



# City of North Port

4970 CITY HALL BLVD  
NORTH PORT, FL 34286

## Meeting Minutes - Draft City Commission Workshop

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Tuesday, July 16, 2019

9:00 AM

CITY COMMISSION CHAMBERS

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### **Budget: FY 2019-2020 City Manager Proposed Budget**

#### **CALL TO ORDER**

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

#### **ROLL CALL**

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

#### **Also Present**

City Manager Peter Lear, Assistant City Attorney Michael Golen, Deputy City Clerk Heather Taylor, Police Chief Todd Garrison, Fire Chief Scott Titus, Fleet Manager Kenneth Rappuhn, Public Works Director Julie Bellia, Finance Director Kimberly Ferrell, Deputy Police Chief Chris Morales, Engineering Division Manager Gerardo Traverso, Assistant Director Parks & Recreation Tricia Wisner, Information Technology Business Administrator Vickie Edwards, Neighborhood Development Services Director Frank Miles, Neighborhood Development Services Administrative Manager Katrina Romano, Assistant City Manager Cari Branco, Human Resources Services Coordinator Yvonne Gibson, Human Resource Director Christine McDade, and Parks and Recreation Director Sandy Pfundheller.

#### **The Pledge of Allegiance was led by Assistant City Attorney Golen.**

#### **1. PUBLIC COMMENT:**

Public comment was held from 9:02 a.m. to 9:08 a.m.

Louis Macri: police vehicles taken outside city limits, vacancy in City Clerk's department, actual and adopted budget report for major funds, and fund reserves.

Commissioner Luke spoke to her responses to Mr. Macri.

Mr. Lear spoke to items that are provided online and exemptions for police vehicles.

Greg Culy: rate increases, concern with spending.

Mayor Hanks responded to the public comment, spoke to factors involved in tax revenues collected vs. community services provided.

Discussion ensued regarding cuts made from proposed budget and elements that impact spending.

#### **2. GENERAL BUSINESS**

[19-0736](#)

## City Manager's Proposed Budget for FY 19/20

Discussion took place regarding HTE version inconsistencies amongst departments, all department budgeted salaries tied to fee or assessment rates that were not expended in FY 18/19, department projects from assessment or district fees that were not spent in FY 18/19, and receiving a report of estimated funds that will go back into the fund balance and balances broken down by departments.

## CITY CLERKS DEPARTMENT

Discussion ensued regarding police department records training that was pulled at prior workshop, police handling records, requested agenda item in September, and restructuring public records ordinance.

Mr. Lear stated if the training is needed in either the Clerk's Office or Police Department, it needs to be budgeted, responded to Commission questions regarding training not being budgeted in the Police Department, transferring the funds after the September meeting, and current training in the Police Department budget for training.

Chief Garrison spoke to no current training for records in his department budget.

***There was consensus to move \$2,200 from the Clerk's budget for police record training into the Police Department budget.***

Discussion continued regarding removing the vehicle from the City Clerk's budget.

Mr. Rappuhn replied to Commission questions regarding location of pool vehicles.

Ms. Bellia spoke to process for obtaining pool vehicle for staff usage.

Discussion followed regarding the organizational structure of the City Clerk's Department including reclassification of one Administrative Service Specialist to Executive Administrative Specialist, public records consultant plan recommendations and accountability, directive to provide Commission a presentation on GovQA, and receiving financial impact of reclassification.

Mr. Lear spoke to request for records consultant presentation, sending Commission copy of Request for Quote (RFQ) and Scope of Service, and restructuring and reclassification of positions.

Discussion followed regarding removing vacant public records technician position, and prior Commission direction for all public records to go through the City Clerk's office.

***There was a consensus to remove the vacant records technician position.***

Discussion followed regarding reviewing the Administrative Specialist positions.

Mr. Lear spoke to impact of reclassifying employees and the new hierarchy structure to whom they report.

***There was a consensus to review the Administrative Service Specialist position for Commission suite for further discussion at the September 5, 2019 meeting.***

[19-0736](#)

## City Manager's Proposed Budget for FY 19/20

## FINANCE DEPARTMENT

Mr. Lear responded to Commission questions regarding increases to executive salaries in the Finance Department.

