



City of North Port

4970 CITY HALL BLVD
NORTH PORT, FL 34286

Meeting Minutes - Draft City Commission Workshop

CITY COMMISSIONERS

Debbie McDowell, Mayor

Jill Luke, Vice Mayor

Christopher Hanks, Commissioner

Pete Emrich, Commissioner

Vanessa Carusone, Commissioner

APPOINTED OFFICIALS

Peter Lear, City Manager

Amber L. Slayton, City Attorney

Heather Taylor, City Clerk

Wednesday, June 17, 2020

9:00 AM

City Commission Chambers

Budget

CALL TO ORDER

Mayor McDowell called the meeting to order at 9:01 a.m.

ROLL CALL

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

Also Present:

City Manager Pete Lear, City Attorney Amber Slayton, Assistant City Attorney Margaret Roberts, City Clerk Heather Taylor, Julie Bellia, Public Works Director, Chuck Speake. Operations & Maintenance Manager, Frank Lama, Solid Waste Manager, Gerardo Traverso, Engineering Division Manager, Frank Miles, Neighborhood Development Services Director, Anthony Warren, Building Official, Janet Carrillo, Social Services Manager, Sandy Phundheller, Parks & Recreation Director, Tricia Wisner, Assistant Director of Parks & Recreation, Jeff Nelson, Parks & Grounds Manager, Rick Newkirk, Public Utilities Director, Jennifer Desrosiers, Public Works Assistant Director, Todd Garrison, Police Chief, Chris Morales, Deputy Police Chief and Ida Goodman, Recording Secretary.

The Pledge of Allegiance was led by Commissioner Emrich.

Ms. Slayton provided a brief introduction relative to the virtual meeting.

1. PUBLIC COMMENT:

Ms. Taylor read the following public comment into the record:
David Duvall: Increase in budget.

Addressing concerns, Mr. Lear clarified the police presence at the Atlanta Braves games is funded by the Braves and noted that the Commission compensation is based on an increase in population and the Florida Retirement System (FRS) contribution.

Ms. Slayton addressed concerns regarding public comment.

2. GENERAL BUSINESS:

[20-2269](#)

2021 City Manager's Recommended Budget

Ms. Phundheller provided the Parks and Recreation presentation including looking at the future, preliminary Fiscal Year (FY) 21 budget, FY 2021 proposed organizational structure, how we compare nationally, Recreation budget Impacts and Initiatives, Aquatics budget impacts and initiatives, Parks maintenance budget impacts and initiatives noting that the Sarasota County Interlocal Agreement expires in June 2021 and Warm Mineral Springs budget impacts and initiatives.

Discussion ensued regarding the allocation and location of the "Big Rally" event held for the Braves Stadium, event activities and community involvement, scheduling major events for the City, Community Night and Economic Development Corporation events at the Braves Stadium and creating banners welcoming the Braves to North Port rather than scheduling an event.

There was a consensus to revise the proposal sheet removing the Big Rally event and creating banners promoting the Braves partnership with North Port.

Discussion continued regarding cost for the purchase of a mobile stage, current mobile stage vendor, number of scheduled events requesting the use of a mobile stage and cost for a mobile stage rental.

There was a consensus for costs, recovery possibilities and funding source for movable stage.

Discussion continued regarding lights at the George Mullen Activity Center, removing the budget item for lights and staff to research grant funding, energy savings with the proposed new lighting system, solar options, benefits to the community and increase in programs with the new lighting system, and the return with energy savings.

There was a consensus to bring back information regarding lighting cost efficiencies, return on the investment, HVAC lighting savings, and possible program increases.

Discussion continued regarding proposed cost for a commercial pressure washer.

Mr. Nelson addressed the cost, purpose and life span of the proposed commercial pressure washer.

Discussion continued regarding reducing the cost of a commercial pressure washer, daily use of a pressure washer during normal times and during the COVID-19 pandemic and Parks and Recreation cost for contracted power washing services.

Mr. Speake noted that the City does have a commercial grade pressure washer which is used on sidewalks if needed.

Addressing further concerns, it was noted that pressure washing City Hall is a specialized pressure washer requirement and is contracted out due to cost, staff time and equipment requirements and the contracted Sumter Boulevard wall pressure washing project processing.

Discussion ensued regarding Parks and Recreation staff time to pressure wash,

collaborating with Operations for Parks and Recreation to use the pressure washer and value of Parks and Recreation of having their own pressure washer including pressure washing maintenance at the Aquatic Center.

There was a consensus for Parks & Recreation purchasing the pressure washer from Operations and removing the pressure washer from the Parks & Recreation budget proposal.

Discussion ensued regarding the removal of the pressure washer rental, Sarasota County Interlocal Agreement, millage rates paid to the County and the General Fund of the City, other municipalities in Sarasota County on Interlocal Agreements for park maintenance, budget proposal information regarding budgeted equipment and cost of park maintenance transition and equipment.

There was a consensus to receive information regarding costs for the Interlocal Agreement transition including equipment and all other costs associated with the transition and funding sources.

Mr. Lear provided the requested information regarding the proposed light fixtures at the George Mullen Activity Center.

