



# 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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Tuesday, July 17, 2018

9:00 AM

CITY HALL ROOM 244

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### Non-District Budget

**NOTE: This is a draft copy of the minutes of the 07-17-2018 Commission Budget Workshop Meeting, 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 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; Deputy City Clerk Peto; Recording Secretary Hale and Interim Police Chief Morales.

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

#### **2. PUBLIC COMMENT:**

There was no public comment.

#### **3. DISCUSSION ITEMS:**

**A. [18-481](#) 2019 City Manager Recommended Budget**

Discussion ensued regarding the Social Services SLA 19-0738, ACCESS Assistance for Homeless for \$2,200: (1) the ACCESS program has no connection with the Homeless Outreach Team (HOT) program; (2) ACCESS is a last resort situation and provides SCAT bus tickets or a hotel room for a night; (3) it was suggested to leave the \$2,200 in the SLA and work with other social service groups to partially or full fund the City's program;

(4) the reason SLA 19-0738 was not recommended was because it was thought to be part of the HOT program and the City Manager was in agreement to put it back in the budget; (5) the Community Assistance Expense in the HTE for \$5,000 is for last resort funding and this year \$4,000 has been used from the account.

***There was a unanimous consensus to add SLA 19-0738, ACCESS Assistance for Homeless in the amount of \$2,200 back into the FY 2019 Budget.***

PARKS & RECREATION  
RECREATION.

Discussion ensued: (1) SLA 19-3600, Accreditation Process for \$5,540 is for the administration process with the National Recreation & Parks Association conference; (2) it was stated that the American Disability Act (ADA) requirements have changed and the need for SLA 19-3607, ADA Transition Plan for \$6,000 was explained; (3) the line item for the Commission for Accreditation of Park and Recreation Agencies (CAPRA) in SLA 19-3600 in the amount of \$3,290 for the initial certification and then every five years there will be a re-certification process and an annual Report Submission Fee; (4) SLA 19-3602, Park Amenity Improvements for \$50,000 will be a shaded area located between the Atwater Park splash pad and the ball field; (5) SLA 19-3602 will also address the need for wood picnic tables in the area; (6) it was suggested to approach woodworking groups in the City regarding donating picnic tables.

***There was a unanimous consensus to direct Staff to move forward with the idea of contacting the woodworking groups in the City to determine if they are amenable to making and donating a picnic table and benches.***

Discussion continued: (1) the new shade structure is not expanding the capacity of the facility and so impact fees cannot be used to finance the project; (2) Staff will provide a cost vs. revenue report concerning the City's youth camp programs, including scholarships; (3) all the camps have reached capacity enrollment and it would be difficult to expand the current programs; (4) three additional days are being offered this year during the schools' Christmas break.

***There was a unanimous consensus to keep the funding for the City's Camp programs.***

Discussion continued: (1) SLA 19-3609, Concerts in the Park for \$3,000. This is the first year for this program and funds are budgeted until Staff finds sponsors to help reduce the cost; (2) the City's policy regarding allowing alcohol in parks was explained; (3) different venues are being considered; (4) it was suggested to work with the private sector to host these events; (5) the details regarding relocating the playground at Butler Park were explained including funding, equipment and possible schedule to start; (6) it was suggested that signs, social media and posters could help direct patrons to the park at the Mullen Center until the Butler Park playground is finished; (7) other possible dates to move the Firecracker 5K Race are January 19, 2019 and February 2, 2019; (8) Staff will follow-up regarding SLA 19-3612, Wind Screens for Pickleball Courts for \$5,000, regarding vegetation options to help screen wind; (9) when Staff prioritized projects, SLA 19-3601, Morgan Center Teen Room for \$10,850 was moved from a recommended item to not recommended because it could be delayed a year; (10) it was suggested to reduce the amount to \$5,000 and add the SLA back in.

***There was a unanimous consensus to add SLA 19-3601, Morgan Center Teen Room back in the budget but reduce the amount to \$5,000.***

Discussion continued: (1) confirmation was provided that SLA 19-3605, Fitness Center Equipment Replacement for \$48,790 is part of a five-year plan and can be delayed a year; (2) SLA 19-3610, Improved Holiday Decorations for \$2,500 was discussed and it was decided to leave the SLA as a "not recommended" status.

## NORTH PORT AQUATIC CENTER

Discussion ensued: (1) it was stated that staffing shows a reduction of \$56,220, for a total of \$347,560 for Fiscal Year (FY) 2019 based on being closed for 13 Wednesdays; (2) it was suggested to keep the pool open on Wednesdays for the first year of operation.

