



City of North Port

4970 CITY HALL BLVD
NORTH PORT, FL 34286

Meeting Minutes - Final City Commission Special Meeting

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
Kathryn Peto, City Clerk

Thursday, November 1, 2018

1:00 PM

CITY COMMISSION CHAMBERS

MINUTES APPROVED AT THE 11-27-2018 MEETING

CALL TO ORDER/ROLL CALL

The North Port City Commission Special Meeting was called to order at 1:10 p.m. in City Commission Chambers by Mayor Carusone.

Present: Mayor Carusone; Vice-Mayor Yates; Commissioners, Hanks, Luke and McDowell, Assistant City Manager Branco; City Attorney Slayton; Recording Secretary Hale and Police Chief Garrison.

The Pledge of Allegiance was led by the Commission.

1. APPROVAL OF AGENDA – COMMISSION

A motion was made by Commissioner McDowell, seconded by Commissioner Luke, to approve the Agenda. The motion carried by the following vote:

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

2. PUBLIC COMMENT:

There was no public comment.

3. WELCOME OF NEW EMPLOYEES:

A. [18-747](#) New Employee Acknowledgement

Human Resources Director McDade introduced the City's newest employees in the Fire Department, Police Department, Public Utilities and Public Works.

5. PRESENTATIONS

A. [18-746](#) Presentation by Jeanne Corcoran, Director of the Sarasota County Film and Entertainment Office

Sarasota County Film and Entertainment Office Director Jeanne Corcoran provided a PowerPoint presentation of the item.

Discussion ensued: (1) it was noted that they have been promoting to media a screening project that the North Port High School students have been working on about teenagers using devices and that the students coined the term "screenagers"; (2) it was explained their agency is an omni-media office and they help with all forms of media including music and they utilize numerous social media accounts; (3) it was suggested that their agency take a tour of the City of North Port; (4) next year is North Port's 60th Anniversary and would make a great topic. There was no public comment.

B. [18-778](#) Presentation by Dennis Ragosta, Government Affairs Regional Manager, Southwest Florida Water Management District

Southwest Florida Water Management District (SWFWMD) Government Affairs Regional Manager Dennis Ragosta provided a PowerPoint presentation of the item.

There were no questions from the Commission and no public comment.

C. [18-751](#) Presentation of 360-Degree Feedback Performance Reviews

Assistant City Manager Branco gave an overview of the item and Human Resources Director McDade provided a PowerPoint presentation.

Discussion ensued: (1) the 360 system is used mostly by larger companies in the private sector as a development tool for leadership positions; (2) it was suggested that the Commission tweak the evaluations for charter officers and should be specific to each officer; (3) concern was expressed that utilizing the 360 system could turn into a personality contest; (4) it was noted that the Commission should modify the evaluations prior to strategic planning so that the new evaluation forms can be used starting with the City Manager's review in June. There was no public comment.

There was a unanimous consensus that Human Resources will draft an evaluation form specific to each charter officer based on their charter and contractual duties, and a special meeting or workshop will be scheduled in February for Commission review of the evaluation forms.

D. [18-744](#) Utilities Department Presentation

Public Utilities Director Newkirk provided a PowerPoint presentation of the item.

Discussion ensued: (1) it was explained that red tide only occurs in salt water, the City's canal system is fresh water; (2) Warm Mineral Springs has City sewer service and well water; (3) the Utilities Department is responsible to clear the overgrowth around fire hydrants, Public Works will cut growth around hydrants if they are mowing the right of way; (4) Utilities is working with the resident that had a large amount of water billed while their home was vacant, and a portion of the bill will be credited; (5) Staff can include a comment on the water bill to notify customers that they can request water be shut off at the main valve while they are gone for a period of time; (6) it was noted that meters can be tested when there is a complaint and that meters are to be replaced every ten years; (7) water readings will be verified within one to two days if readings spike or drop

significantly; (8) the new meters now being installed can identify how much water is used and a specific time and date; (9) a suggestion was made to research having barriers around the hydrants so that overgrowth does not occur; (10) older meters slow down and give a reduced reading which results in less billing, new meters are accurate and the correct billings are higher leaving some residents to think there is a problem. There was no public comment.

6. PUBLIC HEARINGS:

A. [18-753](#)

Resolution No. 2018-R-24, Evidencing the City's intent to opt into the Sarasota County Property Assessed Clean Energy (PACE) Program

Recording Secretary Hale read Resolution No. 2018-R-24 into the record by title only.

Assistant City Manager Branco gave an overview of the item and Sarasota County Extension Sustainability Director Lee Hayes Byron provided a PowerPoint presentation.

