

FRUITLAND PARK CITY COMMISSION WORKSHOP MEETING MINUTES

July 11, 2016

A budget workshop meeting of the Fruitland Park City Commission was held at 506 W. Berckman Street, Fruitland Park, Florida 34731 on Monday, July 11, 2016 at 6:00 p.m.

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

Also Present: City Manager Gary La Venia, City Treasurer Jeannine Racine Michaud, Police Chief Mike Fewless, Deputy Police Chief Dennis Cutter, Fire Chief Michael Laming, Assistant Fire Chief Don Gilpin; Deputy Fire Chief Tim Yoder, Fire Department; Community Development Director Charlie Rector; Public Works Director Dale Bogle, Parks and Recreation Director Michelle Yoder; Fruitland Park Library Director JoAnn Glendinning, and City Clerk Esther B. Coulson

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

After Mayor Bell called the meeting to order at 7:00 p.m., Chief Fewless gave the invocation and Commissioner Ranize led in the Pledge of Allegiance to the Flag.

2. **ROLL CALL**

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

3. **2016-17 FISCAL YEAR BUDGET**

A. Introduction

i. **Mayor**

Mayor Bell introduced the Fiscal Year 2016-17 City of Fruitland Park budget.

ii. **City Manager**

Mr. La Venia referred to the June 21, 2016 memorandum regarding the Budget for FY ending September 30, 2017; a copy of which is filed with the supplemental papers to the minutes of this meeting.

iii. **City Treasurer - FY Ending September 30, 2017; FY 2016-17 Historical Comparison Expenses, and FY 2016-17 Historical Comparison Revenues**

Ms. Racine Michaud reviewed the taxable comparative values on the chart and respective votes required to approve the tax levied on the preliminary FY 2016-17 budget; gave a forecast of the FY 2017-16 budget with the possibility of lowering the millage rate, and provided a brief historical overview in that regard, a copy of the respective document is filed with the supplemental papers to the minutes of this meeting.

After Commissioner Ranize questioned the city commission's determination, imposition and levying on the collection of non ad-valorem

special assessment, if it decides on the fire assessment fee of \$151,000 and whether said fee would be lowered, Mayor Bell suggested that the city commission initially deal with the preliminary FY 2016-17 budget and proceed with fire assessment where a decision would be made, once adopted and Ms. Racine Michaud explained that said amount would be eliminated if the city commission proceeds with the fire assessment.

After discussion, Commissioner Lewis, noted that when addressing the fire assessment in the future, such concept would be to offset ad-valorem depending upon the city commission's decision.

After much discussion, **the city commission, by unanimous consent, the city commission accepted the city treasurer's recommendation and agreed to the 4.7321 millage rate for the Fiscal Year 2016-17 budget at the taxable value of \$1,437,069.**

Following Ms. Racine Michaud's review of the June 17, 2016 transmittal letter budget proposal for FY 2016/17, Commissioner Ranize referred to his earlier discussions with her regarding the departments total expenditures of \$38,000 per annum for Comcast Business Services; noted that it excludes lap tops, internet, facsimile, cable, telephones, wireless, and tablets, and excluding Fruitland Park Library's \pportion for Lake County, and requested the reduction of such expenses for the FY 2017-18 budget.

After discussion, Mr. La Venia addressed the plan to review Comcast's current contract and contact other telephone providers to determine and compare the prices and services they offer; thus, ensure that all the departments remain connected and lower the cost.

Upon Mayor Bell's suggestion and **by unanimous consent, the city commission agreed to consider the following items out of order on this evening's agenda.**

B. General Fund Revenues

ii. **Law Enforcement**

In response to Vice Mayor Gunter's inquiry, Ms. Racine Michaud confirmed that under holiday pay, it should read: "12 holidays" and not "14".

In acknowledging the 2016 Florida Law Enforcement Challenge Awards, Mayor Bell suggested placing an item on the July 14, 2016 regular agenda for recognition.

Earlier in the meeting, Chief Fewless referred to vehicle replacement schedule he previously provided to the city commission on the breakdown of vehicles and outlined the police departments' needs for six vehicles -- two for FY 2016-17 and two in FY 2017-18.

Upon Mr. La Venia's request, Chief Fewless distributed a budget presentation -- a copy of which is filed with the supplemental papers to the minutes of this meeting -- giving an overview of the current police department's staff ; providing statistical information on the current police to citizens ratio considering The Villages population expansion, and outlining potential problems with no staff expansion; namely, encroaching crime from a neighboring city and conveying reports from Sumter County Sheriff William O. "Bill" Farmer Jr. and The Town of Lady Lake Police Chief Chris McKinstry on the time consuming and continuing increasing service calls from The Villages' residents and various investigations performed by the respective law enforcement agencies.

Chief Fewless requested that he be authorized to seek four law enforcement officers (adjusting their working hours at the beginning of FY 2016-17), retain the officers as reserves in January 2017, and employ them fulltime by April 2017.

