



# 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*

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Wednesday, June 6, 2018

9:00 AM

CITY HALL ROOM 244

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### Non-District Budgets

### MINUTES APPROVED AT THE 07-10-2018 MEETING.

#### CALL TO ORDER/ROLL CALL

The North Port City Commission Budget Workshop Meeting was called to order at 9:00 a.m. in Meeting Room 244 by Mayor Carusone.

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

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

It was noted that the newspaper reported in error that the widening of Price Boulevard was to be from Sumter Boulevard to Cranberry Boulevard; Cranberry Boulevard to Toledo Blade Boulevard. They have been alerted regarding the error.

#### 1. PUBLIC COMMENT:

There was no public comment.

#### 2. PRESENTATIONS

Fiscal Year 2019 Capital Improvement Program

##### A. [18-383](#) 2019 Preliminary Budget.

Interim Police Chief Morales and Police Business Manager Ayres provided an overview of the item.

## POLICE DEPARTMENT

Discussion ensued: (1) it was explained that off-duty officers are used for special events, increasing costs for overtime pay, holiday events are time and a half; (2) officers are not pulled from scheduled patrols to perform other duties, officers are called in and this increases overtime; (3) a second officer is needed for reaction time during Commission meetings, and additional safety precautions are being reviewed; (4) pursuant to Florida State Statutes (FSS) citizens with a concealed weapon permit are allowed access to a public building, and Police protection is limited to the Chambers; (5) there are safety measures that can be taken, and all City locations are being reviewed for the safety of the Staff; (6) Police and Staff have been in discussion that the Chambers have one point of entry with a magnetometer; (7) a suggestion was made that security for all City locations be included in the budget and reviewed each year; (8) it was suggested to have panic buttons installed; (9) Homeland Security suggests each department have a safety plan to run, hide and fight; (10) after a suggestion to participate in school safety discussions, it was noted that City Managers, Sheriffs and schools county-wide will be meeting in June to discuss safety in the schools; (11) the contract with the school board expires end of June, the middle and high schools want to continue with the School Resource Officers (SRO) next year; (12) request for SROs at the elementary schools are unknown at this time, the Police Department can put officers in the elementary schools, but it will affect the level of service in the City, the officer that was at the elementary school has been reallocated to the Morgan Center starting June 11, 2018; (13) it was noted that the State of Florida provides funding to the schools for SROs, and a millage was recently passed in Sarasota County that included school safety, it's not fair to put additional burden on North Port taxpayers for SROs; (14) more information is needed before the Commission can make a decision to budget monies for school safety; (15) the cost of security has been shifted to the school district because children don't necessarily attend school in the city where they live; (16) the Police Department will work on a professional development planning program in the third year of the Collective Bargaining Agreement (CBA) contract with the new Chief of Police; (17) the cost of bringing back the school crossing guards would be \$167,000 for the 185-day school year, not including the cost of liability, adding the costs of uniforms and equipment would increase that figure over \$190,000; (18) SROs provide training for the school crossing guards; (19) the company that is providing crossing guards is responsible to send coverage if someone does not show up, and they are billed if they request assistance from the City; (20) if the City provides crossing guards, a police officer would be sent to cover if someone did not show up; (21) the City has not had to fill any crossing guard positions since the company had taken over; (22) there were three instances of crossing guards that did not show and the Police were called, when the Police arrived crossing guards were on duty; (23) the budget for school crossing guards is \$202,000 and will be adjusted to \$185,000-\$193,000 pending the number of school days; (24) the vendor provides training and liability insurance for the crossing guards; (25) historically the City spent 6.5 hours per week coordinating school crossing guards, now it's only Staff time to prepare a purchase order; (26) it was estimated that the cost difference for in-house crossing guards is \$10,000 or less, and it was suggested to keep school crossing guards outsourced at this time; (27) officers are active in the community, interacting and developing bonds with children through programs such as Crime Scene Camp and the Explorer Program, additional programs are being developed to continue working with them after they turn 18 to encourage a future in law enforcement; (28) employees do complete public records training, Records and Telecom Staff have additional planning and training, they attend the Criminal Justice Information Services (CJIS) conference annually and the cost is included in the budget; (29) the Police Department has a log of public records requests and the log is sent to the City Clerk's office; (30) the law says the custodian of a document is essentially the keeper of the record, and the Charter provides that the City Clerk is the keeper of public records;