Discussion ensued: (1) PACE local governments are a combination of the districts that provide financing and the third-party administrators that implement the program, they have state authority to levy assessments for collection through property taxes; (2) the PACE districts are made up of four companies which consist of the Florida Pace Funding Agency, Ygrene Works, Renovate America and Renew Financial, to opt out of the agreement the City would need to notify these four agencies and the County of Sarasota; (3) customers learn about the PACE program through contractors and internet sources, customers work directly with the contractors and third-party administrators, local municipalities are not involved in the process; (4) some assessments can carry over and usually the assessment ends when the property is sold; (5) the mortgage holder needs to be notified of the assessment but they do not have to give consent; (6) if approved by the PACE provider, a Community Development District (CDD) or non-profit group may participate and receive a non-ad valorem assessment; (7) tax collector fees up to three percent can be passed on to the property owner and is not subject to the four percent early payoff credit; (8) the assessment is filed with the tax collector after the work has been completed by the contractor; (9) various fees are listed as line item expenses and the property owner is made aware that the fees are included in the costs being assessed, fees are paid by the contractor and they are reimbursed when the project is completed; (10) the interest rates vary between six and nine percent and the final amount is a fixed obligation; (11) the program is voluntary and is an option for financing; (12) Vice-Mayor Yates stated she is not supportive of the item and expressed concern that there are many unknowns, and that there could be unintended consequences using this program when there are changes in the market, North Port should not be a test case for this program. There was no public comment.

A motion was made by Commissioner Luke, seconded by Commissioner McDowell, to approve Resolution No. 2018-R-24. The motion carried by the following vote, with Vice-Mayor Yates dissenting for reasons stated:

Yes: 4 - Mayor Carusone, Commissioner Hanks, Commissioner McDowell and Commissioner Luke

No: 1 - Vice-Mayor Yates

Recess 3:28 p.m. - 3:43 p.m.

7. GENERAL BUSINESS:

A. [18-779](#)**Permitting fees and processes for small garden/storage sheds.**

Vice-Mayor Yates gave an overview of the item.

Discussion ensued: (1) City Building Official Hopkins explained that the building department reviews the zoning and makes sure that the shed isn't placed in an easement or right of way, they also conduct a structural review to see how it will be anchored; (2) due to the time involved, the \$40 fee paid for zoning and building are insufficient and the full cost is subsidized by the taxpayers; (3) Public Works Director Bellia explained that Road and Drainage (RD) reviews the elevation of where the shed will be placed, and that the water will drain properly from the property; (4) the RD fee for plans review is \$55, the right of way inspection fee is \$50 and these are the actual staff costs regardless of the size of the shed; (5) the proposed change is regarding prefabricated sheds less than 200 square feet that can be delivered directly to the driveway; (6) the fees that cannot be waived include the \$20.00 Building Permit Fee, \$.30 State education fee, \$4.00 for the state DBPR and the \$5.00 convenience Fee; (7) the impact of rain runoff from sheds and the effect on swales was explained; (8) it was noted that during discussion of plan reviews and the fee schedule the subject of sheds never came up.

There was a consensus by majority that the changes should make it easier and less costly to put up a prefabricated shed, not on a slab, that is 200 feet or less.

There was a unanimous consensus that there should not be a need for the Public Works permit, and that a building permit would still be required.

Discussion continued: (1) the Septic Site Plan (SSP) can be obtained by the Health Department and it was noted that they may not be up to date; (2) the SSP shows where the septic and building are located, the applicant can put in where the shed is presumed to go, and the Building Department will review and inspect the site.

There was a unanimous consensus to use the Health Department Septic Site Plan or survey.

Discussion continued: (1) the state building code outlines what doesn't require a permit and sheds are not in that category; (2) the local building code can be amended to reflect the new requirements and the RD fee ordinance will specify that sheds as stated by the Commission will not be included; (3) a suggestion was made to enter a moratorium on the fees until the fee ordinance and building code have been revised; (4) it was explained that a moratorium can be presented in a resolution; (5) it was explained that the state requires a building permit and inspection, the Commission determines the fee; (6) as the code addresses structures and not specifically sheds, it was suggested that the Commission allow Staff to review where modifications will need to be made in the code and bring it back to the Commission; (7) the resolution can be worded to implement this approach while modification of the code is in process.

PUBLIC COMMENT

Dave Mattos: historical costs of shed permits.

Discussion continued: (1) it was noted that all current fees will apply until the resolution is adopted by the Commission; (2) a suggestion was made that the resolution be brought back for the December 6 Commission meeting.