***There was a unanimous consensus to add the summer break Wednesdays back in.***

Discussion continued: (1) fees for non-residents was increased by \$2.00 in the daily rate and the effect on the Pass Rates changes the revenue for the first FY from \$276,110 to \$289,050 for a potential increase of \$12,940; (2) weekend openings will continue with full operations until the Tuesday after Labor Day; (3) thereafter, only the Stretch Pool and recreational amenities will be open on the weekends; (4) it was suggested to survey the schools regarding the option to open the pool facilities during Spring Break 2020; (5) the projected net expenses for the facility in FY 2019 is expected to be \$489,510 and the resulting anticipated cash flow will be -\$200,460 and the last figure includes closing Wednesdays during the summer; (6) the daily staffing costs to keep the facility open will be approximately \$477 per hour; (7) clarification was provided that all new employee costs remain in the 1300 Account until the Budget is approved and then they are moved to the individual line items in the respective Department; (8) the \$5,000 in Overtime for Parks & Recreation is based on the unique components of the facility; (9) after a discussion regarding the cost and number of lifeguards needed for the anticipated overtime, it was decided to leave the overtime amount in the budget; (10) the details were explained of when and why administrative overtime is required; (11) it was suggested to reduce the overtime in all Departments; (12) the anticipated Cost Recovery Income for FY 2019 of \$970,400 will come from West Villages for police officers, fire rescue personnel and equipment for West Villages; (13) the estimated revenue for the Aquatic Center was \$16,510; Special Events was \$5,000; and Concession Sales was \$11,000; (14) the estimated revenue for Athletic Programs is based on actual costs from last year and to date \$75,726 has been collected and it was found that some programs were not as well attended as anticipated so were not scheduled again for FY 2019; (15) it was suggested to add funding for the City's 60th Anniversary and to schedule the major celebration to coincide with the opening of the Aquatic Center.

***There was a unanimous consensus to direct the City Manager an amount to fund a 60th Anniversary Celebration for the City of North Port.***

Discussion continued: (1) It was stated in SLA 19-3810 Aquatics Recreation Attendant Part-Time for \$12,500 that the hours were reduced based on Commission discussions; (2) it was suggested that the swim team may want to solicit sponsors or donations to upgrade the scoreboard that is included with the City's project.

Recess 10:42 a.m. - 11:06 a.m.

## PARKS MAINTENANCE

Discussion ensued: (1) the Building Facility side of Property Maintenance was moved into the Public Works Department which includes all the buildings, technicians, staff assistants and planner/schedulers; (2) the groundskeeping side and the manager for all the parks were moved into Parks & Recreation; (3) this is part of Phase 2 of the Interlocal Agreement, which is under negotiations with Sarasota County, includes Marina Park, Dallas White Park and the Greenway and begins January 1, 2019; (4) other parks will be part of a phased transition over the next three years; (5) Larry Thoennissen Athletic Fields and Butler Park begin January 1, 2020; (6) the last year would include Narramore Park along with another park; (7) discussions are in progress between the City Manager and County Administrator regarding Atwater Park and if an agreement is not reached, the two Commissions will meet and discuss the issue, which then must be approved by both government entities; (8) the negotiable items in the Agreement will be on the July 24,

2018 Commission meeting for discussion; (9) the budgetary impact to North Port is \$9,000 which will go toward a groundskeeping position and accompanying equipment and some equipment will be transferred from the County as well; (10) clarification was provided that SLA 19-3851, Groundskeeper II for \$60,970 and SLA 19-3852, Reorganization for \$824,070 reflects moving staff and equipment from Neighborhood Development Services to Parks Maintenance; (11) the \$22,000 difference between SLA 19-3616 Groundskeeper II and SLA 19-3851, Groundskeeper II, was because the latter SLA reflects the mowing contracts that will be discontinued for three parks and two kayak launch areas and shows a savings on the next page of \$22,000.

#### NEIGHBORHOOD DEVELOPMENT SERVICES

##### PLANNING & ZONING

Discussion ensued regarding SLA 19-0601, Activity Center 6 Master Plan for \$50,000: (1) it was opined that the Unified Land Development Code (ULDC) rewrite is more important and the SLA can wait a year; (2) the Master Plan is necessary to enhance the ULDC rewrite and is fundamental to setting a foundation for City growth; (3) developers have expressed interest in Activity Center 6 and a study would aid Staff to explore the opportunities of that area especially the opportunity for a freeway interchange project; (4) realistically, a Master Plan may not be finished next year; (5) economic development in Activity Center 6 is dependent on a plan to enable growth to move forward.

