



City of North Port

4970 CITY HALL BLVD
NORTH PORT, FL 34286

Meeting Minutes City Commission Workshop

CITY COMMISSIONERS

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

APPOINTED OFFICIALS

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

Monday, June 12, 2017

9:00 AM

CITY HALL ROOM 244

Workshop with City Commission on Districts and Capital Improvement Program

NOTE: This is a draft copy of the minutes of the 06-12-2017 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 was called to order at 9:00 a.m. in Meeting Room 244 by Mayor Yates.

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

The Pledge of Allegiance was led by the Commission.

PUBLIC COMMENT:

There was no public comment.

A. [17-1121](#) 2018 Districts and Capital Improvement Program Preliminary Budget.

Interim City Manager Lear introduced the discussion items. Interim City Finance Director Lowry provided a PowerPoint review of the projects for Fiscal Year 2018 over \$50,000.

CAPITAL IMPROVEMENT PLAN (CIP)

Discussion ensued: (1) projects under \$50,000 would be listed in the individual Funds and all capital outlay for 2018 will be in the budget; (2) a capital item is anything \$5,000 or

more but does not appear in the CIP until it reaches the threshold of \$50,000; (3) surtax funding was explained; (4) the developer contribution for the Fire Station at West Villages was explained; (5) the water/sewer capacity fees and water/sewer funding source was explained; (6) most of the City Center Improvements (which is considered a City park facility) are road and drainage projects and is under Parks & Recreation because it is an improvement to the park not the City's drainage system, but can be postponed; (7) it was stated that Sarasota County budgets \$150,000 for the YMCA pool annually but other major renovations are needed which are the City's responsibility; (8) clarification was provided that the \$2 million funding for the YMCA renovations are now earmarked for the Butler Park Aquatic Center; (9) a larger discussion is needed pertaining to the YMCA pool; (10) in 2016 or 2017, the Interlocal Agreement was renewed for another five years; (11) for the record, the Interlocal Agreement was due to a law suit regarding impact fees that included all the cities in the County; (12) a future discussion is needed to determine Sarasota County's intention to keep the facility, the pool, and contributing funds for capital costs, (13) it was suggested to use the \$100,000 to close the pool and adjust the budget later if the three parties can arrive at an agreement; (14) Vice-Mayor Carusone stated that she was asked to serve on the YMCA Board and is setting up a meeting with the YMCA, City Manager Lear and General Services Director Pfundheller to express the Commission's concerns; (15) a list of needed repairs was requested.

There was a consensus to direct staff to program the \$100,000 toward the closure of the YMCA pool and take the \$350,000 out and have discussions with the YMCA and Sarasota County to determine if there is interest on their part to keep the pool operational. Thereafter, the answer will be brought back to the Commission for discussion.

Discussion continued: (1) it was stated that the Road & Drainage topics for tomorrow's Commission Meeting relate to the walking excavator and the telescopic excavator and are not reflected in the CIP projects on page 287; (2) it was requested to attach the vehicle replacement point system sheet when a vehicle is placed on the CIP for a pending purchase; (3) the capital equipment on page 297 is for vehicles for the new pipe crew; (4) clarification was provided that the Road Bond funding resurfaced 266 miles of streets found to be in substandard condition, freeing up other funds for the on-going five-year road maintenance cycle; (5) clarification was provided regarding page 319 and the \$17 million carryover from the 2014, 2015 and 2016 bonds; (6) after it was suggested to simplify the maintenance program data onto one page, it was stated that by 2020 the piecemeal projects will be completed and the schedule can be placed on one sheet; (7) staff will provide the Commission a list of roads that were repaired last year and this year; (8) an overview was provided regarding the seven-year "forever" maintenance program as it related to the road bond road improvements; (9) once every project is caught up, the City will continue to rehabilitate 45 miles of roads every year with no road going more than five years without receiving some type of treatment; (10) the \$1.8 million on page 302 for the Price Boulevard Widening was budgeted out of the Escheated Lot fund for land acquisition and was explained further on page 368; (11) the un-used balance in the Escheated Lot fund totals slightly less than \$1.9 million; (12) it was reported that the Public Works and Public Utility Departments share equipment when possible and reciprocate when needed.

Recess 11:16 a.m. - 11:32 a.m.

Discussion continued: (1) clarification was provided regarding the different funding sources on pages 324 and 325 for an ambulance and a fire truck; (2) staff was requested to provide the Commission a copy of the report given to the Citizens' Tax Oversight Committee designating how Surtax funds are allocated; (3) on page 296, it was stated that the \$56,000 allocation is for an application to manage a security system for City Hall, Public Works and the Police Department in addition to video surveillance at the

Mullen Center, and that the \$55,800 is for Police vehicles; (4) following a question regarding the parking lot improvements at the Community Education Center, it was stated that DML Engineering was contacted to redesign the parking lot; and although the Sarasota County Department of Health has not responded regarding their part, the City is moving forward without their input; (5) due to the recent fire in the Langlais Park/Yorkshire/Raintree area, it was suggested to move this out a year and use the funding at a different location.

