



# City of North Port

4970 CITY HALL BLVD  
NORTH PORT, FL 34286

## Meeting Minutes - Draft City Commission Workshop

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Wednesday, July 17, 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, City Attorney Amber Slayton, Public Works Director Juliana Bellia, Assistant Public Works Director Monica Bramble, Operations & Maintenance Manager Charles Speake, Public Utilities Director Rick Newkirk, Public Utilities Assistant Director Jennifer Desrosiers, Fire Chief Scott Titus, Parks & Recreation Director Sandy Pfundheller, Assistant Director of Parks & Recreation Tricia Wisner, Human Resources Director Christine McDade, Finance Director Kimberly Farrell, Finance Accountant Angela Hollister, Neighborhood Development Services Director Frank Miles, Neighborhood Development Services Administrative Manager Katrina Romano, Deputy City Clerk Heather Taylor, and Police Chief Todd Garrison.

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

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

There was no public comment.

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

[19-0737](#)

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

Ms. Bellia and staff addressed the Public Works budget and clarified the need for additional Operations and Facilities Maintenance Manager and proposed duties.

Commissioner Carusone arrived at 9:09

Mr. Speake and Ms. Bellia spoke to the need for a security assessment/security plan, determining the cost for security upgrades, security professional expertise and addressing Commission concerns.

Chief Garrison clarified the need for a professional evaluation of safety/security needs.

Discussion continued regarding City Hall Security Plan Assessment, Security

Assessment timeline, and current security measures in City Hall.

***There was a Consensus to leave the Security Assessment in the budget.***

Discussion continued regarding City Hall as a security priority, including all City facilities that are staffed in the Security Assessment and security measures in the design of the new Utilities Administration Building.

***There was a Consensus for staff to obtain costs for a Security Assessment on all City facilities that are staffed.***

Discussion followed regarding metal detector installation, State law regarding carrying concealed weapon permit, previous security study, funding source for the proposed additional infrastructure inspector position, management of sprinkler usage at City facilities, facility maintenance schedule for back of City Hall, and power washing schedule City Hall.

Mr. Traverso replied to Commission question regarding number of Road and Drainage Inspectors needed including qualifications/duties and inspectors currently doing Capital Improvement Program (CIP) and infrastructure inspections.

Road and Drainage budget was discussed including proposed hire, qualifications and duties for additional infrastructure inspector, methodology for determining permitting fee schedule, Road and Drainage Assessment fees, prioritizing infrastructure inspections, standards for infrastructure liability, permitting process, project management of staff, contracted surveyor duties and fees, taking additional infrastructure inspector and operations/maintenance manager into consideration when determining fee schedule, infrastructure and funding requirements causing delays in project completion.

***There was a Consensus to keep the hiring of an additional Infrastructure Inspector in the budget.***

Mr. Speak spoke to open positions, requested additional positions for new drainage plan, and equipment needs from Road and Drainage funds.

Ms. Bellia spoke to residents responsibility to maintain swales on developed and undeveloped property, intent for swale maintenance, staff communication when the right-of-way is too wet to maintain, educating citizens, adding language to the Ordinance for extenuating circumstances, re-evaluating Public Works assessment for reduction in required mowing schedule, and methodology for Road and Drainage assessment increase.

Mr. Lear agreed to provide Commission with North Port Codes relating to the responsibility of swale maintenance.

Discussion continued regarding Solid Waste budget including level of service, clarification regarding the use, cost and number of proposed new vehicles and equipment, vehicle replacement schedule, current vehicles and equipment maintenance issues and repair costs, issues with maintaining older vehicles and equipment, and time allotted for new truck delivery.

***There was a Consensus for Solid Waste to keep two replacement roll-off truck vehicles and remove the proposed new additional vehicle from the budget.***

Discussion continued regarding the effect of the proposed Solid Waste adjusted budget in removing the proposed new vehicle, determining useful economic life of vehicles, why some vehicles are being turned in ahead of schedule, selling one Solid Waste replacement vehicle, cost allocations for new Transfer Station environmental and

archaeological study, fee for transferring materials to Sarasota Recycling Center, determining appropriate property for a Transfer Station, Solid Waste fund balance and recommended not-to-exceed amount.

