



# City of North Port

4970 CITY HALL BLVD  
NORTH PORT, FL 34286

## Meeting Minutes - Final City Commission Workshop

### *CITY COMMISSIONERS*

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

### *APPOINTED OFFICIALS*

*Peter Lear, City Manager*  
*Amber L. Slayton, City Attorney*  
*Patsy Adkins, City Clerk*  
*Kathryn Peto, Deputy City Clerk*

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Thursday, April 26, 2018

9:00 AM

Room 302

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### Strategic Planning Session

## MINUTES APPROVED AT THE 06-12-2018 MEETING.

### CALL TO ORDER/ROLL CALL

The North Port City Commission Workshop Meeting was called to order at 9:05 a.m. in Conference Room 302 by Vice-Mayor Yates.

Present: Mayor Carusone; Vice-Mayor Yates; Commissioners Hanks, Luke and McDowell; City Manager Lear; City Attorney Slayton; City Clerk Adkins; Deputy City Clerk Peto and Recording Secretary Hale.

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

### 1. PUBLIC COMMENT:

There was no public comment.

### 2. DISCUSSION:

#### A. [18-234](#)

#### Strategic Planning

Christie Nolan, President of Mission Matters, facilitator, moderated an open discussion regarding strategic plans for the City's future growth.

Mayor Carusone arrived at 9:13 a.m. and Vice-Mayor Yates passed the gavel to her.

BROAD AIMS FOR 2021: ECONOMIC DEVELOPMENT AND JOB CREATION: (1) Increase training and education to create jobs and prepare workforce; set the stage for private sector to achieve this; workforce programs; internships within City Administration;

(2) Streamline the building department permitting process; to make it easier for economic development; ensure accuracy; cohesive collaboration between departments; (3) Updated and Implemented City Economic Development Plan; (4) Updates to land codes to increase variety in economy: update definitions to present best practices; (5) Develop communication plan to attract economic development opportunities to area; help existing business thrive; business advocate; (6) Developed Activity Center 6 Master Plan to encourage business in the area; (7) Assess water/sewer availability City-wide and along U.S. 41; development options with Charlotte County; (8) Seek financial breaks/support for infrastructure to encourage economic development; (9) Create an additional industrial park area; assess potential impact of compatible businesses (restricts operations of existing businesses); invest in the City's Economic Development Department;(10) Expand Staff; actively attract new businesses; manage data; (11) Leverage partnerships (the Sarasota County Economic Development Corporation and the North Port Chamber of Commerce); (12) City Manager Lear will verify whether others may hook up to the West Villages water/wastewater lines if they are available.

#### PRIORITIZING ECONOMIC DEVELOPMENT/JOB CREATION:

Commissioner Hanks: Increase training and education to create jobs and prepare workforce; set the stage for private sector to achieve this; workforce programs; internships within City Administration. Developed Activity Center 6 Master Plan to encourage business in the area. Seek financial breaks/support for infrastructure to encourage economic development.

Commissioner McDowell: Develop communication plan to attract economic development opportunities to area; help existing business thrive; business advocate. Increase training and education to create jobs and prepare workforce; set the stage for private sector to achieve this; workforce programs; internships within City Administration. Create an additional industrial park area; assess potential impact of compatible businesses (restricts operations of existing businesses); invest in the City's Economic Development Department.

Commissioner Luke: Updated and Implemented City Economic Development Plan. Developed Activity Center 6 Master Plan to encourage business in the area. Increase training and education to create jobs and prepare workforce; set the stage for private sector to achieve this; workforce programs; internships within City Administration.

Vice-Mayor Yates: Developed Activity Center 6 Master Plan to encourage business in the area. Seek financial breaks/support for infrastructure to encourage economic development. Leverage partnerships (the Sarasota County Economic Development Corporation and the North Port Chamber of Commerce).