***There was consensus to review the Personnel Policy regarding salaries for new hires vs. in-house promotions to the same position.***

Mr. Lear responded to Commission questions regarding the Finance Department including justification for salary increases, overtime, number of staff, employees being salary vs hourly, and personnel expenditures.

Ms. Ferrell replied to Commission questions regarding employee benefits, and office supplies budget.

Discussion continued regarding direction for City publications to have portions dedicated to West Villages, allowing option to receive City publications digitally vs. mailers, and postage costs.

***There was consensus for future City public communications to include West Villages information.***

## POLICE DEPARTMENT

Mr. Lear replied to Commission questions regarding special detail pay for Cool Today Park and Shop with a Cop program.

Deputy Police Chief Morales responded to Commission questions regarding forfeiture funds and procedures, forfeiture fund budget amendments, and clarification on number of officers being added and School Resource Officer (SRO) reallocation.

## GENERAL FUND, CAPITAL EXPENDITURE (Capex)

Mr. Lear spoke to preservation of capital vs. investment income, capital acquisition fund balance, and investment income in individual funds.

Public Comment:

Greg Culy: expressed concern with spending.

## PARKS &amp; RECREATION

Discussion took place regarding using the funds allocated for Dallas White Master Plan on projects elsewhere due to Commission direction for P3, and previous Commission direction to keep the funding.

Mr. Lear spoke to removing the funds allocated for the Dallas White Master Plan due to P3 plans for the area.

Discussion continued regarding the need for the project description to be updated, and keeping the \$1.5 million for next year.

***There was consensus to remove \$250,000 allocated for Dallas White Master Plan for use towards "other" funded projects and to keep the \$1.5 million for next year.***

Discussion followed on postponing the Tropicaire Boulevard sidewalk project for a year and the City Manager will submit a new revised CIP sheet correcting the error made in Surtax.

Ms. Bellia stated dark fiber installation for internet will be done during the Tropicaire Boulevard paving project and identifying a funding source.

Mr. Traverso spoke to impact fees only being used for capacity improvement projects not trails.

Discussion followed regarding moving funds from the pedestrian sidewalk project, time frame for multi-use path and paving project, concern with postponing multi-use path, use of impact fees, interest in conduits and running service, and getting third party expert input.

Mr. Lear recommended putting the conduit in, finding a provider and then running dark fiber if needed and spoke to addressing digital gap.

***There was consensus to postpone multi-use path for a year and move \$600,000 from the Tropicaire multi-use path project to the Price Boulevard paving and dark fiber project.***

Mr. Lear recommended pushing the \$4.25 million out a year in the Capital Improvement Program (CIP) pending a decision of a mobility fee and availability of mobility fee monies.

***There was a consensus to push the \$4.25 million out a year in the Capital Improvement Program (CIP) Tropicaire Boulevard Pedestrian and Bicycle Ways project and noted changes to a mobility fee could be done with a budget amendment.***

#### FIRE RESCUE

Mr. Lear responded to Commission questions regarding Fire Rescue fund balance and capital acquisition fund.

Chief Titus spoke to concept of increasing budget over time, impacts of not increasing rates over time, 10% increase forecast over the next four years, a 10-year budget plan, and amount back into fund balance if budget is adopted.

Mr. Lear replied to Commission questions regarding whether there will be any more changes provided due to evaluation of properties prior to budget adoption and when the City receives property tax and Surtax payments.

Discussion followed regarding Parks and Recreation projects including Atwater Park Phase 4 and Blue Ridge Pavilion.

Ms. Pfundheller replied to Commission questions regarding the supports failing on the pavilion and prior Commission direction to get the Community Center started at Atwater Park.

Discussion continued regarding chip payment processing, neighborhood sign conversation, and use of surtax to provide all five neighborhoods signs.

Mr. Miles informed the Commission of upcoming neighborhood discussions in September and replied to the total cost of a single sign.

Ms. Bellia spoke to use of funds received from Country Club Ridge sign that was hit, replacing the sign including landscaping, and utilizing the same design for Highland Ridge.