***There was a consensus by majority to leave SLA 19-0601, Activity Center 6 Master Plan for \$50,000 in the Budget.***

Discussion continued: (1) regarding the ULDC update: [a] a Request for Proposal (RFP) was advertised and two consultants responded, which was narrowed down to one; [b] the City Attorney's Office is reviewing the contract; [c] an agenda item is scheduled for the September Commission meeting; [d] the Commission made the ULDC a priority; [e] Staff is actively seeking input from City Departments for the ULDC; (2) SLA 19-0606 Reallocate NDS Director Salary for \$11,930 reflects a salary readjustment split into three Divisions instead of four and the Facilities SLA on 501 page shows a reduction of \$35,800; (3) the SLA's pertaining to the NDS Director reflects the increase to his salary, not the total salary and there may be an additional reduction when the new NDS Director is hired; (4) clarification was provided that the \$2,840 total for minor Operating Expenditures on page 117 is a combination of Fuel, \$1,540, Uniforms, \$800, and Minor Operating Equipment, \$500, and the \$5,650 is for the wayfinding signs--was never expended and went back into the General Fund; (5) revenues from grants are not included in the budget until the funds are received; (6) Other Charges and Services are driven by development; (7) after it was noted that development is increasing in the City, but the General Applications revenue line item on page 8 of the big budget book under General Fund was only \$5,000 for FY 2019, it was stated that some of those funds were redistributed to other Departments and the amount is based on reviewing revenues at mid-year and extrapolating from there; (8) concern was expressed that justification for the increase in expenditures and personnel are also projected in the budget.

Recess 12:02 p.m. - 12:52 p.m.

A moment of prayer was held for the missing little girl.

##### PROPERTY STANDARDS

It was suggested that the cap on fines for Property Standards violations should be increased because sometimes the current fine is insufficient to resolve the issues.

***There was a unanimous consensus to bring back an agenda item to discuss adjusting the different level of fines associated with Property Standards violations.***

Discussion continued: (1) after it was noted on page 9 that revenue decreased in Code

Enforcement Board Fine collections, it was stated that; [a] many unfinished homes were brought into compliance by the new owners; [b] a lien reduction program was implemented and many homes are now back on the tax roll; [c] the application fee and the certain administrative hard costs are being collected; [d] to date, \$59,410 in revenue has been collected and that amount was used as the projection for FY 2019; (2) there is a line item requesting an interpreter service when needed in Code Enforcement Hearings; (3) SLA 19-2752, Vehicle Replacement for \$54,440 is for a replacement truck for Code Enforcement Inspectors; (3) the tax revenue reduction was also due to the Commission's recent direction regarding Business Tax Receipts that was made after this Budget was put together which will be added back; (4) after it was stated that the overtime will be attributed to code enforcement officers because they are non-salaried employees and work Saturdays on occasion, it was suggested to use flex time when possible to help defray costs; (5) clarification was provided that the interpreter for Code Enforcement Hearings is a telephonic service and the individual must be sworn in to testify.

#### BUILDING FUND

Discussion ensued: (1) the \$241,000 for Other Contractual Services in Property Standards is strictly for impinging growth and grass mowing contract services; (2) discussion ensued regarding the \$50,860 for Other Contractual Services in Building; [a] it is for supplemented inspection services and plans review services, mostly due to the Brave's Stadium development; [b] clarification was provided of how and why the \$50,860 will be needed in the FY 2019 Budget; [c] when the Braves' project is finished, the person will be filling in for other inspectors in the City including plans review; [d] the Development Technician is zoning related work, which crosses over between Building and Zoning, will help reduce time and the volume of permits being processed; [e] as a contract employee, the individual uses a City truck and phone; [f] the truck will be used by the department after the project is finished; [g] the truck for the second arborist cannot be used because the position has been advertised and is anticipated to be filled by October 1, 2018; (3) following a concern, it was stated that contracted workers using City vehicles are covered under the City insurance; (4) it was suggested to reduce the Other Contracted Services to \$10,000 and to eliminate one truck; (5) clarification was provided that the plans examiner position specific to the Braves' project was determined to be a temp not an independent contractor; (6) it was suggested to reduce the Contracted Services to \$25,000 and thereafter, pros and cons were discussed regarding that reduction but no action was taken; (7) it was stated that HTE page 160 regarding Overtime for \$35,860 was not a realistic total but if overtime is reduced, it will result in permitting taking more time to process; (8) the Development Technician requested for FY 2019 is a second one, which is needed for a separate zoning aspect; (9) subsequent to a question, it was stated that when smaller vehicles were purchased and used in the past, they did not last as long as the F 150s.

