



# City of North Port

4970 CITY HALL BLVD  
NORTH PORT, FL 34286

## Meeting Minutes 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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Wednesday, July 18, 2018

9:00 AM

CITY HALL ROOM 244

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### Non-District Budgets

**NOTE: This is a draft copy of the minutes of the 07-18-2018 Commission Budget Workshop, has not been approved by the Commission and is subject to change.**

#### CALL TO ORDER/ROLL CALL

The North Port City Commission Budget Workshop Meeting was called to order at 9:03 a.m. in Meeting Room 244 by Mayor Carusone.

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

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

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

There was no public comment.

#### **2. DISCUSSION ITEMS:**

- A. [18-482](#) 2019 City Manager Recommended Budget

PUBLIC WORKS  
FACILITY MAINTENANCE

Discussion ensued: (1) it was stated that SLA 19-0762, Replace Shingle Roof-Community Education Center for \$16,100, may have to replace some plywood but the trusses are solid; (2) SLA 19-0765, Repaving Existing Parking Lot at Narramore Park

for \$90,800 was not recommended and can last one more year and the Department as supplies on hand to keep the area in question in working order and shell filling has been added periodically; (3) in connection with SLA 19-0774, Upgrade Existing Energy Management System for \$12,400 it was stated that three audits were done over the last five years and one of the improvements that the SLA would have addressed is the air conditioning in City Hall; (4) SLA 19-0773, Dallas White & Marina Park for \$11,500 is for the City's assuming responsibility for water and sewer costs, electricity, garbage pickup and minor operating equipment because the Interlocal Agreement; (5) Staff will provide; [a] a breakdown of the parks portion and how they arrived at \$9,000 as was mentioned yesterday in the Budget Workshop; [b] the revenue coming from Sarasota County; [c] a list of the equipment that Sarasota County will give North Port along with the County's parks and recreation expenditures county-wide with North Port's proportion; (6) clarification was provided that the hourly employees also belong to the Union and it is difficult to flex their overtime and the reduction in overtime from last year to this year is due to moving some work to the Parks & Recreation Maintenance Department; (7) the Custodial Services for City Buildings in HTE page 46; [a] will shortly go out for bid again and the contract is under review; [b] a copy of the current contract will be provided to the Commissioners; [c] Property Maintenance Manager Rubin has responsibility for oversight; [d] when Property Maintenance is under the Public Works Department on October 1, 2018 a supervisor will be overseeing the janitors' work and the current manager will go to Parks and Recreation Maintenance.

#### FLEET MAINTENANCE

Discussion ensued: (1) how the In-House Parts Supplier works in conjunction with Fleet Maintenance was explained; (2) in revised SLA 19-350, Replacement Vehicles for \$67,850; [a] the F150 is used as a pool-use vehicle when personnel drop off their car for maintenance and will remain; [b] the Transit Van will replace the Ford Taurus and will be used as a second pool vehicle and a staff vehicle; [c] the F350 is for on-scene maintenance; [d] the revision is for the Transit instead of an Explorer which is a cost savings; (3) in revised SLA 19-3501, New Small Equipment for \$11,630 reflects the removal of a TV; (4) page 291 in HTE for \$312,690 is for outsourcing heavy duty vehicle maintenance and the repairs are billed to the specific Department; (5) HTE for \$289,490 payment to the General Fund was clarified that Fleet works for all of the Funds in the City; (6) concern was expressed regarding SLA 19-3504, Training and Education for \$18,150 was a significant increase for this fiscal year in that category and suggested reducing the figure by \$10,000; (7) it was articulated that due to the increased request for new personnel, that the purchase of some new vehicles could be moved out and purchased in moderation in subsequent years to help the budget overall; (8) following a concern regarding interest on Surtax funds, clarification was provided that: [a] investment income is earned on all of Funds and each Fund must be kept separate; [b] the investment earnings per fund is spent in that fund; [c] earnings in the Capital Acquisition Fund stays there and is divided in all the funds; [d] Surtax pays for police cruisers; [e] clarification was provided regarding how the interest earned in the Capital Acquisition Funds is allocated as a revenue; [f] how investment income is earned was explained and it was stated that Investment Income in each Fund does not include the interest earned in the Capital Acquisition Fund.

