



City of North Port

4970 CITY HALL BLVD
NORTH PORT, FL 34286

Meeting Minutes - Draft City Commission Workshop

Monday, June 17, 2019

9:00 AM

CITY COMMISSION CHAMBERS

Budget: FY 2019-2020 City Manager Recommended Budget Districts and Capital Improvement Plan Budget

CALL TO ORDER

Mayor Hanks called the meeting to order at 9:01 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 Pete Lear, City Attorney Amber Slayton, Assistant City Attorney Michael Golen, City Clerk Katy Wong, Police Chief Todd Garrison, and Fire Chief Scott Titus, Finance Director Kimberly Ferrell, Budget Analyst Lisa Herrmann, Interim IT Manager Aaron Bourquin, IT Business Administrator Vicki Edwards, Neighborhood Development Services Director Frank Miles, Parks and Recreation Director Sandy Pfundheller, Public Utilities Director Rick Newkirk, Public Works Director Julie Bellia, Assistant Public Works Director Monica Bramble, Public Works Operator and Maintenance Manager Chuck Speake, Fleet Manager Kenneth Rappuhn, Engineering Division Manager Gerardo Traverso, Solid Waste Manager Frank Lama.

The Pledge of Allegiance was led by the Commission.

1. PUBLIC COMMENT:

There was no public comment.

2. PRESENTATIONS: TIME LIMIT OF 15 MINUTES

Present: 5 - Mayor Christopher Hanks, Vice-Mayor Debbie McDowell, Commissioner Jill Luke, Commissioner Pete Emrich and Commissioner Vanessa Carusone

A. [19-0630](#) 2020 Districts and Capital Improvement Program City Manager's Recommended Budget

ROAD & DRAINAGE DISTRICT PRESENTATION

Ms. Bellia provided an overview of the Road & Drainage District including operations & maintenance, infrastructure replacement, sample property impacts, the road bond progress, water control structures, weirs, stormwater drainage rehabilitation and funding, and requested Commission direction regarding future assessments.

Commissioner Carusone arrived at 9:10 a.m.

Ms. Bellia and Public Works Staff spoke to funding needed for sidewalks on San Mateo Drive and the drainage system improvements project, the 2020 base budget with the additional level of service mowing, the 2020 base budget with the drainage system improvements project, the last column of assessments being a combination of the previous two, the on-going drainage improvements and new sidewalk projects budgeted each year, parcels charged for vertical mowing, timeline and specific Road & Drainage project schedule for 2020, reasoning why vacant property assessments decrease and improved properties increase, consideration of other funding sources to replace water control structures and stormwater weirs, public works rehabilitation being a multi-year project, replacing all structures within the next 30 years, Road Bond amortization for 25 years, fees for a capital assessment, issuing a bond vs. capital assessments, difference between the Reserve for Contingency Emergency Disaster Relief Fund and the Reserve for Budget Stabilization Fund, "City limit" signage on U.S. 41, the Road & Drainage Assessment Methodology as it applies to acreage, and options to fund sidewalks on local roads.

There was a consensus to approve the option for Fiscal Year 2020 of the Base Budget plus Drainage plus Sidewalk as a direction.

Ms. Bramble spoke to funding for San Mateo Drive sidewalk vs. Tropicair Boulevard sidewalk.

Discussion ensued regarding using Tropicair Boulevard Surtax or Spring Haven Drive Surtax as funding sources for San Mateo Drive sidewalks, and funding options for the rehabilitation of weirs and water control structures.

There was a consensus to direct staff to review funding sources for the water control structures and weirs and bring back more information and the best options to the Commission.

Discussion ensued regarding page 107 in the HTE Book, 331.40-00 Transportation Tax being a summary of grants received historically, difference between Other Professional Services and Other Contracted Services on pages 111 and 112 in HTE, light pole painting on page 115 in the HTE, Commission direction for painting light poles in this year's budget, and the purpose of the Assistant Operations Manager found on page 313 in the budget book.