There was a consensus to move the Langlais Park Development for \$100,000 out to the 2019-2020 Fiscal Year.

Discussion continued: (1) clarification was provided that the undeveloped lots surrounding the Boca Chica Neighborhood Park are not City-owned; (2) it was stated that a Neighborhood Survey indicated the residents favored these four acres as a passive park with trails, seating and shade; (3) it was noted that the Parks & Recreation Master Plan will be scheduled for presentation and discussion at a September meeting.

There was a consensus to schedule a full-day Special Meeting in September to discuss the Parks & Recreation Master Plan.

There was a consensus to leave a decision pertaining to the Boca Chica Neighborhood Park until after the Parks & Recreation Master Plan discussion.

Discussion continued: (1) after citing page 31, the Myakkahatchee Creek Greenway Trail, it was noted that the path has been designed and the Developer's Funding Agreement is scheduled for Commission approval on the June 27, 2017 meeting and thereafter, the project can move forward; (2) Heron Creek's contribution of \$141,000 is in addition to the budgeted amount of \$1.425 million; (3) the trail will start at Appomattox Drive and end at Price Boulevard and the surface will be permeable for half and an elevated boardwalk the other half; (5) it was requested that the Sarasota County Trail Program be contacted to make sure the Myakkahatchee Creek Trail is represented on their Trail Master Plan; (6) it was stated that the trail is eight-feet wide and bollards will keep motor vehicles out; (7) clarification was provided on page 343, that 49 vacant lots still need to be acquired along the Myakkahatchee Creek Corridor; (8) the only funds remaining are from the Department of Environmental Protection grant, which total approximately \$717,188; (8) a list of the remaining privately owned properties was forwarded to Sarasota County for consideration of their environmentally sensitive parkland acquisitions; (9) after it was stated that the Deer Prairie Creek Bridge information will be discussed during the non-district budget discussion, it was suggested to make sure the Bridge is budgeted in the CIP so it will coincide with Sarasota County's Master Plan Update; (10) it was stated that Warm Mineral Springs (WMS) has its own special revenue fund from which all expenses are taken; (11) clarification was provided that the proposed potable waterline will have one customer, WMS; (12) it was recommended to postpone the \$450,000 on page 362, to a future date as a place holder. It is in connection with the future development on Ortiz Boulevard which is unknown at this time; (13) subsequent to a question, an Interlocal Agreement will be needed with Sarasota County to run a line down Ortiz Boulevard to U.S. 41; (14) confirmation was provided that all City parks have shade covers over the playgrounds; (15) it was stated that the projects on page 288 are for upgrades to the Water Treatment Plant and the plant is expected to be operational for many years.

Recess 12:51 p.m. - 1:35 p.m.

There was a consensus to direct staff to provide the Commission with the updated Myakkahatchee Creek Greenway Master Plan, including map and spreadsheet of lots acquired, remaining lots to be acquired, and the budgeted totals.

Discussion continued: (1) the fire and police training tower on page 322, was funded from

the Surtax II money and is part of Phase II of the Suncoast Technical College property buildout but permission has been granted to move forward with construction of the training facility on the far side of the property near I-75; (2) the fire rescue station, equipment and vehicles on page 327 for the future station, is to be purchased by West Villages and the City will reimburse them with impact fees incrementally over a period of years; (3) clarification was provided for page 324, that the Fire District saves its funding for trucks in the Capital Acquisition Account and the General Fund uses the Surtax III monies for their vehicles (ambulances); (4) the surveillance equipment for the Police Department on page 337 was explained and it was stated they will replace old and poor quality existing equipment; (5) the network data storage on page 339 is a place holder because the lifecycle is ending for the existing equipment; (6) if the funding is not approved on page 339 by the Sarasota Manatee Metropolitan Planning Organization (MPO) for the bike lanes on Biscayne Boulevard, the funds will move forward to next year's CIP or an alternative funding source will be sought; (7) the Spring Haven Drive extension on page 370, was an initial estimated cost, has been updated with accurate figures and includes water and sewer along with the road, streetlights, landscaping and utilities; (8) it was stated that the Disc Golf Course on page 348, has not been built and the site has not been finalized.

There was a consensus to direct staff to provide cost details of the Spring Haven Drive extension project, including the engineer's estimates prior to the next CIP Workshop.