#### SOLID WASTE

Discussion ensued: (1) the Available Fund Balance in the Solid Waste District of -\$51,439 was stated to be below the maximum Fund Balance Policy Statement but the District remains above the minimum Fund Policy; (2) it was suggested to add a line in the HTE Budget Analysis page showing what the current percent is in the Fund Balance Policy with a disclaimer that the City is within the Policy Guidelines; (3) the Districts' Fund Balance Policy are between 20-25% reserves and currently the Solid Waste reserves are at 24.24%; (4) concern was expressed that the City should maintain the

reserves needed for the ensuing year to meet any unexpected circumstances that may be encountered; (5) it was stated that the recommended Budget meets both the Fund Balance Policy and also funds the Capital Replacement Plan; (6) SLA 19-3202, Printing and binding for \$20,800 is to initiate a proactive education stance regarding recycling policies and changes; (7) Sarasota County scheduled a meeting for August 28, 2018 and their single-stream program is projected to begin in Fiscal Year 2019-20 but the County Commissioners has not approved the move yet; (8) it was suggested to send a letter to Sarasota County Commissioners in support of dual-stream recycling; (9) HTE page 151 regarding Customer Deposit Interest was explained to be for commercial accounts.

Recess 11:00 a.m. - 11:17 a.m.

#### ROAD AND DRAINAGE

Discussion ensued: (1) SLA 19-5005, Surveying Service for Permits for \$90,000 was increased by \$10,000 due to an anticipated increase in construction and permit inspections and the revenues were also offset; (2) SLA 09-500, Light Pole Painting & Maintenance for \$60,000 is for City-owned streetlights; (3) SLA 19-5015, Infrastructure Inspector for \$43,250 is hourly and starting the employee in January provides time for the hiring process; (4) SLA 19-5016, Proposed Reorganization for \$62,200 are for full-time employees but the utilization of the positions will be for both Facilities (out of the General Fund) and Operation/Maintenance Division (out of the Road & Drainage District Funds) and are budgeted accordingly; (5) concern was expressed regarding SLA 19-5018, New Vehicles and Equipment for \$454,960 for the purchase of an amphibious machine (at \$209,320) because it will trigger a rate hike and the purchase can be delayed a year; (6) it was stated that the Solid Waste District will complete an analysis and obtain videos pertaining to the amphibious work platform and the chipper; (7) currently, the City does not have a forestry truck or a chipper; (8) the Slope Mower for \$202,00 in SLA 19-5019, Mowing of Improved lots in Estates Agricultural for \$288,710 will be purchased October 1, 2018 with an anticipated delivery in four to five months so that the new employee can be adequately trained; (9) SLA 19-5020, Sumter Boulevard Welcome Monument for \$5,000 is for cleaning, repairs and reinforcement of the structure; (10) putting a fountain on Sumter Boulevard near I-75: [a] would require major work and a Southwest Florida Water Management District permit; [b] the way it was originally designed drainage component was not for a fountain, so would have to be redesigned and reconstructed to accommodate a fountain; [c] it is considered a dry pond and is completely dry during the winter; (11) it was suggested to use the funds for SLA 19-5020 and put it toward Biscayne Drive improvements; (12) there was a brief discussion regarding the needs of Biscayne Drive aesthetics, a plan to revitalize the area, a mowing contract vs. a landscaping contract; (13) clarification was provided that the 2018 FY Fund Balance of \$2,323,700 and 2019 FY Fund Balance of \$1,017,980 is due to using the difference to balance this year's Budget; (14) it was confirmed that the projected "Available" Fund Balance of \$107,679 that are funds above and beyond the 25% Fund Balance Policy and could be applied toward the Biscayne Drive landscape improvements and there is a certain amount budgeted in 2019 for replacement plantings; (15) following a concern, it was stated that some trees on Sumter Boulevard are being replaced and trimming of other trees are scheduled within the next few weeks; (16) after a discussion regarding how and when to use funds above the 25% Fund Balance Policy amount, it was stated that Staff will work with the Beautification & Tree/Scenic Highway Committee, assess the Road & Drainage District's Budgets for 2017-18 and 2018-19, identify the cost and materials needed, and then make a determination of whether or not a Budget Amendment is required; (17) the Connectivity Study: [a] was determined to be underfunded at a cost of \$40,000; [b] SLA 19-5014, for \$200,000 will do one Connectivity/Mobility Study and will encompass the scope as directed by the Commission; [c] the original \$40,000 is still in the budget and if rolled to FY 2019 the project cost can be reduced to \$160,000; [d] Staff can start the procurement process for a Request for Proposal regarding the

