



City of North Port

4970 CITY HALL BLVD
NORTH PORT, FL 34286

Meeting Minutes - Final 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

Tuesday, June 5, 2018

9:00 AM

CITY HALL ROOM 244

Non-District Budgets

MINUTES APPROVED AT THE 07-10-2018 MEETING.

CALL TO ORDER/ROLL CALL

The North Port City Commission Budget Workshop was called to order at 9:02 a.m. in room 244 by Mayor Carusone.

Present: Mayor Carusone; Vice-Mayor Yates; Commissioners, Hanks, Luke and McDowell; City Manager Lear; City Clerk Adkins; Recording Secretary Hale and Interim Police Chief Morales.

The Pledge of Allegiance was led by the Commission.

1. PUBLIC COMMENT:

There was no public comment.

2. PRESENTATIONS

A. [18-382](#) 2019 Non-District Preliminary Budget

Public Utilities Director Newkirk and Public Utilities Assistant Director Desrosiers provided a PowerPoint review of the proposed Budget.

Fiscal Year 2019 Utilities Capital Improvement Program (CIP)

Discussion ensued: (1) Public Utilities enterprise fund balance at the end of 2017 is approximately \$20,000,000 which includes reserves for future years; (2) there is enough money in reserves to pay for the new building, capacity fees could also be used for

payment; (3) all City property is being researched to build the new building and nearby infrastructure will be a key factor, an exact location has not been selected yet; (4) the current location is near Little Salt Spring and an archaeological site; (5) the consultant is working on a layout of the building, one option may be a two-story building because of the space used for heavy equipment and piping storage; (6) it was explained that the current location is owned by Public Works and it is their intent to vacate the property; (7) the property may be considered for the Fire Department Training Center; (8) there was groundbreaking last Friday for the Wastewater Treatment Plant (WWTP) in West Villages, and the culvert pipes are being put in today; (8) notice has been given to West Villages Improvement District (WVID) to plan for the Plant design; (9) the WWTP is proposed to be completed by 2020 and the project is listed on page 977 of the CIP; (10) page 989 is the new Water Treatment Plant (WTP) to be built in West Villages in fiscal year 2021-2022; (11) the funding source listed as grants for the two projects are developer contributions from West Villages and the CIP will be corrected; (12) the pipeline from Price Boulevard to Hillsborough Boulevard on San Mateo Drive will be a main transmission line and will not have 12-inch pipe the entire length; (13) the Unified Land Development Code (ULDC) requires homes currently on a well to hook up to City water within one-year; (14) the Commission may request a deviation from the Code and should discuss further when presented with the construction contract; (15) it was noted that when the neighborhood expansion was completed, water hookup was offered as a voluntary pilot program to existing homes and few signed up for it; (16) new homes constructed are required to hook-up to the City water line; (17) it was suggested to have further conversation at a later date regarding an archaeological study at the Public Utilities existing site; (18) once the WWTP and WTP are built in West Villages, the building and operations will be turned over to the City; (19) negotiations are in process that the capacity fees collected by the City up to the date of completion of the WWTP will be reimbursed to West Villages, then West Villages will keep the capacity fees to offset the cost of building the plant, and the City will continue to receive user fees; (20) once the plant reaches 2,000,000 gallons per day, they will need to expand their WWTP; (21) reimbursement of the capacity fees to West Villages will be corrected in the CIP; (22) the WTP at West Villages will be handled differently because they will forever be provided water from the City's existing water facility; (23) the City will keep capacity fees for the WTP until 5,600 customers are on the system, once it goes over 5,600 West Villages will keep the capacity fees, capacity fees received by the City for water will not be reimbursed; (24) page 976 covers the water line extension, the original surtax funding approved by the voters was for water and wastewater; (25) wastewater was removed from the pilot project only because water was easier for residents to pay for; (26) of the 500 parcels in the improved area, 260 homes were within the pilot project and 100 homes hooked up to water, it wasn't enough homes participating timely to capture a return on the investment; (27) the pilot was not mandatory, the intent was to keep it fair for the residents; (28) water capacity fees are \$1,890, plus \$43.50 for a line extension charge, and this does not include piping to the home; (29) wastewater capacity fees are \$2,388 and sewer tanks must be pumped out, crushed and filled and that could cost \$5,000; (30) various payment plans are accepted as previously directed by the Commission; (31) the average cost to hook-up both water and sewer is \$25,000-\$30,000; (32) the budgeted amount in the CIP will be used to lay new pipe and continue to develop the infrastructure; (33) a suggestion was made to research vacant parcels with growth potential and require undeveloped properties to hook-up to services; (34) it was noted that lines would need to be flushed in areas of undeveloped properties, services would need to loop where possible; (35) 40% of developed properties in North Port use a septic tank and concern was expressed about waterways and canals intersecting with septic tanks and contaminating the water system; (36) the issue of mandatory and non-mandatory hook-up will be discussed at a future Commission meeting.

