5	\$ 1,075.00
30	Message - Railroad Crossing*	EACH	\$ 215.00	5	\$ 1,075.00
31	Message - Only*	EACH	\$ 115.00	5	\$ 575.00
32	Message - Merge*	EACH	\$ 150.00	5	\$ 750.00
33	Message - Stop*	EACH	\$ 150.00	5	\$ 750.00
34	Message Miscellaneous, 4-6 Letters	EACH	\$ 150.00	5	\$ 750.00
35	24-Inch White Stop Bar	EACH	\$ 100.00	20	\$ 2,000.00
36	Raised Pavement Markings	EACH	\$ 6.50	500	\$ 3,250.00
Additional Items					
37	Night Work Charge (Including Lights)	EACH HOUR	\$ 300.00	40	\$ 12,000.00

AGR BETWEEN LAKE COUNTY AND ADVANCED PLANNING CONSULTANTS FOR ON-CALL EMERGENCY
MANG CONSULTING, 19-0913

38	Cost Per Day for Law Enforcement Officer To Asslat With MOT - 8 Hour Shift; Only Used If Project Manager Requests Service	DAY	\$400 ⁰⁰	\$	\$2,000.00	
Grand Total					\$200,012.50	RAT \$987,512.50



506 W. Berckman St. | Fruitland Park, FL 34731

Ph: 352-360-6727

Fax: 352-360-6686

Gary,

After discussion with Fay Paquette yesterday I have finalized a list of roads to be paved this year that you can present to the city commission for approval. The list is as follows.

- 1) Hamlet Ct.
- 2) Village Ct.
- 3) West Catabwa St. between Rose Ave. and College Ave.
- 4) Cindy Ave.
- 5) Patricia Ave.
- 6) Fountain Street from Rose Ave. to College Ave.
- 7) Fix Depression on Lake St.
- 8) Fix Bad area on Areca. St
- 9) West Hilltop St.

It should be noted that Fountain St. would be a total rebuild of the road which would include removing existing sub-base and reworking with lime rock to stabilize the road to carry the weight of the public buses and firetrucks that travel this road frequently and that the repaving of West Hilltop St. would have to be paid with funds outside of the CRA.

I feel that this will be a close representation of the funds we have available but I will add or delete roads depending on where the pricing comes in on these roads.

Robb Dicus

Public Works Director

From: [Robb Dicus](#)
To: [Esther Coulson](#)
Cc: [Gary La Venia](#)
Subject: FW: Street Repair & Maintenance.xlsx
Date: Tuesday, June 22, 2021 2:55:24 PM
Attachments: [Street Repair & Maintenance.xlsx](#)
[image001.png](#)
[image002.png](#)

Esther,

I have attached an Excel Spreadsheet (as you requested for your records) that has all city roads, linear feet, miles of roadway and last known paving activities that we are aware of listed. One tab includes all roads in the Villages section of town and one tab includes all roads in the historical side of the city.



Robb Dicus

Public Works Director
City of Fruitland Park

rdicus@fruitlandpark.org
Office: (352) 360-6795
Cell: (352) 308-6651

From: Sue Parker
Sent: Tuesday, June 22, 2021 2:48 PM
To: Robb Dicus
Subject: Street Repair & Maintenance.xlsx

Per your request.

Sue



City of Fruitland Park

Susan Parker
Administrative Assistant to Public Works
City of Fruitland Park
202 W. Berckman Street
Fruitland Park, FL 34731
352-801-7071

Under Florida Law, § s. 668..0676, F.S., e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not sent electronic mail to The City of Fruitland Park. Instead contact the city by telephone or in writing.

**CITY OF FRUITLAND PARK
CRA AGENDA ITEM SUMMARY SHEET
Revised Item Number: 6**

ITEM TITLE: September 30, 2020 Financial Statement and Audit Engagement Letter

For the Meeting of: August 26, 2021

Submitted by: City Treasurer

Date Submitted: March 13, 2021

Funds Required:

Account Number:

Amount Required: N/A

Balance Remaining: N/A

Attachments: Financial Statement and Audit Engagement Letter (replaced)

Item Description: September 30, 2020 Financial Statement and Audit Engagement Letter from McDirmit Davis, CPA.

Action to be Taken: Approve.

Staff's Recommendation: Approval

Additional Comments: None

City Manager Review: Yes

Mayor Authorization: Yes

Annual Financial Report

September 30, 2020



**City of Fruitland Park, Florida
Community Redevelopment Agency**

Introductory Section

City of Fruitland Park, Florida Community Redevelopment Agency
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Financial Section



INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and CRA Commission
City of Fruitland Park Community Redevelopment Agency, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, and each major fund, of the *City of Fruitland Park, Florida Community Redevelopment Agency (the "CRA")*, a component unit of the City of Fruitland Park, as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the CRA's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting principles used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, and each major fund, of the City of Fruitland Park Community Redevelopment Agency, as of September 30, 2020, and the respective changes in financial position, and the respective budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 3 through 7 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated April 8, 2021 on our consideration of *City of Fruitland Park Community Redevelopment Agency's* internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering *City of Fruitland Park Community Redevelopment Agency's* internal control over financial reporting and compliance.



Orlando, Florida
April 8, 2021

As management of the *City of Fruitland Park Community Redevelopment Agency* (the "CRA") we offer readers of the CRA's financial statements this narrative overview and analysis of the financial activities of the CRA for the fiscal year ended September 30, 2020. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in our letter of transmittal.

Financial Highlights

- The assets of the CRA exceeded its liabilities at the close of the most recent fiscal year by \$308,981 (net position).
- The government's total net position increased by \$158,427.
- At the close of the current fiscal year, the CRA's governmental fund reported ending fund balance of \$308,981, an increase of \$158,427 in comparison with the prior year. All of this amount is restricted for community redevelopment within the boundaries of the CRA.
- At the end of the current fiscal year, fund balance for the general fund was 104% of total general fund expenditures.

Overview of the Financial Statements

The financial statements focus on both the CRA as a whole (government-wide) and on the individual fund. Both perspectives (government-wide and fund) allow the user to address relevant questions, broaden a basis for comparison (year-to-year or government-to-government) and enhance the CRA's accountability.

This discussion and analysis are intended to serve as an introduction to the CRA basic financial statements. The CRA's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of CRA's financial position, in a manner similar to a private-sector business. They include a *Statement of Net Position* and a *Statement of Activities*.

The *Statement of Net Position* presents information on all of the CRA's assets, liabilities, and deferred inflows/outflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the CRA is improving or deteriorating.

The *Statement of Activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the CRA that are principally supported by taxes and intergovernmental revenues (*governmental activities*).

The government-wide financial statements include only the CRA itself (known as the *primary government*).

The government-wide financial statements can be found on pages 8 - 9 of this report.

Fund Financial Statements

A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The CRA, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The general fund of the CRA is categorized as a governmental fund.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund Balance Sheet and the governmental fund Statement of Revenues, Expenditures, and Changes in Fund Balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The CRA adopts an annual appropriated budget for its general fund. The budgetary comparison statement has been provided for the General Fund to demonstrate compliance with this budget at page 12.

The basic governmental fund financial statements can be found on pages 10 - 11 of this report.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to financial statements can be found on pages 13 - 20 of this report.

Government-Wide Financial Analysis

Statement of Net Position

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the CRA, assets exceeded liabilities by \$308,981 at the close of the most recent fiscal year. The following table reflects the condensed statement of net position for the current and prior year. For more detail see the Statement of Net Position on page 8.

City of Fruitland Park Community Redevelopment Agency

Statement of Net Position

	Governmental Activities	
	2020	2019
Assets:		
Current and other assets	\$ 377,699	\$ 266,844
Total assets	377,699	266,844
Liabilities:		
Other liabilities	68,718	116,290
Total liabilities	68,718	116,290
Net Position:		
Restricted	308,981	150,554
Total net position	\$ 308,981	\$ 150,554

Net position that are subject to external restrictions as to how they may be used total \$308,981 (100%).

The CRA's net position increased by \$158,427 during the current fiscal year. The following table reflects the condensed Statement of Activities for the current year. For more detail see the Statement of Activities on page 9.

City of Fruitland Park Community Redevelopment Agency
Changes in Net Position

	Governmental Activities	
	2020	2019
Revenues:		
General Revenues		
Property taxes	\$ 451,535	\$ 333,847
Investment income and miscellaneous	4,298	4,412
Total revenues	455,833	338,259
Expenses:		
General government	297,406	212,634
Total expenses	297,406	212,634
Increase (decrease) in net position	158,427	125,625
Net position, October 1	150,554	24,929
Net position, September 30	\$ 308,981	\$ 150,554

Governmental Activities

Governmental activities increased the CRA net position by \$158,427. This was primarily due to increases in property values.

Financial Analysis of the Government's Funds

As noted earlier, the CRA used fund accounting to ensure and demonstrate compliance with finance-related requirements.

Governmental Funds

The focus of the CRA's *governmental fund* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the CRA's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the CRA's general fund reported combined ending fund balances of \$308,981, an increase of \$158,427 in comparison with the prior year. The entire fund balance is restricted for community development within the boundaries of the CRA.

General Fund Budgetary Highlights

During the year, actual revenues were \$800 less than budgeted revenues and actual expenditures were \$159,227 less than budgeted expenditures. Expenses were lower than budgeted primarily due to anticipated capital projects that were delayed due to uncertainties caused by the COVID-19 pandemic.

Next Year's Budget and Rates

During the next fiscal year, the CRA is expecting to incur enough revenues to cover expenditures.

Requests for Information

This financial report is designed to provide a general overview of the CRA's finances for all those with an interest in the government's finances. Questions concerning any of the information should be addressed to the office of the Finance Director, *City of Fruitland Park Community Redevelopment Agency*, 506 W. Berkman Street, Fruitland Park, Florida 34731.