There was a consensus to leave the light fixtures at the George Mullen Activity Center in the budget proposal with no further information needed.

Discussion ensued regarding allocations for services of tax money paid to Sarasota County, previous approval of improvements to the parks, revenue collected from the County for the rental of the sports fields, process and costs for providing lighting for the sport fields and sporting events, Sarasota County Interlocal Agreement maintenance responsibilities, possible processes and costs for sport field rentals, cost responsibility for equipment failure, maintenance issues with specialized sport fields, money from Sarasota County previously paid for the YMCA pool, scheduling a meeting prior to July 2021 to discuss the North Port taxes paid to Sarasota County and the allocations from those tax monies and youth sport league fees and creating an agenda item for discussion regarding sport league fees.

Mr. Lear clarified Commission direction regarding fee schedules.

There was a consensus to add the Sarasota County fee schedule into the North Port fee schedule.

Discussion ensued regarding decrease of Warm Mineral Springs revenue, current Parks & Recreation employee reservations team, re-classifications and additional employees, proposed budget for Morgan Family Activity Center repairs, youth utilization of both activity centers, Parks & Recreation promotional items, security camera and internet issues at Morgan Family Activity Center, swimming instruction rentals and criteria, and Aquatic Center cleaning equipment.

Recess was taken from 10:45 a.m. to 11:02 a.m.

Mr. Newkirk and Ms. Desrosiers provided the Public Utilities presentation including Southwest Water Treatment, Ortiz Bridge pipeline replacement, Myakkahatchee Creek Water Treatment Plant improvements, pipeline replacements: Habberland, Woodhaven and Toledo Blade bridges, water distribution improvements, chemical pump skid replacement, potable reuse feasibility study, Wastewater Treatment Plant personnel, West Villages master pumping stations pump replacement, Wastewater Plant rehabilitation, replacement vehicles and applications system administrator.

Discussion ensued regarding the Public Utilities outstanding debt and carryover analysis,

Master Lift Station pump replacements, the City's portion of the cost of the lift station pump replacements, pump storage methods, northeast booster location and Microsoft Windows 7 upgrade timeline and cost.

There was a consensus to put the Microsoft Windows 7 upgrade as a priority for the current fiscal year budget.

Discussion continued regarding potable water reuse feasibility study and previous Commission approval for funding, methods for reuse of potable water, costs for lightning protection for water and wastewater systems, employee operator costs and current trainees, contracted vendor and methodology for valve replacement and valve insertion, costs for backflow system and previous use of backflow systems, the removal of Code Red, on-call engineering overtime costs, cost for additional vehicle and administrator for all computerized systems and previous Commission 3% rate increase approval.

Recess was taken from 11:42 a.m. to 12:30 p.m.

Mr. Miles provided the Neighborhood Development Services (NDS) presentation including NDS divisions, FY 19-20 budget highlight successes, Building Division staff, proposed expenditures, proposed major revenues, permitting activity and special funds, Code Enforcement Division staff summary, Planning/Zoning Division staffing summary, Economic Development Division staffing summary, Social Services Division staffing summary, and NDS budget summary.

Ms. Roberts arrived at 12:30 p.m. replacing Ms. Slayton.

Mr. Lear noted that NDS has grown since the cutback during the recession, recommended restructuring the department and noted that if a new department is created it has to be done by Ordinance.

Mr. Lear reviewed the new proposed Departments include Building and Code Enforcement in one department and Planning/Natural Resources, Economic Development and Social Services in another department which could be titled Office of Community and Environmental Planning.

Discussion ensued regarding the proposed restructuring of the NDS and purpose of separating the department and new director position not effecting the proposed budget or tax rate.

There was a consensus to bring back an Ordinance to restructure the Neighborhood Services Department as presented by the City Manager.

Ms. Galehouse clarified the archeologist duties and responsibilities for a full time position.

Discussion continued regarding a Natural Resource Department including the full time archeologist position, increase in allocations, return on taxes paid to Sarasota County, ability to rely on Sarasota County for archeology services, City development review process, previous conversations with Commission regarding a Natural Resource Department including staffing and possible impact fee for services, Environmental Advisory Board research on establishing a Natural Resource Department, duties of a possible Sustainability Manager position, timeline and criteria for establishing a Natural Services Department and the advantages of an archeologist position.

Mr. Lear clarified the addition of an archeologist position and a Natural Resource Department.

Ms. Bellia noted that the City had an environmental specialist which was changed to arborist and a new environmental specialist position will be advertised in the near future.

Ms. Galehouse expressed the need and duties for an archeologist position.

There was a consensus to approve the archeologist position as requested.

Discussion ensued regarding proposed staffing costs, providing detail on staffing costs, and information technology (IT) upgrade for Social Services.

Ms. Carillo clarified the IT upgrade needed to provide more services, moving Veteran's Services to Social Services offices, Florida Department of Children and Families (DCF) case workers utilizing Social Services offices and DCF verification processes, set schedule for DCF and other provided services, occupied suites in the Social Services building, proposed reclassification of Staff Assistant II to Administrative Services Specialist, Case Manager duties and cost, Housing and Life Skills Specialist position duties and cost, outside resources available to assist North Port citizens when needed, history of Social Services in North Port, need for a Case Worker in North Port, and Sarasota County distribution of allocations to North Port Social Services.