Following extensive discussions, and **by unanimous consent, the city commission agreed with the city manager's recommendation for staff to initially identify a funding source in the operating budget for two law enforcement officers for mid-year budget FY 2016-17 -- considering the possibility of the outcome the Office of Community Oriented Policing Services Hiring Program which provides grant funding to retain a law enforcement officer -- and report back to the city commission during the budget process.**

After discussion, Mayor Bell responded to Chief Fewless' request to alternatively increase the overtime budget during special needs, to postpone same until the city commission considers a plan.

Commissioner Lewis recognized the difficulty, when conducting a fire assessment fee, of rolling back the ad valorem tax where he believed that capital funding cannot be utilized, as said tax places law enforcement officers in vehicles.

vii. Fruitland Park Library

Earlier in the meeting,, Commissioner Ranize' referred to the replacement of the Fruitland Park Library's air conditioning unit utilizing capital project funding.

After discussion, Ms. Racine Michaud addressed her plan to review same.

The city commission expressed preference to replace the library's current roof from capital project funding instead of utilizing operating funds to repair same.

Following further discussion and in answer to Ms. Glendinning's request to consider increasing the library staff's salaries -- in addition to the three percent raise -- to an additional one dollar per hour, Mr. La Venia addressed the intent to review same.

iii. Fire Department

By unanimous consent, the city commission agreed with the city treasurer's recommendation to increase the firefighters' stipend to \$100 per month.

Ms. Racine Michaud recommended the inclusion in the fire department's budget of 135,150 for 850 certificate of occupancies for The Villages fire.

In response to Mr. La Venia's recommendation to leave the amount in question as dedicated funds for the purpose previously established and designated to be used for to meet the fire department's needs, Commissioner Lewis noted that said funds would be utilized from ad valorem taxes that The Villages are paying which comes back out to them. He believed that said funds were restricted; gave the opinion that it was based from the settlement of the police service and fire service fees lawsuit, and felt that it was released to the city with guidelines on how it was to have been utilized.

After discussion, Commissioner Lewis referred to the fire assessment study on the calculated figures reflecting more than \$50,000 throughout the document; thus, The Villages expenses are reflected elsewhere, to which he believed to be a large impact. He suggested that staff address the matter when meeting with Ms. Sandi Melgarejo, Government Services Group Inc., in advance of the July 14, 2016 regular meeting.

Mr. La Venia agreed, in the affirmative to Commissioner Lewis' suggestion, to request that Ms. Melgarejo lower the amount in question to \$3,000.

After discussion and in response to Commissioner Lewis, Mr. La Venia explained that he will communicate with Chief Laming and Fewless on purchasing or leasing the ice machine.

In response to Vice Mayor Gunter's suggestion to place the purchase of a fire truck as a restricted funds line item -- to which Chief Laming identified as part of the five-year capital improvement plan -- Mayor Bell responded that its placement would be dependent on the outcome of the fire assessment study.

xii. Fire Pension Board

No discussion was held on the Fruitland Park Firefighter Trust Fund Board of Trustees budget.

viii. Parks and Recreation

After discussion, the city commission agreed to transfer \$3,500 to capital improvements for the municipal pool new windows for the concession stand .

In addition to the three percent raise for staff, Ms. Racine Michaud referred to the increase for Mses. Yoder for \$2.17 and Glendinning for \$1.38. respectively under

the new Fair Labor Standards Act of 2016 (defining and delimiting exemptions for executive, administrative, professional, outside sales and computer employees) signed into law by President Barack Obama.

In response to Mayor Bell's inquiry regarding the increase in funding for Fruitland Park Day and other city-related events, staff addressed the plan to review the option on the costs of installing mobile electrical power.

By unanimous consent, the city commission agreed with Mayor Bell's suggestion to eliminate funding for the light rental for Fruitland Park Day/Hometown Xmas for \$600.

With reference to the soccer/football of \$150,000 under CIP five-year plan, Mayor Bell anticipated receiving \$100,000 some of which is from Lake County over the next six months to which Mr. La Venia indicated that he is waiting for more information on the issue.

i. Legislative, Executive, and Government

Later in the meeting, the city commission reviewed the legislative, executive and government budget.

iv. Building and Zoning

Later in the meeting, Ms. Michaud Racine confirmed, in response to Mr. Rector's comments, that he received a three percent raise and the community development department staff, in addition to the three percent, received a dollar increase.

At Mayor Bell's request, Mr. Rector explained that the community development staff each received a dollar increase due to their involvement and training in the trackit computer program as well as the United States Department of Homeland Security's Federal Emergency Management Agency's Student Identification System Certification Managing Floodplain Development through the National Flood Insurance Program with The Villages, Florida, where the department receives an incentive.

Mr. Rector addressed the need to increase contractual; recognized the certified Level III code enforcement officer who he was interviewing as a part time independent code enforcement contractor earlier this evening, and mentioned the offer at \$30 an hour at no more than 15 hours per week -- decreasing after approximately three months to which Ms. Michaud Racine addressed her intent to meet with Mr. Rector on the issue in question.

x. Redevelopment Refinance and Expenditure

No discussion was held on the redevelopment refinance and expenditure line item.