Basic Financial Statements

City of Fruitland Park, Florida Community Redevelopment Agency
Statement of Net Position
September 30, 2020

	Governmental Activities
Assets:	
Cash and cash equivalents	\$ 277,699
Investments	100,000
Total assets	<u>377,699</u>
Liabilities:	
Accounts payable and accrued expenses	67,964
Deposits payable	754
Total liabilities	<u>68,718</u>
Net Position:	
Restricted for community redevelopment	308,981
Total net position	<u>\$ 308,981</u>

City of Fruitland Park, Florida Community Redevelopment Agency
Statement of Activities
For the Year Ended September 30, 2020

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Net (Expense) Revenue and Changes in Net Position</u>
Primary Government		
Governmental Activities:		
General Government	\$ 297,406	\$ (297,406)
Total governmental activities	<u>297,406</u>	<u>(297,406)</u>
General Revenues:		
Property taxes		451,535
Unrestricted investment earnings		4,298
Total general revenues		<u>455,833</u>
Change in net position		158,427
Net position, beginning		<u>150,554</u>
Net position, ending		<u><u>\$ 308,981</u></u>

City of Fruitland Park, Florida Community Redevelopment Agency
Balance Sheet
Governmental Funds
September 30, 2020

	<u>General Fund</u>
Assets:	
Cash and cash equivalents	\$ 277,699
Investments	<u>100,000</u>
Total assets	<u>\$ 377,699</u>
Liabilities:	
Accounts payable	\$ 67,964
Deposits payable	<u>754</u>
Total liabilities	<u>68,718</u>
Fund Balances:	
Restricted for community redevelopment	<u>308,981</u>
Total fund balances	<u>308,981</u>
Total liabilities and fund balances	<u>\$ 377,699</u>

City of Fruitland Park, Florida Community Redevelopment Agency
Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the Year Ended September 30, 2020

	<u>General Fund</u>
Revenues:	
Property taxes	\$ 451,535
Investment earnings	4,298
Total revenues	<u>455,833</u>
Expenditures:	
Current:	
General government	40,208
Capital outlay	257,198
Total expenditures	<u>297,406</u>
Excess (deficiency) of revenues over expenditures	<u>158,427</u>
Net change in fund balances	158,427
Fund balances, beginning	<u>150,554</u>
Fund balances, ending	<u><u>\$ 308,981</u></u>

City of Fruitland Park, Florida Community Redevelopment Agency
Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
General Fund
For the Year Ended September 30, 2020

	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final		
Revenues:				
Taxes:				
Property taxes	\$ 455,359	\$ 455,359	\$ 451,535	\$ (3,824)
Investment earnings	1,274	1,274	4,298	3,024
Total revenues	456,633	456,633	455,833	(800)
Expenditures:				
Current:				
General government	96,633	96,633	40,208	56,425
Capital outlay	360,000	360,000	257,198	102,802
Total expenditures	456,633	456,633	297,406	159,227
Excess (deficiency) of revenues over expenditures	-	-	158,427	158,427
Net change in fund balances	-	-	158,427	158,427
Fund balance, beginning	150,554	150,554	150,554	-
Fund balance, ending	\$ 150,554	\$ 150,554	\$ 308,981	\$ 158,427

Notes to Financial Statements

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The *City of Fruitland Park* (the "City") is a political subdivision of the state of Florida located in Lake County. The City created the Community Redevelopment Agency (the "CRA") in March of 1995. This is a dependent taxing district established in accordance with Chapter 163, Part III, Florida Statutes. Notification to affected taxing agency was done in compliance with Chapter 163.346, Part III, Florida Statutes. The incremental annual increase in tax over the base years will be used to fund projects designed to enhance and improve the described area. The CRA Commission, being the duly elected governmental body for the designated area, passed Resolution 95-012, which established the *City of Fruitland Park Community Redevelopment Agency* as the Redevelopment Agency for the purpose of carrying out the community redevelopment programs and plans within the area and adopted a community development redevelopment plan. Through Ordinance 95-001 the CRA established the Community Redevelopment Trust Fund to account for all transactions generated by this special revenue fund. In September 2006, the CRA adopted Resolution 2006-022 to expand the CRA boundaries and modified the redevelopment plan.

In evaluating how to define the government, for financial reporting purposes, the CRA has considered all potential component units. The definition of the reporting entity is based primarily on the notion of financial accountability. A primary government is financially accountable for the organizations that make up its legal entity. It is also financially accountable for legally separate organizations if its officials appoint a voting majority of an organization's governing body, and either it is able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to, or to impose specific financial burdens on, the primary government. A primary government may also be financially accountable for governmental organizations that are fiscally dependent on it.

A primary government has the ability to impose its will on an organization if it can significantly influence the programs, projects or activities of, or the level of services performed or provided by, the organization. A financial benefit or burden relationship exists if the primary government (a) is entitled to the organizations' resources; (b) is legally obligated or has otherwise assumed the obligation to finance the deficits of, or provide financial support to, the organization; or (c) is obligated in some manner for the debt of the organization. In applying the above criteria, the CRA is a component unity of the City.

Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the CRA. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 90 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the CRA.

The government reports the following funds:

General Fund - established as a dependent taxing district of the City. The incremental annual increase in tax over the base years will be used to fund projects designed to enhance and improve the described area.

Amounts reported as *program revenues* include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, then unrestricted resources as they are needed.

Assets, Liabilities, Deferred Outflows/Inflows and Net Position/Fund Balance

Deposits and Investments

The government's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

Investments of the CRA are reported at fair value and are categorized within the fair value hierarchy established in accordance with GASB Statement No. 72, *Fair Value Measurement and Application*. The CRA's investments consist of investments authorized per their investment policy, adopted in accordance with Section 218.415, Florida Statutes.

Receivables and Payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds". Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances".

Advances between funds, as reported in the fund financial statements, are offset by a non-spendable fund balance in applicable governmental funds to indicate that they are not available for appropriation and are not expendable available financial resources.

All receivables are shown net of an allowance for uncollectable amounts.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

The CRA's primary source of revenue is tax-increment funds. This revenue is computed by applying the respective operating tax rates for the City and the County, multiplied by increased value of property located within the boundaries of the redevelopment areas of the CRA in excess of the base property value, minus 5%. The City and the County, are required to fund this amount annually without regard to tax collections or other obligations.

Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the CRA's capitalization policy as assets with an initial, individual cost of \$500 or more and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation. Any assets purchased with CRA funds are conveyed to the City for ownership and maintenance. As a result, the CRA does not own any capital assets at September 30, 2020.

Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, governmental fund types recognize bond premiums and discounts during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. The CRA has no items that qualify for reporting in this category.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The CRA has no items that qualify for reporting in this category.

Net Position Flow Assumptions

Sometimes the CRA will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the government-wide and proprietary fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. It is the CRA's policy to consider restricted net position to have been depleted before unrestricted net position is applied.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fund Balance Flow Assumptions

Sometimes the CRA will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balances). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. It is the CRA's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

Fund Balance Policies

Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The CRA itself can establish limitations on the use of resources through either a commitment (committed fund balance) or an assignment (assigned fund balance).

The committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the CRA's highest level of decision-making authority. The Commission is the highest level of decision-making authority for the CRA that can, by adoption of an ordinance prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the ordinance remains in place until a similar action is taken (the adoption of another ordinance) to remove or revise the limitation.

Amounts in the assigned fund balance classification are intended to be used by the CRA for specific purposes but do not meet the criteria to be classified as committed. The commission has maintained authority to assign fund balance. The commission may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment.

Use of Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities and disclosure of contingent assets and liabilities as of the financial statement date and the reported amounts of revenues and expenses or expenditures during the reporting period. Actual results could differ from those estimates.

New Accounting Standards

In fiscal year 2020, the CRA implemented GASB Statement No. 95, *Postponement of the Effective Dates of Certain Authoritative Guidance*. This pronouncement provides temporary relief to governments and other stakeholders in light of the COVID-19 pandemic by postponing the effective dates of provisions in certain other statements. There was no effect on beginning balances of the CRA for the implementation of the statement.

NOTE 2 STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

Budgetary Information

The CRA follows these procedures in establishing the budgetary data reflected in the financial statements:

1. Prior to the end of the fiscal year, the CRA Manager submits to the CRA Commission a proposed operating budget for the fiscal year commencing the following October 1. The operating budget includes proposed expenditures and the means of financing them.
2. Public workshops are held where the Commission, CRA Manager and department heads refine budget detail items. Public hearings are held to obtain taxpayer comments. The budget is then enacted through passage of a resolution no later than September 30.
3. Appropriations are authorized by resolution at the department level. These are the legal levels of budgetary control. Administrative control is maintained through the establishment of more detailed line-item budgets.
4. The CRA Manager is authorized to transfer budgeted amounts between line items within any department; however, any revisions that alter the total expenditures of a department must be approved by a majority vote of the CRA Commission.
5. Formal budgetary integration is employed as a management control device during the year for governmental funds. Total budgeted appropriations within a governmental fund type may not be exceeded legally.
6. Encumbrance accounting is currently employed by the CRA. Encumbrances outstanding at year end do not constitute expenditures or liabilities and are not reported as committed or assigned fund balances. All appropriations and encumbrances lapse at year end.

Notes to Financial Statements

Year Ended September 30, 2020

NOTE 3 DEPOSITS AND INVESTMENTS

Deposits

All bank deposits were covered by Federal Depository Insurance or by collateral held in banks that are members of the State of Florida's Collateral Pool as specified under Florida law. Florida Statutes provide for collateral pooling by banks and savings and loans. This limits local government deposits to "authorized depositories".