***There was consensus to transfer funds to allow the five neighborhoods in the study to get signs similar to the Country Club Ridge sign; those with electric to keep electric, those that do not will have solar if appropriate.***

Recess was held from 11:56 a.m. until 12:45 p.m.

#### FIRE RESCUE DISTRICT REVENUE SUFFICIENCY ANALYSIS UPDATE

Chief Titus provided a brief overview of the Fire budget plan.

Erick Van Malssen, Stantec, provided a Fire Rescue District Revenue Sufficiency Analysis Update including background, data and assumptions, key issues, results, live model and recommendations including 9% overall rate adjustments to Fire Rescue District, Non-Ad Valorem Assessment for Fiscal Year 2020, replied to Commission questions regarding growth inclusion in the analysis, Tier 1 vs Tier 2 and structure value determination, need to build revenue to obtain sustainability, and prior year increase.

Chief Titus spoke to prior year budget amendment vs. amended budget.

Mr. Van Malssen replied to additional Commission questions regarding Tier billing charges.

Chief Titus responded to Commission questions regarding SAFR grant expiration in 2023 for 21 employees, location of Station 87, prior years requested increases, and THE 2015-2016 year residents were erroneously charged a higher rate and its correction in 2017.

Mr. Van Malssen provided an overview of determining rates per tiers and methodology report requirements.

Chief Titus responded to Commission questions regarding fund balance, increase since June, available projected fund balance, and use of available funds to offset increase.

Mr. Van Malssen spoke to the impact of pulling money from fund balance.

Chief Titus spoke to acquiring funding for Station 87, use of impact fees, and charging businesses 100% impact fees.

Discussion followed regarding commercial revenue, 75% increase for impact fees accounted for in budget, and available funds for use, prior discussion on University Town Center taxes, City Manager providing amount of funds in a memo, budget page explaining the new Planner position in Planning and Zoning, and memo received for acoustics at the Morgan Center.

Ms. Wisner responded to Commission questions regarding acoustic panels for the Mullen Center in storage at the Morgan Center and spoke to the needed equipment to have events.

Discussion continued regarding the City Clerk's vehicle being transferred to Facilities Maintenance, Public Records Management Service Level Adjustment (SLA), SLA 20-0305 City Clerk's Office repairs was not recommended and the HTE entry was

removed, removing City Manager SLA for intern was deleted from the HTE and as a Service Level Adjustment, \$72,000 in Economic Development and Mr. Lear recommended leaving the funds in the budget until September pending adoption of the contract.

Discussion continued regarding ensuring a reasonable time to review the agreement, potentially reducing the funding, impact of not being a part of the Sarasota County Economic Development Corporation (EDC), receiving a pros and cons memo prior to September, and removing chair purchase from Commission budget and give to 9-1-1 operators.

Chief Garrison spoke to chairs being received from Emergency Operations Center (EOC) this year until new chairs are in EOC's budget next year.

Discussion regarding the Commission's budget continued including removing intern training and travel.

***There was consensus to keep the intern funds in the Commission budget.***

Discussion followed regarding Senior Executive reclassification for the City Clerk's office and expected duties, and TV in Commission offices.

***There was consensus to remove the TV in Commission budget.***

#### NEIGHBORHOOD DEVELOPMENT SERVICES

Mr. Miles responded to Commission questions regarding Neighborhood Development Services budget including additional positions to cover additional commercial growth.

Ms. Edwards and Ms. Romano replied to Commission questions regarding TrackIt.

Discussion followed on ensuring the City is cautious when approving long-term contracts, removing the Building Mascot and retitling to marketing materials.

***There was consensus to keep the Neighborhood Development Services Department mascot.***

Discussion on the NDS budget continued regarding cell phone and laptop funding, lifespan of devices, and work schedules.

Recess was held from 2:53 p.m. until 3:13 p.m.

#### INFORMATION TECHNOLOGY

Discussion on the IT proposed budget took place regarding cutting the manager position.

Ms. Branco spoke to the specifics of the manager position and the department needs for project management and project loss in labor costs.