Fire Chief Titus provided a PowerPoint review of the proposed Budget.

Fiscal Year 2019 Fire Rescue Capital Improvement Program

Discussion continued: (1) the CIP has a proposed 9% increase for the Fire District; (2) Capital Acquisition funds can't be used to purchase the ambulance, and there aren't enough impact fees to cover the cost; (3) West Villages will fund the ambulance, fire truck and equipment, they will be reimbursed through impact fees; (4) even though West Villages is providing funding, revenues and expenses are included in the budget; (5) the current Medical Director for North Port and Sarasota County is retiring and previously his cost was shared; (6) the start of ambulance service in West Villages will have three Lieutenants and six ambulance personnel for full staffing; (7) the plan is to cohabitate with Sarasota County at Fire Station 26 and start ambulance service to West Villages; (8) the ambulance service can backup Station 82 or 85; (9) Firefighter protective clothing is in different sections of the CIP because the cost is split between General Fund and District Fund; (10) the \$1,337,000 and \$441,500 ladder truck and ambulance costs for the West Villages will ultimately be paid by the developer; (11) Fire and Rescue Capital Acquisition Fund for fiscal year 2018 is not in the CIP and Staff will provide this to the Commission; (12) Capital Acquisition Fund balances for all districts are in process, finance is finishing the policy for capping fund balance percentages and will be bringing to the Commission for approval; (13) this CIP does not take into account the new policy for capping, which will change all the numbers; (14) it was suggested the new policy be presented to the Commission for approval prior to July; (15) the Capital Acquisition Fund estimated balance for the Fire Rescue District, not including Emergency Medical Services (EMS), for Fiscal Year 2019 is \$755,556, and the balance prior to this budget is \$1,049,056; (16) the Fund balance for Fiscal Year 2018 from all contributing funds is \$8,266,161; (17) EMS estimated Capital Acquisition Fund balance for the end of Fiscal Year 2018 is \$225,051; (18) Fire District rates are lower now than they were in 2014; (19) the proposed Capital Acquisition Fund balance for the Fire Rescue District for Fiscal Year 2019 is \$960,000; (20) fees collected for ambulance services in 2017 were \$1,452,365; (21) the estimated \$10,000 increase in certified copies and record fees is provided by the department and mostly from lien search fees; (22) rates were reduced in 2016-2017 to make up for an error in the prior year; (23) it was explained that more money was brought in than the operating expenses, so it was given back to the taxpayers.

Recess: 10:55 a.m. - 11:12 a.m.

Discussion continued: (1) a Business Manager is needed for budget development, procurement contracts, Insurance Services Office (ISO) review, and setting up future accreditation; (2) new hires typically start in January, after budget approval, advertising, the hiring process and holidays; (3) positions starting October 1 may be filled with existing employees and one temporary position going full-time; (4) by the end of July the Commission has an overview of the budget and then it is approved and adopted by ordinance in September; (5) it was suggested that Fire Rescue with Parks and Recreation provide a hurricane seminar similar to those provided in nearby municipalities; (6) the seminar would have more interest if it is marketed with advanced notice through advertising, yard signs, newspaper and digital signage; (7) a suggestion was made that monies be budgeted to pay for advertising expenses; (8) the Fitch Study for Fire Rescue was a Master Plan that is now broken out into categories that help with setting a strategic plan and management study; (9) it was suggested that Staff will summarize vehicle requests for tomorrow's conversation; (10) the Fire Inspector position is non-exempt and is not part of the bargaining unit; (11) training and education includes the cost of new hires to attend conferences, travel is separate; (12) new recruits who complete paramedic school after 12-months are reimbursed; (13) the need, use and