***There was a Consensus to remove the \$95,000.00 proposed for the Transfer Station Study from the budget.***

Discussion continued regarding Solid Waste fund balance.

In answer to a previous question, City Manager stated that zero dollars are going back into the Solid Waste Fund Balance this year (2018-2019) due to tipping fees and recycling, and impact of reducing Solid Waste from recommended not-to-exceed amount.

Discussion on the Fire Rescue budget took place to include impact on district rates by removing additional budget manager position. Chief Titus spoke to recommended positions from the study and justification for budget manager position.

***There was consensus to keep the Budget Manager position in the Fire Rescue District budget.***

Mr. Newkirk responded to Commission questions on the Utilities budget including waterline extension program and looping project, planning for vehicle to pull proposed trailer, and purchasing UV-protected shirts.

Discussion ensued regarding the CIP budget to including cost to renovate Fire Station 81, need to fund now or be able to push out for a year, West Villages cost for construction of Fire Station and discussion regarding financial support from Sarasota County.

Mr. Lear provided clarification on holding future discussion and interlocal agreements with Sarasota County.

Discussion continued regarding Police Substation in West Villages, trailer equipment cost, spreading radio equipment costs out over time and use of Surtax, methodology and types of grants available for equipment, Fire and Police Training Resource Complex location, funding and completion date, replacement of security system, and IT upgrade to current system in place with the exception of Fire Department due to not having card swiping capabilities.

Recess was taken from 12:04 p.m. to 1:00 p.m.

Ms. McDade and staff provided follow-up information regarding overview of employee increases, obtaining a breakdown by department, and review process for Human Resources approval.

Mr. Lear spoke to probationary period extension process and progressive growth period for employees who are not working to the required level, employer to cover health insurance increase of 6.6%, prior Commission direction for employees to cover dependent coverage, discussion to use half of increased funds to reduce mileage rate and half for the health care reserves, and impact to general fund.

Human Resources staff replied to additional questions regarding current amount and recommended amount in surplus, and Mr. Lear explained why funds would be returned to departments.

Discussion followed regarding time frame to establish recommended surplus, leaving the Reserve Fund Balance amount at 10%, umbrella insurance, actuary recommendation,

current payout amount and amount collected from employees, lowering the percental to 8.3% reducing tax burden to tax payer and adding to surplus, budgeted increase to build up surplus, and state recommended savings amount of 120 days of claims.

***There was consensus to keep the Reserve Fund Balance amount at 10% in the budget.***

Mr. Lear clarified that changes made by eliminating purchase of vehicle and studies allowed the not-to-exceed rate to be reduced by \$9.00.

***There was consensus to split \$9.00 with half into savings and half to reduce the not-to-exceed rate to \$245.***

Discussion continued regarding adjusted Solid Waste budget which included reductions.

Discussion ensued regarding Parks and Recreation budget including sports field lighting, responsibility for electrical costs and light timers, and pros and cons of pushing out the shade structures for a year at sports fields.

***There was consensus to keep the shade structures in the budget.***

Ms. Pfundheller and staff provided information on fees and charges for use of fields and lighting at Butler Park.

Discussion continued regarding splitting the acoustics funding to do the George Mullen Activities Center this year and Morgan Family Community Center next year, potential cost savings of doing both at the same time, usage of each facility, and cost to purchase small scale lift versus cost of rental.

***There was consensus to split the acoustic projects, starting with the George Mullen Activity Center.***

Discussion continued regarding pushing Longlais Park development to FY 2022/2023, preferred locations and size for secondary east end community center, and Atwater Park Community Center.

***There was consensus to push Longlais Park Development to a future year, putting \$75,000 funding for Atwater Park in FY 2020/2021 and \$25,000 for Longlais Park in FY 2022/2023.***

Discussion continued regarding Legacy Trail connector including funding the project for FY 2019/2020, ownership of the land, funding \$50,000 from next year's Surtax, parking area and connector bridge, donations from Gulf Coast Foundation and the Land of Public Trust for the connector bridge vs. a private trust fund bequeathed to North Port, current funds set aside for good faith effort, types of grant opportunities, unfunded amount in CIP, and accounting for taxes already being paid for project.