Investments

The CRA's investment policies are governed by State Statutes and City ordinances. City ordinance allows investments in any financial institution that is a qualified public depository of the State of Florida as identified by the State Treasurer, in accordance with Chapter 280 of the Florida Statutes. Authorized investments are:

1. U.S. Government obligations, U.S. Government agency obligations, and U.S. Government instrumentality obligations;
2. Canadian Government obligation (payable in local currency);
3. Certificates of Deposit;
4. Savings and loan association deposits;
5. Prime bankers acceptances;
6. Prime commercial paper;
7. Investment-grade obligations of state, provincial and local governments and public authorities;
8. Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of domestic securities;
9. Statewide investment pools;
10. Mutual funds;
11. The Local Government Surplus Funds Trust Fund, or any intergovernmental investment pool authorized pursuant to the Florida interlocal Cooperation Act, as provided as provided in F.S. § 163.01;
12. Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency;
13. Savings accounts in state-certified qualified public depositories, as defined in F.S. § 280.02;
14. Certificates of deposit in state-certified qualified public depositories, as defined in F.S. § 280.02;
15. Direct obligations of the U.S. Treasury;
16. Federal agencies and instrumentalities.

Interest Rate Risk

Interest rate risk exists when there is a possibility that changes in interest rates could adversely affect an investment's fair value. The CRA's investment policy does not specifically address interest rate risk.

Credit Risk

The CRA's investment policy limits its investments to the State Board of Administration investment pool, certificates of deposit, highly rated money market funds, government obligation, and mutual funds.

Notes to Financial Statements

Year Ended September 30, 2020

NOTE 3 DEPOSITS AND INVESTMENTS (CONTINUED)

Custodial Credit Risk

Custodial risk is the risk that, in the event of the failure of the counterparty, the government will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. At September 30, 2020, none of the Trust investments listed are exposed to custodial credit risk because their existence is not evidenced by securities that exist in physical or book entry form.

The State Board of Administration (SBA) Local Government Investment Pool (LGIP), operated by the Florida State Board of Administration, is a "2a-7 like" pool in accordance with GASB 31; therefore, it is not presented at fair value but at its actual pooled share price which approximates fair value. The LGIP is not a registrant with the SEC; however, the State of Florida does provide regulatory oversight.

Investments held by the CRA at September 30, 2020 are detailed below:

Investment Type	Fair Value	Credit Rating	Weighted Avg. Maturity
Florida Prime	\$ 277,699	AAAm	48 days
Certificates of deposit	100,000	N/A	N/A
	\$ 377,699		

NOTE 4 COMMITMENTS AND CONTINGENCIES

Litigation

The CRA is engaged in various liability claims incidental to the conduct of its general government operations at September 30, 2020. While the ultimate outcome of the litigation cannot be determined at this time, management believes that any amounts not covered by insurance, if any, resulting from these lawsuits would not materially affect the financial position of the CRA.

Risk Management

The CRA is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the CRA carries commercial insurance. There have been no significant reductions in insurance coverage from the prior year and settlements have not exceeded insurance coverage during the past three years.

NOTE 5 RELATED PARTY TRANSACTIONS

The CRA is component unit of the City of Fruitland Park, Florida. For the year ended September 30, 2020, the CRA's tax increment revenues include \$183,533 received from the City. In addition, the CRA reimbursed the City for services performed on behalf of the CRA for administrative services. Payment to the City for these services during the year ended September 30, 2020 was approximately \$40,000.

Notes to Financial Statements

Year Ended September 30, 2020

NOTE 6 SOURCES OF DEPOSITS AND PURPOSE OF WITHDRAWALS

Pursuant to Florida Statute 163.387, listed below is a summary of the sources and amounts of deposits to, and the purpose and amounts of withdrawals from, the CRA Funds for the fiscal year ended September 30, 2020:

Source of Deposit:

Tax increment	\$ 451,535
Investment income	4,298
Total sources	\$ 455,833

Purpose of Withdrawal:

Capital outlay	\$ 257,198
Professional services	40,033
Miscellaneous	175
Total withdrawals	\$ 297,406

Other Reports

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

The Honorable Mayor and City Council
City of Fruitland Park, Florida Community Redevelopment Agency

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of the *City of Fruitland Park, Florida Community Redevelopment Agency* (the "CRA") as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the CRA's basic financial statements and have issued our report thereon dated April 8, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the *City of Fruitland Park, Florida Community Redevelopment Agency's* internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of *City of Fruitland Park Community Redevelopment Agency's* internal control. Accordingly, we do not express an opinion on the effectiveness of the CRA's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether *City of Fruitland Park Community Redevelopment Agency's* financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The result of our tests disclosed an instance noncompliance which is described in Appendix A.

CRA's Response to Findings

The CRA's response to the finding identified in our audit are described in the accompanying report. The CRA's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

McDiernit Davis

Orlando, Florida
April 8, 2021

MANAGEMENT LETTER

Honorable Mayor and City Council
City of Fruitland Park, Florida Community Redevelopment Agency

Report on the Financial Statements

We have audited the financial statements of the *City of Fruitland Park, Florida Community Redevelopment Agency (the "CRA")*, as of and for the fiscal year ended September 30, 2020, and have issued our report thereon dated April 8, 2021.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Florida Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Accountant's Reports on examinations conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements accordance with Chapter 10.550, rules of the Auditor General. Disclosures in those reports, which are dated April 8, 2021, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, require that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There was no previously issued report.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. This information has been disclosed in the notes to the financial statements.

Financial Condition and Management

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate results of our determination as to whether or not the *City of Fruitland Park, Florida Community Redevelopment Agency* has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific conditions(s) met. In connection with our audit, we determined that the *City of Fruitland Park, Florida Community Redevelopment Agency* did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the CRA. It is management's responsibility to monitor the *City of Fruitland Park, Florida Community Redevelopment Agency's* financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. We noted one finding of noncompliance which is described in Appendix A.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the City Council, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

McDiarmid Davis

Orlando, Florida
April 8, 2021

ML20-1 - Investment Policy

Finding

During our audit, it was noted that the continuing professional education required by Florida Statutes 218.415 was not taken by the required individuals.

Criteria

The City has established an investment an investment policy that requires annual continuing education courses to be taken by certain responsible individuals.

Cause

Courses that were scheduled to be attended were cancelled due to the COVID-19 pandemic and no suitable replacement could be found before year end.

Effect

The CRA is not in compliance with Florida Statues.

Recommendation

We recommend that the required individuals take the continuing education courses as soon as a suitable course can be identified.



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**INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE WITH
THE REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES**

The Honorable Mayor and City Council
City of Fruitland Park, Florida Community Redevelopment Agency

We have examined City of Fruitland Park Community Redevelopment Agency's (the CRA) compliance with the requirements of Section 218.415, Florida Statutes, during the year ended September 30, 2020. Management is responsible for the CRA's compliance with those requirements. Our responsibility is to express an opinion on the CRA's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in Government Auditing Standards issued by the Comptroller General of the United States and, accordingly, included examining, on a test basis, evidence about the CRA's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the CRA's compliance with specified requirements.

In our opinion, other than the noncompliance noted in Appendix A, City of Fruitland Park Community Redevelopment Agency complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2020.

McDermitt Davis

Orlando, Florida
April 8, 2021



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**INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE WITH
THE REQUIREMENTS OF SECTION 163.387(6) AND (7), FLORIDA STATUTES**

The Honorable Mayor and City Council
City of Fruitland Park Community Redevelopment Agency, Florida

We have examined City of Fruitland Park Community Redevelopment Agency's (the CRA) compliance with the requirements of Section 163.387(6) and (7), Florida Statutes, during the year ended September 30, 2020. Management is responsible for the CRA's compliance with those requirements. Our responsibility is to express an opinion on the CRA's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in Government Auditing Standards issued by the Comptroller General of the United States and, accordingly, included examining, on a test basis, evidence about the CRA's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the CRA's compliance with specified requirements.

In our opinion, CRA complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2020.

McDermitt Davis

Orlando, Florida
April 8, 2021



November 9, 2020

City of Fruitland Park Community Redevelopment Agency
506 W. Berckman St.
Fruitland Park, Florida 34731

The following represents our understanding of the services we will provide the *City of Fruitland Park Community Redevelopment Agency*.

You have requested that we audit the governmental activities, and major fund of the City of Fruitland Park *Community Redevelopment Agency*, as of September 30, 2020, and for the year then ended and the related notes, which collectively comprise the City of Fruitland Park Community Redevelopment Agency's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit applicable to those basic financial statements.

Accounting principles generally accepted in the United States of America (U.S. GAAP,) as promulgated by the Governmental Accounting Standards Board (GASB) require that management's discussion and analysis and budgetary comparison schedules be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- a. Management's Discussion and Analysis

Auditor Responsibilities

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and, in accordance with *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representation from you about the basic financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and in accordance with *Government Auditing Standards* Chapter 10.550, Rules of the Auditor General, and Florida Statutes 163.387.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of *City of Fruitland Park Community Redevelopment Agency's* compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:
 - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
 - ii. Additional information that we may request from management for the purpose of the audit; and
 - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- d. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by the entity's auditor;
- e. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- f. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
- g. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- h. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.
- i. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and
- j. For the accuracy and completeness of all information provided.
- k. For compliance with Florida Statutes 163.371 Reporting Requirements.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

With respect to any nonattest services we perform, such as drafting financial statements, calculating depreciation, and proposing adjusting journal entries to be reviewed and approved by management, the City of Fruitland Park Community Redevelopment Agency's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

We will not assume management responsibilities on behalf of City of Fruitland Park Community Redevelopment Agency. However, we will provide advice and recommendations to assist management of City of Fruitland Park Community Redevelopment Agency in performing its responsibilities.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are considered non-audit service.

This engagement is limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries

Reporting

We will issue a written report upon completion of our audit of the *City of Fruitland Park Community Redevelopment Agency's* basic financial statements. Our report will be addressed to the governing body of *City of Fruitland Park Community Redevelopment Agency*. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no such opinion will be expressed. As required by Chapter 10.550, Rules of the Auditor General, we will also include our report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315 regarding compliance with Florida Statutes Section 218.415, and Florida Statutes Sections 163.387(6) and (7).

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Provisions of Engagement Administration, Timing and Fees

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

We expect to begin our audit in March 2021 and to issue our reports no later than June 30, 2021.