Mayor Carusone: Expand Staff; actively attract new businesses; manage data. Create an additional industrial park area; assess potential impact of compatible businesses (restricts operations of existing businesses); invest in the City's Economic Development Department. Developed Activity Center 6 Master Plan to encourage business in the area.

#### PRIORITY VOTES:

(1) Increase training and education to create jobs and prepare workforce; set the stage for private sector to achieve this; workforce programs; internships within City Administration; (2) Developed Activity Center 6 Master Plan to encourage business in the area.

It was stated that the Sarasota County School Board made a tentative decision to make their own police department in the next two years and the Superintendent will reach out to entities to determine what they are willing to do in the interim period. He has not yet reached out. City Staff sent what North Port is willing to do and he indicated to his Board he would respond to see if North Port would change their mind and fund more of their positions for them over the next two years while they implement their plan.

Recess 10:23 a.m. - 10:43 a.m.

**BROAD AIMS FOR 2021: REVITALIZATION:** (1) Upgrade to original areas of town with improved aesthetics; (2) City lead partnerships with residents to revitalize neighborhoods (community service/volunteerism); (3) Bring back the appeal to certain areas (original Biscayne Drive to U.S. 41); (4) Develop proactive approach and plan to revitalize the community/keep them vital; (5) Ensure aesthetics are consistent to area with enhanced and attractive features; (6) Develop a program to employ homeless to revitalize and beautify the City.

**PRIORITIZING REVITALIZATION:**

Mayor Carusone: Ensure aesthetics are consistent to area with enhanced and attractive features. City lead partnerships with residents to revitalize neighborhoods (community service/volunteerism).

Commissioner McDowell: City lead partnerships with residents to revitalize neighborhoods (community service/volunteerism). Develop proactive approach and plan to revitalize the community/keep them vital.

Commissioner Hanks: Ensure aesthetics are consistent to area with enhanced and attractive features. Develop a program to employ homeless to revitalize and beautify the City.

Commissioner Luke: Upgrade to original areas of town with improved aesthetics. Ensure aesthetics are consistent to area with enhanced and attractive features.

Vice-Mayor Yates: Bring back the appeal to certain areas (original Biscayne Drive to U.S. 41). City lead partnerships with residents to revitalize neighborhoods (community service/volunteerism).

**PRIORITY VOTES:**

(1) City lead partnerships with residents to revitalize neighborhoods (community service/volunteerism); (2) Ensure aesthetics are consistent to area with enhanced and attractive features.

**BROAD AIMS FOR 2021: AFFORDABILITY, GROWTH AND DEVELOPMENT:** (1) Secure funds to supplement housing; affordability; incentives to keep costs down; rental assistance; (2) Develop a land bank; (3) Maintain and ensure affordability of community (holistic approach); keep balance for affordability for all; (4) Keep taxes and fees low while maintaining quality; (5) Renegotiate Escheated Lots Agreement with Sarasota County; (6) Maintain hometown feel of the City; (7) Maintain balance between commercial/residential; (8) Hold entities required to provide hospital services accountable for equitable delivery and measurable impact of level of affordable services; (9) Work with Sarasota County to address customized transportation needs locally; (10) Work with legislators to ensure equity in agreements with the State.

**PRIORITIZING AFFORDABILITY, GROWTH AND DEVELOPMENT:**

Mayor Carusone: Develop a land bank. Hold entities required to provide hospital services accountable for equitable delivery and measurable impact of level of affordable services. Keep taxes and fees low while maintaining quality.

Commissioner McDowell: Maintain and ensure affordability of community (holistic approach); keep balance for affordability for all. Keep taxes and fees low while maintaining quality. Hold entities required to provide a hospital services accountable for equitable delivery and measurable impact of level of affordable services.

Commissioner Hanks: Develop a land bank. Hold entities required to provide hospital services accountable for equitable delivery and measurable impact of level of affordable services. Keep taxes and fees low while maintaining quality.

Commissioner Luke: Secure funds to supplement housing; affordability; incentives to keep costs down; rental assistance. Develop a land bank. Renegotiate Escheated Lots Agreement with Sarasota County.