(31) the City Clerk's office and the Police Department are working together on the GovQA software centralizing all requests, the Police Department will be sending a daily log of requests to the City Clerk's Office; (32) GovQA has been purchased, there has been a kickoff meeting, and the automated responses are being sent to the City Attorney for review before being finalized; (33) it was noted that the City Clerk's Office keeps a log of all requests and it's not feasible for the City Clerk's Office to send out all requested information; (34) the Police Department receives records requests daily, the Police Department and the City Clerk's Office redact documents before they are sent out; (35) it was suggested more training is necessary because of the volume of exemptions, that training should be updated annually and attending conferences is also beneficial to learning requirements; (36) all record requests received from all departments should be provided to the City Clerk's Office; (37) a suggestion was made to have (Barbara) Petersen, Assistant City Attorney Golen or an attorney that works in public records law come in for a conversation; (38) the Personnel Policy states that a record is to be kept, not a log of records; (39) starting this year, a trainer came in and provided all employees public records training and that training is provided online to all new employees.

***There was a consensus for the City Manager to add the discussion of records request training to a workshop.***

Discussion continued: (1) Sheriff Knight is proposing the City of North Port provide a program similar to Sarasota County regarding the homeless, and he can speak with the Commission one-on-one; (2) it was suggested that Staff review the homeless program in Miami, and research grants for program reimbursement; (3) Staff is reviewing the Sarasota County ordinance and will draft a similar ordinance for North Port; (4) the Windows 10 software request on page 409 will provide 65 laptops with required encryption capability; (5) laptops and mounting equipment are replaced when new vehicles are purchased, approximately every five-six years; (6) some of the laptops are saved to use as spares if needed; (7) no other software needs to be upgraded at this time; (8) background checks for law enforcement is more in-depth than regular employees; (9) with an increase in hiring it is beneficial to temporarily outsource background investigations rather than pull in-house officers away from their duties; (10) though it's possible to use another agency's background check to compare information, the Police Department still must have their own investigation; (11) the request for Automated Vehicle Locator (AVL) software is based on Commission direction for all City owned vehicles to have Global Positioning System (GPS), and the software will integrate with Police Dispatch (CAD); (12) it was explained that the Police radios do not interface with CAD, and body cameras do not have the capability; (13) it was suggested to research the ability to have the radios work with the Police CAD system rather than purchasing software that only works inside vehicles.

Recess 10:52 a.m. - 11:14 a.m.

Discussion continued: (1) concern was expressed regarding the number of new employees requested within the Police Department while there are numerous vacancies to be filled, and that the request would only tie-up monies in the budget; (2) of the 14 vacancies for sworn officers eight will be filled in January, and it is preferred they start in October; (3) all surrounding areas are trying to fill numerous positions for sworn officers, hiring the eight officers earlier could prevent losing them to another area; (4) concern was expressed for the purchase of a license plate reader (LPR) while the one already purchased isn't in use yet; (5) two LPRs were originally requested, the need and capabilities of the LPR were explained, training has been completed, the issue with signing the Criminal Justice Information Services (CJIS) agreement has been resolved, waiting on final signature from Florida Department of Law Enforcement (FDLE), and the equipment is ready for operation; (6) concern was expressed for hiring four officers