Tamara Campbell is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising McDirmit Davis's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fee for these services described in this letter will be as follows, inclusive of all costs and out-of-pocket expenses, unless the scope of the engagement is changed, the assistance that City of Fruitland Park Community Redevelopment Agency has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding. The audit fee for the fiscal year ended September 30, 2020 will be \$5,000.

Whenever possible, we will attempt to use the City of Fruitland Park Community Redevelopment Agency's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

At the conclusion of our audit engagement, we will communicate to those charged with governance the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of McDirmit Davis and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulators pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of McDirmit Davis's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to regulators. The regulators may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the basic financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Sincerely,

McDirmit Davis

McDirmit Davis, LLC

RESPONSE:

This letter correctly sets forth our understanding.

City of Fruitland Park Community Redevelopment Agency

Acknowledged and agreed on behalf of City of Fruitland Park Community Redevelopment Agency by:

Title: _____

**CITY OF FRUITLAND PARK
CRA AGENDA ITEM SUMMARY SHEET
Revised Item Number: 7**

ITEM TITLE:	CRA Budget FY 2021-22
For the Meeting of:	August 26, 2021
Submitted by:	City Treasurer
Date Submitted:	March 13, 2021
Funds Required:	
Account Number:	
Amount Required:	N/A
Balance Remaining:	N/A
Attachments:	CRA Budget FY 2021-22 (replaced)
Item Description:	CRA Budget FY 2021-22
Action to be Taken:	Approve.
Staff's Recommendation:	Approval
Additional Comments:	None
City Manager Review:	Yes
Mayor Authorization:	Yes

August 19, 2021

**TRANSMITTAL LETTER BUDGET PROPOSAL FOR
FISCAL YEAR 2021/2022**

Mayor, Town Commissioners and Citizens of the City of Fruitland Park:

Enclosed is the CRA proposed budget for fiscal year 2021/2022 for your review and consideration.

Redevelopment Fund

The proposed Redevelopment revenues and expenditures total is \$725,251.

Revenues come from Fruitland Park, Lake County Commission, Lake County Water Authority, and Lake County Ambulance and are based on the increased assessed value of the CRA district. The CRA property value increase over the base year is \$78,748,777, giving us an increase of \$122,890 in revenue.

There is \$200,000 budgeted for paving, \$55,000 for a new metal roof at the pool, \$6,500 for a new metal roof for the concession stand, and \$347,172 for an upgrade to the municipal complex (Public Safety building). There is a transfer to General Fund for 20% of the City Manager and 10% of the City Finance Director of \$43,342. There is \$28,667 in contingency.

PROJECTION: 2022 FY2022

FOR PERIOD 99

ACCOUNTS FOR:

200 REDEVELOPMENT FUND	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 ADOPTED	PCT CHANGE
<u>20001 REDEVELOPMENT FUND REVENU</u>							
<u>33 INTERGOVERN. REVENUE</u>							
33901 CITY OF FRUITLAN	183,533.00	243,508.00	243,508.00	241,923.00	89,888.00	292,767.00	20.2%
33902 LAKE COUNTY COMM	230,307.00	307,467.00	307,467.00	302,022.50	118,489.00	370,837.00	20.6%
33903 LAKE CO WATER AU	16,681.00	22,133.00	22,133.00	20,821.00	5,759.00	26,611.00	20.2%
33904 LAKE CO AMBULANC	21,014.00	28,053.00	28,053.00	27,779.50	10,339.00	33,836.00	20.6%
33 INTERGOVERN. REVENU	451,535.00	601,161.00	601,161.00	592,546.00	224,475.00	724,051.00	20.4%
<u>36 MISC. REVENUE</u>							
36110 INTEREST INCOME	4,298.62	1,200.00	1,200.00	1,685.53	1,200.00	1,200.00	.0%
36 MISC. REVENUE	4,298.62	1,200.00	1,200.00	1,685.53	1,200.00	1,200.00	.0%
20001 REDEVELOPMENT FU	455,833.62	602,361.00	602,361.00	594,231.53	225,675.00	725,251.00	20.4%
TOTAL 200 REDEVELOPMENT FUND	455,833.62	602,361.00	602,361.00	594,231.53	225,675.00	725,251.00	20.4%
GRAND TOTAL	455,833.62	602,361.00	602,361.00	594,231.53	225,675.00	725,251.00	20.4%

** END OF REPORT - Generated by Jeannine Racine **

PROJECTION: 2022 FY2022

ACCOUNTS FOR:

200 REDEVELOPMENT FUND

	VENDOR	QUANTITY	UNIT COST	2022	ADOPTED
TOTAL 33774 LAKE CO CDBG GRANT					.00
20001 33901 - CITY OF FRUITLAND PARK		1.00	182,168.00	292,767.00 *	-182,168.00
MILLAGE 3.9134 CRA 00F1 INCREASE OVER BASE YEAR \$48,999,729					
EXPENSED IN 01519-30491					
		1.00	110,599.00		-110,599.00
MILLAGE 3.9134 CRA 00F2 INCREASE OVER BASE YEAR \$29,749,048					
EXPENSED IN 01519-30491					
TOTAL 33901 CITY OF FRUITLAND PARK				292,767.00	
20001 33902 - LAKE COUNTY COMMISSION		1.00	235,166.00	370,837.00 *	-235,166.00
LAKE COUNTY MILLAGE 5.1180 CRA 00F1					
		1.00	135,671.00		-135,671.00
LAKE COUNTY MILLAGE 5.1180 CRA 00F2					
TOTAL 33902 LAKE COUNTY COMMISSION				370,837.00	
20001 33903 - LAKE CO WATER AUTHORITY		1.00	16,558.00	26,611.00 *	-16,558.00
LAKE CO WATER AUTH MILLAGE .4900 CRA 00F1					
		1.00	10,053.00		-10,053.00
LAKE CO WATER AUTH MILLAGE .4900 CRA 00F2					
TOTAL 33903 LAKE CO WATER AUTHORITY				26,611.00	
20001 33904 - LAKE CO AMBULANCE DISTRICT		1.00	21,457.00	33,836.00 *	-21,457.00
LAKE CO AMBULANCE MILLAGE .4629 CRA 00F1					
		1.00	12,379.00		-12,379.00
LAKE CO AMBULANCE MILLAGE .4629					

PROJECTION: 2022 FY2022

ACCOUNTS FOR:

200 REDEVELOPMENT FUND
 CRA 00F2

	VENDOR	QUANTITY	UNIT COST	2022	ADOPTED
TOTAL 33904 LAKE CO AMBULANCE DISTRICT					33,836.00
TOTAL 33 INTERGOVERN. REVENUE					724,051.00
36 MISC. REVENUE					
20001 36110 - INTEREST INCOME		1.00	1,200.00		1,200.00 *
					-1,200.00
TOTAL 36110 INTEREST INCOME					1,200.00
TOTAL 36 MISC. REVENUE					1,200.00
TOTAL 20001 REDEVELOPMENT FUND REVENU					725,251.00
TOTAL 200 REDEVELOPMENT FUND					725,251.00
GRAND TOTAL					725,251.00

** END OF REPORT - Generated by Jeannine Racine **

PROJECTION: 2022 FY2022

FOR PERIOD 99

ACCOUNTS FOR:

	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 ADOPTED	PCT CHANGE
200 REDEVELOPMENT FUND							
<hr/>							
20511 COMMUNITY REDEVELOPMENT							
30 OPERATING EXPENSES							
30310 LEGAL FEES	35.00	.00	.00	.00	.00	.00	.0%
30311 ENGINEERING FEES	.00	2,000.00	2,000.00	.00	2,000.00	2,000.00	.0%
30313 PROFESSIONAL FEE	.00	2,000.00	2,000.00	1,267.50	2,000.00	2,000.00	.0%
30316 GRANT PROGRAM	.00	25,000.00	25,000.00	.00	25,000.00	25,000.00	.0%
30320 AUDIT FEES	.00	.00	.00	5,000.00	.00	5,000.00	.0%
30479 ABATEMENT	.00	5,000.00	5,000.00	.00	5,000.00	5,000.00	.0%
30490 MISC EXPENSE	.00	5,000.00	5,000.00	.00	5,000.00	5,000.00	.0%
30544 MEMBERSHIPS	175.00	570.00	570.00	175.00	570.00	570.00	.0%
30 OPERATING EXPENSES	210.00	39,570.00	39,570.00	6,442.50	39,570.00	44,570.00	12.6%
<hr/>							
60 CAPITAL OUTLAY							
60610 LAND PURCHASE	.00	88,750.00	88,750.00	.00	.00	.00	-100.0%
60624 MUNICIPAL COMPLE	.00	150,000.00	150,000.00	.00	.00	347,172.00	131.4%
60631 STREETS & ROAD R	147,198.00	150,000.00	150,000.00	.00	120,000.00	200,000.00	33.3%
60636 COMMUNITY CENTER	110,000.00	115,000.00	115,000.00	42,362.31	.00	.00	-100.0%
60665 PARKS IMPROVEMEN	.00	.00	.00	.00	.00	61,500.00	.0%
60 CAPITAL OUTLAY	257,198.00	503,750.00	503,750.00	42,362.31	120,000.00	608,672.00	20.8%
<hr/>							
90 NON-OPERATING							
90990 CONTINGENCY FUND	.00	17,371.40	17,371.40	.00	.00	28,667.00	65.0%
90 NON-OPERATING	.00	17,371.40	17,371.40	.00	.00	28,667.00	65.0%
20511 COMMUNITY REDEVE	257,408.00	560,691.40	560,691.40	48,804.81	159,570.00	681,909.00	21.6%
TOTAL 200 REDEVELOPMENT FUND	257,408.00	560,691.40	560,691.40	48,804.81	159,570.00	681,909.00	21.6%
GRAND TOTAL	257,408.00	560,691.40	560,691.40	48,804.81	159,570.00	681,909.00	21.6%

** END OF REPORT - Generated by Jeannine Racine **

PROJECTION: 2022 FY2022

ACCOUNTS FOR:

200 REDEVELOPMENT FUND

	VENDOR	QUANTITY	UNIT COST	2022	ADOPTED
TOTAL 30310 LEGAL FEES					.00
20511 30311 - ENGINEERING FEES		1.00	2,000.00		2,000.00 *
TOTAL 30311 ENGINEERING FEES					2,000.00
20511 30313 - PROFESSIONAL FEES		1.00	2,000.00		2,000.00 *
TOTAL 30313 PROFESSIONAL FEES					2,000.00
20511 30316 - GRANT PROGRAM REDEVELOPMT		1.00	25,000.00		25,000.00 *
GRANT MATCH					25,000.00
TOTAL 30316 GRANT PROGRAM					25,000.00
20511 30320 - AUDIT FEES		1.00	5,000.00		5,000.00 *
CRA AUDIT - NEW REQUIREMENT FOR SEPARATE AUDIT					5,000.00
TOTAL 30320 AUDIT FEES					5,000.00
20511 30479 - ABATEMENT		1.00	5,000.00		5,000.00 *
NUISANCE ABATEMENT OF CODE ENFORCEMENT VIOLATIONS					5,000.00
TOTAL 30479 ABATEMENT					5,000.00
20511 30490 - MISC EXPENSE		1.00	5,000.00		5,000.00 *
MISC					5,000.00
TOTAL 30490 MISC EXPENSE					5,000.00
20511 30544 - MEMBERSHIPS		1.00	395.00		570.00 *
FL REDEVELOPMENT ASSOCIATION		1.00	175.00		395.00
DCA SPECIAL DISTRICT FEE					175.00

PROJECTION: 2022 FY2022

ACCOUNTS FOR:

200 REDEVELOPMENT FUND

VENDOR	QUANTITY	UNIT COST	2022	ADOPTED
TOTAL 30544 MEMBERSHIPS				570.00
TOTAL 30 OPERATING EXPENSES				44,570.00

60 CAPITAL OUTLAY

20511 60624 - MUNICIPAL COMPLEX IMPROVMTS

UPGRADE MUNICIPAL BLDG

1.00	347,172.00	347,172.00 *	347,172.00
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TOTAL 60624 MUNICIPAL COMPLEX IMPROVMTS

20511 60631 - STREETS

ROAD SURFACE
 VARIOUS ROADS/SIDEWALKS

1.00	200,000.00	200,000.00 *	200,000.00
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TOTAL 60631 STREETS & ROAD RESURFACING

20511 60665 - PARKS IMPROVEMENTS

NEW METAL ROOF AT CONCESSION
 STAND AT CALES PARK

1.00	6,500.00	61,500.00 *	6,500.00
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NEW METAL ROOF POOL

1.00	55,000.00	55,000.00
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TOTAL 60665 PARKS IMPROVEMENTS

TOTAL 60 CAPITAL OUTLAY

61,500.00	608,672.00
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90 NON-OPERATING

20511 90990 - CONTINGENCY REDEVP

1.00	28,667.00	28,667.00 *	28,667.00
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TOTAL 90990 CONTINGENCY FUND

TOTAL 90 NON-OPERATING

TOTAL 20511 COMMUNITY REDEVELOPMENT

TOTAL 200 REDEVELOPMENT FUND

28,667.00	28,667.00	681,909.00	681,909.00
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GRAND TOTAL

681,909.00

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PROJECTION: 2022 FY2022

FOR PERIOD 99

ACCOUNTS FOR:

200 REDEVELOPMENT FUND	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 ADOPTED	PCT CHANGE
<u>20581 INTERFUND TRANSFER</u>							
90 NON-OPERATING							
90916 XFER TO GENERAL	39,998.20	41,669.60	41,669.60	40,589.60	36,089.20	43,342.30	4.0%
90 NON-OPERATING	39,998.20	41,669.60	41,669.60	40,589.60	36,089.20	43,342.30	4.0%
20581 INTERFUND TRANSF	39,998.20	41,669.60	41,669.60	40,589.60	36,089.20	43,342.30	4.0%
TOTAL 200 REDEVELOPMENT FUND	39,998.20	41,669.60	41,669.60	40,589.60	36,089.20	43,342.30	4.0%
GRAND TOTAL	39,998.20	41,669.60	41,669.60	40,589.60	36,089.20	43,342.30	4.0%

** END OF REPORT - Generated by Jeannine Racine **

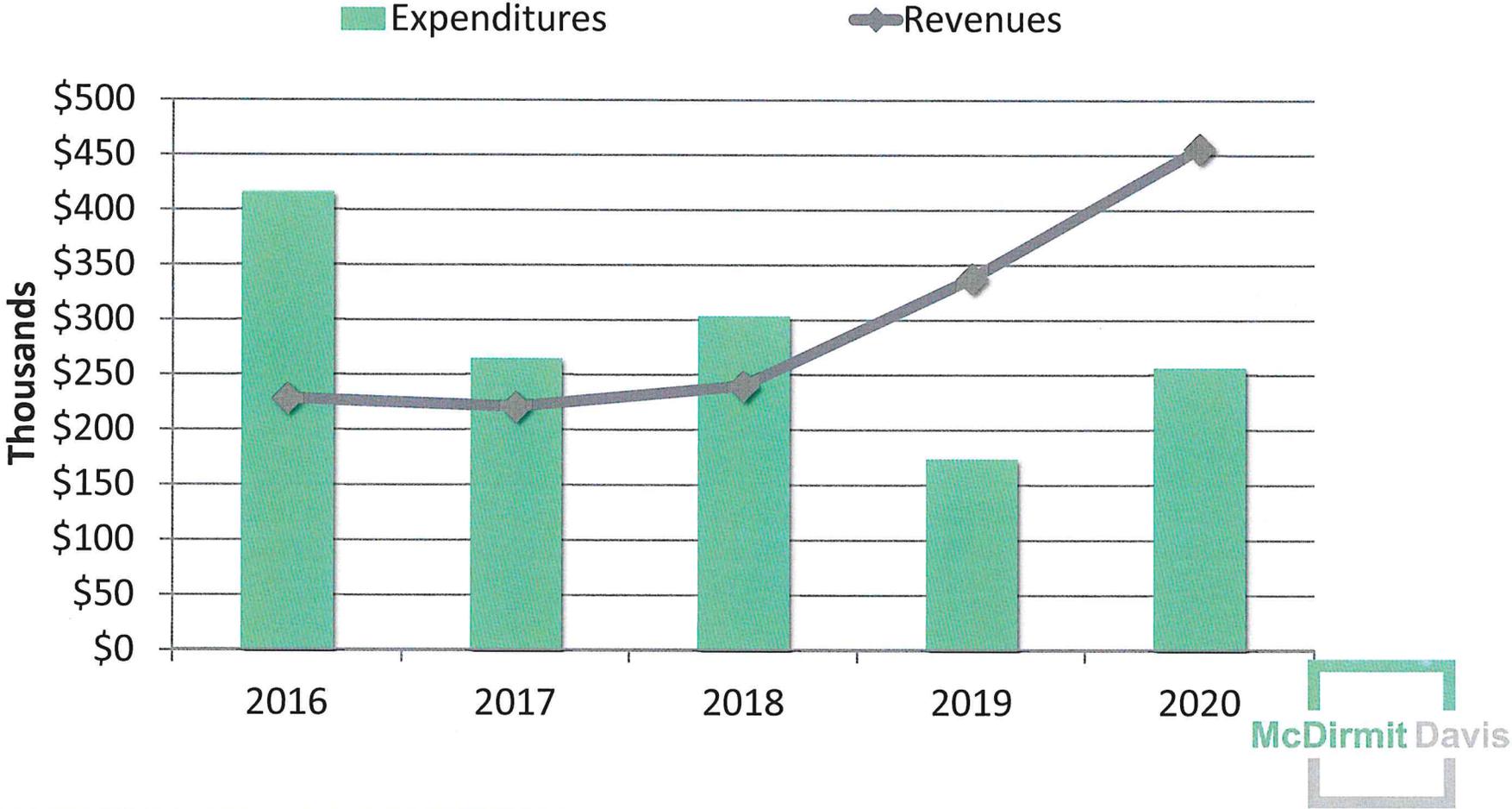
PROJECTION: 2022 FY2022

ACCOUNTS FOR:

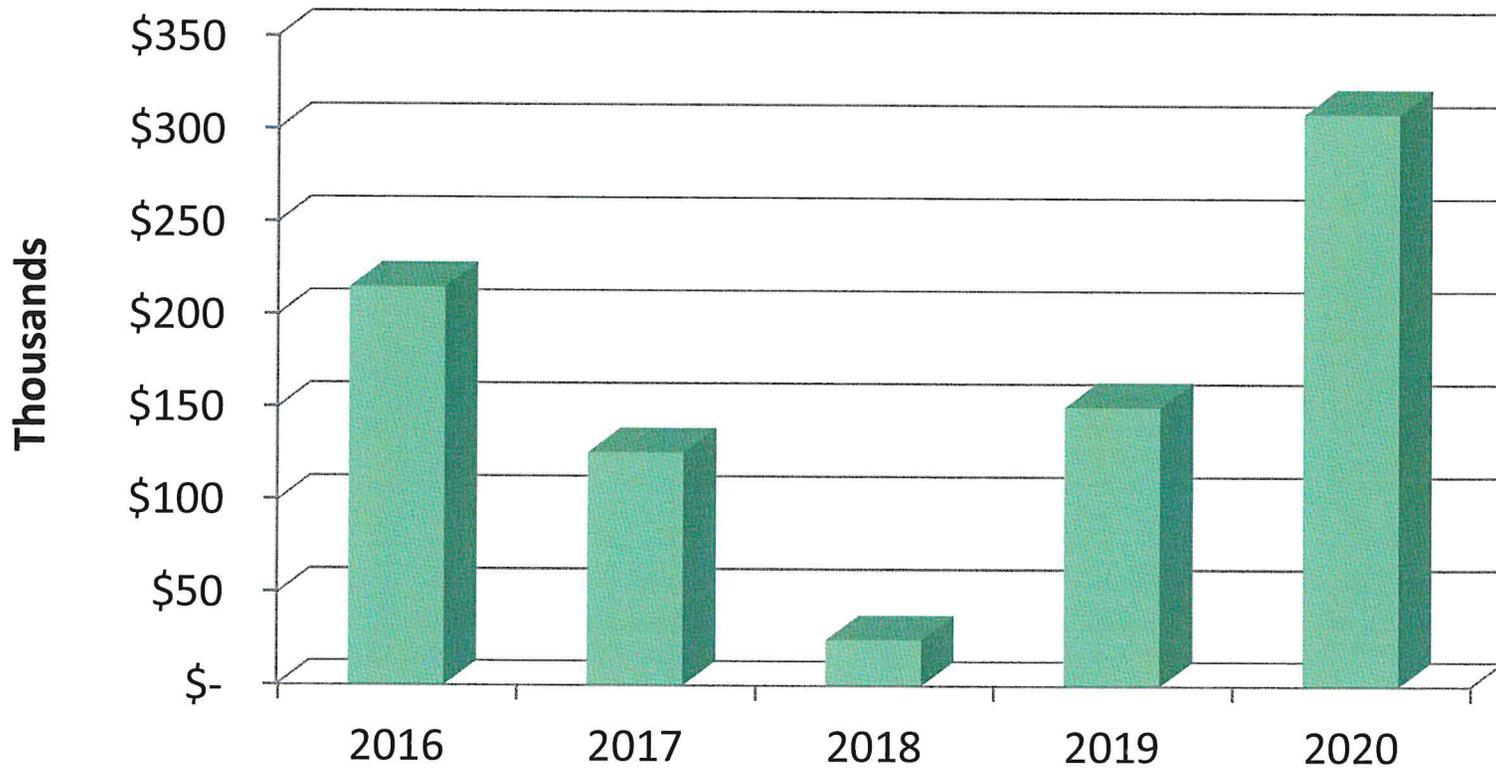
200 REDEVELOPMENT FUND	VENDOR	QUANTITY	UNIT COST	2022	ADOPTED
TOTAL 90914 XFER TO UTILITY					.00
20581 90916 - TX TO GF					43,342.30 *
20% CM SALARY & BENEFITS REVENUE = 01001-38150		.20	160,758.00		32,151.60
10% FINANCE DIRECTOR WAGES & BENEFITS REVENUE = 01001-38150		.10	111,907.00		11,190.70
TOTAL 90916 XFER TO GENERAL FUND					43,342.30
TOTAL 90 NON-OPERATING					43,342.30
TOTAL 20581 INTERFUND TRANSFER					43,342.30
TOTAL 200 REDEVELOPMENT FUND					43,342.30
GRAND TOTAL					43,342.30

** END OF REPORT - Generated by Jeannine Racine **

Community Redevelopment Fund Revenues and Expenses over Time



CRA Fund Total Fund Balance



**CITY OF FRUITLAND PARK
CRA AGENDA ITEM SUMMARY SHEET
Revised Item Number: 8**

ITEM TITLE: CRA Redevelopment Plan Discussion
For the Meeting of: August 26, 2021
Submitted by: City Treasurer
Date Submitted: March 13, 2021
Funds Required:
Account Number:
Amount Required: N/A
Balance Remaining: N/A
Attachments: Excerpt of CRA Redevelopment Plan Ordinance 2021-001 Major Goals, Fruitland Park’s Historical Buildings List, Paleo West memorandum, and Grant Writer’s correspondence

Item Description: CRA Redevelopment Plan goals, objectives and policies discussion to be incorporated into the land development regulations by 2025:

- (a) Planning Review and Preliminary Streetscaping**
Berckman Street corridor, Dixie Avenue and CR 466A streetscaping.

- (b) Historical District Establishment**
Small Matching Grant application an architectural survey with the State of Florida Department of Historical Resources to establish a historical district.

Action to be Taken: Approve.

Staff’s Recommendation: Approval

Additional Comments: None

City Manager Review: Yes

Mayor Authorization: Yes

REDEVELOPMENT PLAN MAJOR GOALS

7.0 MAJOR GOALS, OBJECTIVES AND POLICIES

Goal 1 **Overall Redevelopment: Establish downtown Fruitland Park as a focal point for the community and attract visitors from the entire region.**

Objective 1.1 Increase the visual attractiveness and unity of downtown Fruitland Park by identifying a common theme and incorporating architectural standards into the LDR by 2025.

Objective 1.2 Continue to encourage additional civic activities and community events in the downtown area.

Objective 1.3 Continue to maintain and enhance existing development and encourage development of undeveloped or underdeveloped property in the CRA.

Goal 2 **Overall Image Goal: Increase the visibility, identity and unity of the downtown through physical design, promotion and improved signage by 2025.**

Objective 2.1 Develop a unified advertisement campaign for downtown retailers by 2025.

Objective 2.2 Incorporate standards in the LDR for the redevelopment of historic structures by 2025.

Objective 2.3 Publish a list of under-represented specialty retail shops by 2025.

Objective 2.4 Develop a set of standards and program for creation of City and District identity and wayfinding signage.

Objective 2.5 Improve the road and sidewalk conditions in the residential areas.

Objective 2.6 Improve sidewalk connection within the downtown commercial areas and adjacent residential areas.

- Goal 3** **Overall Land Use Goal: Foster a diversified economic base and the efficient use of land downtown.**
- Objective 3.1 Encourage the preservation and restoration of buildings of historic or architectural significance through the review, adoption and enforcement of a Historic Preservation Ordinance by 2025. Develop and implement design.
- Policy 3.1.1 The CRA Agency shall encourage the renovation of architecturally significant buildings to promote commercial office and limited residential facilities within and around the designated CRA by working with owners in the approval process and assisting them in obtaining possible funding from State and Federal sources.
- Policy 3.1.2 The City shall promote and encourage redevelopment of substandard or deteriorating housing through code enforcement.
- Objective 3.2 The CRA Agency shall analyze the need for facade improvements to commercial structures in the CRA by 2025. Commercial facilities that must comply with the Americans with Disabilities Act shall be included in the analysis.
- Policy 3.2.1 The need for facade improvements will be considered by the CRA Agency and the City Commission during the budget allocation of the Community Redevelopment Trust Funds and during at least one public hearing related to the Small Cities Community Development Block Grant application process.
- Objective 3.3 The CRA Agency shall annually review the need and feasibility of expansion.
- Objective 3.4 The CRA Agency may pay all or a portion of impact fees to develop vested lots inside the CRA with CRA funds to promote infill.
- Policy 3.3.1 Upon the determination by the CRA Agency that annexation is necessary, the Agency shall submit a report to the City Commission within six months.

Goal 4 **Environmental Goal: Create an attractive, safe and comfortable environment that is conducive to activities during the day and evenings.**

Objective 4.1 Maintain City services for sidewalk maintenance and landscaping. Continue to encourage building improvements by property owners.

Objective 4.2 Maintain policies to encourage shade tree and other canopy features in the pedestrian areas by 2025.

Objective 4.3 May develop a handbook to assist civic groups with community events to be held in the CRA. Continue to hold or host special community activities and events in the downtown to draw visitors and community members to the CRA by 2025.

Objective 4.4 Emphasize pedestrian orientation in the CRA through landscape features, pedestrian-scale lighting and street furniture. Begin a phased program by 2025.

Objective 4.5 Begin a visual enhancement program through the elimination of visual pollution by screening surface parking areas with landscaping or other means by 2025. Additional buffers between residential and commercial areas would aid in the beautification process.

Objective 4.6 Eliminate blighted and dilapidated structures to improve appearance of vacant lots and parcels by 2016.

Objective 4.7 Encourage the improvement of back lots and alleyways as a non-traditional open space for customers and downtown employees by 2025.

Objective 4.8 Continue to acquire, improve and maintain public park and recreation lands and facilities to promote and improve community cohesiveness and encourage redevelopment within the CRA.

Goal 5 **Transportation Goal: Continue to work with the MPO and other**

agencies to provide an integrated transportation system within and to the downtown.

- Objective 5.2 React to the results of the study completed regarding traffic circulation of the downtown and surrounding areas to determine the best circulation pattern.
- Objective 5.3 Provide appropriate traffic control devices, which are integrated with the design of the downtown and which will improve traffic accessibility and internal circulation by 2025.
- Objective 5.4 Develop a master plan for accessibility improvements for those with special needs within the redevelopment area by 2025. The Plan should include an analysis conducted on City owned properties located within the CRA.

Goal 6 Public Services Goal: Ensure the provision of adequate and efficient public services to support additional development in the CRA.

- Objective 6.1 A comprehensive analysis of existing utility facilities within the CRA is currently underway to determine each system's capacity as it relates to existing land uses and possible increases in land use.
- Policy 6.1.1 Continue to provide adequate City services and amenities in the CRA (such as parks & recreation facilities, parking and streetscaping) to encourage private investment in the CRA.
- Objective 6.2 Continue to repair or replace old or undersized water lines in the CRA as needed and in conjunction with other construction.
- Objective 6.3 Continue the retrofitting and installation of underground utilities within the redevelopment area. Leesburg Electric provides electricity and all new installations are underground. Retrofitting is beginning at the outer edge of their service boundary and will continue working its way inward.

Goal 7 Community Redevelopment Area Agency Goal: The CRA Agency shall aggressively develop, plan, finance and construct

improvements to the CRA in an effort to further the redevelopment effort.

- Objective 7.1 The CRA Agency will continue to maintain a strong policy of utilizing redevelopment funds for those projects that can show justifiable gain in the property value or redevelopment impact in the CRA.
- Policy 7.1.1 Create incentives for development in the CRA in order to achieve the desired mix of uses.
- Objective 7.2 The CRA Agency may continue to allocate up to 10% of the funds generated by tax increment financing for the appointment or sponsorship staff that is responsible for development and redevelopment activities in the downtown and residential areas.
- Objective 7.3 Development of a quarterly meeting schedule for the CRA Agency for the purposes of conducting and overseeing CRA business.
- Objective 7.4 The CRA shall promote participation by local financial institutions in the CRA loan pool, which could be utilized in conjunction with funds maintained in the Redevelopment Trust Fund.

