



# City of North Port

4970 CITY HALL BLVD  
NORTH PORT, FL 34286

## Meeting Minutes - Draft City Commission Workshop

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Wednesday, June 19, 2019

9:00 AM

CITY COMMISSION CHAMBERS

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### Budget: FY 2019-2020 City Manager Recommended Budget General Fund Budget

#### CALL TO ORDER

Mayor Hanks called the meeting to order at 9:00 a.m.

#### ROLL CALL

**Present:** 4 - Mayor Christopher Hanks, Vice-Mayor Debbie McDowell, Commissioner Jill Luke and Commissioner Pete Emrich  
**Absent:** 1 - Commissioner Vanessa Carusone

#### Also Present:

City Manager Peter Lear, Assistant City Manager Cari Branco, City Attorney Amber Slayton, City Clerk Katy Wong, Deputy City Clerk Heather Taylor, Finance Director Kimberly Ferrell, Budget Administrator Lisa Herrmann, Human Resource Director Christine McDade, Interim IT Director Aaron Bourquin, Neighborhood Development Services Director Frank Miles, Planning Division Manager Nicole Galehouse, Lien Specialist Trysta Cassell, Parks and Recreation Director Sandy Pfundheller, Assistant Director Tricia Wisner, Police Chief Todd Garrison, Deputy Police Chief Chris Morales, Police Captain Michael Baute, Public Works Director Julie Bellia, Public Works Operator and Maintenance Manager Chuck Speake, Economic Development Manager Mel Thomas, Social Services Manager Janet Carrillo

#### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mr. Lear.

#### 1. PUBLIC COMMENT:

There was no public comment.

#### 2. PRESENTATIONS: TIME LIMIT OF 15 MINUTES

##### A. [19-0634](#) 2020 General Fund City Manager's Recommended Budget

Police Chief Garrison provided a department budget presentation including FY19 accomplishments to include Citizens' s Public Safety Academy, traffic unit staffing, patrol zone expansion for West Villages Improvement District (WVID), staffing for WVID zone, armored rescue vehicle, less lethal shotguns, shields, body worn cameras, narcans for all patrol officers, automated external defibrillator to patrol units, annual awards ceremony, annual Sarasota County Law Enforcement Memorial, and events including Shop with a

Cop, Operation Santa Surprise, Coffee with a Cop and National Night Out, FY20 goals to include community outreach, school staff reassignments, pension reassignments/reclassifications, and new positions, service level adjustments (SLA) overview, explanation of significant increases, and police department budget overview.

Discussion took place regarding SLA's and department adjustments.

Mr. Lear spoke to the joint effort in Police Department (PD) SLA prioritization and department needs regarding Information Technology (IT).

Discussion continued regarding change in culture of department and leadership facilitation of change.

Police staff responded to Commission questions regarding hand written tickets and justification for overtime.

Commissioner Carusone arrived at 9:23 a.m.

Staff continued to respond to questions regarding incentive pay, professional services, increase in Florida Retirement Services (FRS) contributions, and department vacancies.

Commissioner Carusone left the meeting at 9:36 a.m.

In response to Commission discussion regarding cutting the victims advocate position, Mr. Lear clarified the position is in the budget as part-time based on prior commission direction.

Police staff noted the city has used the victims advocate and provided an overview of what the victims advocate service provides and how often the service has been used, who currently provides the service, recycling vehicles, inability to have a part-time on call position, and standard of service currently provided by the Sheriff's Office.

***There was consensus to remove the victim's advocate position (SLA #20-2130) from the budget.***

Captain Baute responded to further Commission questions regarding School Resource Officer (SRO) positions that were not recommended by the City Manager, plan to obtain funding for 911 operator chairs, OSSI migration services and Report Maintenance System (RMS), and WatchGuard system.

Mr. Lear clarified the purchase of a computer for a forensic workstation was not recommend but due to specific system requirements only certain types of computers can be used.