exclusive to West Villages because services are provided for the entirety of the City and not a District; (7) it was explained that the average response time to the West Villages should be under ten minutes and it currently is 13.3 minutes; (8) due to rapid growth and the Braves Stadium, additional officers are needed to cover the West Villages; (9) if all vacancies were filled, a traffic unit to focus on traffic enforcement and major crashes would still be necessary; (10) it was noted that the incoming Chief should also review and make recommendations for hiring additional officers; (11) it was suggested that all vacancies be filled before the Commission approves hiring additional officers; (12) it was explained that to budget new officers for half a year allows to raise revenue, waiting mid-year to bring in additional officers, vehicles and equipment would require funding from reserves; (13) it was noted that there are 109 sworn officers currently budgeted, and this includes School Resource Officers (SRO), detectives and administration; (14) retirements have created the most vacancies with five officers recently retiring, and others have decided to not work in law enforcement; (15) it was noted that the vacancies should be filled by July or August as the hiring process has been streamlined; (16) a suggestion was made to re-evaluate the request in July after the City Manager has had the opportunity to review budget requests and determine what positions are needed; (17) Staff will research why 20 tasers cost \$10,000 for fiscal year 2017, \$33,500 for 2018 and \$22,000 for 2019; (18) it was clarified that the Tips 411 maintenance fee is paid every other year; (19) it was suggested that a corporate sponsor or grants be found to help fund the Explorer program; (21) revenues for the awards banquet and Shop with a Cop program were pre-funded in 2018; (22) Specialty Pay for training officers also includes the cost of benefits; (23) it was suggested that the description of SLA 19-2131 on page 429 be changed from "The Mayor" to "The Commission".

Recess 12:05 p.m. - 12:39 p.m.

***There was a consensus that "The Mayor" be changed to "Commission direction" on page 429.***

#### NEIGHBORHOOD DEVELOPMENT SERVICES - PLANNING AND ZONING

Discussion ensued: (1) Contractual Services listed on page 301 are regarding Thomas Cookingham, a contract planner assisting with long range projects at West Villages; (2) Activity Center 6 has little if any utilities, the City could pay the cost of establishing power lines to expedite development; (3) planning ahead and coordinating with Florida Department of Transportation (FDOT) is needed for economic development of this area; (4) it was suggested to remove funding for Activity Center 6 and use the funding elsewhere in the budget; (5) funding was set aside for developing a Master Plan in 2005, it was not pursued and the money went back into the general fund; (6) the cost of iPads will be reviewed and compared to costs in other departments, and to determine if the cost of wi-fi is included; (7) it was noted that Planning doesn't have iPads, they do have one laptop, use of an iPad in the field and for meetings was explained; (8) page 305 are costs for three Planners to obtain membership with the American Institute of Certified Planners (AICP); (9) concerns were expressed for the cost of magazines as noted on page 26 HTE and suggested subscriptions be shared between employees and departments; (10) it was suggested that the Commission be provided a list of all City subscriptions; (11) the \$50,000 Housing Program on page 25 HTE is the affordable housing match grant; (12) the Other Salaries on page 24 HTE is the account for new hires, it includes salary, taxes and benefits, when the budget is adopted the amounts are moved to the appropriate accounts; (13) Other Salaries last year was \$143,000 for Planning, they do not have new positions this year so the amount is \$0; (14) it was suggested that a breakdown of salaries and wages for employees, by position, be shown in the report; (15) page 24 HTE Executive Salaries is for the Director and that amount is split among the four divisions.

***There was a consensus that a breakdown of salaries and wages by position be***

***provided to the Commission.***

Discussion continued: (1) the Master Plan for Activity Center 6 was previously quoted a price of \$30,000; (2) it was suggested to use the Warm Mineral Springs Master Plan as a gauge rather than guess a cost; (3) Staff believes \$50,000 is an adequate baseline and they are seeking grants from the State of Florida to double that amount.