Address	1800's	1900's	1910's	1920's	1930's	1940's	1950's	1960's				
North Dixie Avenue												
613 N. Dixie Avenue				1925								
503 N. Dixie Avenue						1948			House behind Hilltop Bar			
511 N. Dixie Avenue						1940						
401 N. Dixie Avenue			1910									
201 N. Dixie Avenue						1947						
110 N. Dixie Avenue							1950					
107 N. Dixie Avenue					1930				Two structures original one built in 1930			
106 N. Dixie Avenue				1925								
100 N. Dixie Avenue					1935				Gas/Service Station 1952			
101 S. Dixie Avenue			1910									
111 S. Dixie Avenue					1930							
112 S. Dixie Avenue						1948						
201 S. Dixie Avenue					1930							
202 S. Dixie Avenue			1910									
205 S. Dixie Avenue						1945						
208 S. Dixie Avenue				1920								
213 S. Dixie Avenue						1947						
301 S. Dixie Avenue					1930							
305 S. Dixie Avenue				1922								
306 S. Dixie Avenue						1945						
307 S. Dixie Avenue				1925								
308 S. Dixie Avenue					1930							
311 S. Dixie Avenue						1945						
312 S. Dixie Avenue				1925								
402 S. Dixie Avenue			1913									
501 S. Dixie Avenue				1923								
514 S. Dixie Avenue						1940						
604 S. Dixie Avenue						1943						
608 S. Dixie Avenue						1940						
609 S. Dixie Avenue				1921								
700 S. Dixie Avenue					1930							

500 Pennsylvania Avenue					1930							
100 Palm Street							1958					
106 Park Avenue				1920								
110 Park Avenue					1935							
204 Park Avenue					1938							
206 Park Avenue				1927								
210 Park Avenue					1930							
208 Railroad Street				1928								
300 Railroad Street					1930							
200 Rose Avenue			1917						The Rose Plantation			
309 Rose Avenue						1946						
501 Seminole Avenue					1930							
100 Sunset Way			1916									
104 Sunset Way			1910									
110 Sunset Way				1929								
206 Sunset Way				1925								
107 Victoria Avenue			1905									
205 N. Villa Avenue						1946						

From: [Katie Taff](#)
To: [Esther Coulson](#)
Cc: [Gary La Venia](#)
Subject: FW: Historical Survey Markers- City of Fruitland Park
Date: Friday, May 28, 2021 1:36:34 PM
Attachments: [image001.png](#)
[image002.png](#)
[Fruitland Park memo.docx](#)

Please see below. It is the recommendation of my contact at Paleo West who specializes in these type of historical projects that we apply for the historical survey to be done in this first round of funding and then proceed with the NHR nomination.

Katie Taff
Director of Grants Management
Liberty Partners of Tallahassee, LLC
113 E. College Avenue, Suite 400
P.O. Box 390
Tallahassee, FL 32302
(850) 841-1726 - Office
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From: Steve Karacic <skaracic@paleowest.com>
Sent: Friday, May 28, 2021 11:37 AM
To: Katie Taff <Katie@libertypartnersfl.com>
Subject: Re: Historical Survey Markers- City of Fruitland Park

Hi Katie,

We talked about this as a team and what we recommend is that the city apply for an architectural survey through DHR with the aim of establishing a historical district, which will include the signs. I've attached a memo outlining what this may look like. Please feel free to copy/paste into the grant application if you'd like.

DHR funds numerous architectural surveys each year. In fact, we are working on four such surveys for municipalities and county governments funded through DHR small matching grants right now. Typically DHR likes to see around 200 historical resources recorded for a grant of \$50,000. This would be more than enough to be able to establish a historical district in Fruitland Park.

DHR recommends that after the initial survey, the grant applicant apply for a second phase to have the district listed in the National Register.

Will this work for you and your client?

Steve



Steve Karacic | Office Principal

PaleoWest

skaracic@paleowest.com

850.815.2857

www.paleowest.com

Tallahassee Office

916 East Park Ave

Tallahassee, FL 32301

From: Katie Taff <Katie@libertypartnersfl.com>

Date: Thursday, May 27, 2021 at 4:20 PM

To: Steve Karacic <skaracic@paleowest.com>

Subject: RE: Historical Survey Markers- City of Fruitland Park

Thanks Steve, I appreciate you expediting this for me! No they are not set on NR nomination but I thought that this would allow them an opportunity for future funding. They are not opposed to any suggestions that you might have! This is their first ever historical grant so we are just trying to put their name out there and see what comes out of this application process for these survey markers to be deemed NR.

Any other feedback or guidance is appreciated!!

Thanks again!

Katie Taff
Director of Grants Management
Liberty Partners of Tallahassee, LLC
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From: Steve Karacic <skaracic@paleowest.com>

Sent: Thursday, May 27, 2021 4:01 PM
To: Katie Taff <Katie@libertypartnersfl.com>
Subject: Re: Historical Survey Markers- City of Fruitland Park

Hi Katie,

Thanks for reaching out. I'll have a look and get back to you. I know time is tight on this. I'll have something to you by the end of the day tomorrow.

Just to clarify – is the client set on an NR nomination? This seems a bit unusual. DHR also funds other historical projects. In particular, I think a Story Map might be a nice option as a way of recording/sharing these markers with the public.

Here is an example of a story map we've made:

<https://citymgm.maps.arcgis.com/apps/MapTour/index.html?appid=b10e25a0d15b421983ed90886b273e9b>

Steve



Steve Karacic | Office Principal
PaleoWest
skaracic@paleowest.com
850.815.2857
www.paleowest.com

Tallahassee Office
916 East Park Ave
Tallahassee, FL 32301

From: Katie Taff <Katie@libertypartnersfl.com>
Date: Thursday, May 27, 2021 at 3:50 PM
To: Steve Karacic <skaracic@paleowest.com>
Subject: Historical Survey Markers- City of Fruitland Park

Hi Steve,

I hope you are doing well. I am working on a small matching grant for the City of Fruitland Park for their historic survey markers to be placed on the National Historic Registry. Can you help me determine if they in fact eligible for the registry and also send me a quote to do the work if they are awarded funding? I have attached pictures and identification map as to where these markers are located. We got a really late start on this application so any help you can provide would be fantastic!

Thanks!

Katie Taff
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City of Fruitland Park - Small Matching Grant

PREPARED FOR: Liberty Partners of Tallahassee, LLC

PREPARED BY: PaleoWest

DATE: 05/28/2021

The City of Fruitland Park, Florida, is interested in pursuing a National Register of Historic Places (NRHP) nomination for its historic street markers. PaleoWest recommends the city apply for a small matching grant from the State Historic Preservation Office (SHPO) to fund an architectural survey and inventory of Fruitland Park and adjacent areas. There are few precedents of NRHP listed historic signage, with most being individual signs or markers. Currently, there is only one group of signage listed on the NRHP, and it is as a district. There are, however, numerous examples of historic signage being contributing objects in locally and nationally listed historic districts. For example, the Columbia River Highway NR listed historic district in Oregon includes buildings, structures, and objects, encompassing several historical plaques. Also in Oregon, several historic mileposts are listed as local Portland landmarks and are included as contributing resources in the forthcoming Montavilla Historic District NRHP nomination. As stated in the National Park Service Preservation Brief #25, "The Preservation of Historic Signs," "historic signs can contribute to the character of buildings and districts...the intrinsic merit of many signs, as well as their contribution to the overall character of a place, make the effort [of preservation] worthwhile."

Approximately thirty-three historic structures have been surveyed in Fruitland Park, and two structures have been individually listed on the NRHP (Hill Crest and the Holy Trinity Episcopal Church) (Table 1). Both NRHP listed structures date to the late nineteenth century, and surveyed resources range from the late nineteenth century to the mid-twentieth century. The Seaboard Coastline Railroad resource group (LA02957) runs north-south through the city. SHPO has evaluated it as eligible for the NRHP with a period of significance from the early nineteenth century to post-World War II. There is also an existing driving trail, the "Historic Trail of Fruitland Park," that includes forty-three destinations, encompassing sites and structures.

To facilitate the creation of a historic district including the city's historic street markers, a more comprehensive survey of historic resources must be undertaken. An architectural survey would aid in determining the boundaries and period of significance of a potential historic district. A potential district could include historic structures, the street markers as historical objects, and historic sites, such as the Shilo Cemetery (established in the late nineteenth century). In the immediate vicinity of the extant historic street markers, there are approximately 90 age-eligible historic structures. If expanded to the entire boundary of the city and to include historical objects and sites, an architectural survey could result in a comprehensive survey of Fruitland Park. This survey could form the basis for an NRHP district nomination and inform future preservation planning in the city. A cursory examination of a sample of structures in Fruitland Park using google street views shows historic-age structures with high integrity located near extant street markers (Figures 1 through 4).

