



# City of North Port

4970 CITY HALL BLVD  
NORTH PORT, FL 34286

## Meeting Minutes - Final City Commission Special Meeting

### **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*

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Monday, June 19, 2017

5:30 PM

CITY COMMISSION CHAMBERS

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### **Continued Review of City Manager Contract**

### **MINUTES APPROVED AT THE 09-19-2017 MEETING.**

#### **CALL TO ORDER/ROLL CALL**

The North Port City Commission Special Meeting was called to order at 5:30 p.m. in City Chambers by Mayor Yates.

Present: Mayor Yates; Vice-Mayor Carusone; Commissioners Hanks, Luke and McDowell; Interim City Attorney Lear; Interim City Attorney Slayton; City Clerk Adkins; Deputy City Clerk Peto and Police Chief Vespia.

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

#### **1. APPROVAL OF AGENDA – COMMISSION**

*A motion was made by Vice-Mayor Carusone, seconded by Commissioner McDowell, to approve the Agenda as presented. The motion carried by the following vote:*

**Yes:** 5 - Mayor Yates, Vice-Mayor Carusone, Commissioner Hanks, Commissioner Luke and Commissioner McDowell

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

There was no public comment.

*A motion was made by Commissioner McDowell, seconded by Commissioner Luke, to suspend the Commission Procedure Rules for this meeting. the motion carried by the following vote:*

**Yes:** 5 - Mayor Yates, Vice-Mayor Carusone, Commissioner Hanks, Commissioner Luke and Commissioner McDowell

**A. [17-1143](#) Contract for the City Manager**

City Clerk Adkins arrived at 5:33 p.m.

**#10 LEAVES OF ABSENCE**

The Commission agreed with the language to this provision.

**#11 MOTOR VEHICLE ALLOWANCE**

Discussion ensued: (1) mileage within Sarasota County was discussed; (2) it was recommended to require Mr. Lear to provide his own travel to and from work and for City-related business within Sarasota and Charlotte Counties. Mr. Lear agreed to the recommendation as stated in Mayor Yates' draft document. The Commission agreed with the language to this provision.

**#12 PROFESSIONAL DEVELOPMENT**

The Commission agreed with the language to this provision. Mr. Lear stated he agrees with the remaining changes in the Contract, in Mayor Yates' document.

It was noted that the effective date will be corrected.

**#13 CIVIC INVOLVEMENT AND OUTSIDE ACTIVITIES**

Following a brief discussion regarding the City paying for membership in outside organizations, the majority of the Commission agreed with the language to this provision, with Mayor Yates dissenting, stating the City Manager should pay for any memberships in civic clubs or organizations which he chooses to join.

**#14 RESIDENCE**

No changes were suggested.

**#15 RELOCATION**

Subsequent to a suggestion that verbiage be added to this provision that in the event Mr. Lear passes away prior to the fulfillment of the two-year residency requirement, his survivors will not be obligated to repay the moving expenses, clarification was provided that the only way this provision would apply, is in the event he decides to exercise paragraph 7(a).

No changes were suggested.

**#7 TERMINATION**

Subsequent to a brief review, it was confirmed that the following sentence in Paragraph 7(b) was changed at the June 6, 2017 Commission Meeting to read "In the event the City Manager is suspended from office, the suspension period shall be with pay."

**#12 PROFESSIONAL DEVELOPMENT**

After a question, clarification was provided that no additional provision is needed to allow Mr. Lear to keep current with his Finance certifications.

#### #6 COMPENSATION

Discussion ensued regarding a reconsideration of the provision: "the current salary at the time the ICMA certification is attained will be considered the base salary from which the 7-10% raise will be added."

***There was a consensus to change the provision in #6 COMPENSATION, that the increase of 7-10% shall be changed to "no less than 5% and up to 10%."***

Discussion ensued: (1) it was stated that the City Manager's Job Description needs to be updated; (2) it was recommended to schedule a discussion pertaining to the Charter Officers and employees being under the control and direction of the City Manager; (3) staff will bring back the Contract for Commission to review prior to August.

***A motion was made by Vice-Mayor Carusone, seconded by Commissioner McDowell, to direct the City Attorney to formulate the Contract, as amended, to be signed by Mr. Lear and brought back for Commission's final approval. The motion carried by the following vote:***

**Yes:** 5 - Mayor Yates, Vice-Mayor Carusone, Commissioner Hanks, Commissioner Luke and Commissioner McDowell

***There was a consensus to direct staff to bring the Contract back for Commission review prior to August.***

City Clerk Adkins stated that, per Commission direction, her annual evaluation was forwarded to the Commissioners and she requested a consensus regarding the next step in the process.

Discussion ensued: (1) it was stated that after the individual interviews, the collective review as an agenda item basically considers a salary increase, not a reiteration of the evaluations; however, if there are performance concerns, they should be communicated during the agenda item discussion; (2) clarification was provided that the agenda item would include the Performance Evaluation and possible compensation; (3) the City Clerk's self-evaluation will be forwarded to the Commissioners no later than July 17, 2017; (4) it was stated that the same evaluation form will be used for the Deputy City Clerk.

***There was a consensus to direct City Clerk Adkins to meet with each Commissioner individually and thereafter, place the Annual Review on an agenda to be reviewed by the entire Commission.***

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

There was no public comment.

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

Nothing to report.

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

Nothing to report.

**6. ADJOURNMENT:**

Mayor Yates adjourned the North Port City Commission Special Meeting at 6:16 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.