



# City of North Port

4970 CITY HALL BLVD  
NORTH PORT, FL 34286

## Meeting Minutes - Final City Commission Workshop

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Monday, October 7, 2019

9:00 AM

CITY COMMISSION CHAMBERS

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### Amended to Add Public Comment Consensus Item 19-1933

#### CALL TO ORDER

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

#### ROLL CALL

Commissioner Carusone arrived at 12:19 p.m.

**Present:** 5 - Mayor Christopher Hanks, Vice Mayor Debbie McDowell, Commissioner Jill Luke, Commissioner Pete Emrich and Commissioner Vanessa Carusone

#### Also Present

City Manager Lear, City Attorney Slayton, Assistant City Attorney Michael Golen, Interim City Clerk Heather Taylor, Human Resource Director Christine McDade, Records Management Liaison Officer Cynthia Kelly, Matt D, SML, Inc., Rick Fitzgerald, Police Records Manager, Business Systems Analyst Catherine Johnston, Public Records Technician Rebecca Clifford, Fire Chief Scott Titus, Police Chief Todd Garrison and Recording Secretary Ida Goodman.

**The Pledge of Allegiance was led by City Manager Lear.**

#### 1. APPROVAL OF AGENDA

*A motion was made by Vice Mayor McDowell, seconded by Commissioner Luke to approve the agenda as presented. The motion carried by the following vote:*

**Yes:** 4 - Mayor Hanks, Vice Mayor McDowell, Commissioner Luke and Commissioner Emrich

**Absent:** 1 - Commissioner Carusone

#### 2. PUBLIC COMMENT:

There was no public comment.

#### 3. GENERAL BUSINESS:

A. [19-1134](#) Discussion Regarding Procedure for Charter Officer Time Off

Mr. Lear introduced the item.

Ms. McDade provided a presentation regarding Charter Officers time off.

Discussion ensued regarding clarification on exempt employees partial day off tracking, time off communication issues, quarterly time off tracking, and accountability and evaluations.

***There was a consensus to bring an agenda item regarding this issue.***

**B. [19-1114](#)**

**Discussion Regarding Public Records Management Plan Implementation Process**

Ms. Taylor introduced the item and provided a presentation regarding a Records Management Plan.

Discussion ensued regarding clarification on ADA document compliance, list of Department Records Liaisons and backups, recording the educational sessions with the records consultant, outside storage allocation increase and process for requesting outside storage item, process for adopting and implementing an overall plan, record destruction process, current policies regarding records, process for email retention and automated retention program, record retention training for current and new employees, electronic section of the proposed public record policy, space in City Hall for record storage, electronic storage of records, and Access Storage contract.

***There was a consensus to research other storage companies including location and costs.***

**C. [19-0933](#)**

**Discussion Regarding Public Records Request Policy and Procedure**

Ms. Taylor provided a presentation regarding Public Records Request Policy.

Discussion ensued regarding the implementation of GovQA, police record requests including 911 calls and number of records employees, City Clerk Public Records Tech I, process for record requests through GovQA, necessity of a records professional to provide public record requests, issues with GovQA, separating Police and City public record requests, deflection process in GovQA, Police current public record software, public records log, GovQA security issues, Police records electronic storage, and City Clerk as the keeper of records according to the Charter.

Ms. Slayton left the meeting at 10:43 a.m. and Mr. Golen took her place.

***There was a consensus to suspend the requirement that all public record requests have to be fulfilled by the City Clerk's Office.***

Recess was taken from 10:52 a.m. to 11:07 a.m.

Discussion ensued regarding time allotted to fulfill public record requests.

***There was a consensus to allot 30 minutes for public record requests subsequent to charging a fee for staff time.***

Discussion continued regarding tracking requests through GovQA, process for readily available records, security profiles in GovQA, previous process for tracking public record requests, fee schedule for public record requests including staff time for extensive requests, Police Department handling their own public record requests including billing for staff time, and Florida Statutes regarding public record requests retention requirements.

***There was a consensus to include the fee schedule in the public records policy.***

Discussion continued regarding a fee schedule based on actual costs, process for

Commissioners receiving a public record, types of public record requests and delivery process, record provider being accountable for record request retention, and outstanding balance on a public record request.

***There was a consensus to develop a letter regarding paying a deposit, never picking up the requested material and not being permitted to make another public record request until the outstanding balance is paid in full.***

Discussion ensued regarding current process for record request outstanding balances, record request fee for work being done, threshold and starting point for outstanding balances prior to fulfilling another record request and online payments.

***There was a consensus to assess a fee for each submitted public record request to be paid prior to another request being addressed.***

***There was a consensus to adopt a Resolution addressing the implementation of delinquent accounts on October 1, 2019.***

Discussion continued regarding the Historic and Cultural Advisory Board access to historic archives and policy for access, and ADA reasonable accommodation for public records.

There was a request for a consensus to hear public comment at this time. No consensus was obtained.

***There was a consensus for staff to provide a Resolution with recommendations as previously stated including withholding future public record requests until outstanding invoices are paid in full, all Police Department public record requests do not have to go through the City Clerk's Office, to allot 30 minutes of staff time for public record requests before charging a fee and effective date of October 1, 2019 for delinquent accounts.***

Recess was taken from 1:58 p.m. to 12:15 p.m.

D. [19-1115](#)

Discussion Regarding Clerk Staffing/Positions

Ms. Taylor introduced the item.

Discussion ensued regarding changes in the staffing from prior presentation including the financial impact of the proposed Records Tech II position, process for reclassification of City employees, organizational chart for each department and financial impacts reflected in the organization chart.

***There was a consensus to include in the next budget an organizational chart reflecting any changes of reclassifications throughout the year.***

Discussion continued regarding process for employee assessments, changes in the City Clerk's Department from the financial assessments and the creation of the Records Tech II position, Police Department Records Tech job duties and pay scale, process for implementing GovQA, the City Clerk, and Deputy City Clerk holding the administrative position for GovQA and the title of Records Management Liaison Officer going to the Deputy City Clerk, possible elimination of the Staff Assistant I position, removing the responsibility of answering City Hall main phone line from the City Clerk Department, education requirement for the Records Tech II, Florida Laws regarding public records and updating GovQA accordingly, job duties of Staff Assistant I, the two new positions in the City Clerk's office originally hired as temporary employees to assist in the backlog of record requests and Commission minutes, Charter Officers in the department and their responsibilities and re-evaluating City Clerk Department positions when the

recommendations from the Deputy City Clerk have been initiated.

There was a request for a consensus for the City Clerk or Deputy City Clerk to be the Records Management Liaison Officer.

***There was a consensus to move the Records Tech I position in the City Clerk's Department to a Records Tech II with a pay grade of 905.***

***There was a consensus for City Manager Lear to look at the Police Department Record Tech Positions for evaluation.***

**4. PUBLIC COMMENT:**

There was no public comment.

**5. ADJOURNMENT:**

Mayor Hanks adjourned the meeting at 1:13 p.m.

City of North Port, Florida

By: \_\_\_\_\_  
Debbie McDowell, Mayor

Attest: \_\_\_\_\_  
Heather Taylor, Interim City Clerk

Minutes approved at the Commission Regular Meeting this \_\_\_\_ day of \_\_\_\_\_, 2020.