



# City of North Port

4970 CITY HALL BLVD  
NORTH PORT, FL 34286

## Meeting Minutes City Commission Workshop

### *CITY COMMISSIONERS*

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

### *APPOINTED OFFICIALS*

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

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Monday, July 10, 2017

1:00 PM

CITY HALL ROOM 302

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### Strategic Plan Follow Up

**NOTE: This is a draft copy of the minutes of the July 10, 2017  
Commission Workshop Meeting, has not been approved by the  
Commission and is subject to change.**

#### CALL TO ORDER/ROLL CALL

The North Port Commission Workshop Meeting was called to order in room 302 at 1:00 p.m. by Mayor Yates.

Present: Mayor Yates; Vice-Mayor Carusone; Commissioners Hanks; Luke and McDowell; City Manager Lear; Assistant City Manager Schult; Interim City Attorney Slayton; City Clerk Adkins and Recording Secretary Goodman.

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

#### A. STRATEGIC PLANNING CONTINUED

City Manager Lear introduced Lyle Sumek of Lyle Sumek Associates, Inc. who provided an overview noting that he had met with staff that recommended the staff that would be responsible for achieving the deliverables as listed in the draft Strategic Plan focusing on the next 6 months. The Draft Strategic Plan as provided is based on the direction from the February 27, 2017 Commission Strategic Planning Workshop Meeting. Following the review of the Draft Strategic Plan, and based on Commission direction, the final documents will be provided to the Commission and will include a Policy Calendar noting when the priorities will come before the Commission for presentation; discussion; direction; and approval.

Discussion ensued regarding: (1) including better treatment of employees in the goals or objectives to assist in employee retention was identified at the February 27, 2017

Strategic Planning Workshop as "retain and recruit and hire a quality City work force dedicated to serving the North Port Community"; (2) the goal objectives for 5 years with challenges; opportunities and specific prioritize actions; (3) time line for the adoption of the 2017 Strategic Plan and 2018 Strategic Plan as associated with the adoption of the City Budget.

***There was a consensus that the Strategic Plan being developed currently will be in effect until September, 2018 and the development of the 2019 Strategic Plan will start in January, 2018 to be completed in March, 2018 and holding 3 consecutive Commission Workshop Meeting to complete the Strategic Plan development process.***

## **STRATEGIC PLANNING CONTINUED**

Mr. Sumek distributed 2 documents including (1) Draft Strategic Planning for the City of North Port; and (2) Action Agenda 2017.

Page 17 of the Draft and Page 12 of the Action Agenda, the objectives and Actions were reviewed for a 5 year outcome as determined at the February 27, 2017 Strategic Planning Meeting.

Discussion ensued regarding: (1) referring to the Goal 1 Objectives, add a #7 to read, "create and maintain a positive work environment for staff"; (2) in creating and maintaining a positive work environment, when reviewing the Action Plan, include appropriate employee evaluations, management education; personality education; and create new ways to show employee appreciation.

***There was a consensus to add to Goal 1 Objectives, a #7 to read, "create and maintain a positive work environment for staff".***

## **STRATEGIC PLANNING CONTINUED**

Reviewing Goal 1: Objective #6, "Rebuild residents' trust and confidence in City government", the Commission agreed to change the word "Rebuild" to the word "Promote".

Discussion ensued regarding: (1) review of Goal 1, Action, City Communications Plan, it was suggested to send out via Social Media and press release, a "Summary/Action Report" following a Commission Meeting to report on the actions taken and the ability to monitor all news agencies and Social Media sites and to provide the Commission with a communication plan; (2) Goal 1, Action, Building Permit Regulations and Fees: Review was discussed with Interim City Manager Lear noting that an in-house Building Permitting and Business Tax Fees analysis would be presented to the Commission in October, 2017 at which time the Commission could determine if an independent study is warranted; (3) on the "Policy Actions 2017" staff recommended removing #4, "Code Enforcement Policies and Processes"; (4) it was suggested to raise the cap on fees for Code Enforcement violations; (5) a survey regarding Code Enforcement will be completed in approximately 1 month at which time a Commission Workshop will be scheduled in November, 2017 for the Commission to review the survey and provide direction to staff regarding Code Enforcement Policies and Processes; (6) previous direction to staff to address issues with the Website such as "user friendly" and including this item on an Agenda for Commission and staff discussions in September, 2017 with a presentation incorporating Commission direction in November, 2017; (7) reviewing Goal 1, Action, Building Inspection Performance Evaluation Report, the activities were clarified and have been completed; (8) Action: Eastside Plan for City Facilities and Services was discussed and to add as #3, "City Hall Annex for City Services/Community Center/Public