FIRE RESCUE DISTRICT BUDGET PRESENTATION

Fire Chief Taaffe provided a PowerPoint review. It was stated that the fifth amendment to the Principles of Agreement with West Villages to build the first fire station, will expire on July 1, 2018. If no action is taken by then, a sixth amendment must be implemented, extending the time frame.

Discussion continued: (1) it was stated that a formulated risk analysis is performed to determine when a new fire station is needed; (2) following a question, it was reported that at some point, Sarasota County will move the fire station currently located near West Villages, up toward the intersection of Center Road on River Road; (3) the difference between automatic aid and mutual aid was explained; (4) because it takes 14-16 months to build and receive a fire truck, it is recommended to start ordering equipment in Fiscal Year 2018; (5) it was stated that the Principles of Agreement addresses the future needs for Fire, Police, Utilities, and Solid Waste in the West Villages Improvement District; (6) confirmation was provided that a police sub-station is planned in conjunction with the second fire station, that may change due to the location of the Atlanta Braves stadium; (7) the timing line to build new fire stations and hiring new firefighters was explained.

FIRE STATION 86 FOR WEST VILLAGES

Questions ensued: (1) the nine new firefighters would co-habitate with Sarasota County Station 26 until the City facility is built; (2) staffing for lieutenants will be made by promoting from existing City ranks; (3) it is expected that construction will be completed and the station staffed and operational by the time Spring Training begins for the Atlanta Braves in 2019; (4) clarification was provided that the City is only obligated to refund West Villages impact fees to the level of expenditures for the fire station; (5) clarification is crucial to state that a Police Sub-station will be included with the first Fire Station.

FIRE RESCUE DISTRICT AND GENERAL FUND EMS

Questions and discussion ensued: (1) the need for spare emergency vehicles was explained, including protocol for emergency incidents; (2) it was stated that the average cost for an ambulance ride is \$600 plus mileage.

Mr. Eric van Malssen from StanTec Consultants provided a computer program live model regarding the sustainability costs and revenues, projecting the funds through the next ten years.

Recess 4:25 p.m. - 4:39 p.m.

There was a consensus to adjourn the meeting at 6:00 p.m.

Discussion ensued: (1) the Commission loaded several different scenarios to render the effect they have on the reserve balances; (2) it was suggested to eliminate plans for Station 87 for the next few years and concentrate on the best future scenario with Station 87 gone and adding possible pay increases for employees.

There was a consensus to keep the 3% Assessment Rate for the 2018.

Discussion continued: (1) clarification was provided regarding the methodology of Tier 1 assessments for commercial parcels compared to the assessments for residential parcels to reach an equitable amount for each group, in addition to how the Tier 2 rates are based on the protection of the loss of structures on the properties; (2) the difference was explained that the permit fees for commercial has declined and were adjusted down based on historical review; (3) it was stated that charges for services increased because it includes West Villages contributions coming into the revenue side; (4) clarification was provided that the Districts do not operate from ad valorem revenue and the budget figures won't change substantially because they operate from a flat assessment rate; (5) it was stated the budget programmed the expectation of five retirees in 2018; (6) the Organizational Management Study is in the purchasing process; (7) Other Professional Services details on page 59 was explained; (8) clarification was provided on page 11, pertaining to Professional/Contracted Services, that \$71,600 is for the Medical Services, \$20,000 for Legal Services, and \$30,800 for Other Professional Services, which total \$122,400; (9) it was suggested to provide a detailed HTE Report of the Budget prior to its adoption; (10) it was stated that in any given year, the budgeted amount for salaries and wages could be less due to attrition, retirements, and new hires, all of which will enter at a lower salary; (11) following a concern on pages 25 and 27, it was stated that the Document Management System SLA 2254, is a software program hosted by DMS and will store the Fire Department's information into their system to be retrieved as needed; and the Inventory Management System SLA 2256, is also another cloud-based program to track Fire Department inventory; (12) clarification was provided that the three firefighter/EMTs and the six firefighter/paramedics on page 33 are slated to come on board in 2018 for the West Villages, and the six firefighter/paramedics on page 35 are to replace retirees in 2018, and would transfer to full-time but stay as a recruit until someone retires; (13) the continuation of training on page 36 represents Commission direction to pay for paramedic schooling plus a salary in exchange for a three-year agreement with North Port or reimburse the total amount; (14) clarification was provided that the hydrant maintenance on page 37 is required annually and it was determined to be more cost effective to outsource the work. The Fire Department and the Utilities Department split the cost.

PUBLIC COMMENT:

There was no public comment.

ADJOURNMENT:

Mayor Yates adjourned the North Port City Commission Budget Workshop at 6:17 p.m.

City of North Port, Florida

By: _____
Linda M. Yates, Mayor

Attest: _____
Patsy C. Adkins, MMC, City Clerk

Minutes approved at the City Commission Regular Meeting this ____ day of _____, 2017.