Vice-Mayor Yates: Maintain and ensure affordability of community (holistic approach); keep balance for affordability for all. Maintain hometown feel of the City. Hold entities required to provide hospital services accountable for equitable delivery and measurable impact of level of affordable services.

**PRIORITY VOTES:**

Four Commissioners voted for holding entities required to provide hospital services accountable for equitable delivery and measurable impact of level of affordable services. Three Commissioners voted for developing a land bank. Three Commissioners voted for keeping taxes and fees low while maintaining quality.

Recess 11:48 a.m. - 12:20 p.m.

**BROAD AIMS FOR 2021: HISTORICAL, CULTURAL AND ENVIRONMENTAL PRESERVATION:** (1) Conservation of Myakkahatchee Creek and provide stewardship; (2) Ensure Warm Mineral Springs incorporates historical, cultural and environmental standards (an interactive educational center); (3) Explore partnership/cooperation with Sarasota County for purchase of Little Salt Spring for education and research; (4) Ensure all codes reflect historical, cultural and environmental priorities; (5) Acknowledge historical, cultural, environmental treasures and build community awareness and improved communications; historical timeline (historical/cultural markers "Nature: cheaper than therapy"; (6) Establish compilation of North Port Community Hall of Fame with annual inductees; (7) Increase recognition of individuals contributions to history, culture and environment advancement.

Following a question, City Attorney Slayton will research the old transfer Agreement between the City and the University of Miami for Little Salt Spring regarding a reverter clause.

A Workshop is needed to discuss a Community Hall of Fame and Historical Timeline in City Hall.

**PRIORITIZING HISTORICAL, CULTURAL AND ENVIRONMENTAL PRESERVATION:**

Mayor Carusone: Acknowledge historical, cultural, environmental treasures and build community awareness and improved communications; historical timeline (historical/cultural markers "Nature = cheaper than therapy". Establish compilation of North Port Community Hall of Fame with annual inductees. Explore partnership/cooperation with Sarasota County for purchase of Little Salt Spring for education and research.

Vice-Mayor Yates: Explore partnership/cooperation with Sarasota County for purchase of Little Salt Spring for education and research. Acknowledge historical, cultural, environmental treasures and build community awareness and improved communications; historical timeline (historical/cultural markers "Nature = cheaper than therapy". Establish compilation of North Port Community Hall of Fame with annual inductees.

Commissioner Hanks: Conservation of Myakkahatchee Creek and provide stewardship. Explore partnership/cooperation with Sarasota County for purchase of Little Salt Spring for education and research. Establish compilation of North Port Community Hall of Fame with annual inductees.

Commissioner McDowell: Conservation of Myakkahatchee Creek and provide stewardship. Acknowledge historical, cultural, environmental treasures and build community awareness and improved communications; historical timeline

(historical/cultural markers "Nature = cheaper than therapy". Establish compilation of North Port Community Hall of Fame with annual inductees.

Commissioner Luke: Ensure Warm Mineral Springs incorporates historical, cultural and environmental standards (an interactive educational center). Explore partnership/cooperation with Sarasota County for purchase of Little Salt Spring for education and research. Establish compilation of North Port Community Hall of Fame with annual inductees.

**PRIORITY VOTES:**

(1) Establish compilation of North Port Community Hall of Fame with annual inductees; (2) Explore partnership/cooperation with Sarasota County for purchase of Little Salt Spring for education and research; (3) Acknowledge historical, cultural, environmental treasures and build community awareness and improved communications; historical timeline (historical cultural markers "Nature = cheaper than therapy."

**BROAD AIMS: ADMINISTRATION AND OPERATIONS:** (1) Combine and update the Unified Land Development Code (ULDC) and the Administrative Code to reflect best practices; (2) Revised City Charter; (3) Streamline the process and deregulate Building permitting to make economic development easier; (4) Ensure all Codes reflect historical, cultural and environmental priorities following best practices; (5) City staffing re-evaluated and organized to achieve greater efficiency and effectiveness; (6) Provide modern, convenient and technologically advanced services; (7) Improve regional cooperation and collaboration; (8) Update Department Standard Operating Procedures to reflect current Commission policies.