differences of wildfire and structural gear were explained; (14) fleet administrative cost is calculated based on the number of vehicles and the type of vehicles and equipment for each department, and the ratios have been updated; (15) fleet repairs and administration are broken out, though fleet doesn't perform the repairs they still do the administrative work; (16) it was suggested to attach a memo with the Service Level Adjustment (SLA) to provide an overview explaining large differences; (17) concern was expressed with a new cost allocation for one department paying another department for services, and administrative costs; (18) the internal service fund for fleet cost allocations is now based on the City's own historical data and not on national industry standards, and is not a methodology; (19) concern was expressed that this change is an increase throughout the budget, which is an increase of cost to the taxpayers; (20) other professional services increased from \$30,800 to \$117,700 and there isn't an SLA for this item; (21) \$33,100 is being requested this year for assessment tax roll preparation of which \$5,000 is for the Critical Incident Stress Debriefing (CISD) and the remainder is for Stantec Consulting Services; (22) monies not used for CISD go back into the fund balance; (23) if the \$5,000 CISD is not true and accurate in this year's budget it should be removed; (24) the consultant previously had it set-up so that the City could enter numbers for the TRIM rolls; (25) Staff will research why the Maintenance/Rollup of District Assessments for Road and Drainage is \$17,900 and Fire Rescue is being charged \$28,000; (26) Fire and Rescue has a sufficiency study done annually, and other Districts may have one done every two to three years; (27) it was suggested that a breakdown of professional, contractual and other services as stated throughout the budget be provided to the Commission.

Recess: 12:20 p.m. - 12:43 p.m.

Discussion continued: (1) a suggestion was made to lower the \$20,000 allocated for legal expenses to reflect true costs; (2) due to increased wages and safety equipment that was needed this fiscal year, other costs should be lowered or considered for fiscal year 2020; (3) it was explained that if the ladder truck is ordered on October 1 it would take one year to receive; (4) there is a national back order on ambulances, the City is currently on a list and could have one by January or February; (5) firetrucks can take 11-14 months to receive once ordered; (6) it was suggested to order the Fire Rescue equipment and then look at staffing next year; (7) suggestions were made: [a] training expenses as listed on page 547 in the CPI be re-set for fiscal year 2020; [b] conferences should be in moderation and the budgeted amount should be cut in half; [c] capital acquisition is missing the projection for the next five years and more money than needed is being set aside, the \$100,000 transfer should be removed; (8) the tree fund is being used for cost of the trees put in the non-sod area of Fire Station 85; (9) only areas close to the Fire Station were irrigated, and irrigation is being added behind the Station in the buffer zone where the sod hasn't been laid yet; (10) the Knox key system is used to gain access to buildings and requires a pin code, the new boxes have programming capability with wi-fi so that each box does not have to be physically touched to be reprogrammed; (11) a similar Knox key system is used for the med-vaults in the firetrucks and ambulances; (12) lack of wi-fi only affects the ability to reprogram the pin codes and does not impact the ability to access the keys.

Public Works Director Bellia and Public Works Operations and Maintenance Manager Speake provided a review of the proposed budget.

Fiscal Year 2019 Public Works-Road and Drainage Capital Improvement Program

Discussion continued: (1) there is now a focus on both drainage and mowing during the year rather than rotating them in alternate years; (2) it was explained that most vehicles

have Global Positioning System (GPS) installed; (3) it was opined that finished mowing should not be outsourced, and that there are issues with Panacea Boulevard; (4) Panacea Boulevard had a lot of clean-up, now working on irrigation and landscaping; (5) Staff will speak with the contractor to ensure edging is being done on Panacea Boulevard; (6) a Field Supervisor has been hired and the Panacea Boulevard area is being monitored, focus had been on Sumter and Toledo Blade Boulevards; (7) the pavers on Sumter and Toledo Blade Boulevards, and sidewalks in front of Imagine School, should have a maintenance program for pressure cleaning; (8) sidewalk maintenance costs listed on page 459 is for replacing sidewalks in disrepair; (9) street sweeping is done on major arterial and collector roads, on a quarterly basis as required; (10) street sweeping is outsourced, upkeep and maintenance of the equipment is expensive; (11) Staff will take care of the leaning light pole at Appomattox Drive and Sumter Boulevard; (12) the number of light poles painted each year is reduced due to price increases; (13) there are over 700 light poles City owned, and they should be painted every ten years, the goal was to paint 75 a year, now it will be 35 per year; (14) concern was expressed that the budget for light pole painting has increased by a third, but the maintenance has been cut in half; (15) it was suggested that funds be budgeted to continue with painting 10% of the light poles annually to protect the investment; (16) it was suggested that Staff research how much it would cost to continue painting 100 light poles per year.

There was a consensus that the budget be corrected from 5% to 10% for light pole painting and to direct City Manager to provide true numbers to continue with painting 100 light poles per year.