- xi. Capital Projects, Revenues and Expenditures**
Earlier in the meeting, the city commission reviewed the capital projects, revenues and expenditures line item.

- xiii. Summary, Refinance, and Expenditures**
No discussion was held on the summary, refinance and expenditures line item..

- xiv Budget Summary**
Earlier in the meeting, Mayor Bell referred to the budget summary.

- v. Solid Waste**
Later in the meeting, At Commissioner Ranize' request, Mr. Bogle agreed to provide a public works vehicles list to the city commission.

- ix. Public Works**
After Ms. Racine Michaud identified the service worker position for \$40,000, Mr. Bogle conveyed his previous request to Mr. La Venia on the need for additional staff for FY 2018-19.

After discussion, Vice Mayor Gunter described the landscape and beautification without irrigation on a portion of the northeast Interstate 95 corridor and requested that staff implement a simple landscape improvement which identifies the City of Fruitland Park from an adjoining municipality.

In response, Mr. Bogle addressed the ability to implement same with the additional personnel for FY 2017-18. He explained, in answer to Commissioner Ranize' inquiry that staff is continually communicating with Lake County regarding the maintenance of CR 466A and Mr. La Venia indicated that Lake County Public Works Department Director Mr. Jim Stivender Jr., is expected to appear before the city commission at its regular meeting on September 8, 2016; thus, The Villages are being persuaded carryout said maintenance.

Following further discussion, Mr. La Venia reminded the city commission of holding a Community Redevelopment Agency meeting to approve its budget as well as the two future budget public hearings.

With respect to parks and recreation maintenance, Mr. Bogle addressed his intent to request the city commission's approval of an agreement with Terminix for pest control the removal of ants, as a result of complaints received on the T-Ball field.

- xi. Capital Projects, Revenues and Expenditures**
With respect to the roads and streets capital projects and at Mayor Bell's request, Mr. Bogle conveyed Mr. Rector's concept on the public works building's dimensions and his desire to improve and covert the old structure near public works into offices for FY 2017-18.

Mr. Bogle requested two pickup trucks for FY 2016-17 and identified the ages, mileages, problems and the types of vehicles utilized by the public works department staff.

In response, Mr. La Venia explained that discussions will be held on the funds of approximately \$350,000 towards the building issue during the forthcoming year.

Following much discussion and in response to Commissioner Ranize' request for a list of all city-owned vehicles (identifying the age, required replacement, and timeline), Mr. Bogle concurred in the affirmative that same would be available to the city commission on July 12, 2016.

Commissioner Ranize referred to a Villages resident's purchase of the soccer field on Lewis Road and addressed the need to find out more information.

vi. Storm water

In response to Commissioner Ranize' request on the need to increase the storm water rates currently at \$2.00 a month, Mr. La Venia indicated that he will inform Ms. Anita Geraci-Carver, City Attorney, of same.

Utility Fund

After Ms. Michaud Racine noted that there is \$61,000 remaining in the water fund contingency, Mr. Bogle anticipated that the bulk water rate is expected in one week. She pointed out the plan to purchase water meter readers and the need to upgrade to the Utility Billing CIS Software.

Ms. Michaud Racine recognized, in response to Commissioner Ranize' question on the website design, the utility fund line item reflected during FY 2015-16.

After Commissioner Lewis pointed out the Website Development and Migration for \$11,600 under contractual services for FY 2016-17 which he suggested ought to be removed, Mr. La Venia acknowledged the likelihood of procuring such service and explained that the budgetary amount is unknown at this time and Ms. Michaud Racine indicated that she will research the issue.

After discussion, Commissioner Cheshire referred to the connection to the city and the Town of Lady Lake Wastewater Treatment Plant Reservation and Bulk Treatment project and addressed the need to increase wastewater fees to cover the city's operating costs for individuals using the sewer to which Mr. La Venia addressed his plan to speak with Ms. Geraci-Carver to determine whether a rate study would be required before proceeding.

x. Redevelopment Refinance and Expenditure

No discussion was held on the redevelopment refinance and expenditure line item.

xiii. Summary, Refinance, and Expenditures

No discussion was held on the summary, refinance, and expenditures line item.

xiv Budget Summary

No discussion was held on the budget summary.

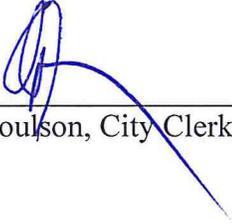
4. OTHER BUSINESS

There was no other business to come before the city commission at this time,

11. ADJOURNMENT

On motion made, second and unanimously carried, the meeting adjourned at 8:06 p.m.

The minutes were approved at the August 11, 2016 regular meeting.

Signed 

Esther B. Coulson, City Clerk

Signed 

Christopher Bell, Mayor