Connectivity/Mobility Study and move forward pending Budget approval; [e] the title to SLA 19-5014 will be changed to reflect a Connectivity/Mobility Study.

***There was a unanimous consensus to revise the description of SLA 19-5014, reducing the amount to \$160,000.***

Discussion continued: (1) subsequent to a concern, clarification was provided that because FY 2018 is close at hand and the anticipated procurement process time will take 90-days, Staff can move forward and issue the solicitation for the Request for Proposal; (2) opposition was expressed regarding the amount of \$850,000 to be transferred out to the Capital Acquisition Fund in this budget cycle when funding is need for operations next year and over the next five years, appropriate adjustments can be made as necessary.

Recess 12:34 p.m. - 1:06 p.m.

#### FIRE RESCUE

Discussion ensued: (1) an update was provided regarding the Staffing for Adequate Fire & Emergency Response (SAFER) Grant as noted in SLA 19-2251, WVID Fire Station personnel (2) for \$458,900: [a] it was stated that the SLA amount represents the 25% local match for the first and second years, if awarded; [b] if not awarded, a budget amendment will be requested after October, 2018 and implement a phased plan to hire nine people; [c] if notice regarding the Grant is received within a week to 10 days, as anticipated, the positions would be advertised and begin employment the first week of October, 2018 but a budget amendment would take longer; [d] if the grant is not received, the funding in the SLA will be sufficient for a phased plan and the Department would apply for another SAFER Grant next year to make up the difference; [e] discussions are in progress with West Villages regarding construction of the Fire Station building; (2) SLA 19-2261, Trees & Irrigation-Fire Station 85 for \$40,000 is not duplicated with SLA 19-2261 under the Tree Fund, it is in Fire Rescue as a point of reference to show it relates to Fire Station 85 but the funding is from the Tree Fund Account and the Department will be updated to reflect Tree Fund, not Fire Rescue; (3) a vehicle discussion ensued: [a] the F150 for \$31,000 included in SLA 19-2256 is for an inspector's vehicle that was removed from last year's budget; [b] Fire Rescue has four fire prevention vehicles with one on order and one being replaced; [c] the difference between a Public Works Facilities Maintenance F150 and a Fire Rescue F150 was explained; [d] outfitting a vehicle plus hauling capacity makes a price difference and Fleet made the decision regarding what truck to assign to which City Department; (4) HTE page 82 for Fleet - Outsourced for \$4,930 includes maintenance on trucks and ambulances; (5) after it was explained that HTE page 134 for Travel and Per Diem tripled from last year is an endeavor to develop leadership in the current Staff by investing in personnel training, it was suggested to scale it back a bit; (6) it was noted that SLA 09-2255, New Staff Vehicle for \$10,980 is for a Ford Escape which is split between Fire Rescue and EMS, and SLA 19-2267, New Logistics Vehicle for \$13,910 cannot be purchased from Capital Acquisition funds (the CIP) because funds were not set aside annually in the CIP savings account to replace those vehicles and to use CIP funds now would make the Plan unsound and not fully funded; (7) confirmation was provided that the City does not have a formal policy stating replacement vehicles will be 100% funded in the CIP; (8) a discussion ensued regarding the flexibility of when to take funds from the CIP and when to replace the funds; (9) it was suggested to use some of the \$877,000 from the Fund Balance that will roll over on October 1, 2018; (10) Fire Department personnel costs are split 66% - 34% between Fire Rescue and EMS and most other things are split 50%-50%; (11) SLA 19-2255, New Staff Vehicle for \$10,980 is for the Department's Desktop Systems Administrator and it was stated that a repurposed vehicle can be found so the SLA can be removed.