Discussion continued: (1) it was explained that the adjustment on page 465 is to move the operating account to a capital improvement account for work that was completed in 2018, and that this is an ongoing program; (2) work on the drainage system improvements is being performed by employees and contractors depending on the equipment required for a project; (3) the second pipe crew is fully staffed, postings are up now for a third pipe crew and hiring will begin in July; (4) the \$40,000 previously budgeted for the connectivity study was awarded to DMK Associates and they are looking at road frontage parallel to I-75, and to look at roads north and south of Price Boulevard for potential neighborhood connectivity; (5) the direction given was to have a study of the entire City for alternate routes in all directions to alleviate patterns off Sumter, Price, Biscayne and Toledo Blade Boulevards, and to look at neighborhood connectivity to make a grid pattern, and that the I-75 corridor should be included; (6) it was noted that \$250,000 of the adjusted budget was for cleanup after Hurricane Irma; (7) \$119,000 of the \$305,000 was for the methodology study and mailings; (8) the original budget amount for the connectivity study was \$33,000 and Staff set that as Phase I looking at the I-75 corridor, \$200,000 in the current budget is Phase II for a City-wide connectivity study; (9) Phase II would not automatically go to the current consultant, it will have to be advertised; (10) referencing page 473 it was suggested to have a City-wide Engineering Department with Infrastructure Inspectors and move away from outsourcing; (11) concern was expressed that the culvert inspections are not following the Code in totality, they are self-interpreting and going above the Code; (12) contractors are saying the inspectors are too strict and they are not happy with the re-inspection fees; (13) it was noted there are discrepancies between manufacturer's recommendation and the Code; (14) the City has three Infrastructure Inspectors, two in the field and one to review plans, processes permits and conduct 10% of inspections; (15) the Road-E-O is shown for different departments in the CIP; (16) revenue from sponsors for the Road-E-O is recorded, except for personnel, costs paid are from contributions only; (17) Investment Income on page 104 HTE has decreased from \$115,572 to \$80,000; (18) property rental revenues received from cell phone towers is not for a governmental purpose and is taxable as noted on page 111 HTE; (19) the two part-time positions listed on page 475 is part of the staff reorganization, Road and Drainage with Parks and Recreation will each pay half of the

wages and benefits for two employees that will be shared; (20) in addition to maintaining the grounds at City facilities, the two part-time employees will be utilized for tree trimming around the City, eliminating the need to hire additional employees; (21) current Field Supervisors will be repurposed, an additional Field Supervisor will not be hired; (22) Staff will provide to the Commission a picture of the amphibious work platform as budgeted on page 479; (23) the vertical mowers can remove small shrubbery and pepper trees but not hardwood, trees will be cut with a chainsaw and ground in the requested chipper.

City Clerk Adkins left the meeting and Deputy City Clerk Peto joined the meeting at 2:40 p.m.

Discussion continued: (1) the amphibious work platform has a boom with interchangeable attachments that will be used for clearing in the canals and waterways; (2) the manufacturer of the amphibious work platform will provide training for the employees; (3) the pole barn budgeted on page 467 will be larger and taller than the previous one, does not have sides or electricity, and will house mowers and airboats; (4) concern was expressed that \$200,000 equipment is not going to be properly stored with the proposed pole barn; (5) the pole barn can be addressed in Phase II of the whole complex, with storage needs being assessed, preferably in closed facilities; (6) the pole barn should remain in the CIP as part of Phase I because it is needed now, and Phase II is five years out.

Recess: 2:42 p.m. - 3:12 p.m.

Deputy City Clerk Peto left the meeting and City Clerk Adkins joined the meeting at 3:12 p.m.

Public Works Director Bellia and Solid Waste Manager Lama provided a review of the proposed budget.

Fiscal Year 2019 Public Works-Solid Waste Capital Improvement Program

Discussion continued: (1) it was suggested that a bank of bulk waste pickups be created because people are asking for donations of bulk waste pickup allotments; (2) requests for bulk pickup are small, 75% request one pickup per year; (3) 70% of recycling is sent overseas and China stopped receiving recycling from May 4, 2018 - June 4, 2018; (4) restrictions on recycling were explained and less than .05% of recycling is accepted; (5) Sarasota County most likely will go to single-stream recycling; (6) the City will issue containers with the new lids for new residents and existing containers will stay as they are; (7) residents should continue with the recycling program as is because the changes are with the transfer station, and dual stream recycling may come back again; (8) requests for cardboard containers have increased due to online mailing, and residents should take the tape off the cardboard so it will be accepted for recycling; (9) regardless of the lid, recyclable items can be mixed in both bins for single stream recycling; (10) going single stream will substantially increase the costs and there won't be any revenue; (11) calendar stickers shouldn't be sent out because either tote can be used; (12) because there isn't a payout for recycling, a transfer station shouldn't be considered; (13) until Sarasota County finalizes their program and the matter is reviewed, there aren't any changes to announce to the public; (14) even if citizens continue to separate their recycling, all recycling from local municipalities will still be processed at the transfer station as single stream which is where the increase in costs are coming from; (15) keeping the dual stream recycling, bypassing the transfer station and delivering directly to Sarasota would not be a cost savings; (16) there is \$100 fee for delivering totes to new residences and that includes the solid waste container; (17) page 497 includes new

