



# City of North Port

4970 CITY HALL BLVD  
NORTH PORT, FL 34286

## Meeting Minutes City Commission Special Meeting

### *CITY COMMISSIONERS*

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

### *APPOINTED OFFICIALS*

*Jonathan R. Lewis, City Manager*  
*Mark Moriarty, City Attorney*  
*Patsy Adkins, City Clerk*  
*Kathryn Peto, Deputy City Clerk*

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Wednesday, March 8, 2017

9:30 AM

CITY COMMISSION CHAMBERS

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**NOTE: This is a draft copy of the minutes for the 03-08-2017 Commission Special Meeting, has not been approved by the Commission and is subject to change.**

### **CALL TO ORDER/ROLL CALL – LINDA M. YATES, MAYOR**

The North Port City Commission Special Meeting was called to order at 9:30 a.m. in City Chamber by Mayor Yates.

Present: Mayor Yates; Vice-Mayor Carusone; Commissioners Hanks and McDowell; Assistant City Manager Schult, City Attorney Moriarty; City Clerk Adkins; Recording Secretary Hale; and Police Chief Vespia.

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

### **APPROVAL OF AGENDA – COMMISSION**

*A motion was made by Vice-Mayor Carusone, seconded by Commissioner McDowell, to suspend the City Code for Commission Meeting Procedures for this meeting. The motion carried by the following vote:*

**Yes:** 4 - Mayor Yates, Commissioner Carusone, Commissioner Hanks and Commissioner McDowell

*A Motion was made by Vice-Mayor Carusone, seconded by Commissioner McDowell, to approve the Agenda adding Item B. as Consent Agenda Item C. from the Commission Regular Meeting, for Contract 2017-07, Item C. as Consent Agenda Item D. from the Commission Regular Meeting to utilize Florida Sheriff Association and Association of Counties Cooperative Bid to purchase two (2) replacement dump trucks for the Department of Public Works Operations and Maintenance Division from Rush Truck Center in the amount of \$246,688.00, and Item D. as Consent Agenda F. from the Commission Regular Meeting, for the Use of Force and Defense Tactics Consulting Agreement between City of North Port*

*and RRB Systems International. The Motion carried the following vote:*

**Yes:** 4 - Mayor Yates, Commissioner Carusone, Commissioner Hanks and Commissioner McDowell

**A. [17-0907](#)** Discussion regarding developing a Commission Orientation Manual.

Mayor Yates introduced the agenda item for Commission discussion to develop any changes to the Commission Orientation Manual. There was no public comment.

Discussion and questions ensued: (1) it was noted that a manual was not available for new Commissioners but this will be very helpful; (2) it was suggested that any information that was not in the existing manual or needs to be updated should be addressed first; (3) information about the comprehensive plan should be in the manual; (4) it was also noted that the difference between an Ordinance and Resolution should be included; (5) information about the pay schedule would be helpful; (6) it was suggested that a departmental chart be added; (7) the Charter Position of an Auditor needs to be removed from the manual as that position has been eliminated; (8) it was suggested that each department have an internal organization chart with the description of their responsibilities; (9) information about how to add items to the Agenda would be a good addition to the manual; (10) it was stated that having to itemize the monthly cell phone bill was not explained when being sworn into office; (11) it was noted, there used to be a phone and computer policy that required your signature with the parameters for use of City property; (12) the social media policy needs to be explained further. it is only a couple of sentences; (13) the manual is meant to be an overview and any detailed information should reference the appropriate Code, Ordinance, or Resolution; (14) it will also allow new Commissioners to learn how to use the applicable books; (15) following a question, it was suggested that the proper contacts for Commissioners would be nice in the manual; (a) Commissioners are not allowed to contact staff directly, communication needs to go through a Charter Officer; (b) it was suggested that an email be sent to Charter Officers and copy in the appropriate department; (c) contact with staff should be directed through the City Manager; (16) proper instructions about when it is appropriate to use the City credit card should be included in manual; (17) expectations about what will happen at conferences would be constructive also but only a paragraph long; (18) following a comment, it was suggested that an Orientation Workshop be held for incoming Commissioners with senior Commissioners to discuss important issues; (a) it was noted that a Planning and Zoning Workshop would be helpful too; (19) it was suggested that a matrix for the building process be provided; (20) tutorial videos could be e-mailed to all Commissioners for an overview; (21) receipt of gifts and appearances should be better explained; (22) it was suggested that part of the City's webpage should have candidate resources and etiquette; (23) further explanation about the Sunshine Law would be helpful so Commissioners know what type of communication they can have.

***There was a consensus to table Item A. until after the next three items have been discussed.***

**Yes:** 4 - Mayor Yates, Commissioner Carusone, Commissioner Hanks and Commissioner McDowell

**B. [16-0743](#)** Contract No, 2017-07 between the City of North Port and Marquee Development, Inc. to construct sidewalks along Haberland Boulevard, San Mateo Drive and Purdue Street, in the amount of \$250,055.00 plus \$12,500.00 for contingencies for a total of \$262,555.00.