Spaces/Social Service Center; (9) Action: Procurement Ordinance: Local Preference, it was noted that more direction is needed regarding creating an Ordinance for Local Preference which should include review of the current Ordinance and case law regarding local preference; (10) clarification was provided that local preference is on the procurement side of purchasing and that the current Ordinance and case law will be provided to the Commission for review and discussion by March, 2018; (11) Action: Alternative Service Delivery was clarified as determining in-house versus out sourcing. This action is complete; (12) Action: Capital Acquisition Policy (City Wide) Replacement Plan: Implementation, is complete and is in reference to the "rolling stock". "Long Term Asset Replacement" will be added as an Action for Fiscal Year 2018/2019; (13) the Action: "Youth Sports Agreement" was clarified; (14) Action: Transportation Impact Fees/Mobility Fee: direction was reviewed and clarified; (15) Action: Fire Master Plan was reviewed with no changes; (16) Action: Classification and Compensation Study was reviewed with no changes; (17) staff suggested adding, Action: Reserve Rate Stabilization Policy, was clarified including review with the financial advisor by November, 2017 and present to Commission, November, 2017; (18) Management in Progress 2017: the completions, additions and ongoing projects were reviewed and clarified; (19) the addition of Labor Negotiations and Contract was clarified for Police, Fire and AFSCME with a proposed completion date of March, 2018; (20) it was suggested to add to Management in Progress; City Organization: Re-Evaluation and Plan: (21) "City Land Bank Policy and Plan" which was previously not listed as a priority should be added to Management in Progress and should be a priority for 2018. Assistant City Manager Schult provided an overview of the City Land Bank Policy. The previous discussion in January, 2017 regarding this issue was reviewed noting that at that time it was discussed that if there are liens against properties which go into foreclosure status from those liens, those properties would go into a City Land Bank for trading purposes to obtain land which the City would need for certain projects.

Goal 2: Maintained/Upgraded/Expanded City Infrastructure Objectives (in 5 years) were reviewed with no changes.

Discussion ensued regarding Goal 2 Actions including: (1) Utilities Infrastructure Master Plan: Project Funding, with no changes; (2) Action: Sidewalk Master Plan and Policy: Review/Refinement, the 5 year CIP for Sidewalk was clarified. a #4 and #5 will be added to this action for Commission Presentation/Direction and Update Annual 5 year CIP for FY 2018; (3) Action: Traffic Signal Infrastructure: Update, was reviewed with no changes; (4) Action Stormwater Management Plan: Project Priority, Funding was reviewed with no changes; (5) Action: City-School Street Lights and Sidewalk At Bus Stops was reviewed with no changes; (6) Action: Alternative East-West Through Neighborhoods, staff requested to drop this Action to prevent bridges connecting neighborhoods. It was agreed to add this Action as "Citywide Traffic Connectivity and Alternative Routes Study" and to include a) Commission Decision: CIP FY '18 and b) Complete Citywide East-West Connectivity - Traffic, with the key issues being Scope and Funding; (7) Action: Water Service Extension: Pilot Program Evaluation, Direction was review with no changes; (8) Action: Police and Fire Training Facility: Site on Technical College was review with no changes; (9) Action: Parks and Recreation Master Plan was reviewed, changing the Activities/Milestones to reflect the completion of the Master Plan in August, 2017, Commission presentation in September, 2017, and Commission Decision in October, 2017; (10) listed in "Management in Progress 2017, the Big Slough Water Reduction Study to be completed in April, 2018 and the Complete Street Ordinance listed as completed were clarified.

Recess from 3:09 p.m. to 3:27 p.m.

Goal 3: City of Greatness: Safe, Fun, Kind With Hometown Feeling was reviewed with no changes to the title of Goal 3.

Discussion ensued regarding Goal 3 Actions including: (1) Action: North Port Aquatic Center, was reviewed with the dates of the Activities/Milestones moved up 2 months from dates previously determined, pending design approval; (2) Action: Unified Land Development Code: Update was reviewed with the solicitation process and scope of services clarified; (3) linking Action: Activity Center 6: Master Plan and Zoning with Action: Unified Land Development Code: Update, and separating the scope of Activity Center 6 Master Plan from the Unified Land Development Code Update; (4) it was agreed to focus on the Unified Land Development Code (ULDC) update and review the Activity Center 6 Master Plan, which will include public input, at a later date following approval of the updated ULDC; (5) the timeline for the completed updated ULDC will depend on the deliverable on the scope of services and the number of public meetings to be held; (6) Action: Historic Museum/Community Hall of Fame: Development, was reviewed with no changes; (7) Action: Community Centers (North and East), it was suggested to change this Action to "Additional Community Centers"; (8) Action: West Villages Development was reviewed and the Activities/Milestones "Commission Decision: Mobility Fee" will be changed to "Commission Decision: Transportation/Mobility/Impact; (9) Action: 21st Century Policing Model Action Plan: Implementation was reviewed with no changes; (10) Action: Comprehensive Plan has been completed.

Goal 4: Diverse Local Economy, 5 year objectives were reviewed and clarified.