Staff continued to reply to Commission questions regarding pushing laptop replacements out an additional year, providing Commission an update at the next budget meeting regarding use of forfeiture funds for replacement of special response team equipment, road patrol supplies, and excessive wear and tear and cost for gas for vehicles take home vehicles outside of the city limits.

City Clerk Wong provided a department budget presentation including organization structure and budget increases, and responded to Commission questions regarding staffing, change in organizational structure, and vacant public records technician position, and stated that she submitted a SLA to reclassify the Records Technician to a Records Specialist and responded to questions regarding job duties of the position.

Mr. Lear provided input on prior discussion regarding the reclassification and the vacant position.

Ms. Wong continued to provide input regarding fluctuation of public records requests and increased needs with the records management consultant and responded to Commission questions regarding the position being open to internal and external applicants, whether there is enough workload for all of the positions, and length of time the position was vacant.

Mr. Lear replied to Commission questions regarding policy for reclassifying a position.

Discussion took place regarding prior positions created with the budget amendment, need for Administrative Service Specialist positions and Public Records positions, obtaining a break down on how the flow chart would work, and expected date to receive consultant recommendations.

***There was consensus to leave the vacant records technician position as is and to obtain further information.***

Ms. Wong replied to additional Commission questions regarding repurposing department vehicle due to low use within the department.

***There was consensus to remove the department vehicle from the budget.***

Staff replied to Commission questions regarding Municode increases, providing more information in July regarding Unified Land Development Code (ULDC) re-write budget, records management, office equipment, and location and tracking of public records request fees, making a line item to track revenue generation for the clerk's items, and public records training.

***There was consensus to remove public records training (SLA #20-0301) from this budget and review it in three to five years.***

Ms. Wong replied to questions regarding training and travel and replacement of window coverings.

Ms. Wong replied to questions on the City Commission budget regarding uniforms.

Mr. Lear responded to Commission questions regarding establishing a formal policy for purchasing uniforms.

Ms. Wong continued to reply to questions regarding average cost for shirts.

Discussion ensued regarding need for shirts, suitable amount, and frequency of purchases.

***There was consensus to leave the uniforms (SLA #20-0100) in the budget to be purchased every two years.***

Mr. Lear stated he will send a policy memorandum and add it to the handbook.

***There was consensus to remove the Ricoh Copier (SLA #20-0101) from the budget.***

Discussion followed regarding purchasing new dais chairs and 911 operators need for chairs.

***There was consensus to put the purchase of Commission chairs (SLA #20-0102) on hold to obtain additional information regarding 911 Operator chairs (SLA #20-2106)***

***funding and if PD is unable to obtain funds the Commission funds will be used to purchase 911 Operator chairs.***

Discussion continued regarding replacement of office equipment, training and travel, Commission travel expenses being individually budgeted, and travel versus training expense increases and inability to combine the two.

Mr. Lear recommended Commission create a travel and training policy taking into account the travel and training accounts combined.

***There was consensus for the City Manager to create an agenda item for future discussion regarding a travel policy.***

Discussion followed regarding fluctuation of positions and boards that Commissioners sit on.

Economic Development Manager, Mel Thomas provided a division budget presentation to include vision, sense of place, role of economic development, building relationships, leveraging assets, developing programs, resources, and organizational chart, and replied to Commission questions regarding Customer Relation Management (CRM) program, and reducing print advertisement funds to use for CRM.

Discussion followed regarding benefits of print advertisement.

Mr. Lear responded to Commission questions regarding cost for intern and justification for him not recommending approval.

Discussion continued regarding city sustainability.

Ms. Thomas replied to Commission questions regarding Braves centered promotions and applicability to prior Commission direction to partner with the Braves for the 2020 season.

Discussion followed regarding Economic Development Corporation (EDC) of Sarasota County partnership, input provided by the city to be added to the contract, contact being complete prior to budget approval or EDC funding will be pulled, status of draft agreement, and concern with approving a last-minute contract.