Assistant City Manager Schult introduced Public Works Director Bellia and Project Engineer Newman who provided a PowerPoint regarding the sidewalk construction agreement. There was no public comment.

Discussion and questions ensued: (1) following a question, it was confirmed that all the sidewalks in the project will connect to existing sidewalks; (2) these sidewalks are part of a phasing project because you are only allowed to construct so many miles of sidewalk per year; (3) the projected sidewalk on Purdue Street will extend to the paved roadway on Amnesty Drive; (4) following a question, it was advised that the projected sidewalk on Haberland Boulevard will stop short of the bridge and there will be a crosswalk to cross to the other side to connect to the pedestrian bridge; (5) it was confirmed the pedestrian bridge is on the opposite side of the street from the projected sidewalk and the speed limit is 40 MPH; (6) the projected sidewalk for this project will connect to the sidewalk on Hillsborough Boulevard; (7) following a question, it was confirmed that the pedestrian crossing was chosen to be by the bridge because of the four way stop at Hillsborough Boulevard and Haberland Boulevard; (a) it was stated that traffic in both directions will be traveling less than the speed limit; (8) it was confirmed that there will be advanced pedestrian crossing warnings; (9) Public Works Director Bellia advised that in the future they will include a cross section of the construction plan to avoid any confusion.

***A motion was made by Vice-Mayor Carusone, seconded by Commissioner McDowell, to approve contract number 2017-07 between the City of North Port and Marquee Development, Inc. The motion carried with the following vote:***

C. [17-0754](#)

Utilize the Florida Sheriff's Association & Florida Association of Counties Cooperative Bid to purchase two (2) replacement Dump Trucks for the Department of Public Works Operations and Maintenance Division from Rush Truck Center in the amount of \$246,668.00.

Assistant City Manager Schult introduced Public Works Director Bellia and Fleet Manager Hessler who were available for any questions regarding the item. There was no public comment.

Questions and discussion ensued: (1) following a question, it was confirmed that two other dump trucks were in line for replacement prior to these two; (a) it was determined that there was less useful life on these dump trucks and their priority was increased; (2) the two dump trucks that were scheduled for replacement this year will be addressed next fiscal year; (3) following a concern, it was explained that the dump trucks scheduled for replacement will still be used as spares for the department; (4) it was confirmed that both dump trucks are tandem axle trucks; (5) it was confirmed that the proposed new dump trucks will be tandem axle also; (6) following a question, it was stated that the hydraulics on these trucks are part of preventative maintenance; (7) it was stated that the overall condition of the trucks is deteriorating even though they are diesel engines; (8) the trucks are deteriorating because of the high volume of usage they get; (9) it was stated that the repairs on both of these trucks is almost equal to the initial purchase price; (10) it was confirmed that these vehicles were purchased in 2006; (11) it was confirmed that none of these trucks were in an accident; (12) it was explained that previous repair data was entered into a new software program in 2013 and it shows up as all one entry; (13) it was discussed that \$10,000.00 in repairs were for tire replacement; (14) it was stated that the majority of the maintenance was normal up keep for any type of vehicle, there were no major repairs; (15) the points system was explained for vehicle replacement; (16) there are some concerns about the length of time the trucks are staying out for repairs; (a) it was clarified that part of the reason for the length is because of the delay in getting parts; (17) following a question, it was confirmed that the tires on these trucks need to be replaced in pairs; (18) sometimes the replacement of tires is not due to wear but sometimes due to damage; (19) both of these trucks do not reflect alot of down time for repairs; (20) following a question, it was stated that if these trucks are no longer in use then the department will not have any spare trucks to utilize; (21) it was stated that the only way to stop replacing vehicles so

frequently is to have more vehicles available for use; (22) Commissioner McDowell was not in support of the Motion for the following reason: (a) these are tandem axle trucks with less than 150,000 miles on them; (b) there is no urgency for replacement; (c) their reliability score is normal; (23) Mayor Yates dissented for the following reasons: (a) concerns about score sheet; (b) all expenses for repair have been regular maintenance; (c) these vehicles have no major repairs; (d) these vehicles still have 60% life expectancy.

***A motion was made by Vice-Mayor Carusone, seconded by Commissioner Hanks, to approve contract number 17-0754 to utilize the Florida Sheriff's Association and Florida Association of Counties Cooperative Bid to purchase two (2) replacement dump trucks. Mayor Yates and Commissioner McDowell dissenting for reasons preciously stated. The motion failed by the following vote:***

**Yes:** 2 - Commissioner Carusone and Commissioner Hanks

**No:** 2 - Mayor Yates and Commissioner McDowell

***A motion was made by Vice-Mayor Carusone, seconded by Commissioner Hanks, to continue this item for staff to bring it back with additional information justifying the condition of these two vehicles for replacement. The motion carried with the following vote:***

**Yes:** 4 - Mayor Yates, Commissioner Carusone, Commissioner Hanks and Commissioner McDowell

**D. [17-0798](#)**

Use of Force and Defense Tactics Consulting Agreement between the City of North Port and RRB Systems International.