Table 1. Documented Historic Structures in Fuirmland Park, Florida

SITE ID	ADDRESS	DATE BUILT	STYLE
LA00092	SPRING LAKE RD	1888	Stick ca. 1860-1890
LA04469	511 Mirror Lake DR	1883	Frame Vernacular
LA02788	401 N DIXIE AVE E	1910	Frame Vernacular
LA04466	604 W Berckman ST	1914	<i>No Data</i>
LA02707	2140 US Highway 27/ 441 HWY	1920	Frame Vernacular
LA02789	405 N DIXIE AVE E	1920	Frame Vernacular
LA02790	409 N DIXIE AVE E	1920	Frame Vernacular
LA02792	702 W MILLER ST N	1920	Frame Vernacular
LA02793	704 W MILLER ST N	1920	Frame Vernacular
LA02794	801 W MILLER ST S	1920	Neo-Classical Revival ca. 1880-1940
LA02791	411 N DIXIE AVE E	1925	Frame Vernacular
LA02795	803 W MILLER ST S	1925	Mediterranean Revival ca. 1880-1940
LA02714	300 Beam ST	1930	Frame Vernacular
LA02716	3195 US Highway 27/ 441 HWY	1930	Frame Vernacular
LA02717	3247 US Highway 27/ 441 HWY	1930	Frame Vernacular
LA02710	35007 S Gray's Airport RD	1942	Masonry vernacular
LA02715	3188 US Highway 27/441 HWY	1945	Masonry vernacular
LA02713	2822 Register ST	1947	Masonry vernacular
LA02709	2349 US Highway 27/ 441 HWY	1954	Masonry vernacular
LA02711	2515 US Highway 27/ 441 HWY	1954	Masonry vernacular
LA02712	2944 Register ST	1954	Masonry vernacular
LA04360	3089 US 441	1963	No style
LA04361	3089 US 441	1964	Other
LA04362	3089 US 441	1965	Other
LA04363	3089 US 441	1965	Other
LA04364	3089 US 441	1965	No style
LA04365	3089 US 441	1967	Ranch
LA04366	3089 US 441	1967	Other
LA04367	3089 US 441	1967	Other
LA04368	3089 US 441	1967	Other
LA04369	3089 US 441	1969	No style



Figure 1. West Berckman Street structure (image courtesy of Google street view).



Figure 2. West Berckman Street structure (image courtesy of Google street view).



Figure 3. South Dixie Avenue structure (image courtesy of Google street view).

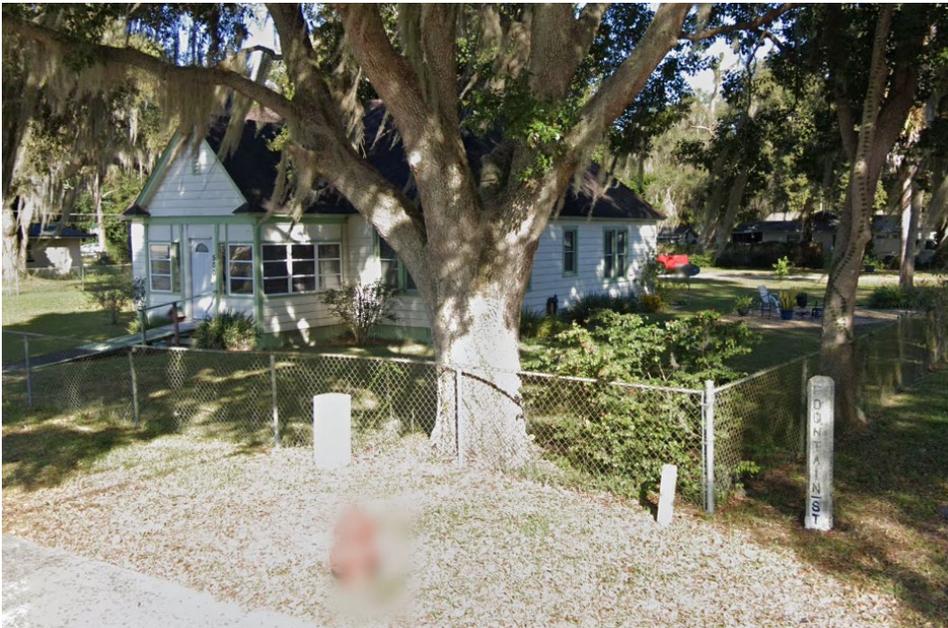


Figure 4. Fountain Street, street marker and structure (image courtesy of google street view).

**CITY OF FRUITLAND PARK
CRA AGENDA ITEM SUMMARY SHEET
Item Number: 9**

ITEM TITLE:	Public Comments
For the Meeting of:	August 26, 2021
Submitted by:	City Clerk
Date Submitted:	August 14, 2021
Funds Required:	None
Account Number:	N/A
Amount Required:	N/A
Balance Remaining:	N/A
Attachments:	Yes, Resolution 2013-023, Public Participation Policy and Chapter 286 Florida Statutes

Item Description: This section is reserved for members of the public to bring up matters of concern or opportunities for praise. Action may not be taken by the community redevelopment agency at this meeting; however, questions may be answered by staff or issues may be referred for appropriate staff action.

Note: Pursuant to F.S. 286.0114 and the City of Fruitland Park’s Public Participation Policy adopted by Resolution 2013-023, members of the public shall be given a reasonable opportunity to be heard on propositions before the CRA. Accordingly, comments, questions, and concerns regarding items listed on this agenda shall be received at the time the CRA addresses such items during this meeting. Pursuant to Resolution 2013-023, public comments are limited to three minutes.

Action to be Taken: **None**

Staff’s Recommendation: N/A

Additional Comments: N/A

City Manager Review: Yes

Mayor Authorization: Yes

RESOLUTION 2013 -023

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FRUITLAND PARK, FLORIDA, PROVIDING FOR A PUBLIC PARTICIPATION POLICY WITH REGARD TO MEETINGS OF CITY BOARDS AND COMMISSIONS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission wishes to adopt a public participation policy for meetings of the City's boards and commissions; and

WHEREAS, the City Commission accordingly desires to pass this Resolution 2013-023 to do so.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FRUITLAND PARK, FLORIDA, AS FOLLOWS:

Section 1. The following Public Participation Policy shall apply to meetings of City boards or commissions as provided herein.

Sec. 1. Citizen's Rights

(a) Definition. For the purposes of this section, "board or commission" means a board or commission of the City of Fruitland Park.

(b) Right to be Heard: Members of the public shall be given a reasonable opportunity to be heard on a proposition before a City board or commission except as provided for below. Public input shall be limited to three (3) minutes. This right does not apply to:

1. An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the board or commission to act;
2. An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;
3. A meeting that is exempt from §286.011; or
4. A meeting during which the Commission is acting in a quasi-judicial capacity. This paragraph does not affect the right of a person to be heard as otherwise provided by law.

Sec. 2. Suspension and Amendment of these Rules

(a) Suspension of these Rules: Any provision of these rules not governed by the City Charter or City Code may be temporarily suspended by a vote of a majority of the Commission.

(b) Amendment of these Rules: These rules may be amended or new rules adopted by resolution.

- (c) Effect of Variance from Rules: The failure to follow this Public Participation Policy shall not be grounds for invalidating any otherwise lawful act of the City's boards or commissions.

Section 2. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion of this Resolution.

Section 3. This Resolution shall become effective immediately upon passage.

RESOLVED this 26 day of September, 2013, by the City Commission of the City of Fruitland Park, Florida.



Christopher J. Bell, Mayor

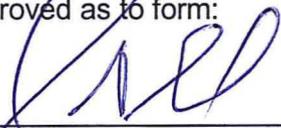
ATTEST:


MARIE AZZOLINO, Acting City Clerk

Passed First Reading 9/26/2013

Passed Second Reading N/A

Approved as to form:


SCOTT A. GERKEN, City Attorney

Select Year:

The 2019 Florida Statutes

[Title XIX](#)[Chapter 286](#)[View Entire Chapter](#)

PUBLIC BUSINESS

PUBLIC BUSINESS: MISCELLANEOUS PROVISIONS

286.0114 Public meetings; reasonable opportunity to be heard; attorney fees.—

(1) For purposes of this section, “board or commission” means a board or commission of any state agency or authority or of any agency or authority of a county, municipal corporation, or political subdivision.

(2) Members of the public shall be given a reasonable opportunity to be heard on a proposition before a board or commission. The opportunity to be heard need not occur at the same meeting at which the board or commission takes official action on the proposition if the opportunity occurs at a meeting that is during the decisionmaking process and is within reasonable proximity in time before the meeting at which the board or commission takes the official action. This section does not prohibit a board or commission from maintaining orderly conduct or proper decorum in a public meeting. The opportunity to be heard is subject to rules or policies adopted by the board or commission, as provided in subsection (4).

(3) The requirements in subsection (2) do not apply to:

(a) An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the board or commission to act;

(b) An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;

(c) A meeting that is exempt from s. [286.011](#); or

(d) A meeting during which the board or commission is acting in a quasi-judicial capacity. This paragraph does not affect the right of a person to be heard as otherwise provided by law.

(4) Rules or policies of a board or commission which govern the opportunity to be heard are limited to those that:

(a) Provide guidelines regarding the amount of time an individual has to address the board or commission;

(b) Prescribe procedures for allowing representatives of groups or factions on a proposition to address the board or commission, rather than all members of such groups or factions, at meetings in which a large number of individuals wish to be heard;

(c) Prescribe procedures or forms for an individual to use in order to inform the board or commission of a desire to be heard; to indicate his or her support, opposition, or neutrality on a proposition; and to indicate his or her designation of a representative to speak for him or her or his or her group on a proposition if he or she so chooses; or

(d) Designate a specified period of time for public comment.

(5) If a board or commission adopts rules or policies in compliance with this section and follows such rules or policies when providing an opportunity for members of the public to be heard, the board or commission is deemed to be acting in compliance with this section.

(6) A circuit court has jurisdiction to issue an injunction for the purpose of enforcing this section upon the filing of an application for such injunction by a citizen of this state.

(7)(a) Whenever an action is filed against a board or commission to enforce this section, the court shall assess reasonable attorney fees against such board or commission if the court determines that the defendant to such action acted in violation of this section. The court may assess reasonable attorney fees against the individual filing such an

action if the court finds that the action was filed in bad faith or was frivolous. This paragraph does not apply to a state attorney or his or her duly authorized assistants or an officer charged with enforcing this section.

(b) Whenever a board or commission appeals a court order that has found the board or commission to have violated this section, and such order is affirmed, the court shall assess reasonable attorney fees for the appeal against such board or commission.

(8) An action taken by a board or commission which is found to be in violation of this section is not void as a result of that violation.

History.—s. 1, ch. 2013-227.

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