Discussion ensued regarding: (1) Action: Frontage Road Feasibility, subsequent to discussion regarding frontage road including US 41, the Action will be changed to I-75 Frontage Road Feasibility; (2) Action: Additional Commerce Park Development was reviewed with the Activities/Milestone changed to On the Horizon 2018 - 2022 removing "Linked to Activity Center 6 Plan"; (3) Action: Entertainment Attraction Strategy and Action Plan was review with no changes; (4) Action: Hotel Development Strategy and City Actions was reviewed and discussion ensued regarding the Hotel options with the development of Warm Mineral Springs, Atlanta Braves Stadium and other potential projects and keeping this Action on the horizon 2018-2022; (5) Action: City Economic Development Plan was reviewed with no changes; (6) Action: Medical Services Expansion Strategy was reviewed with no changes; (7) Action Toledo Blade DRI (500 Acres) was reviewed and removed; (8) Management in Progress and Major Projects 2017 were reviewed.

Goal 5: Environment and Natural Resources, 5 year objectives were reviewed and clarified.

Discussion ensued regarding: (1) Action: Warm Mineral Springs was reviewed and the Activities/Milestones were clarified; (2) Action: Camping Development Strategy was reviewed and clarified with staff suggesting moving this action to horizon 2018 - 2022. Subsequent to discussion regarding camping, Commission agreed to add an Action: Camping Ordinance with Commission direction on developing and finalizing a Camping Ordinance; (3) Action: Myakkahatchee Creek Greenway Trail was reviewed and #4 on the Activities/Milestones should be changed to "Complete design: Trail Head Parking Lot"; (4) Action: Deer Prairie Creek Connector Bridge was reviewed and clarified with the Legacy Trail previously put on the horizon; (5) Action: ATV Plan, staff recommended this Action be put on the horizon 2018- 2022; (6) Action: Trail Development: Heron Creek Agreement was clarified; (7) Management in Progress 2017 and Major Projects 2017 was reviewed and clarified.

Section 9, City of North Port Policy Agenda 2017, the following changes were made; (1) #3, City Manager Replacement was complete and should be removed; (2) remove #7, Building Inspection Performance Evaluation Report; (3) change #15 to read, City Wide Traffic Connectivity and Alternative Route Study; (4) #19, #20, #22, #23, #24 and #31 will be removed and #28 will be changed to read, "Camping Ordinance. Clarification was provided regarding a Camping Ordinance to allow camping within identified areas within the City and Warm Mineral Springs per Commission direction. It was agreed to add Define Scope and Identify Issues regarding a camping Ordinance to be brought back to the Commission for discussion and approval.

The Commission ranked the Policy Agenda 2017 - 2018 Targets for Action as top priorities in order of importance from 1 - 7, after which Mr. Sumek tallied the rankings as follows: (1) North Port Aquatic Center; (2) High Speed Internet Connectivity and Service - Community Expansion; (3) Unified Land Development Code: Update; (4) Warm Mineral Springs Master Plan; (5) Sidewalk Master Plan and Policy: Review/Refinement; (6) City - School Street Lights and Sidewalk at Bus Stops; (7) Citywide Traffic Connectivity and Alternative Routes Study.

The Commission ranked the Policy Agenda 2017 - 2018 Targets for Action as high priorities in order of importance from 1 - 7, after which Mr. Sumek tallied the rankings as follows: (1) I-75 Frontage Road Feasibility; (2) Deer Prairie Creek Connector Bridge; (3) City Economic Development Plan; (4) Stormwater Management Plan: Project Priority, Funding; (5) City Communications Plan; (6) Website Upgrade: Funding; (7) Eastside Plan for City Facilities and Services.

Section 9, City of North Port Management Agenda 2017, the following changes were made: (1) #1 was removed as completed; (2) #16 was added to read, "City Organization; Re-Evaluation and Plan.

The Commission ranked the Management Agenda 2017 - 2018 Targets for Action as top priorities in order of importance from 1 - 7, after which Mr. Sumek tallied the rankings as follows: (1) Long Term Capital Acquisition Policy (Citywide) Replacement Plan: Implementation; (2) Police and Fire Training Facility: Site on Technical College; (3) Reserve Rate Stabilization Policy; (4) Transportation Impact Fees/Mobility Fee: Direction; (5) Classification and compensation Study; (6) Parks and Recreation Master Plan; (7) City Organization: Re-Evaluation and Plan.

The Commission ranked the Management Agenda 2017 - 2018 Targets for Action as high priorities in order of importance from 1 - 7, after which Mr. Sumek tallied the rankings as follows:(1) Water Service Extension: Pilot Program Evaluation, Direction; (2) Trail Development: Heron Creek Agreement; (3) 21st Century Policing Model Action Plan: Implementation; (4) Youth Sports Agreement; (5) Fire Master Plan: Update (including Station; Levels of Services); (6) Strategic Plan: Update; (7) West Villages Development.

Mr.Sumek will provide the Commission with an updated Strategic Plan incorporating the changes from today's meeting.

### **PUBLIC COMMENT:**

There was no public comment.

### **ADJOURNMENT:**

Mayor Yates adjourned the North Port City Commission Workshop Meeting at 5:05 p.m.

City of North Port, Florida

By: \_\_\_\_\_  
Linda M. Yates, Mayor

Attest: \_\_\_\_\_  
Patsy C. Adkins, MMC, City Clerk

Minutes approved at the City Commission Regular Meeting this \_\_\_\_ day of \_\_\_\_\_, 2017