



City of North Port

4970 CITY HALL BLVD
NORTH PORT, FL 34286

Meeting Agenda

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

Thursday, February 1, 2018

4:00 PM

CITY COMMISSION CHAMBERS

MEETING PROCEDURE: By submitting a "Request to Speak" card to the City Clerk, the public may comment during the course of the meeting: (1) Speakers may comment under Public Comment at the beginning and ending of each meeting on any issue that is related to City Business whether or not the item is scheduled on the Agenda, with the exception of Quasi-Judicial Items; (2) Speakers may comment on all scheduled Agenda Items and Quasi-Judicial items at the time the item is being discussed. Please indicate on the Speaker Card by writing Public Comment if you wish to speak under that portion of the meeting or specify the individual agenda item you wish to speak to. Please wait until you are recognized by the presiding Officer, state your name so that your comments may be properly recorded and limit your remarks to a period of three (3) minutes or less. The City Commission will act on an Agenda Item after comments from the Staff, Petitioner and Public have been heard.

Florida's Sunshine Law requires the Commission to discuss this Agenda only in open session. The Commissioners cannot discuss these items with each other before this meeting is called to order. The Commissioners, individually, can however, discuss any item with concerned citizens and staff in preparation for the meeting.

CALL TO ORDER/ROLL CALL

The Pledge of Allegiance was led by Commissioner Luke.

1. APPROVAL OF AGENDA – COMMISSION

2. ANNOUNCEMENTS

3. WELCOME OF NEW EMPLOYEES:

A. [18-035](#) Acknowledgement of New Employees

4. PROCLAMATIONS AND RECOGNITIONS:

A. [18-022](#) Proclamation for Employee Appreciation Day 2018.

Attachments: [Employee Appreciation Day 2018](#)

- B. [18-029](#) Proclamation “National Engineers Week in the City of North Port, Florida” February 18 through February 24, 2018, to be accepted by Gerardo Traverso, P.E. Engineering Division Manager.

Attachments: [Proclamation](#)

- C. [18-037](#) Proclamation regarding Little Salt Spring and Preserve Appreciation Day February 24, 2018.

Attachments: [Proclamation](#)

- D. [18-056](#) Certificates of Appreciation for the Members of the Medical Hospital Task Force.

Attachments: [Certificates of Appreciation](#)

- E. [18-049](#) Certificate of Completion presented to Commissioner McDowell for completion of the Institute for Elected municipal Officials.

Attachments: [Certificate](#)

5. PRESENTATIONS

- A. [18-045](#) Finance Department Presentation

Attachments: [2018 Finance Presentation](#)

6. PUBLIC COMMENT:

(The purpose of the Public Comments Section of the Agenda is for members of the public to speak to the City Commission/District Governing Body on any subject pertaining to City Business whether or not it is on the Agenda, with the exception of Quasi-Judicial Items. The City Commission shall not act, except to direct the City Manager to take action or to schedule the matter for discussion at a later date. This comment period shall be limited to three (3) minutes to speak. If there is insufficient time to hear all speakers, the City Commission will hear those wishing to address them, and who have completed speaker cards during the second Public Comment Section.)

7. PUBLIC HEARINGS:

- A. [18-055](#) Ordinance No. 2018-02, first reading, Use of Meeting Rooms in City Hall

Attachments: [Ordinance No 2018-02](#)
 [Current Reservation Form](#)

8. GENERAL BUSINESS:

- A. [18-052](#) Smarsh Service Agreement to provide text archiving services to the City, for the estimated budgeted amount of \$22,460.00. The project was budgeted, and funding is available in Fiscal Year 2018.

Attachments: [Smarsh-City of North Port Subscription-Service-Agreement and City-Order-Fo](#)
[Smarsh Order Form Police Department](#)
[Smarsh Archiving Platform Service Level Agreement](#)
[Sole Source Exemption Form](#)

- B.** [18-054](#) Discussion and possible action regarding the Annual Performance Evaluation of the Deputy City Clerk.

Attachments: [Deputy City Clerk Evaluation Commissioner Carusone](#)
[Deputy City Clerk Evaluation Commissioner Yates](#)
[Deputy City Clerk Evaluation Commissioner Hanks](#)
[Deputy City Clerk Evaluation Commissioner Luke](#)
[Deputy City Clerk Evaluation Commissioner McDowell](#)
[Deputy City Clerk Self Evaluation Form 2018 - signed](#)

- C.** [18-053](#) Discussion regarding parking lot improvements at the Myakkahatchee Creek S. Trail Head (Skate Park), Blue Ridge Park, Community Educational Center, and North Port Aquatic Center.

Attachments: [Myakkahatchee Creek Trail Parking Lot](#)
[Blue Ridge Park Parking Lot](#)
[Community Educational Center Parking Lot](#)
[AquaticCenter - Butler Park Existing Parking](#)

- D.** [18-057](#) Signature Events and Sponsor Opportunities

Attachments: [Admin Regulations Sponsorship Program-GS](#)
[Sponsorship Agreement 2017](#)
[Sponsorship Flyer](#)

9. CONSENT AGENDA:

(All matters under the Consent Agenda are considered by the City Commission to be routine and will be enacted by one motion. Any City Commission member may, however, remove an item from the Consent Agenda by request. Items removed for separate discussion will be considered after the motion to approve the Consent Agenda.)

10. PUBLIC COMMENT:

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11. COMMISSION COMMUNICATIONS:

12. ADMINISTRATIVE AND LEGAL REPORTS:

13. ADJOURNMENT:

NOTICE OF AVAILABILITY OF REPORTS - The Agenda is a summary of the proposed actions to be taken by the City Commission. For almost every agenda item, the City staff has prepared materials for Commission consideration. These materials include staff reports, which explain in detail the item before the Commission and the reason for the recommendation. The materials may also include resolutions or ordinances, which are proposed for adoption. All of these materials are available at the City Clerk's Office, during normal business hours, for inspection and (for a fee) copying. Questions on these materials may be directed to the staff member who prepared them, or to the City Clerk's Office, who will refer you to the appropriate person.

AMERICAN WITH DISABILITIES ACT OF 1990 - The North Port City Hall is wheelchair accessible. Special parking is available on the west side of City Hall and the building may be accessed from the parking area. Persons with hearing difficulties should contact the City Clerk to obtain a hearing device for use during meetings.

NONDISCRIMINATION: The City of North Port does not discriminate on the basis of race, color, national origin, sex, age, disability, family or religious status in administration of its programs, activities or services.

No stenographic record by a certified court reporter is made of these recordings. Accordingly, anyone seeking to appeal any of the decisions involving the matters herein will be responsible for making a verbatim record of the meeting/testimony and evidence upon which any appeal is to be based. Copies of the recordings are available (for a fee) at the City Clerk's Office.