Assistant City Manager Schult introduced Police Chief Vespia who provided information on the proposed agreement. There was no public comment.

Questions and discussion ensued: (1) following a question, it was confirmed that the consultant will help train and write new curriculum; (2) the consultant will quarterly review any use of force incidents and will provide an annual report; (3) it was confirmed that the contract is for 100 hours and this is a discounted rate of \$150.00 an hour as opposed to \$300.00 an hour; (4) it was stated that 100 hours should be sufficient to achieve better training; (5) it was confirmed that this consultant is an independent vendor who is going to improve the policies that are already in place at the Police Department; (6) this training is not required but is elective and is a proactive measure; (7) it was confirmed that there is not any current investigations that are prompting this contract for training.

***A motion was made by Vice-Mayor Carusone, seconded by Commissioner McDowell, to approve the Use of Force and Defense Tactics Consulting Agreement. The motion carried by the following vote:***

**Yes:** 4 - Mayor Yates, Commissioner Carusone, Commissioner Hanks and Commissioner McDowell

Recess 11:23 a.m. - 11:42 a.m.

**A. [17-0907](#)**

Discussion regarding developing a Commission Orientation Manual.

Discussion and questions continued: (24) following a question, City Attorney Moriarty confirmed that e-mails between Commissioners sharing information is two-way information and not allowed; (25) it was stated that forwarding all material to the City Manager or City Clerk is suggested; (26) detailed conversation about items should be done on the dais; (27) it was stated that City Attorney Moriarty would be available to

clarify any questions; (28) a suggestion was made about creating graphics that will help understand the code books; (29) expectations and explanations of Commission attendance at Boards would be helpful; (30) clarification was requested about calendar appointment acceptance; (31) communication between Commissioners about what events they are planning on attending would be beneficial so the City can be represented at multiple functions; (32) clarification should be provided when it is appropriate to use a City vehicle for City business; (33) a suggestion was made to add department tours to the orientation check list; (34) clarification should be provided about the responsibilities of the Mayor and the Commissioners; (35) it was noted that there is an option to have a pre-agenda meeting with the City Manager which may reduce meeting times; (a) the pre-agenda meetings can be set up with the City Manager and City Attorney to resolve any questions and/or ask for additional information before having to vote; (b) agenda briefings are optional; (36) the functions of MuniCode and the Unified Land Development Code should be spelled out for new Commissioners; (37) a suggestion was made to have all the relevant code books and manuals in the new Commissioners office upon being sworn in; (38) all mail that is currently coming in is being forwarded to the City Manager and City Attorney; (a) any communication with a Commissioner is a matter of public record; (39) the procedure for incoming and outgoing mail should be explained; (40) texting is not allowed on City phones because it can not be captured;

***There was a consensus to have incoming mail given to the Commissioner it was addressed to and a copy will be placed in the reading file.***

(41) clarification was provided about which staff members are receiving copies of the email that are being sent to Commissioners@cityofnorthport.com; (42) Assistant City Manager Schult stated that weekly updates are being sent out regarding issues from the emails; (43) citizens are sent an automatic e-mail that they can track their issue on See-Click Fix; (44) information regarding See-Click Fix should be added to communications page of the orientation manual; (45) the phone number for the ethics hotline needs to be added; (46) it was noted that an ethics class is required to be taken annually and this needs to be arranged through the City Clerk; (47) the language regarding Commission Meetings will need to be updated; (48) the section on page 14 regarding comment can be removed and replaced with language referring questions to the upcoming ordinance; (49) a suggestion was made to increase the information regarding the Police Department and their functions; (50) it was noted that a definition of budget terms would be helpful; (51) it would be nice to include the city statistics in the beginning of the manual. There was no public comment.

***There was a consensus that the Commission is in agreement with the changes discussed.***

**Yes:** 4 - Mayor Yates, Commissioner Carusone, Commissioner Hanks and Commissioner McDowell

***A motion was made by Vice-Mayor Carusone, seconded by Commissioner Hanks, to direct the City Manager to amend and update the Commission Orientation Manual based on the discussion today and bring it back to the Commission for approval as soon as possible. The Motion carried with the following vote:***

**Yes:** 4 - Mayor Yates, Commissioner Carusone, Commissioner Hanks and Commissioner McDowell

### **PUBLIC COMMENT:**

There was no public comment.

### **ADJOURNMENT:**

Mayor Yates adjourned the North Port Commission Special Meeting at 1:10 p.m.

City of North Port, Florida

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

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

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