***There was a consensus by majority to eliminate Fire Rescue SLA 19-2255, New Staff***

***Vehicle for \$10,980, and EMS SLA 19-2219, New Staff Vehicle for \$10,980 and replace the item with a repurposed vehicle.***

Discussion continued: (1) clarification was provided that SLA 19-2265, WVID - Ladder ruck & Equipment for \$150,000 is part of the Principles of Agreement; (2) SLA 19-2267, New Logistics Vehicle for \$13,910 was for an officer that spends a lot of time driving from station to station and a repurposed vehicle was pursued but none were available; (3) after it was suggested to review City vehicles to find others that can be repurposed, the City Manager will review all City vehicles to determine what can be repurposed.

#### EMERGENCY MEDICAL SERVICES (EMS)

Discussion ensued: (1) following an observation that EMS revenue for the line item Charges for Service will increase by more than \$700,000 due to an increase in transport fees for ambulances, WVID Fire Rescue Personnel, and equipment for West Villages as noted on page 3 of the HTE Report; (2) funding for SLA 19-2213, EMS Training Manikin simulator for \$1,000 was revised to reflect that the funds will only be spent if a Grant is awarded.

Recess 2:40 p.m. - 2:59 p.m.

#### CAPITAL IMPROVEMENT PROGRAM

Discussion ensued: (1) it was stated the Dallas White Park Pool Closure funding of \$100,000 on page 875 will be part of a Dallas White area discussion scheduled during the Commission Special Meeting on July 24, 2018 at 1:00 p.m.; (2) it was suggested to close the YMCA Pool in October, 2019.

***There was a unanimous consensus to remove the CIP for the Dallas White Pool at a cost of \$100,000.***

Discussion continued: (1) it was suggested to move the Marina Park Restroom project out a year at \$175,000; (2) clarification was provided that the \$150,000 for the Atwater Park on page 880 was a placeholder to fund this additional community center; (3) subsequent to a concern articulated that if a plan design is made next year, but the project cannot be implemented because the revenue available as a funding source is not there, the design will be outdated, there was an agreement to keep the project in the CIP; (4) CIP pages 893, 897 and 902 all pertain to Bridger Rehabilitation using Surtax money and are being completed now; (5) CIP pages 896 and 910 pertain to North and South Tamiami Trail Angle Parking; (6) CIP pages 882, 884, 885, and 887 were all determined to be in FY 2020 or later and can be revisited next year; (7) after citing CIP page 865 for the Myakkahatchee Creek Greenway Trail, it was stated that: [a] Herron Creek sent an email which stated they did not sign the Agreement until October and believe the interpretation was to submit a payment a year from then; [b] the City Manager responded that the City's position is the payment is due by the June date and he is waiting for their response; [c] City Attorney Slayton stated that the only date that is on the Agreement is June 27, 2017 which is also the effective date of the Agreement; [d] the City Manager will place an agenda item on a September Commission Meeting and Staff will work with Heron Creek to voluntarily pay the amount; (8) CIP page 867 for the Blue Ridge Park parking lot design is being reviewed by the Southwest Florida Water Management District and the project is moving forward and it was suggested to move some of the funding to other things but no consensus was reached; (9) CIP page 874 for Deer Prairie Creek Connector Bridge; [a] was suggested to move it to a different out-year; [b] is an active project.