There was a request for a consensus to approve the budgeted amount for the Housing and Life Skills Specialist which failed.

Discussion continued regarding Social Services signage and the possible number of individuals needing the services provided by Social Services.

After reconsideration, the request for a consensus to approve the budgeted amount for the Housing and Life Skills Specialist passed.

Discussion continued regarding the millage rate revenue from new developments and demands for new services, rollback rates not considering inflation factors, Consumer Price Index (CPI) rates and increase in home values, cost to a tax payer for a Housing and Life Skills Specialist and estimated number of people which could be helped with this position and it was noted that grant money is not budgeted until received.

Ms. Bellia noted that a Request For Quote (RFQ) is in the process for replacement of trees utilizing the Tree Fund.

Discussion ensued regarding an estimated amount for the Tree Fund in FY 20/21.

Ms. Cassell clarified the Tree Ordinance violations and the criteria for enforcement.

Discussion continued regarding expenditure of one time cost for consultant and maintenance technology and possible funds to be applied to department expenditures.

Mr. Warren cited Florida Statutes requiring funds which are to be applied directly to enforcing the Florida Building Code.

Discussion continued regarding "Trakit" system and re-direction of the funding allocated, and separation of duties related to building construction and related inspectors.

Mr. Warren clarified the duty of an inspector/plan examiner and the need for separating these job descriptions, bringing back a plan examiner position, creating plan examiner and inspector trainee position introduced by the State to fulfill the need caused by shortages, and the trainee position being promoted in local high education institutions.

Discussion continued regarding the consultant to do the activity center overlay, the progress of a second draft of the Unified Land Development Code re-write and importance of addressing building process deficiencies.

Mr. Lear provided clarification on the Activity Center Overlay funding and addressing building processes.

Discussion continued regarding the importance of the Activity Center Overlay and bringing in future developments.

Mr. Lear noted that the new impact fee study and due process will be done before the impact fee will be adopted.

Ms. Taylor read into the record, the previously approved consensus, during the June 16 budget workshop, to bring back an ordinance or resolution to address impact fees and proposing 100% of the 2011 impact fee study.

There was a consensus to rescind the previously approved consensus, given on June 16, to bring back an ordinance or resolution to address impact fees and proposing 100% of the 2011 impact fee study.

Ms. Thomas clarified the duties and funding for the Market and Research Analyst I full time position.

Recess was taken from 2:24 p.m. to 2:36 p.m.

Ms. Bellia provided the Public Works presentation including Public Works services, Road and Drainage - bring finished mowing in-house, Road and Drainage - road rehabilitation and core sampling, Road and Drainage - notable CIP projects, Road and Drainage District fund, Solid Waste - Organics Transfer Station, Solid Waste District fund, Fleet Management - automotive lifts, Fleet Management fund, Facilities Maintenance - highlights and Facilities Maintenance Division.

Discussion ensued regarding light pole holiday ornaments/decorations and Florida Department of Transportation (FDOT) permits and criteria, Solid Waste organic waste schedule, citizen initiative on contributions for holiday ornaments on U.S. 41 and budgeted allocation, starting a fund raiser for citizen contributions, and focusing on Toledo Blade and Sumter Boulevards for holiday decorations.

Mr. Speake provided an update on the amphibious machine training, required equipment and purchase of a specialty trailer.

Discussion ensued regarding facilities maintenance responsibilities, funding for requested staff and training for existing staff, construction technician, project manager and assistant project manager duties, start date of a new assistant project manager and vehicle allocation, frequency of use and cost for a scissor lift rental versus purchasing, interior and exterior painting costs and priority list, prioritizing the Road Bond program and core samplings, electric availability for street lighting and Florida Power & Light (FPL) criteria, school bus stop street lighting and collaboration with the School Board, sidewalk maintenance criteria and funding, process for citizens requesting a street light, existing sidewalk issue responsibilities and new development sidewalk responsibilities, and new development Construction Road Repair Fund revenue and allocation criteria.

Mr. Traverso provided clarification on current number and duties of infrastructure inspectors and one proposed infrastructure inspector.

Discussion continued regarding utilization of available message boards and purchase costs versus rental costs, total requested number of message boards from different departments, removal of Code Red, street light pole painting allocations, Road and Drainage budget amendment for drainage improvements and supplies, researching archeologist job requirements, qualifications and equipment needed for qualified personnel to do archeology surveys, contracted mowing services and costs, and benefits of having in-house mowing services.

There was a consensus for Commission to receive a complete cost analysis for in-house mowing services.

3. PUBLIC COMMENT:

Ms. Taylor read the following public comment into the record:
Greg Cooley: City Budget.

4. ADJOURNMENT:

Mayor McDowell adjourned the meeting at 4:19 p.m.

City of North Port, Florida

By: _____
Debbie McDowell, Mayor

Attest: _____
Heather Taylor, City Clerk

Minutes approved at the Commission Regular Meeting this ____ day of _____, 2020.