**PRIORITIZING ADMINISTRATION AND OPERATIONS:**

Mayor Carusone: Provide modern, convenient and technologically advanced services. Streamline the process and deregulate Building permitting to make economic development easier. City staffing re-evaluated and organized to achieve greater efficiency and effectiveness.

Commissioner Luke: Combine and update the Unified Land Development Code (ULDC) and the Administrative Code to reflect best practices. Streamline the process and deregulate Building permitting to make economic development easier. Ensure all Codes reflect historical, cultural and environmental priorities following best practices.

Commissioner McDowell: Combine and update the Unified Land Development Code (ULDC) and the Administrative Code to reflect best practices. Streamline the process and deregulate Building permitting to make economic development easier. Ensure all Codes reflect historical, cultural and environmental priorities following best practices.

Commissioner Hanks: Combine and update the Unified Land Development Code (ULDC) and the Administrative Code to reflect best practices. Streamline the process and deregulate Building permitting to make economic development easier. Provide modern, convenient and technologically advanced services.

Vice-Mayor Yates: Combine and update the Unified Land Development Code (ULDC) and the Administrative Code to reflect best practices. Provide modern, convenient and technologically advanced services. Ensure all Codes reflect historical, cultural and environmental priorities following best practices.

**PRIORITY VOTES:**

(1) Combine and update the Unified Land Development Code (ULDC) and the Administrative Code to reflect best practices; (2) Streamline the process and deregulate Building permitting to make economic development easier; (3) Ensure all Codes reflect historical, cultural and environmental priorities following best practices; tied with Provide modern, convenient and technologically advanced services.

Subsequent to a brief discussion concerning angle parking on U.S. 41, Commissioner Luke will bring it forward as a Commission agenda item.

WHAT IMPORTANT MEASURES SHOW PROGRESS:  
(Green dot exercise)

Recess 1:41 p.m. - 1:59 p.m.

LOOKING AT RESULTS:

(1) PARKS AND RECREATION: Develop a public/private partnership to expand services to the east end of the City. Commissioners Hanks and Luke.

(2) PARKS AND RECREATION: Accomplish Blueways Connections tied to economic opportunities, tied

to multi-modal technology, and to ensure accessibility. What the City can do to encourage more blueways access points (public and private). Mayor Carusone and Commissioner Hanks.

(3) INFRASTRUCTURE: Complete Price Boulevard from Sumter Boulevard to Toledo Blade Boulevard. Mayor Carusone.

(4) HEALTH AND SAFETY: Enhance Social Services, increase case managers, open five days a week, Improved partnership with social service providers, and increase financial resources to meet needs. Mayor Carusone.

(5) ADMINISTRATION AND OPERATIONS: Combine and update the Unified Land Development Code (ULDC) and the Administrative Code to reflect best practices. Vice-Mayor Yates, Commissioner Hanks, Commissioner Luke and Commissioner McDowell.

(6) ADMINISTRATION AND OPERATIONS: Streamline the process and deregulate Building permitting to make economic development easier. Mayor Carusone, Vice-Mayor Yates, Commissioner Hanks, Commissioner Luke and Commissioner McDowell.

(7) ADMINISTRATION AND OPERATIONS: Provide modern, convenient and technologically advanced services. Mayor Carusone.

(8) ECONOMIC DEVELOPMENT AND JOB CREATION: Developed Activity Center 6 Master Plan to encourage business in the area. Vice-Mayor Yates, Commissioner Hanks and Commissioner Luke.

(9) HISTORICAL, CULTURAL AND ENVIRONMENTAL PRESERVATIONS: Establish compilation of North Port Community Hall of Fame with annual inductees. Commissioner McDowell.

