



City of North Port

4970 CITY HALL BLVD
NORTH PORT, FL 34286

Meeting Minutes City Commission Workshop

CITY COMMISSIONERS

Pete Emrich, Mayor
Barbara Langdon, Vice Mayor
Jill Luke, Commissioner
Debbie McDowell, Commissioner
Alice White, Commissioner

APPOINTED OFFICIALS

Jerome Fletcher, City Manager
Amber L. Slayton, City Attorney
Heather Taylor, City Clerk

Tuesday, June 14, 2022

9:00 AM

City Commission Chambers

City Manager Recommended Budget

CALL TO ORDER

Vice Mayor Langdon called the meeting to order at 9:00 a.m.

Ms. Taylor notified the Commission that Commissioner White requested to attend the meeting via Communications Media Technology (CMT).

Vice Mayor Langdon provided required notifications regarding conducting a hybrid meeting.

Commissioner White stated she will be attending the hybrid meeting via CMT due to experiencing an illness.

Vice Mayor Langdon requested a motion.

A motion was made by Commissioner McDowell, seconded by Commissioner Luke, to approve the meeting as a hybrid meeting.

Ms. Slayton spoke to the language of the motion.

Commissioner Luke withdrew her second.

Commissioner McDowell restated her motion, seconded by Commissioner Luke, to approve Commissioner White's request to attend the Workshop via Communications Media Technology (CMT). The motion carried on the following vote:

Yes: 3 - Vice Mayor Langdon, Commissioner Luke, and Commissioner McDowell

Abstain: 1 - Commissioner White

Absent: 1 - Mayor Emrich

ROLL CALL

Present: 4 - Vice Mayor Barbara Langdon, Commissioner Jill Luke, Commissioner Alice White and Commissioner Debbie McDowell

Absent: 1 - Mayor Pete Emrich

Also Present

City Manager Jerome Fletcher, City Attorney Amber Slayton, City Clerk Heather Taylor, Recording Secretary Amanda Baker, Fire Chief Scott Titus, Police Chief Todd Garrison, Human Resources Manager Deborah Hope, Risk and Benefits Manager Sandy Knowles, Finance Director Kim Ferrell-Williams, Budget Administrator Lisa Herrmann, Finance Performance and Accountability Officer Eve Sweeting, Assistant City Manager Julie Bellia, Assistant City Manager Jason Yarborough, Information Technology Director Eric Ryan, Parks and Recreation Director Sandy Pfundheller, Social Services Manager Janet Carrillo, and Deputy Communications Manager Madison Heid

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Debbie McDowell.

1. PUBLIC COMMENT:

Ms. Taylor read the following e-comments into the record:

Richard Beaver: current operations at the Aquatic Center.

PUBLIC COMMENT:

Jeffrey Scott: budget deliberations.

Valdy Olender: Dred Scott and budget.

2. GENERAL BUSINESS:**[22-2970](#)**

Discussion and Possible Direction Regarding the Fiscal Year 2023 City Manager's Recommended Budget.

Vice Mayor Langdon announced the item.

Mr. Fletcher introduced the item and provided a presentation including strategic plan pillars used to guide budget development, millage rate and ad valorem collections, ten year taxable value history, major general fund revenues, change in fund balance, total revenues and expenditures, general fund overview, budget by pillar overview, general fund budget proposals by pillar, all funds budget by pillar overview, all funds budget proposals by pillar, Road & Drainage District fund overview, Fire Rescue District fund overview, Solid Waste District fund overview, Building fund overview, Utilities fund overview, Fleet Management fund overview, and City-wide staffing.

Commission questions and discussion took place regarding the presentation being uploaded as backup, Utilities increase, date of the preliminary taxable table, upcoming projections, Building fund including software, gratitude to staff, City's age, protecting the City going forward, employment increase, ad valorem taxes, level of service, efficiency, cost effectiveness, under-funding, staff's request for Commission direction, and inflation.

PUBLIC COMMENT:

Jeffrey Scott: challenges of 2023, City government expansion, and public scrutiny.

Valdy Olender: duties of the City Manager and budget review.

[22-3013](#)

Human Resources Department

Vice Mayor Langdon announced the item.

Mr. Fletcher introduced the item and provided a presentation including organizational flowchart and proposed new positions, accomplishments, and initiatives.

