



City of North Port

4970 CITY HALL BLVD
NORTH PORT, FL 34286

Meeting Minutes City Commission Workshop

CITY COMMISSIONERS

Jacqueline Moore, Mayor
Rhonda Y. DiFranco, Vice-Mayor
Cheryl Cook, Commissioner
Tom Jones, Commissioner
Linda M. Yates, Commissioner

APPOINTED OFFICIALS

Jonathan R. Lewis, City Manager
Mark Moriarty, City Attorney
Helen Raimbeau, MMC, City Clerk
Patsy Adkins, MMC, Deputy City Clerk

Thursday, June 23, 2016

9:00 AM

CITY HALL ROOM 244

Non-District Budgets

CALL TO ORDER/ROLL CALL

The North Port City Commission Non-District Budget Workshop was called to order at 9:00 a.m. in City Chambers by Vice-Mayor DiFranco.

Present: Vice-Mayor DiFranco; Commissioners Cook, Jones and Yates; City Manager Lewis; Assistant City Manager Schult; City Attorney Moriarty; City Clerk Raimbeau; Recording Secretary Hale and Police Chief Vespia.

Absent: Mayor Moore.

The Pledge of Allegiance was led by the Commission.

Public comment was held 9:02 p.m. -- 9:05 p.m.

A. [16-0342](#) Non-District Department Submitted Preliminary Budget for Fiscal Year 2017

City Manager Lewis provided an overview of previous Commission direction from Budget Workshops, wherein there was no proposed increase to the millage rate. Clarification was provided that the budget increase for non-union employees is tied to performance evaluations.

PRELIMINARY BUDGET OVERVIEW

Finance Director Lear provided an overview of the Preliminary Budget for Fiscal Year 2016-17.

Discussion ensued: (1) in answer to a public comment, City Manager Lewis explained: [a] that the difference between the anticipated revenue (\$119 million) and the anticipated expenditures (\$130 million) is due to expenditures and projects that must be planned in advance, and which are reflected in the proposed year's allocated funds; [b] union contracts were negotiated in good faith which the City has an obligation to fulfill and non-union employees' raises are based on 3% of payroll and are tied to performance evaluations as previously directed by the Commission; [c] the reference to

\$6.8 million in the "other" column under the Special Revenue Funds refers to the use of monies in the Fund Balance which is set aside for future large purchases such as fire trucks or police cruisers; (2) the 10% increase in values for ad valorem taxes was chosen in order to be compliant with the requirement of 95% collection rate, and the City Manager's final proposed budget will reflect accurate values from the Sarasota County Property Appraiser.

CITY COMMISSION

Deputy City Clerk Adkins presented a review of the Commission Budget for Fiscal Year 2016-17 with proposed changes.

There was a general agreement to keep the budget amount for annual membership dues for the National League of Cities with Commissioner Cook dissenting.

A general agreement to keep the Commission group portrait failed with Commissioner Cook and Commissioner Jones dissenting. Mayor Moore was absent.

After a request, and following the City's procurement procedures, an additional appraisal will be performed after November for better pricing on the Commission portrait pictures.

CITY CLERK

City Manager Lewis provided reasons why a City pool vehicle was assigned to the City Clerk's Department for Commission/City Clerk Department use, and stated that it was not disclosed until yesterday that the vehicle was scheduled for replacement.

Deputy City Clerk Adkins provided a review of the Department's budget for Fiscal Year 2016-17.

Discussion ensued: (1) the proposed position change from a non-exempt employee to an exempt employee represents a base-pay increase of \$3,510; (2) after the position duties were evaluated it was found that the upgraded position more accurately describes the job description; (3) in the next six months, the Department plans to expand Legistar's public access capabilities to all the Advisory Boards and Committees agendas, meeting packets, minutes, and audio streaming of the meetings; (4) page 18 of the HTE budget details the Contractual Services line and has no funding because the Ms. Raimbeau's Consulting Agreement was not approved prior to preparing the HTE document and if needed, a budget amendment will be proposed later on to cover the costs; (5) it was noted on page 18 of the HTE budget, that Travel and Per Diem does not reflect the cost for a summer and fall FACC Academy; (6) it was noted that the newspaper subscription budget amount for the City Clerk's Department is more than the City Manager's Department.