Recess was taken from 12:34 p.m. until 1:02 p.m.

City Attorney Slayton provided a department budget presentation to include office mission, office composition, office workload comparison, financial impact of services to include in-house training, in-house real estate services, departmental processes and efficiencies, and in-house employment/personnel matters, FY 18/19 accomplishments including legal excellence, records retention, local and state legislation, board representation, contracts and policy, and litigation, and FY20 initiatives, and responded to Commission questions regarding outside legal litigation and revenue from forfeiture actions.

Mr. Lear provided an update on police forfeiture action.

Human Resources Director Christina McDade spoke to one on one discussion with Commission regarding department budget.

Shawn Fleming, Senior Benefits Consultant of the Gehring Group reviewed the insurance increase of 6.6%.

Ms. McDade requested direction regarding funding of the increase.

Staff replied to Commission questions regarding prior absorption of increases, city only absorbing for employee not family, pay increase for employee OAP plan, there being no change in co-pay, and difference in plans.

***There was consensus that the increased cost of insurance be absorbed by the City and the increased cost for dependent coverage be absorbed by the employee.***

Mr. Lear provided clarification on meeting the reserves goal by maintaining 10%.

Discussion followed regarding catastrophic claims, reinsurance, current reserves, compromising to 8% to lower the millage rate, and proposed millage rate of 4.34 with reduction.

***There was consensus to leave at 10%.***

Ms. McDade replied to Commission questions regarding workplace mentoring program donations.

City Manager Lear reviewed department budget SLA's to include subscriptions for Assistant City Manager, quarterly City Manager lunches with employees, and 2 year internship program, and replied to Commission questions regarding various intern assignments within the City, and cost to the City for 8 months.

***There was consensus to remove the intern (SLA #20-0836) from the budget.***

Mr. Lear responded to Commission questions regarding cost for lunch of 6 employees per quarter and whether the employees will be from different departments.

Communications Division Manager Josh Taylor responded to Commission questions regarding the possibility of the North RePort going out every other month versus quarterly.

Acting Information Technology (IT) Manager Aaron Bourquin provided a department budget presentation including proposed organizational chart, proposed budget increase, budget request highlights to realign staff resources and organizational strategies with the addition of an Infrastructure and Telecommunications Manager, support City and staff growth, improve infrastructure and connectivity, and security and software, and replied to Commission questions regarding improving meeting service to citizens, Laserfiche, and site improve in regards to Americans with Disability Act (ADA).

Mr. Taylor provided input regarding ADA compliance on the City's web page and noted the City is working on compliance.

Ms. Slayton noted the Department of Justice has not weighed in at this point and that staff has been working diligently to get ahead of the curve.

Mr. Lear responded to Commission questions regarding the need for another management position.

Ms. Branco spoke to accomplishments in the IT department due to her assistance in the department and the current need for more staff oversight.

Mr. Bourquin responded to Commission questions regarding IT manager vacancies, Service Desk Technician and Audio-Visual Technician position, and reclassifying Audio-Visual Technician to a Service Desk Technician II.

By request, Mr. Lear stated he could include organizational charts in the budget.

Staff continued to reply to questions regarding cost variations for replacement of equipment, funding of replacement equipment versus new hire purchases, ShoreTel expansion, Wi-Fi update at the Aquatic Center, most cost-effective option to provide service, and possibility to consider dark fiber installation when widening Price Boulevard.

Finance Director Kim Ferrell provided a department budget presentation including proposed budget increases, organizational chart, FY19 priorities to include electronic procurement workflow, budget process/practices evaluation, develop high functioning teams, and finance team status, and responded to Commission questions regarding justification for overtime.

***There was consensus to reduce the amount for overtime to \$1,000 versus \$2,000.***

Mr. Lear provided clarification regarding employee policy approval for educational assistance.

Ms. Ferrell provided further information regarding electronic procurement workflow.