A motion was made by Vice-Mayor Yates, seconded by Commissioner Luke, to direct Staff to bring back a resolution to address implementation of the permit fees and processes for sheds 200 square feet and under as expressed in the Commission consensus while waiting for the legislation to come, and Staff will look into the code as to what needs to be modified.

A motion was made by Commissioner McDowell, seconded by Commissioner Luke, to amend the motion to have Staff present a resolution on or before December 6, 2018. The motion carried by the following vote:

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

A vote was taken on the main motion, as amended, to bring back a resolution to address implementation of the permit fees and processes for sheds 200 square feet and under as expressed in the Commission consensuses while waiting for the legislation to come, and Staff will look into the code as to what needs to be modified, and that Staff present a resolution on or before December 6, 2018. The motion carried by the following vote:

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

4. PROCLAMATIONS AND RECOGNITIONS: TIME CERTAIN AT 4:00 P.M.

- A. [18-752](#)** Presentation of Proclamation for Veterans Day, November 11, 2018
- Vice-Mayor Yates read the Veterans Day Proclamation into the record and presented it to members of the Veterans of Foreign Wars (VFW) Post 8203 and the Ukrainian American Veterans (UAV) Post 40.
- B. [18-716](#)** Proclamation for Ukrainian Holodomor Genocide Observance Day in the City of North Port
- Mayor Carusone read the Ukrainian Holodomor Genocide Observance Day Proclamation into the record and presented it to Roman Czajkowski and members of the Ukrainian Armenian community.
- C. [18-717](#)** Proclamation for Giving Tuesday
- Commissioner Luke read the Giving Tuesday Proclamation into the record and presented it to Marie LaBrosse and other volunteers. It was announced that WKDW will be sponsoring a live broadcast for numerous non-profit organizations and an evening Expo Event on Giving Tuesday, November 27, 2018.
- D. [18-749](#)** Proclamation for Love Your Lawyer / City Attorney Day on November 2, 2018
- Commissioner Hanks read the Love Your Lawyer / City Attorney Day Proclamation into the record and presented it to City Attorney Slayton and Staff from the City Attorney's Department.
- E. [18-761](#)** Proclamation for Play Day in North Port, Florida
- Commissioner McDowell read the Play Day in the City of North Port Proclamation into the record and presented it to Parks and Recreation Manager Wisner, General Services Director Pfundheller and Staff. It was announced that the public is invited to Newcomer Day at the Mullen Center on November 3, 2018 and play activities will be available for all ages in the adjoining field from 10:00 am. - 12:00 p.m.
- F. [18-724](#)** Presentation of the Water Environment Federation's 2018 Water Heroes

Award

Public Utilities Assistant Director Desrosiers announced that North Port Utilities was awarded the Water Environment Federation's 2018 Water Heroes Award at the WEFTEC 2018 91st Annual Technical Exhibition and Conference in New Orleans.

G. [18-616](#)**Proclamation for Geographic Information Systems (GIS) Day, November 14, 2018**

Commissioner Luke read the National Geographic Information System Day Proclamation into the record and presented it to Information Technology GIS Administrator Hester. Land Management Administrator O'Neil announced that the public is invited to attend GIS Day, Wednesday, November 14, 2018 at City Hall from 8:30 a.m. - 11:30 a.m. There will be interactive activities for children, a presentation of the Gopher Tortoise application by Public Works, Information Technology (IT) will be showing the new GIS portal, the Planning Department will offer building block activities for children and will be demonstrating the interactive development map for North Port.

H. [18-719](#)**Certificate of Achievement presentation to the 2018 Goblin Committee**

Vice-Mayor Yates read the Goblin Award Certificates into the record and presented them to members of the Goblin Committee. The Trick or Treat at City Hall award was presented to Human Resources Director McDade.

I. [18-786](#)**Proclamation for Lung Cancer Awareness Month**

Mayor Carusone read the Lung Cancer Awareness Proclamation into the record and presented it to Marc Cohen.

8. CONSENT AGENDA:

There were no items on the Consent Agenda.

9. PUBLIC COMMENT:

Public comment was held 5:20 p.m. - 5:24 p.m.

Joan Morgan: thanked City Hall employees for the Halloween event.

10. COMMISSION COMMUNICATIONS:

There were no Commission Communications.

11. ADMINISTRATIVE AND LEGAL REPORTS:

There were no Administrative and Legal Reports.

12. ADJOURNMENT:

Mayor Carusone adjourned the North Port City Commission Special Meeting at 5:25 p.m.

City of North Port, Florida

By: _____

Christopher B. Hanks, Mayor

Attest: _____

Kathryn Peto, City Clerk

Minutes approved at the City Commission Regular Meeting this ____ day of _____, 2018.