FACILITIES MAINTENANCE PRESENTATION

Discussion continued regarding the janitorial contract to include the Aquatic Center Maintenance on page 317 in the budget book was for annual monitoring and testing, some maintenance contracts are site specific and some are City-wide, City Hall Security Assessment on page 319 in the budget book for a consultant to suggest an over-all plan and Facilities Maintenance will manage oversight.

Mr. Lear spoke to the maintenance assessment of City property being pulled from the budget last year.

Discussion continued regarding the Revenue Detail lists on page 331 in the budget book for Non-ad Valorem Assessments being reflected on line 344 (Transportation), page 339 in the budget book is a Service Level Adjustment for two equipment operators for the increased level of service in mowing, a request for an estimate of how much project funding and work funding along with unfilled employee positions will roll over into the Fund

Balance, the Holiday Decorations and Banners on page 321 in the budget book was removed due to Florida Department of Transportation (FDOT) lighting regulations and other options were discussed, funding for Mandalas Restoration on page 327 in the budget book is from Facilities Maintenance and a grant is being pursued, an update on the Phosphate mine water quality sampling on page 343 in the budget book, the Interconnect Pond Routing Software on page 345 for a plans review upgrade/training session was vetted for design compatibility, the main function for the Welder - Fabricator Equipment on page 353 is to repair water control structures, and the position divided between the Fleet Division and Solid Waste is for mobile operations.

SOLID WASTE DISTRICT PRESENTATION

Mr. Lama provided an overview of the Solid Waste District budget including accomplishments of 2019 and goals of 2020 in refuse collection and recycling, the renewal and replacement account, vehicles and equipment, outreach events, revenues, and expenditures.

Mr. Lama and staff spoke to the reduced amount in the Renewal & Replacement Account compared to previous years, and monitoring the Assessment increase of \$249 in 2020.

Discussion ensued regarding details of the Contractual Services & Temporary Personnel for the Recycling Center on page 141 of the HTE Report, page 141 Tipping Fees for recycling for 2019 vs. 2020, negotiations for a recycling processor and the forthcoming contract, anticipated opening date of the recycling center, and the updated levels for Impact Fees in the next round of Budget Books.

FIRE RESCUE DISTRICT PRESENTATION

Chief Titus provided an overview of the Fire Rescue Budget and highlighted 2019 accomplishments, 2020 goals for staffing, operations and capital, 2020 recommended Service Level Adjustments, Emergency Medical Service (EMS) revenues and expenditures, Fire Rescue District revenues and expenditures, the Not-to-Exceed recommendation for 2020, and the total 2020 requested budget for Fire Rescue and EMS.

Recess was taken from 11:42 a.m. until 12:18 p.m.

Discussion ensued regarding reducing the Not-to-Exceed Assessment from 10.4% to 9%, staffing/recruitment procedures and funding mechanisms, number of recruit positions being unfunded, revenues in the Fund Balance Policy after calculating a 10% vs. 9% not-to-exceed assessment, why anticipated budget revenues are based on a 5.7% assessment, not using the \$185,660 (from the Fund Balance) will get closer to the 10% goal for the Fund Balance Policy, the Fund and Project Summary on pages 658-663 is the Capital Acquisition Fund, maintaining City parks after the Interlocal Agreement with Sarasota County ends and how it affects the Fire Rescue District budget, differences between Tier 1 and Tier 2 assessments and average cost increase for each tier, off-setting assessments with impact fee revenues, ending Fund Balance of \$737,420 on page 660 in the budget book is for design costs for the West Villages fire station, negative carry-over fund balance in the CIP Fund and funds transferred to the Fire Rescue District in Fiscal Year 2020, updating all CIP pages, implementing a large animal rescue plan including equipment in a future budget, the total overtime on page 71 in HTE due to mandatory overtime in a typical work cycle, modeling the Fire Department Special Detail fee structure costs after the Police Department's to cover Atlanta Braves' games, recouping funds from FEMA for past emergencies, a list of who is required to receive additional emergency management training will be provided, need for an EMS Business Manager on page 395 in the budget book, advantage to take EMS classes at Suncoast Technical College using their manikins vs. purchasing our own, necessity of Station

Timeclock Replacement on page 401 in the budget book, the Facility Commander Security System on page 411 in the budget book is to update the locks on each facility for real-time messaging and added security, and need to replace iPads with Surface Pro's on page 445 in the budget book.

