

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

March 14, 2024

City Hall Commission Chambers
506 W. Berckman Street
Fruitland Park, Florida 34731
On or before 6:15 p.m.

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES (city clerk)

December 14, 2023

4. FY 2022-23 CRA ANNUAL REPORT (city treasurer)

Motion to consider the approval of FY 2022-23 CRA annual report.

5. UNFINISHED BUSINESS

6. PUBLIC COMMENTS (city clerk)

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.

7. ADJOURNMENT

Any person requiring 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

MEETING DATE: Thursday, March 14, 2024

DATE SUBMITTED: Monday, March 4, 2024

SUBMITTED BY: City Clerk

BRIEF NARRATIVE: Approval of December 14, 2023 CRA regular minutes as submitted, if there are no corrections.

FUNDS BUDGETED: None

ATTACHMENTS: Draft minutes.

RECOMMENDATION: Approval

ACTION: Approve the CRA minutes as submitted.

FRUITLAND PARK COMMUNITY REDEVELOPMENT AGENCY
DRAFT MEETING MINUTES
December 14, 2023

A meeting of the Fruitland Park Community Redevelopment Agency was held at 506 W. Berckman Street, Fruitland Park, Florida 34731 on Thursday, December 14, 2023 at 6:30 p.m.

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

Members Absent: Commissioner John Mobilian

Also Present: City Manager Gary La Venia; City Attorney Anita Geraci-Carver; City Treasurer Gary Bachmann; Captain Henry Rains, Police Department; Public Works Director Robb Dicus; Human Resources Director John Klein; Michael “Mike” Rankin, Interim Community Development Director, LPG Urban & Regional Planners Inc. (consultant retained by the city); Lieutenant Barry Fitzgerald, Battalion Chief, Lake County Fire Rescue, and City Clerk Esther B. Coulson.

1. Call to Order

Mayor Cheshire called the meeting to order.

ACTION: 6:19:32 p.m. No action was taken.

2. Roll Call

After Mayor Cheshire requested that Ms. Coulson call the roll where a quorum was declared present, and Commissioner Mobilian’s absence was acknowledged.

ACTION: 6:19:36 p.m. **By unanimous consent, the CRA excused the absence of Commissioner John Moblian.**

3. Approval of Minutes

The CRA considered its action to approve the September 14, 2023 minutes:

ACTION: 6:19:56 p.m. **On motion of Vice Mayor DeGrave, seconded by Commissioner Bell and unanimously carried, the CRA approved the September 14, 2023 minutes as submitted.**

4. CRA ACFR and Audit Engagement Letter

The CRA considered its action to approve the CRA Annual Comprehensive Financial Report, September 30, 2022 and Audit Engagement Letter, McDirmit Davis, Certified Public Accountants.

Mr. La Venia gave reasons why he is recommending that the CRA continue to retain McDirmit Davis, CPA for FY 2023-24; recalled the city commission’s directive at its March 9, 2023 regular meeting to proceed with the request for proposals (RFP) for auditor

services prior to the FY 2023-24 budget process, and indicated that if it is the governing body's desire in that regard, the RFP procedures would commence March 2024.

ACTION: 6:20:11 p.m. After much discussion and **on motion of Vice Mayor DeGrave, seconded by Commissioner Bell and unanimously carried, the CRA accepted the audit engagement letter (March 2023-June 2023) and the CRA Annual Comprehensive Financial Report, as previously cited, and agreed to retain McDirmit Davis, Certified Public Accountants, to conduct the 2023 audit in 2024.**

5. CRA REDEVELOPMENT TAXES – FY 2023-24

The CRA considered its action to approve payment from the general fund to the redevelopment fund for redevelopment taxes for FY 2023-24.

Mr. Bachmann addressed the issue of the total payment for \$434,708 being over the budget of \$416,426 due to the Lake County Property Appraiser's Office providing the city with property values (in September 2023) which increased after the city commission established its 2023-24 budget in July and August 2023. He explained the opportunity for an amendment and recommended that the invoices be paid.

ACTION: 6:25:15 p.m. **On motion of Vice Mayor DeGrave, seconded by Commissioner Bell and unanimously carried, the CRA approved the payment to the redevelopment fund as previously cited.**

6. Five-Foot Sidewalk Installation – Fountain Street and College Avenue Row and Civil Engineering and Surveying Services Design Proposal – Halff Inc.

