



# City of North Port

4970 CITY HALL BLVD  
NORTH PORT, FL 34286

## Meeting Minutes City Commission Special Meeting

### *CITY COMMISSIONERS*

*Vanessa Carusone, Mayor*  
*Linda M. Yates, Vice-Mayor*  
*Christopher B. Hanks, Commissioner*  
*Jill Luke, Commissioner*  
*Debbie McDowell, Commissioner*

### *APPOINTED OFFICIALS*

*Peter Lear, City Manager*  
*Amber L. Slayton, City Attorney*  
*Patsy Adkins, City Clerk*  
*Kathryn Peto, Deputy City Clerk*

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Monday, July 2, 2018

9:00 AM

CITY COMMISSION CHAMBERS

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**NOTE: This is a draft copy of the minutes of the 7-2-2018 Commission Special Meeting, has not been approved by the Commission and is subject to change.**

### **CALL TO ORDER/ROLL CALL**

The North Port City Commission Special Meeting was called to order at 9:00 a.m. in City Chambers by Mayor Carusone.

Present: Mayor Carusone; Vice-Mayor Yates; Commissioners Hanks, Luke and McDowell; City Manager Lear; Assistant City Attorney Golen; City Clerk Adkins; Deputy City Clerk Peto and Police Captain King.

**The Invocation was provided by Commissioner Hanks.**

**The Pledge of Allegiance was led by the Commission.**

### **1. APPROVAL OF AGENDA – COMMISSION**

*A motion was made by Commissioner Hanks, seconded by Vice-Mayor Yates, to approve the Agenda as presented. The motion carried by the following vote:*

**Yes:** 5 - Mayor Carusone, Vice-Mayor Yates, Commissioner Hanks, Commissioner McDowell and Commissioner Luke

### **2. PUBLIC COMMENT:**

There was no public comment.

### **3. DISCUSSION ITEMS:**

A. [18-401](#)

Presentation by Steven G. Knight, Ph.D., EFO, CFO of Fitch & Associates, LLC on the results of the Management Study and Strategic Plan conducted for Fire Rescue.

City Manager Lear introduced Fire Chief Titus and Steven Knight of Fitch & Associates, LLC, who provided brief overview of the Management Study and Strategic Plan regarding the Fire Department.

Discussion ensued: (1) it was noted that the Emergency Medical Services (EMS) data, representing 74.1% of total incidents in 2016, was not separated by age demographics but was based on how it was dispatched from a 9-1-1 center, it was stated that further details can be obtained from the Patient Care Reports and the Internal Records; (2) the majority of incidents reported in 2016 were EMS related and were either residential in nature or vehicle accidents, as opposed to commercial structure incidents; (3) residential fire incidents were not included in the risk study because in most communities the risk is low enough that the local emergency response departments are able to cover one and two story residential buildings. Additionally, residential data is not readily available and residences are not inspected by ISO; (4) the data for common areas in multi-story apartments was included only when it was inspected by ISO inspectors; (5) it was noted that there is a difference between the number of incidents called in and the number of emergency vehicle units responding to an incident; (6) the 3-D Station Risk Profiles slide in the backup material was simply a pictorial rendering of the Department Workload by Station Demand Zone slide; (7) the Unit Hour Utilization slide reflecting a 24-hour work shift, related to all 9-1-1 emergency vehicle deployment and activity in an 8-hour time frame, from the time the dispatch call is received until the unit is available again; (8) three alternatives were provided for Commission consideration: [a] upgrade Engines 81 and 85 to Advanced Life Support (ALS); [b] upgrade Engines 8 and 85 to ALS, which would require 10 new Full Time Equivalent (FTE) employees on 12-hour shifts and add 2 ambulances per day during the busiest times; [c] add 2 additional 24/7 ALS ambulances, which would require 15 new FTEs on 24-hour shifts and could continue all Basic Life Support (BLS) responders if desired; (9) from a policy standpoint of commensurate levels of service at each station, adding an ambulance at Station 83 was recommended; (10) Fire Chief Titus recommended maintaining the existing coverage, securing grants and moving towards Alternative 1 first, and then Alternative 2; (11) the Consultant's recommendation was to move forward to Alternative 2 to round out the service level in the most cost efficient manner; (12) it was stated that the City's emergency services are able to meet an 8-minute average response time 90% of the time; (13) it was suggested to approve Alternative 2 progressively over the next five years and add the first ambulance at Station 83; (14) the study did not include future plans to provide coverage in West Villages but recommendations were made in the budget for that move; (15) Alternative 1 includes a minimal pay increase and the initial cost of the capital equipment amortized over the life of the equipment; (16) the FTEs for the second ambulance in Alternative 2 would be hired initially on a 12-hour shift; (17) the Mutual Aid Agreement with Sarasota County was explained; (18) the relevance of including data from Station 26 in the Study was explained; (19) it was stated the previous Fire Chief requested data from Sarasota County Stations 21, 22 and 26 to be included in part of the Study as part of a long-range vision and the full Report details the information; (20) it was stated that approximately 1400 of the 2400 EMS calls to Station 26 were for incidents in North Port; (21) after concern was expressed that potential changes with Station 26 could negatively impact Station 82 and the City's resources, clarification was provided that there are many City and County responsibility details to consider when the time approaches to add a new station in the West Villages; (22) currently there is not a significant difference in number of mutual aid calls that one entity provides for the other.