Ms. Hope spoke to the employee satisfaction survey, hiring and promotion process, pre-employment testing, and remote and flexible work schedules.

Mr. Fletcher spoke to remote work schedules and continued with the presentation including priorities, performance measures, budget summary, and budget proposal.

Commission questions and discussion took place regarding recruitment and retainment, job fairs, flexible work schedules, performance measures, pre-employment testing, salary survey, cost of living, absorption of benefits, scheduling a one-on-one discussion regarding benefits with formal Commission direction, past discussions regarding benefits, reducing the labor relations budget, compensation study, adding new positions, performance metrics, budget information being publicly available, gratitude to staff, staff being proactive in mental health training and service, Human Resources Coordinator position, proposed Generalist position, and department understaffing.

PUBLIC COMMENT:

Valdy Olender: Budget proposal and citizen rights.

Jeffrey Scott: establishing workforce and employee productivity.

Recess was taken from 11:00 a.m. until 11:10 a.m.

[22-3014](#)

Finance Department

Vice Mayor Langdon announced the item.

Mr. Fletcher introduced the item and provided a presentation including organizational flowchart and proposed new positions, accomplishments, and initiatives.

Ms. Williams spoke to the employee satisfaction survey, development of City-wide P-card training, and automated workflow.

Mr. Fletcher continued with the presentation including strategic plan pillars, preliminary priorities, performance measures, budget summary, and budget proposals.

Commission questions and discussion took place regarding the proposed new employment positions, OpenGov Budget Module, removing GovMax database, benchmarking consortium, Lean Six Sigma training, and whether a refund will be applied from the GovMax database contract.

Ms. Williams spoke to the transition from GovMax to OpenGov.

Commission discussion continued regarding implementing automated software.

There was no public comment.

[22-3015](#)

City Manager Communications Department

Vice Mayor Langdon announced the item.

Mr. Fletcher introduced the item and provided a presentation including organizational flowchart and proposed new positions, accomplishments, initiatives, strategic plan pillars, priorities, communications performance measures, budget summary, and budget proposals.

Commission questions and discussion took place regarding the Florida League of Cities (FLC) meeting with the City Manager, communications team accomplishments, gratitude to staff, filling management positions, Public Information Officer positions, podcast implementation, executive coaching, and the first-floor customer care center.

Ms. Bellia and Ms. Williams spoke to beginning stages of a larger 311 system, initial customer care center purposes, additional Customer Care Representative, splitting administrative departments through cost allocation, and implementing more efficient customer service software.

Commission questions and discussion continued regarding funding the new Customer Service Representative position, responsibility of general calls, City Clerk Staff Assistant job duties, conference room conversion, travel per diem proposal, grant coordinator phones, differences between executive coaching and retreats, implementing a 311 process, marketing communications, proposed new initiatives, and consolidating and centralizing resources.

There was no public comment.

Recess was taken from 12:33 p.m. until 1:15 p.m.

[22-3016](#)

City Clerk Department

Vice Mayor Langdon announced the item.

Mr. Fletcher introduced the item and provided a presentation including organizational chart, accomplishments, initiatives, strategic plan pillars, priorities, performance measures, budget summary, and budget proposals.

Commission questions and discussion took place regarding adding the historical archive room as an initiative, managing Sunshine Law training, advisory board initiative, posting the proposed new position earlier, Access Corp budget, tasking responsibilities to work on scanning items into Laserfiche, additional ballot page budgeting, and succession for the Records Management Administrator position.

There was no public comment.

[22-3017](#)

City Commission

Vice Mayor Langdon announced and introduced the item.

Commission questions and discussion took place regarding expenditure increases, operating within the existing budget, District 4 training and education budget, value of National League of Cities membership, and rotating Commissioner assignments within National League of Cities.

There was no public comment.

[22-3018](#)

City Attorney Department

Vice Mayor Langdon announced the item.

Mr. Fletcher introduced the item and provided a presentation including organizational chart and proposed new positions, accomplishments, initiatives, strategic plan pillars, performance measures, budget summary, and budget proposal.

Commission questions and discussion took place regarding gratitude to staff, proposed Deputy City Attorney position, client-facing templates, and interoffice growth.

There was no public comment.