Parks and Recreation Director Sandy Pfundheller provided a department budget presentation including proposed organizational chart, preliminary budget, recreation budget request highlights, Aquatic Center budget request highlights, parks maintenance budget request highlights, and future budget considerations including Sarasota County Interlocal Agreement expiration.

Ms. Wisner responded to Commission questions regarding fitness equipment repair logs and maintenance, and number of bikes being replaced.

Ms. Pfundheller clarified SLA Number 20-3604 will be removed.

Ms. Wisner continued to respond to Commission questions regarding time to process check deposits for rentals and for refund processing,

Mr. Lear provided information regarding use of the Braves Stadium.

Discussion took place regarding events at the Stadium and working with other municipalities and chambers in South County to hold a joint event.

***There was consensus for staff to speak with Braves staff to obtain input regarding coordination with other government entities and chambers for a possible joint event for New Year's Eve at the Braves stadium.***

Discussion continued regarding opening season with the Braves.

Staff reviewed what the SLA for use of the Braves Stadium includes and responded to Commission questions regarding payment from swim team for use of the Aquatic Center and YMCA, providing a clear calendar on the website, status of hiring lifeguards, parks maintenance questions regarding shade structure at Atwater Park, Groundskeeper II position including revenue due to eliminating contract, need for vehicle to be efficient on weekdays, need for equipment for Lucity system, landscaping chemicals, cost benefit analysis for contracting landscaping versus hiring an employee, and outdoor sports court repairs.

Neighborhood Development Services Director Frank Miles provided a department budget presentation including Code Enforcement Division reorganization and revitalization,

Planning and Zoning environmental stewardship and plan management, and responded to Commission questions regarding personnel.

Ms. Cassell responded to Commission questions regarding inspector position statuses.

Staff replied to additional Commission questions regarding Administrative Services Specialist position.

Ms. Galehouse replied to Commission questions regarding how the GIS technician position that was not recommended for approval would enhance the department.

Discussion followed regarding signs, need for additional staff in Planning and Zoning, filling current vacancies, and possibility to hire temp staff.

Staff replied to additional questions regarding promotions items and community outreach.

Social Services Manager Janet Carrillo provided a department budget presentation including organizational chart, proposed budget including revenue and expenses, FY19/20 initiatives, and SLA highlights.

Discussion took place regarding where rental charges are deposited.

Ms. Carrillo replied to Commission questions regarding prior approval for wayfinding signage, and cost specifics for interior upgrades.

***There was consensus for staff to split the items out on SLA 20-7302 and bring back for July.***

Staff replied to additional questions regarding overtime, reducing the amount to \$150, and staff reviewing overtime amount for next meeting.

Discussion took place regarding Social Services being moved under Neighborhood Development Services.

Public Works Facilities Maintenance Division Manager Chuck Speake provided a division budget presentation including use of Lucity, maintenance FY19 accomplishments and FY20 goals, event support FY19 accomplishments and FY20 goals, contract and project management FY19 accomplishments and FY20 goals, overview including addition of Assistant Operations and Maintenance Manager, personnel expenditure increase, and operating expenditures increase, and total expenditures breakdown.

Ms. Bellia and Mr. Speake responded to Commission questions regarding the Community Education Center roof.

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

There were no public comments.

### **4. COMMISSION COMMUNICATIONS:**

This item was not discussed.

### **5. ADMINISTRATIVE AND LEGAL REPORTS:**

This item was not discussed.

**6. ADJOURNMENT:**

Mayor Hanks adjourned the North Port City Commission Budget Workshop at 4:25 p.m.

City of North Port, Florida

By: \_\_\_\_\_  
Christopher B. Hanks, Mayor

Attest: \_\_\_\_\_  
Heather Taylor, Deputy City Clerk

Minutes approved at the City Commission Regular Meeting this \_\_\_\_ day of \_\_\_\_\_, 2019.