***There was a unanimous consensus to move the Marina Park Restroom project for \$175,000 out a year.***

***There was a consensus by majority to move CIP page 874 to move Deer Prairie***

***Creek Connector Bridge for \$128,490 to FY 2019-20.***

Discussion continued: (1) confirmation was provided that \$200,000 is sufficient for CIP page 878 for the Butler Park Playground Replacement and the project is anticipated to be started between June and October, 2019; (2) it was stated that the \$40,000 allocated for CIP page 891, for Police Station Renovations: [a] was found in the Department's current FY 2018 budget; [b] is not from Surtax and will create its own line item; [c] the \$400,000 in FY 2019 is for planning and design and the \$4 million in FY 20 is for construction; [d] after the Feasibility Study comes the planning, design and then the engineering portion of the project; [e] the Feasibility Study will consider a substation in the West Villages; (3) CIP page 895 regarding the Eldron Avenue Sidewalk project: [a] an update regarding the City's sidewalk projects was sent to the Commission; [b] most of the foot traffic is on the south side of the street and the north side presented problems with stormwater drainage impacts; (4) clarification was provided that totals in the Carryover line to CIP page 899 for Routine Road Maintenance was due to an actual cost being paid which reduced the encumbrance amount; (5) an update to CIP page 903 for the Tropiciaire Boulevard Pedestrian and Bicycle Ways Share-Use Plan was provided: [a] the Request for Proposal (RFP) for the project is scheduled for approval at the Road & Drainage District Meeting on July 24, 2018; [b] the increase of \$680,000 in FY 2019 is due to an increase in construction costs; [c] it is expected to take a year for design and permitting to be complete; [d] funding must be in place prior to advertising the RFP and advertising the Construction Bid; [e] Tropiciaire Boulevard is scheduled to be repaved during FY 2020 but some repairs will be done in FY 2019; [f] it was suggested to take the \$3,399,100 and resurface Tropiciaire Boulevard from Toledo Blade Boulevard to Van Camp Street; [g] it was stated that Surtax money can be used to fix the road; [h] a company will be contacted to do the road borings and that will be made part of the design; [i] a drainage study is also needed to make it a long-term fix; [j] presently, the traffic capacity for Tropiciaire Boulevard is sufficient and no widening is needed; [k] it was stated that correspondence with the Florida Department of Transportation (FDOT) regarding increasing the number of evacuation routes in North Port and the City might propose that Tropiciaire Boulevard would be a viable choice instead of Price Boulevard; (6) it was suggested to review alternatives to help with the road rehabilitation of Tropiciaire Boulevard.

***There was a unanimous consensus to take the project for designing the 8-foot multi-use path in the CIP project for the Tropiciaire Boulevard Pedestrian and Bicycle Ways Share-Use Plan and direct Staff to move it to a projected out-year, and replace it with the reconstruction of Tropiciaire Boulevard utilizing the \$3,399,100 slated for sidewalks.***

**HEALTH INSURANCE**

Discussion: (1) clarification was provided that in projecting a way to fund the City's self-insurance, it was determined to start with a 10% increase; (2) the 10% was to enable the City to reach the 60-day claim reserve; (3) it was suggested that an incremental increase over three to four years of 4% would reach the 10% rather than increasing a full 10% the first year; (4) what is the amount of increase to place on employees and to decide on what percent to cap the reserve funding; (5) the current insurance premium is \$5.2 million so a 10% increase City-wide would be approximately \$592,000; (6) the Budget was made on the assumption that the City would absorb the 10% increase; (7) it was suggested to start with a 4% increase and revisit the issue next year; (8) another suggestion was made that there needs to be a shared cost between the employees paying 3% and the City paying 7%.

***There was a consensus by majority that there will be no increase to the employees regarding health insurance premiums.***

Discussion ensued regarding the 63-acre park in West Villages that was removed from

the current CIP: (1) after concern was expressed that the Commission did not direct that it be removed, confirmation was provided that there was Commission direction to remove it and it was put on hold; (2) it was suggested to put it back in.

***There was a consensus by majority to put the 63-acre park in West Villages back in the CIP in an out-year in a small amount.***

Discussion ensued: (1) it was noted that charges for employee Notary Fee renewals are inconsistent in the City Departments; (2) the Road & Drainage District has an electronic subscription to the North Port Sun to save a copy of the notices for projects.

**3. PUBLIC COMMENT:**

There was no public comment.

**4. COMMISSION COMMUNICATIONS:**

There were no Commission Communications.

**5. ADMINISTRATIVE AND LEGAL REPORTS:**

There were no Administrative or Legal Reports.

**6. ADJOURNMENT:**

Mayor Carusone adjourned the North Port City Commission Budget Workshop Meeting at 4:54 p.m.

City of North Port, Florida

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

Attest: \_\_\_\_\_  
Kathryn Peto, Interim City Clerk

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