Discussion continued regarding department vacancies having an impact on workflow, current reclassification of positions, and SLA's being presented for reclassifications.

***There was consensus to keep the IT manager position in the budget.***

Discussion continued regarding video surveillance at the Garden of Five Senses, WIFI at City Parks, and whether to have WIFI at the Aquatic Center.

Ms. Wisner spoke to the water system at the Aquatic Center being smart equipment and benefits of internet accessibility.

***There was a consensus to keep the WIFI for the Aquatic Center in the budget.***

In response to Commission questions, Ms. Edwards stated the fiber install on Pan American Boulevard could be delayed.

Discussion followed regarding the Family Service Center infrastructure needs on Pan American Boulevard.

***There was consensus to leave the fiber install in the budget on Pan American Boulevard.***

## SOCIAL SERVICES

Discussion took place on Social Service budget to include keeping Wayfinding signs and not doing other operating improvements.

***There was consensus to keep \$500 for Wayfinding signs.***

Mr. Lear stated signs could be implemented this Fiscal Year budget (2018/2019).

## HUMAN RESOURCES

Discussion took place on Human Resources budget to include health insurance, and budgeting the Self-insured Reserve Fund at 10%.

Ms. Gibson clarified splitting insurance premium increase between the City and the Employee would be 6.6%.

Ms. McDade spoke to employee vs. dependent insurance coverage.

Mr. Lear explained prior discussion regarding increasing reserves and clarified Vice Mayor's request to put 1.75% into the reserves instead of putting 3.4% into the self-insurance reserves.

Discussion followed regarding having further discussion at the July 17 Workshop, Consumer Price Index (CPI) increase of .4%, and employee salary increases October 1, 2019, and percentage of employees receiving each level pay raise.

## POLICE DEPARTMENT

Chief Garrison answered Commission questions regarding track vehicles, vehicles replaced, repurposing vehicles within the department, vehicle maintenance costs, consideration of recall items, average cost and repairs of both Ford and Chevrolet, replacement of vehicles that have had maintenance/safety issues, and justification for various vehicle replacements.

## PARKS &amp; RECREATION

Discussion on the Parks and Recreation Department budget took place including concern with number of events, receiving event statistics, obtaining cost analysis of events, community needs assessment, expectations for accreditation, and use of Braves facility.

Ms. Pfundheller spoke to projected events to be held at the Braves' stadium and costs to rent machinery for acoustics for both Morgan and Mullen Center.

***There was consensus to get a cost analysis to rent a lift versus purchasing one.***

Discussion continued regarding Aquatic Center plaque recognizing 2009 Commissions involved in the project.

***There was consensus to have two plaques, one for current Commission and one for Commissioners who originally budgeted the project.***

Discussion continued regarding rental facility refund policy, diver stands for the pool at the Aquatic Center, pool fee schedule and Use Agreement with Sarasota County School District, surrounding municipalities' process for swim team fees, public access during swim team use, bi-weekly Aquatic Center updates continuing to be provided to Commission, summer camp transportation increases, cost for summer camp and events, and concern with camp at the Morgan Center.

***There was consensus to keep teen camp at the Morgan Center.***

Discussion continued regarding Other Professional Services including print/pamphlet marketing.

Mr. Lear responded to Commission questions regarding discussions on park maintenance when Sarasota County no longer provides maintenance, County supplementing Aquatic Center when Dallas White Park closes, and the Aquatic Center not meeting County's definition of regional park.

Discussion continued on outdoor sports court repairs prioritization.

***There was a consensus to keep the outdoor court repairs.***

**3. PUBLIC COMMENT:**

There was no public comment.

**4. COMMISSION COMMUNICATIONS:**

There were no Commission communications.

**5. ADMINISTRATIVE AND LEGAL REPORTS:**

There were no legal or administrative reports.

**6. ADJOURNMENT:**

Mayor Hanks adjourned the North Port City Commission Budget Workshop Meeting at 5:13 p.m.

City of North Port, Florida

By: \_\_\_\_\_  
Christopher B. Hanks, Mayor

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

Minutes approved at the City Commission Regular Meeting this \_\_\_\_ day of \_\_\_\_\_, 2019.