Recess 1:58 p.m. - 2:15 p.m.

Commissioner Luke was not present.

#### POLICE

Discussion ensued: (1) it was stated that by the beginning of 2019 the Department is anticipated to have the body camera program ready for implementation at which time a budget amendment will be recommended; (2) to make sure there are funds available it should be added to this the FY 2019 Budget otherwise the funds will come from the Reserve Fund; (3) the Automated Vehicle Locator (AVL) was removed from the Budget; (3) police officers were made aware of the Commission's direction regarding body cams and it will be a Police Union impact bargaining subject for discussion but is not considered to be an issue that will reopen the Contract; (4) any impacts may be able to be handled internally but it depends on the Union's concerns and they are guaranteeing

they will be at the table for discussions; (5) a Union representative will be on the body cam implementation team; (6) concern was expressed that there is no surplus money to fund the body cams for FY 2019 but by January a better idea can be obtained regarding actual expenditures and any surplus funds that may come available; (7) clarification was provided regarding SLA 19-2116 Awards Banquet for \$3,000 that the ceremony was not eliminated, only reduced in cost from what was recommended this year, furthermore, the Harry Shapiro funds have been or will be used for other community events; (8) after it was stated that SLA 19-2115 Explorer Program for \$3,840 was determined to be an area where the budget could be reduced, additional future options and opportunities were suggested to hold the interest of teens to continue with community service; (9) following a suggestion to approach the private sector for donations to help reduce the City's cost for SLA 19-2115, it was proposed to put the funding back in under the guidelines that it may be spent if sufficient donations are received; (10) the Explorer International may help donate toward the Florida Association of Police Explorer's conference competition for current North Port participants; (11) from the second page of SLA 19-2115, the \$5,000 line item would be for the conference and the \$1,840 would be for uniforms and equipment; (12) the \$2,700 in the HTE on page 74 is just for the program; (13) SLA 19-2115, Explorer Program was not recommended and the preliminary figure was \$6,840 but was reduced by \$3,000 for a total of \$3,840 and was for the conference/competition; (14) the program currently has approximately 11 participants; (15) the purpose of the conference and competition is to help the program grow; (16) it was suggested to put SLA 19-2115 back in and find a way to support the program; (17) it was suggested that if the Commission item does not materialize, that the funds be used toward SLA 19-2115.

***There was a unanimous consensus to add SLA 19-2115, Explorer Program for \$3,840 back in to the Budget as revenue neutral by asking support from the community.***

Discussion continued: (1) concern was expressed that when the Braves' stadium is fully operational, more traffic units will be needed for the games; (2) it was opined that expending funds on body cams is more important than to employ additional officers; (3) after it was stated that two School Resource Officers (SROs) are slated to begin at the upper and lower Imagine Schools in August, the remaining number of vacancies and where they are in the hiring process was explained; (4) the Atlanta Braves will be paying for law enforcement coverage and expect that resource from North Port for services but traffic enforcement is about the City as a whole.

City Clerk Adkins left the meeting at 2:58 p.m. and Deputy City Clerk Peto took her place.

Discussion continued: (1) it was confirmed that there was a Budget adjustment to provide for the SROs at Imagine School however, since there was a change in the Contract and the cost will be split 80% from Sarasota County School Board and 20% from the municipalities; (2) the Budget was drafted as if the School Board was paying for 100% because, at the time, that is how the law was stated; (3) an agenda item is scheduled for July 24, 2018 to approve the two contracts for Imagine Schools; (4) one of the provisions of the Marjory Stoneman Douglas Act is when an SRO must leave when students are at school, they must wait to be relieved by another officer; (5) if students must stay for extracurricular activities after normal school hours, the school board must cover that cost factor; (6) sports games are considered an officer detail; (7) reasons were provided of why SLA 19-2104, Traffic Unit Police Officer x2 for \$159,000 was revised from four officers to two officers; (8) it was estimated that \$139,000 that will be added as revenue if the contract is approved on July 24, 2018; (9) pending approval of four officers in SLA 19-2104 the vehicles needed were included in the order and the vehicles for West Villages is in the amendment to the Principles of Agreement; (10) clarification was provided that: [a] 12