employees and trucks for Solid Waste, these are needed due to new growth in the City; (18) in 2012 a study was done regarding landfill trips and it was noted that changing routes would not save on the costs; (19) a grapple truck is needed for bulk pick-up, and the truck is needed to pick-up metal materials like swing-sets, and for delivery and pick-up of totes; (20) it was explained that metal is recyclable and is separated from other waste; (21) if the vehicle is pre-ordered before October 1, the FL share-bid can be used and it will save \$50,000 because the cost of steel is going up after October 1; (22) it was suggested to have a budget amendment and purchase the pole barn before October 1 if the cost of steel is going to go up; (23) tote purchases on page 139 HTE is for commercial containers, dumpsters, roll offs, yard waste totes and other containers; (24) Commission direction to continue with the recycling program as is may not result in the credit for totes as shown on page 507; (25) it was explained that page 501 reflects the loss of revenue from solid waste recycling, and that revenue from scrap metal recycling will go up slightly; (26) page 503 abatement fees are a revenue for billable bulk pick up, because there has been a decline in the need for this service, an adjustment was made to show less income.

Public Works Director Bellia and Fleet Manager Rappuhn provided a review of the proposed budget.

Fiscal Year 2019 Public Works-Fleet Capital Improvement Program

Discussion continued: (1) there has been discussion of running a second shift, focus is on preventative maintenance and hiring mechanics to fill the current openings; (2) there aren't safety issues with the project graduation car, it meets replacement standards due to the cost of repairs invested, and this vehicle is in better condition than the last donated car; (3) there may be other vehicles available for project graduation; (4) concern was expressed that the disclaimer states the vehicle has safety issues; (5) of the equipment requested on page 525, only the Marlin TV may require training; (6) it was suggested Staff check with Snap-on to see if they still offer an equipment trade-in or buy-back program; (7) the transmission fluid exchanger is to flush out the transmission fluid, currently fluid is only drained; (8) the covered facility requested would be located on-site at Chamberlin Boulevard, in the dirt parking lot; (9) concern was expressed for having the covered facility installed if it's going to be removed during Phase II; (10) this covered facility should also be addressed before the cost of steel increases; (11) explanation was provided of the different specialized training, testing and conferences as budgeted on page 531; (12) a request was made for the breakdown of Fleet labor and administration costs; (13) when budget is presented again it should provide detail of employees within each department and their wages; (14) Staff will provide an explanation of why parts have increased \$76,000 under R&M Vehicles and Equipment, page 267 HTE; (15) expenses listed on page 521, lines 40, 54 and 55 should be reduced by half and provide justification; (16) \$5,400 of line 54 is the subscription cost for the Marlin TV, and will be used for communications and training, the Marlin TV will cost \$3,700; (17) concern was expressed that the Marlin TV is a specialty item and other means are available; (18) concern was expressed that surtax for fiscal year 2021-2022 reflects a negative \$5,000,000 and that the budget must be balanced; (19) Price Road project Phase II was included in fiscal year 2021-2022 for conversation, it will be moved to 2023 for consideration and to balance the surtax budget; (20) to pay down the debt, it was noted that the road bond cannot be paid down sooner than ten years, and utilities has been refunded several times to bring down the rates and pay it down faster; (21) it was opined that though the Price Boulevard project is not a bond and is a Commission decision, approval of a loan should go to the voters; (22) the State Infrastructure Bank (SIB) loan for Sumter Boulevard will be paid off this year; (23) impact fees will be the primary source of payment for the Price Boulevard SIB loan; (24) retirements were included in the SLA last

year because there were three major directors retiring, retirements for this year will be reviewed for any large payouts; (25) Neighborhood Development Services Director Williams will retire the end of August and is included in this budget, and his position will be posted soon; (26) Senior Executive Assistant Garlick will retire in December.

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 and Legal Reports.

6. ADJOURNMENT:

Mayor Carusone adjourned the North Port City Commission Budget Workshop at 4:49 p.m.

City of North Port, Florida

By: _____
Vanessa Carusone, Mayor

Attest: _____
Patsy C. Adkins, MMC, City Clerk

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