CAPITAL IMPROVEMENT PROJECTS

(except where indicated, all references are to the City Manager Recommended Budget for Fiscal Year 2020)

FIRE RESCUE

Discussion ensued regarding an update for the emergency generator grant for City Hall with additional funding for an Emergency Operations Center in City Hall, Public Safety Training Complex on page 669 in the budget book represents an increase in construction costs and the goal of the facility becoming a regional asset, an update on the Fire Station 81 Renovation on page 671, the added efficiency of the Fire Station Alerting System on page 673, the Public Safety Communication Replacement in FY 23-24 on page 676 is being funded by surtax, reallocating surtax monies for emergency scenarios, and receiving unforeseen surtax revenue and allocating it for big ticket items that require funds being set aside.

A prayer was offered by Mayor Hanks for family of a child in a drowning accident.

INFORMATION TECHNOLOGY AND PARKS & RECREATION

Discussion ensued regarding leasing space in the fiber optic conduit to a company after installation by Public Works, extending agreements with companies who own the cell towers, anticipated completion date of the fiber optic conduit, installing the Fiber on Pan American Boulevard on page 677 to connect the wastewater treatment plant with the parks and grounds to the Family Service Center, eliminating monthly expenditures to Frontier fiber and interconnecting to new recycling transfer station, and Video Surveillance improvements at Garden of Five Senses on page 680 to finish video coverage of the remaining area.

Recess was taken from 1:56 p.m. until 2:11 p.m.

Ms. Edwards spoke to the installation of dark fiber on Price Boulevard being moved to the Public Works CIP during the road widening project.

Mr. Bourquin spoke to the transfer station's technological requirements not needed at this time.

PARKS & RECREATION

Mr. Lear clarified why the parking at the Aquatic Center would be paid out of the contingency fund.

Discussion ensued regarding additional bicycle air pumps to Park Amenities on page 684 in the budget book, receiving more information pertaining to adding Narramore Park (currently in FY 21-22) to the Butler Park Field Lighting on page 695 and making them high priority, assigning Butler Park Shade Structures on page 697 in the budget book as a high priority, enhancing LaBrea Park Restrooms on page 703 with Surtax funds, the Deer Prairie Creek Connector Bridge on page 705 that is required to access Legacy Trails, and reassigning West Villages South River Road Park on page 711 to a medium priority.

Mr. Lear provided clarification regarding the opening of the North Port Aquatic Center on page 690 and time added due to change orders.

Ms. Phundheller replied to Commission questions regarding Aquatic Center inspections and hiring staff.

There was consensus to direct Mr. Lear to provide a bi-weekly update regarding the Aquatic Center.

Discussion ensued regarding an update on the Spring Haven Land Acquisition on page 691, the Atwater Park - Phase IV on page 692 is referenced in the Parks & Recreation Master Plan, Park Amenities on page 694 in the budget book include security lighting, benches, soccer goals, the total number of shade structures for Butler Park Shade Structures on page 397, considering different options for the Acoustic Improvements at the George Mullen Activity and Morgan Family Community Centers on page 699, obtaining more information and options regarding the two proposed uses for Langlais Park Development on page 702 and a Commission discussion scheduled for June 25, 2019, consideration to allocate additional funding for the Legacy Trail connector bridge in FY 19-20 or FY 20-21 vs. waiting to identify Sarasota County's direction, the transfer of City Hall and City Center Improvements to Public Works in the FY 2019-20 CIP, the funds for the Butler Park Playground CIP is planned to be finished FY 2018-19, clarification that the Dallas White Park - Conceptual Master Plan Design & Site Renovations on page 698 will receive a project description/justification update, remain in the CIP, and also be pursued as a P3 project.