***There was consensus to move \$50,000.00 from \$128,490.00 Surtax to FY 2020/2021 and leave the remainder for the year after.***

Mr. Lear provided clarification regarding the Police Department budget reflecting feasibility and construction of a new station, funding needed for new station, location of \$400,000 allocated, and funds used from \$400,000 in Surtax.

Discussion took place regarding Police Station renovation and feasibility study options.

***There was consensus to move the remaining \$383,000 of prior years' Surtax into current year funding be put in prior years for this new project.***

Discussion continued on prior discussion regarding neighborhood signs, City Center improvements, \$312,000.00 funds from Surtax for construction, and possible need for

engineering assistance.

Ms. Bellia replied to Commission questions regarding lighting on U.S. 41.

Discussion ensued on the CIP budget including water and wastewater funding in connection with the widening of Price Boulevard, error in transportation impact fees, sewer capacity fees removed and payment of prior invoices from another funding source, decrease in expenditures from June to July, Price Boulevard Widening Project funding, City project funding requiring a Referendum, sidewalk projects, and Tamiami Trail South parking area funding options.

***At Ms. Bellia's request there was a consensus to push the Tamiami Trail parking out a year to allow the Public Works Department to review alternative funding options.***

Discussion ensued regarding special assessment for businesses along U.S. 41, concern with cars on multi-modal paths, funding for design of water control structure from road and drainage district funds, Biscayne Boulevard bike lanes expenditures, and CIP project for Myakkahatchee Creek land acquisition.

***There was consensus for staff to provide additional information for Biscayne Drive bike lanes and Tamiami Trail parking north.***

Discussion ensued regarding CIP project for Myakkahatchee Creek Corridor Land Acquisition.

Mr. Miles and staff provided an update on Business Tax Receipts, figures based on \$50.00 and \$25.00 Business Tax Receipt fees and recommended no changes to the Business Tax Receipt program.

Discussion followed regarding having a cap on fees, creating fairness among businesses, percentage of business tax going to other departments, and ability to review businesses in TRACKIT.

Ms. Slayton reminded Commission of the procedure to change rates.

Discussion continued on rental fees at the Morgan Family Community Center and conducting a study to determine a fair amount for rent and cost recovery.

Mr. Lear spoke to additional information he requested for clarification purposes, the market study which was completed in determining the rental fees, cost recovery identifiers, and considering requested Commission direction regarding Morgan Family Community Center range of costs for upkeep, repair and depreciation costs and rental fee estimates.

Discussion ensued regarding factors for staff to review including market rates, known repairs, annual costs, depreciation, co-mingling of internet/phone services, power being billed separate, and how and when to enact Commission direction.

Concerns were expressed regarding the Crepe Myrtles trees in U.S. 41 medians.

Discussion ensued regarding enhancing entrances to the City, responsibility of the maintenance of trees along U.S. 41, impact of escalation in construction costs and reviewing City's art impact fee requirement.

Mr. Miles spoke to the art fund requirements in the ULDC and stated the consultant will

review.

*There was consensus to review the Art in Public Places fund requirements within the ULDC.*

**3. PUBLIC COMMENT:**

Public comment was held from 4:03 p.m. to 4:09 p.m.

Chuck English: Myakkahatchee Creek Greenway trail system, Heron Creek's part in the Creek trail project.

Ms. Pfundheller responded to questions regarding Heron Creek's contribution for a portion of the trail from Price Boulevard to Appomattox Drive and the current status of the Myakkahatchee Creek Master Plan.

Justin Willis: funds to paint traffic signals green and expressed support of Public Works Director.

Ms. Bellia spoke to the funding allocated to street pole painting.

**4. COMMISSION COMMUNICATIONS:**

There were no Commission Communications.

**5. ADMINISTRATIVE AND LEGAL REPORTS:**

There were no Administrative or Legal Reports.

**6. ADJOURNMENT:**

Mayor Hanks adjourned the North Port City Commission Budget Workshop Meeting at 4:10 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.