vehicles are being replaced in 2019; [b] six vehicles were leased through Enterprise that will move from narcotics vehicles to fully-marked cruisers; [c] the \$278,000 will be allocated from Surtax money and transitioned to two fully-marked vehicles for the Imagine School officers, and the other four will be assigned to the traffic unit; (11) after it was suggested to add a new line item on the amendment that will take the money from the Principles of Agreement, it was stated that West Villages requested to renegotiate certain portions of the Principles of Agreement; (12) the Principles of Agreement state that the City purchases the vehicles first and then is reimbursed by West Villages; (13) it was suggested to add the two officers back into SLA 19-2104; (14) it was stated that although there would be money savings from this year, next year Reserves will be used to fund those police officer positions.

***There was a consensus by majority to add the two officers back in to SLA 19-2104, Traffic Unit Police Officer x2, for \$159,000 and find the funds elsewhere.***

Discussion continued: (1) it was noted that the Principles of Agreement revenue is stated in SLA 19-2105, WVID Police Officer x 4 for -\$107,790 as \$412,800 on page 239; (2) the Property/Evidence Technician in SLA 19-2102 for \$44,810 is not a Crime Scene Investigator (CSI) but is an individual who scans the evidence and audio, video or photographs and makes copies for public records requests; (3) all of the Records Staff in the Police Department is trained to provide public records requests; (4) it was suggested to eliminate SLA 19-2102 and discussion ensued regarding the need for the position and it was noted that currently, the chain of custody rests on one individual in the Department; (5) clarification was provided pertaining to the funding revision in SLA 19-2105, WVID Police Officer x4, for -\$107,790; (6) following a concern, it was stated that traffic units will adjust accordingly on the demand of what is happening in the body of the City; (7) overtime was explained as it applied to SLA 19-2107, City Event Overtime for \$39,620, which was not recommended as a budget item; (8) it was noted that West Villages is its own zone covered by law enforcement.

Commissioner Luke returned at 3:35 p.m.

Discussion continued: (1) SLA 19-2120, Ninhydrin Chamber for \$11,120 was explained to help the fingerprinting process on porous items and was reported to accelerate the in-house processing time to perform the fingerprint development process; (2) funding comes from the Fund Balance out of the Forfeiture Fund and money was received in FY 2017-18 and the funds will be expended in 2018-19; (3) it was suggested to remove SLA 19-2131, Victim Advocate (part time) for \$24,380 and purchase body cams first; (4) it was stated that; [a] body cams could be leased with an estimated recurring cost of \$242,000 per year and the startup cost could be offset for the first year by staggering the implementation by groups; [b] if the cameras are leased and not purchased it could not be funded as a Capital Improvement Project; [c] Police Department capital purchases are purchased from Surtax monies; (5) the Victim Advocate would be in North Port and will work in conjunction with the Homeless Outreach Team; (6) it was recalled that funding for the Body Cam project was to be expedited in this Budget for the FY 2018-19; (7) after it was stated that it was determined at a Commission Workshop that the City's Economic Stability Policy be reduced to a 20% minimum for the Fund Balance, 10% for the Economic Stability Reserve and 5% for the Stabilization and Economic Uncertainty Reserve, there was a brief discussion regarding how moving funding around would affect the City's bond rate and how the 10% portion might be used but with the understanding that it will be built back up; (8) the Police Department will perform due diligence regarding the pros and cons of body cams so that it may be done correctly from the start; (9) the Sarasota County Sheriff is using North Port's data to collect funding to support his victim advocate staff, therefore North Port needs to start using its own data to collect funding to support the City staff and when that happens the Victim Advocate will become a revenue neutral position.

*There was a consensus by majority to keep SLA 19-2131, Victim Advocate (part time) for \$24,380 in the Budget.*

It was noted that there needs to be a discussion during the Budget process regarding Human Resources and healthcare insurance premium increase of 10%.

**4. PUBLIC COMMENT:**

There was no public comment.

**5. COMMISSION COMMUNICATIONS:**

There were no Commission Communications to report.

**6. ADMINISTRATIVE AND LEGAL REPORTS:**

There were no Administrative or Legal Reports.

**7. ADJOURNMENT:**

Mayor Carusone adjourned the North Port City Commission Budget Workshop Meeting at 4:09 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.