***There was a unanimous consensus to direct Staff to provide data regarding Station 82 calls for North Port and for the unincorporated areas compared to Station 26 calls for North Port and for the unincorporated areas.***

Discussion continued: (1) additional clarifying language is needed in the first paragraph on page 4 of the Management Study, to include a statement that North Port's Emergency Medical Services (EMS) is part of the General Fund, including an explanation of the 60/40 funding split between the Fire Rescue District and the General Fund; (2) following a question, an explanation was provided that the accreditation program is a road map of accomplishments and also of those things that need to be improved; (3) due to some recent attrition in the department, the number of fire inspections slowed but the respective cycles are now almost up-to-date; (4) in reference to property inspections and the system inspections, it was noted that a business has the responsibility to hire a fire company to inspect various elements and equipment and the City's Inspectors verify that work; (5) the recommendation is to adopt a formal inspection cycle and to codify the policy so that every business knows it is a 12-month process; (6) it was stated that the Life/Safety Code adopted by Florida Law requires annual inspections for certain occupancies and the Fire Department is meeting those. The City may choose to set other inspection cycles for ancillary businesses; (7) there was a brief discussion regarding the Commission's role as the governing body of the Fire Rescue District as it pertains to approving today's actions. Thereafter, it was suggested that the Commission adopt the Study on behalf of the City today, and then at a Fire Rescue District Special Meeting, the Commission will adopt on behalf of the District.

***A motion was made by Commissioner McDowell, seconded by Commissioner Luke, to approve the Management Study, the Strategic Plan for 2018-2023 as presented, using Alternative 2 as the way to move forward; including the Standards of Cover Report, with a minor change on page 4 of the Management Plan to include language referencing the City of North Port as discussed earlier in the meeting. The motion carried by the following vote:***

**Yes:** 5 - Mayor Carusone, Vice-Mayor Yates, Commissioner Hanks, Commissioner McDowell and Commissioner Luke

***A motion was made by Commissioner McDowell, seconded by Commissioner Luke, to direct the City Manager to bring back the Management Study and Strategic Plan and Standards of Cover Report, to the next available Fire Rescue District Meeting for approval at the City Manager's discretion. The motion carried by the following vote:***

**Yes:** 5 - Mayor Carusone, Vice-Mayor Yates, Commissioner Hanks, Commissioner McDowell and Commissioner Luke

Recess 10:53 a.m. - 11:10 a.m.

**B. [18-188](#)**

**Discussion regarding Boards and Committees**

City Manager Lear provided a brief overview.

Discussion ensued: (1) language on the Public Comment cards was discussed; (2) clarification was provided regarding the required number of active members to make a quorum; (3) concern was expressed that two of the North Port City resident-members are to be appointed by the other three members and confirmed by the Commission and can be changed; (4) it was suggested to clarify the timeframe residency requirements the same for all Boards and Committees; (5) the number of non-full-time residents on Boards needs to be addressed as well as some of the technical expertise requirements; (6) it was noted that the recent addition of Alternate positions helps resolve some of the

quorum issues; (7) it was stated that ad hoc committees are temporary in nature and there is no need to revise it; (8) following a question, clarification was provided that [a] the City Attorney's Sunshine Law/Public Records Presentation was recorded and all new Board/Committee members will be required to come to the City Clerk's Office and watch the video and sign a form; [b] all new members receive an information packet which contains Ethics and Sunshine Law booklets with their Letter of Confirmation; (9) following a brief discussion, it was suggested that City residents who serve on Sarasota County Advisory Boards provide the Commission an annual or semi-annual report.

***There was a unanimous consensus to direct the City Clerk to contact the City's two upcoming appointees and any current members of Sarasota County Advisory Boards to notify them that a semi-annual report is required to be provided to the City Commission and that any future appointees will have the same understanding when they apply for a County Advisory Board opening.***

Discussion continued: (1) it was suggested to put greater emphasis on reaching out to the public by social media and the City's website and promoting Advisory Board vacancies; (2) a list of all outside Boards, their vacancies and who is presently serving from North Port.

PUBLIC COMMENT:

Chuck English: the lack of minority opinions of Advisory Boards expressed to Commission.

***There was a unanimous consensus to direct the City Manager have the City's Media Department promote Board vacancies the help get them filled.***

***There was a unanimous consensus to direct the City Clerk to provide a list of outside Advisory Boards, those that are filled and who is on them and those Boards that have vacancies.***

Discussion continued: (1) clarification was provided that each Advisory Board sets and adopts their individual schedules annually; (2) it was noted that each recording secretary is a Notary Public; (3) it was stated that each Advisory Board either sends an annual written report or provides an annual presentation to the Commission; (4) the process of checking Advisory Board Application information was explained; (5) concern was expressed regarding consistency in the removal requirements of all Boards and Committees.