PUBLIC WORKS

Discussion took place regarding other funding sources for Tamiami Trail Parking - North on page 732, a future conversation regarding reallocating the Tropicaine Boulevard sidewalk funding to greater City needs, the Hillsborough/Cranberry Intersection Improvements on page 736 is for the intersection only, the Piping of Outfalls and Catch Basins in Grid 205 on page 722 will be completed by the end of the year, bridge construction on page 728 is for a bridge on Pan American Boulevard near U.S. 41, and page 743 is for the bridge program, the routine road maintenance in FY 2018-19 was noted in 2019 Road Rehabilitation on page 730 FY 2020, the \$1.4 million line item on page 718 budgeted in prior years for Sewer Capacity Fees was explained and will be removed from the CIP, the Public Works Facility Phase II on page 735 will continue to house the majority of employees and the transfer station will house two trucks and three trailers.

Discussion ensued regarding the cancellation of the Spring Haven Drive project's effect on the Price Traffic Signal Study at the North Port High School and its relationship with the Price Speed Study, an update for the Tropicaine Boulevard Multi-Use Path Project and citizens' responses to be sent to the Commission, suggestions to increase funding and expand the distance covered for the sidewalk project on Price Boulevard, and scheduling an agenda item next month for approval of the contract for bridge rehabilitation listed in last year's CIP.

Recess was taken from 3:47 p.m. until 4:02 p.m.

UTILITIES

Mr. Newkirk provided an overview of repairs at the Myakkahatchee Creek Water Treatment Plant and suggested to move funding for the Sludge Press out a year to repair the Flocculator.

Ms. Desrosiers confirmed the ability to produce sufficient water to meet the City's needs while repairs are made.

Mr. Newkirk spoke to independence from the Peace River Water Authority.

Discussion ensued regarding the Water Transmission from the Myakkahatchee Creek Water Treatment Plant on page 768 line expansion to Ortiz Boulevard, the Neighborhood Water/Wastewater Line Extensions on page 768 from Surtax and future plans on page 779, and if extended to I-75 the City would be reimbursed by the developer.

There was a consensus to consolidate the two CIP projects onto one sheet.

Mr. Lear spoke to carrying over the allocation for the Aquatic Center in the General Fund, from the current FY budget to the FY 2020 budget.

NEIGHBORHOOD DEVELOPMENT SERVICES

Mr. Lear spoke to the Surtax items required to be placed in the CIP.

Discussion continued regarding the Neighborhood Signage on page 716 being funded from Surtax not the General Fund, upcoming Commission discussion concerning signage, suggestion to reduce the number of signs by half and phasing the project over a couple years, replacing the Country Club Ridge sign, policy pertaining to neighborhood signage, clarifying the funding for Myakkahatchee Creek Corridor Land Acquisition on page 647 from Surtax and was all expended whereas the funding on page 653 is from a different fund, the Escheated Lots on page 641 needs Commission discussion and a memo was requested regarding the Escheated Lot Agreement with Sarasota County and the abandoned Environmentally Sensitive Land Oversight Committee (ESLOC) issue, and updating River Road Impact Fees for Transportation on page 649 in a forthcoming budget amendment and remaining payments until the \$6 million is paid in full.

POLICE DEPARTMENT

Discussion ensued regarding the Police Station Construction on page 715 being changed to a new project in future years using Surtax money and the \$390,000 is now in the Surtax Fund Balance, Impact Fees used to purchase police vehicles, the list of Surtax funds on pages 654 through 657, and the HTE accounting of Surtax is found on pages 193 to 205.

NEIGHBORHOOD DEVELOPMENT SERVICES revisited

Mr. Lear spoke to the Preservation Fund on page 117-118 and how the City Arborist position was originally funded vs. how it is currently funded, details found in HTE pages 134-135 for the City Arborist's salary and equipment, the Tree Fund details listed on page 115 of the budget book, and funding details regarding enabling legislation for the Tree Fund will be brought back to the Commission when this issue is discussed.

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 Hanks adjourned the North Port City Commission Budget Workshop Meeting at 5:08 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.