There was a general agreement to keep the City Clerk/Commission vehicle for department use, with Commissioner Yates dissenting.

CITY ATTORNEY

City Attorney Moriarty presented the proposed Department budget for Fiscal Year 2016-17.

Discussion ensued: (1) page 15 of the HTE budget, details the reduction of Outside Legal Litigation by \$25,000 in anticipation of litigating all of the insurance casualty losses in-house and reflects a savings in insurance premiums; (2) it was requested to include more details in the HTE description for Books, Public, Subscription, and Memberships.

There was a general agreement not to cut an additional \$25,000 from the Outside Legal

Litigation line item, with Commissioner Yates dissenting.

CITY MANAGER

City Manager Lewis presented the Department's proposed budget for Fiscal Year 2016-17.

Discussion ensued: (1) the proposed Executive Assistant position will replace the Staff Assistant II position; (2) the Contracted Services -- Business Attraction Fund is an estimate based on current costs and is a way to meet the needs of the Department through contractual services without having to add permanent positions to the payroll; (3) the \$15,000 for the Citizen Relationship Management (CRM) is an annual cost and is an online, non-emergency tool that allows citizens to report issues; (4) following a question, Economic Development Program Manager Buchanan explained that the Geographical Information Systems (GIS) Based Property Listing that potential businesses use when considering relocating, helps to narrow their search parameters and adds value to the appeal of North Port; (5) page 129, the Citizen Services Survey was reported to be statistically valid; (6) Commissioner Cook agreed with keeping the Survey as an annual event.

There was a general agreement to perform the Citizen Services Survey every two years before the Strategic Planning Session, with Commissioner Cook dissenting.

Recess 11:10 a.m. -- 11:24 a.m.

GENERAL SERVICES

General Services Director Carmichael provided the Department's proposed budget for Fiscal Year 2016-17.

Discussion ensued: (1) City Manager Lewis was not convinced that the old Engineering office space is the best location to move the Information Technology Department; (2) the proposed Movie on the Green is scheduled three times during the year and staff determined that renting the equipment was more cost effective than purchasing the equipment. However, it was suggested to obtain quotes to purchase the City's own equipment; (3) the Weather Bug Outdoor Alerting System was explained; (4) page 155, SLA 17-0700, Reclassification of the Administrative Service Specialist to a Customer Service Coordinator was clarified; (5) page 215, SLA 17-0795, the Granicus voting software for Chambers, IT Division Manager Kasson explained that the application is maintained and updated by the vendor and the \$7800 is a recurring annual fee; (6) page 247, SLA 17-3604, the Morgan Center Furniture, was suggested to review replacement options closer to the scheduled time of purchase; (7) Commissioner Yates suggested cutting in half the Event Funding for Signature Events; supported the Poinsettia Parade and Festival; and opposed the Park Rangers; (8) Commissioner Cook agreed to combine the Poinsettia Parade and Festival; a special needs park; opposed the two Park Rangers; the Sponsorship Person; the Marketing Campaign for Warm Mineral Springs; purchasing movie equipment; and the Canopy benches with Solar Charging Units; (9) Commissioner Jones agreed with Commissioner Cook and voiced support regarding the Santa Breakfast Event; and opposed the Weather Bug Outdoor Alerting System; and the Canopy benches with Solar Charging Units; (10) Vice-Mayor DiFranco agreed with purchasing the movie equipment; keeping the Poinsettia Parade and Festival; dedicating one park with special needs equipment; and disagreed with the Park Rangers; Canopy benches with Solar Charging Units.

There was a consensus to use Park Attendants rather than Park Rangers.

Recess 12:15 p.m. -- 1:00 p.m.

HUMAN RESOURCES

Human Resource Director McDade provided a review of the Department's Budget for Fiscal Year 2016-17.