***There was a unanimous consensus to revise Section 1-28(D) of the Unified Land Development Code (ULDC) regarding the Zoning Board of Appeals to follow Section 4-3(c) of the City Administrative Code.***

Discussion continued: (1) after the Ordinance codification process with Municode was explained, it was noted that: [a] verification is needed why some Ordinances have not yet been codified; [b] the Planning and Zoning Division has always processed the ULDC Ordinances and sent them to Municode.

***There was a unanimous consensus that once an Ordinance pertaining to the ULDC has been approved by the Commission and has been signed, it should go back to the City Clerk for codification.***

Discussion continued: (1) it was stated that the City Clerk sends Ordinances to Municode on a monthly basis to be codified in supplements; (2) the change in codification responsibilities from the Planning & Zoning Division to the City Clerk's Department will become effective immediately, however, there will be a transition phase of approximately a month to research if there is anything different must be done other than sending it to Municode. An update will be provided at the next Commission meeting; (3)

it was suggested that the Planning & Zoning Advisory Board section should be made consistent with Section 4-3.

***There was a unanimous consensus to revise Section 1-29(d) of the ULDC regarding the Planning & Zoning Advisory Board to follow Section 4-3(c) of the City Administrative Code.***

Discussion continued: (1) the need for technical expertise or experience on the Planning & Zoning Advisory Board and the Zoning Board of Appeals was suggested; (2) a concern was expressed that a participation balance of regular citizens in the political decision-making process should be maintained.

***There was a unanimous consensus that an effort will be made on Planning & Zoning Advisory Board and the Zoning Board of Appeals to have a minority of at least two members of five, or three of seven with some expertise in that field and the verbiage will be similar to that of the Public Utility Board.***

Discussion continued: (1) it was suggested to allow someone who owns property in North Port on each Board or Committee with the right to vote; (2) concern was expressed regarding the parameters of re-defining what a North Port resident is.

***There was a unanimous consensus to change the Ordinance that one non-resident, North Port property owner may serve with the right to vote, on each Board proven by the Sarasota County Property Tax Bill; which property has been owned for one year.***

***There was a unanimous consensus to allow the non-resident member of the Public Utility Board the right to vote as a Board Member, within the membership that exists.***

***There was a unanimous consensus that there is a one-year residency requirement for all Board or Committee members or property owners.***

***There was a unanimous consensus to add Public Comment to all agendas at the beginning and end of the meeting, and to be consistent throughout all Boards and Committees.***

***There was a unanimous consensus to change the Audit Committee approval process so that the Commission approves new members prior to the Board approval, the same as all other Boards and Committees.***

***There was a unanimous consensus to require that an annual report by City-appointees to outside Boards is on the application and that the City Clerk will ensure they are aware and that the report is provided to the Commission.***

***There was a unanimous consensus that the Municode codification for ULDC Ordinances will be done by the City Clerk's Department instead of the Planning & Zoning Division with the understanding that there will be a transition timeframe for that transition.***

***There was a unanimous consensus to make sure the Vacancy and Removal policies are consistent within all Boards and Committees as written in Section 4-3.***

***There was a unanimous consensus to direct the City Clerk to send the Commission a list of all outside Boards including vacancies and who the current City representative.***

PUBLIC COMMENT:

Chuck English: (1) the Charter Review Advisory Board; (2) definition of Palm Tree and use of them as trees.

Subsequent to public comment, it was stated that (1) Charter Review Members have been present when the Commission reviewed the City Charter; (2) they participated in the re-write and were actively involved; (3) the City Clerk and City Attorney are in the process of scheduling the next meeting for the Board to review the proposed updated Charter; (4) there are sufficient members to make a quorum; (5) copies of the Board's recommendations can be provided.

Discussion continued: (1) it was suggested to ask the Beautification & Tree/ Scenic Highway Committee to help with the beautification of Biscayne Drive; (2) an engineer needs to be involved as well.

***There was a unanimous consensus to communicate to the Beautification & Tree/Scenic Highway Committee to participate in the Biscayne Drive Beautification and provide recommendations.***

**4. PUBLIC COMMENT:**

There was no public comment.

**5. COMMISSION COMMUNICATIONS:**

There were no Commission Communications to report.

**6. ADMINISTRATIVE AND LEGAL REPORTS:**

There were no Administrative or Legal Reports.

**7. ADJOURNMENT:**

Mayor Carusone adjourned the North Port City Commission Special Meeting at 1:00 p.m.

City of North Port, Florida

By: \_\_\_\_\_  
Vanessa Carusone, Mayor

Attest: \_\_\_\_\_  
Kathryn Peto, Interim City Clerk

Minutes approved at the City Commission Regular Meeting this \_\_\_\_ day of \_\_\_\_\_, 2018.