[22-3019](#)

Information Technology Division

Vice Mayor Langdon announced the item.

Mr. Fletcher introduced the item and provided a presentation including organizational chart and proposed new positions, accomplishments, initiatives, strategic plan pillars, priorities, performance measures, budget summary, and budget proposals.

Mr. Ryan spoke to the employment satisfaction survey.

Commission questions and discussion took place regarding one-on-one meeting with Information Technology (IT), Central Square annual conference, domain addressing, multi-factor training, Junior Security Analyst positions, health benefits for proposed new positions, and security training.

There was no public comment.

[22-3020](#)

Non-Departmental

Vice Mayor Langdon announced the item.

Mr. Fletcher introduced the item and provided a presentation including strategic plan pillars, budget summary, and budget proposal.

Ms. Williams and Mr. Fletcher spoke to the recommended City Manager's contingency account proposal.

Commission questions and discussion took place regarding the account proposal lacking oversight, situations that required budget amendments, adjusting the fund amount, Commission contingency account, and oversight concerns.

There was no public comment.

22-3021

Parks and Recreation Department

Vice Mayor Langdon announced the item.

Mr. Fletcher introduced the item and provided a presentation including organizational chart and proposed new position, accomplishments, initiatives, strategic plan pillars, priorities, performance measures, FY 2018-2022 budget history, budget summary, and budget proposals.

Commission questions and discussion took place regarding gratitude to staff, adjusting admission rates at the Aquatic Center, grant funding from the Florida Communities Trust (FCT) for parcel purchase for the Myakkahatchee Creek Environmental Park, implementing new programs based on Commission direction, estimating extended hours during summer months, Aquatic Center signage, **small event revenue**, staff bringing back adjustments for residents and non-residents for the Aquatic Center admission rates, emergency weather alert systems budgeting, adding Warm Mineral Springs as an emergency weather alert system site, available funds for the current year for the Aquatic Center and Narramore Park, quality of life component, outsourcing athletic field maintenance, reviewing other park maintenance areas, attracting vendors for private recreational services, and proposed special events being revenue-driven.

Ms. Pfundheller spoke to outsourcing vs. in-house maintenance for athletic parks.

Commission questions and discussion continued regarding the Myakkahatchee Creek Environmental Park plan, maintenance teams being separated, and the scoreboard at Narramore Park.

Ms. Pfundheller spoke to the main building being closed at Warm Mineral Springs and the City providing temporary restroom facilities.

There was no public comment.

Recess was taken from 3:35 p.m. to 3:45 p.m.

22-3022

Social Services Division

Vice Mayor Langdon announced the item.

Mr. Fletcher introduced the item and provided a presentation including organizational chart, accomplishments, and initiatives.

Ms. Carrillo spoke to the employment satisfaction survey.

Mr. Fletcher continued with the presentation including strategic plan pillars, priorities, performance measures, budget summary, and budget proposals.

Commission questions and discussion took place regarding North Port and Non-Profits United (NP2), including all non-profit organizations in the NP2 project, local government using property tax differently, advertising and marketing non-profit organizations on the City website, keeping local government and non-profit organizations separate, monument signage, purchasing clothing for the Clothing Closet if donations do not occur, NP2 vs. special events, health insurance increase, special event application history, workforce

payroll contributions, including upcoming events in weekly publications, and grants for non-profit organizations.

Ms. Heid spoke to publications posted on the City website.

Commission questions and discussion continued regarding staff overseeing NP2, Child Protection Agency involvement, Memorandums of Understanding (MOU) with local non-profit organizations, and criteria for special event assistance.

Consensus was requested to remove the \$25,000 from Budget Proposal #2190 North Port & Non-Profits United (NP2).

Commission discussion continued regarding reducing the amount from the NP2 budget proposal, reviewing the criteria parameters, and staff bringing back more definition of the proposal.

Mr. Fletcher spoke to Commission feedback regarding the NP2 project.

There was no public comment.

3. PUBLIC COMMENT:

There was no public comment.

4. ADJOURNMENT:

Vice Mayor Langdon adjourned the meeting at 4:42 p.m.

City of North Port, Florida

By: _____
Pete Emrich, Mayor

Attest: _____
Heather Taylor, City Clerk

These minutes were approved on the ____ day of _____, 20__.