Discussion ensued: (1) the process of screening employment applications was explained and it was suggested that the minimum requirements should increase in conjunction with the position's supervisory or managerial responsibilities; (2) following a recommendation to postpone the reclassification of positions, Assistant City Manager Schult stated that reclassification requests indicate a compensation study is needed, and that a complete study could take two years to complete; (3) after a brief discussion regarding insurance premium increases, a concern was expressed that the cost of living is not keeping up with insurance increases.

UTILITIES

Utilities Director Newkirk provided a review of the Department's Budget proposal for Fiscal Year 2016-17.

Discussion ensued: (1) only the Water Treatment Plant Operators are union employees; (2) the grants to help with the replacement of the Lift Station pipes were received from the State of Florida, and appropriated through the Environmental Protection Agency; (3) City Attorney Moriarty stated that the West Villages Wastewater and Water Treatment Plant agreement language will be reviewed; (4) funding is set aside in Fiscal Year 2016-17 to purchase additional 55-gallon rain barrels for the Department's Rain Barrel Program but only a limited amount can be purchased at one time due to the lack of covered storage space; (5) for safety, the City's lift stations are enclosed and protected behind locked, gated fences; (6) Commissioner Yates is not in favor of Utility customers paying the Return to Investment fee into the General Fund; (7) confirmation was provided that the West Villages Utilities infrastructure is paid by the developer and they will reimburse the City for upfront costs of design.

NEIGHBORHOOD DEVELOPMENT SERVICES

Neighborhood Development Services Director Williams provided an overview of the proposed Department Budget for Fiscal Year 2016-17.

Discussion ensued: (1) page 337, SLA 17-0760, Landscaping Contract, and a reduction in staff due to outsourcing, will not reduce the level of service for areas that need to be mowed; (2) page 319, 17-0602, the Unified Land Development Code (ULDC) Review, insures that the Comprehensive Plan synchronizes with the ULDC and the planning for the alternate Activity Centers; (3) Director Williams explained that a substantial portion of the Building Division budget has no impact on taxes because it is funded through building permit fees but some things may be reduced from the General Fund portion of the NDS budget; (4) currently, there are four open positions in the NDS Department; (5) in the future, a more comprehensive itemization of the NDS positions will be provided.

POLICE DEPARTMENT

Police Chief Vespia presented the Department's Budget for Fiscal Year 2016-17.

Discussion ensued: (1) due to the increased unapproved activity in the Yorkshire area, it was recommended to add two ATVs to the Department; (2) prior to implementation of the additional ATVs, a review of the additional staffing needed to patrol the area will be reviewed; (3) it was affirmed that the Forensic Supervisor is already trained and is a civilian position; (4) lapel cameras for officers is part of the five-year strategic plan with an anticipated purchase in approximately two years; (5) currently the Department has eight openings for officers; (6) a six-month review of the Animal Services calls from by Sarasota County was recently completed and the report will be provided to the Commission.

FINANCE

Finance Director Lear presented the proposed Department budget for Fiscal Year 2016-17. There were no questions from the Commission.

NON-DEPARTMENTAL

There was a consensus that SLA 17-3680, the Market Study -- Warm Mineral Springs, is not needed at this time.

A general agreement to set the millage rate at 3.4673, which is half of the roll-back rate, failed with Vice-Mayor DiFranco and Commissioner Jones dissenting. Mayor Moore was absent.

City Manager Lewis explained that existing properties that are under "Save Our Homes" cannot grow by more than by the Consumer Price Index or 3%, whichever is less. New properties are one of the ways revenues and expenditures are balanced long-term.

PUBLIC COMMENT:

There was no public comment.

ADJOURNMENT:

Mayor Moore adjourned the North Port City Commission Non-District Budget Workshop at 3:46 p.m.

City of North Port, Florida

By: _____
Jacqueline Moore, Mayor

Attest: _____
Patsy C. Adkins, MMC, City Clerk

Minutes approved at the City Commission Regular Meeting this ____ day of _____, 2016.