(10) AFFORDABILITY GROWTH AND DEVELOPMENT: Develop a land bank. Commissioner Luke.

(11) AFFORDABILITY GROWTH AND DEVELOPMENT: Hold entities required to provide hospital services accountable for equitable delivery and measurable impact of level of affordable services. Vice-Mayor Yates and Commissioner McDowell.

(12) REVITALIZATION: City lead partnerships with residents to revitalize neighborhoods (community service/volunteerism). Vice-Mayor Yates and Commissioner McDowell.

TOTAL PRIORITIZED VOTES:

(1) Streamline the process and deregulate building permitting to make economic development easier; (2) Combine and update the Unified Land Development Code (ULDC) and the Administrative Code to reflect best practices; (3) Developed Activity Center 6 Master Plan to encourage business in the area.

VII. ESTABLISH GOAL ATTAINMENT TIMELINES

The priorities will be compiled, organized, making connections to ensure the Commission's intent is captured. Thereafter, Commission will review and give a final

approval of the document.

#### VIII. PERFORMANCE MANAGEMENT: MEASURING OUR PROGRESS

A meeting will be scheduled with the City Manager, Assistant City Manager and Ms. Nolan to closely examine measurements for the City and how to determine progress and impacts.

It was suggested to schedule another meeting in six months to receive an update of the progress that has been made.

#### IX. GOVERNANCE AND STAFF AGREEMENTS TO ENSURE SUCCESS

##### GOVERNANCE/STAFF AGREEMENTS:

(1) Staff to provide written or oral updates on Strategic goals every six months; (2) Monthly update from Departments as an agenda item, including priorities and timelines. If the item is not discussed, the backup material to the item is available for the Commission and public to read and it can also be moved forward to the next meeting; (3) Increased communication concerning current priorities and timelines; (4) Annual status update prior to Strategic Planning meeting in March/April; (5) Clarify priorities clearly.

The Strategic Plan will be reflective of a three-year period through 2021 and revisiting it annually will not be as comprehensive a conversation, however minor tweaks and changes may be considered. A total of three meetings for the Strategic Workshop will be scheduled.

##### WHAT IS IMPORTANT TO MEASURE PROGRESS:

(1) Utilize Advisory Boards to identify key performance indicators; (2) Ask those who use permitting services about their experience and seek feedback; (3) City Manager Lear will provide an update regarding track usage of the City parks to help make decisions of where to prioritize funds; (4) Track social media to get community feedback regarding the achievement of the City's Strategic goals; (5) Assess the status of employee morale through anonymous surveys or engagement; (6) Assess the culture of the organization regarding an open-door policy; (7) Capture employee suggestions/ideas.

Following a request, clarification was provided that employees have access to the City Manager for any issue; that the Commission may not direct Staff, but Staff may have access to the Commission who, in turn, forward their concerns or issues to the City Manager.

#### X. NEXT STEPS. AND CLOSING.

The next steps included: (1) All output from the sessions will be digitized; (2) To review the draft document with the City Manager and Assistant City Manager to frame a working Strategic Plan; (3) Commission review and approval within three months (by June).

It was stated that the City's 60th Anniversary will be celebrated in 2019.

### **3. PUBLIC COMMENT:**

There was no public comment.

Subsequent to a request, Vice-Mayor Yates provided an update concerning short-term vacation rental legislation and stated that the Bill did not pass in the State Legislation but is expected to come back as a significant issue. It was suggested that it might be

prudent to have a City Ordinance in advance of State mandates, and to schedule a Commission conversation regarding the issue prior to Fall.

**4. ADJOURNMENT:**

Mayor Carusone adjourned the North Port City Commission Workshop Meeting at 3:00 p.m.

City of North Port, Florida

By: \_\_\_\_\_  
Vanessa Carusone, Mayor

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

Minutes approved at the City Commission Regular Meeting this \_\_\_\_ day of \_\_\_\_\_, 2018.