Motion to consider the approval of a five-foot sidewalk installation at the south right-of-way line of Fountain Street and the west right-of-way line of College Avenue and civil engineering and surveying services design proposal at city hall complex from Halff Inc.

Mr. La Venia gave reasons why he is recommending denial of the subject item due to the expense and suggested that the CRA wait out same.

ACTION: 6:26:52 p.m. **On motion of Vice Mayor DeGrave, seconded by Commissioner Gunter and unanimously carried, the CRA postponed indefinitely its action to approve the five-foot sidewalk installation as previously cited.**

7. CRA 2024 Meeting Schedule

The CRA considered its action to approve the 2024 CRA meeting schedule.

ACTION: 6:29:22 p.m. **On motion of Vice Mayor DeGrave, seconded by Vice Mayor Gunter and unanimously carried, the CRA approved the 2024 CRA meeting schedule as submitted.**

8. Public Comments

There were no public comments at this time.

ACTION: 6:29:30 p.m. No action was taken.

9. Unfinished Business

There was no unfinished business to come before the CRA at this time.

ACTION: 6:30:08 p.m. No action was taken.

10. ADJOURNMENT

The meeting adjourned at 6:30 p.m.

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: FY 2023 Annual CRA Report

MEETING DATE: Thursday, March 14, 2024

DATE SUBMITTED: Wednesday, February 28, 2024

SUBMITTED BY: city treasurer

BRIEF NARRATIVE: **FY 2023 Annual CRA Report** Florida Statutes require an annual report of the year's redevelopment activities including a financial statement of assets and liabilities, and revenue and expenses due March 31st of each year. The annual report for FY 2022-23 is attached.

FUNDS BUDGETED: None

ATTACHMENTS: FY 2022-23 CRA annual report.

RECOMMENDATION: Review the CRA Annual Report for FY 2022-23.

ACTION: **Approve the CRA FY 2022-23 annual report as submitted.**

CITY OF FRUITLAND PARK
CRA FINANCIAL STATEMENT FOR FY2023

CRA ACTIVITY REPORT FY2023

FY2022 Fund Balance \$ **1,054,529**

Income - Revenue FY2023

City of Fruitland Park	\$	366,020
Lake County Commission	\$	463,054
Lake County Water Authority	\$	28,835
Lake County Ambulance District	\$	42,560
Interest	\$	78,693
Rent & Late Fees		
TOTAL REVENUES	\$	979,162

Operating Expenses FY2023

Misc. Expense		
Professional Fees		
Audit		
Memberships		
Special District Fees	\$	(175)
GrantProgram-Rose Plantation	\$	-
Land Purchase		
19 Grizzard St. back taxes	\$	(5,151)
Improvements		
CR 466a Phase 3B	\$	(13,500)
Municipal Complex	\$	-
Community Center:		
Control Freak sound system	\$	(47,152)
Gazebo	\$	(56,632)
Zorn Const. Golf Cart Ramp	\$	(4,200)
Streets	\$	(161,740)
Repaved 11 streets		
<i>Paved (Fruitland, Fox Hill,</i>		
<i>Mariland, Williams, E. Berckman,</i>		
<i>Thomas, Tropic, misc. patches, and</i>		
<i>double yellow striping)</i>		
Parks Improvements	\$	(85,089)
New Roof Concession Cales Park		
New Roof Pool		
Transfer to Other Funds Fund		
Tx 10% UT for 466a Relocate		
Tx 20% CM, 10 CT		
Contingency Fund	\$	(5,700)
 TOTAL EXPENSES	 \$	 (379,338)
 FY2023 Fund Balance	 \$	 1,654,352

GOVERNMENTAL BALANCE SHEET

Assets

SBOA Investments	\$	1,819,851
CD Citizens Bank	\$	100,000
	\$	1,919,851

Liabilities

Accts Payable	\$	(264,746)
Rent Deposit- R Holiday	\$	(754)
	\$	1,654,352

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

ITEM TITLE: Public Comments

MEETING DATE: Thursday, March 14, 2024

DATE SUBMITTED: Monday, March 4, 2024

SUBMITTED BY: City Clerk

BRIEF NARRATIVE: **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.

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FUNDS BUDGETED: None

ATTACHMENTS: None

RECOMMENDATION: None

ACTION: None