***There was a consensus to leave the Activity Center 6 Master Plan in the CIP.*****NEIGHBORHOOD DEVELOPMENT SERVICES - PROPERTY MAINTENANCE**

Discussion ensued: (1) it was explained that Property Maintenance will be split with groundskeeping going to Parks and Recreation and Property Maintenance going to Public Works; (2) the budget presented in July will shift with this change; (3) Property Maintenance going to Public Works will still be funded under the General Fund and not from District fees; (4) the roof for the Mullen Center is listed under Property Maintenance because they are responsible for maintaining City properties; (5) there are four air conditioning (A/C) units at the Mullen Center, the inside air handlers were replaced last year and now the condensers need to be replaced; (7) it was noted that had all units been replaced at the same time it would have been a cost savings, and in the future that should be considered; (8) the work order system has a preventative maintenance schedule that advises when the contractor needs to be called in for routine maintenance; (9) the A/C and HVAC maintenance and repairs on page 45 HTE are for different purposes; (10) restructuring the zones to update the A/C system at the Mullen Center would be too expensive; (11) concern was expressed that the Commission area is 65 degrees and the lights are on all the time, and that some areas do have motion lighting that are efficient; (12) it was suggested to have an energy efficiency study to save costs and wear and tear on the equipment in the building; (13) it was noted that there are grants available for energy efficiency studies; (14) there is a group interested in the three offices where Jewish Family and Children's Services were, their proposal for remodeling will be submitted for evaluation; (15) it was suggested to have a discussion regarding Dallas White Park and Marina Park as an Agenda item; (16) the additional operational costs of the two parks is due to Sarasota County no longer maintaining them after January 1, 2019; (17) it was explained that the Energy Management upgrade is a software update, and will move controls of contact points onto the cloud for remote access; (18) custodial services for the parks is outsourced and they also provide cleanup for events; (19) it is cost effective to contract out cleaning services versus the cost of keeping inhouse; (20) the contract for facilities cleaning is based on each building and its use, and contractual cleanup of parks is a separate operation; (21) Parks and Recreation will continue to maintain groundskeeping at the parks; (22) Parks and Recreation and Public Works will still assist with special events; (23) the cost of Custodial Services for the parks include supplies; (24) it was explained that Staff identifies some problems with the buildings based on repairs, Property Maintenance will then review and contact a vendor if needed; (25) the employees are addressing repairs as they come up, the intent of the evaluation is to evaluate the remaining life of assets such as roofs and project costs; (26) as items are fixed or updated, Staff knows what the life-cycle is for that item, the City should be pro-active and have a management plan that tracks when an item should be reviewed for possible updates or replacements; (27) page 325 are costs for repaving the parking lot at Narramore Park, and page 327 is to pave the overflow parking lot, which currently has a shell surface; (28) concerns were expressed that shell was used in the overflow parking lot because of a drainage issue, that an impervious surface should not be put in until an updated study has been done, and that unless there is a failure with the shell area there is no need to replace it; (29) Staff will review with the City Manager and determine the condition of the shell parking area; (30) it was suggested that new shell be added to the overflow parking area because it is too expensive to pave the whole area; (31) wallpaper will be removed and the walls painted at the Family Service Center; (32) it was suggested

that the City hire a professional painter as an in-house painter, and that the City should already have the necessary equipment; (33) the floor scrubber for the Mullen Center is a replacement unit and it is used monthly; (34) concern was expressed that the Commission gave direction to have a discussion prior to the joint meeting with Sarasota County about the Groundskeeper II position and it didn't happen; (35) the Christmas ornaments for the tree at City green are inflatables that can be stored, and the illuminated decorations will be used at the Poinsettia Event; (36) it was suggested to have an ornament drive, utilizing the North Port Art Center and the Art Advisory Board, and fund with monies budgeted for the ornaments; (37) a suggestion was made that the Ford F-150 truck to be repurposed as noted on page 339 can be utilized for the groundskeeping Field Supervisor; (38) the F-250 all-wheel drive for the Field Supervisor will be used to haul the Bobcat Skid-Steer, an event trailer and other equipment; (39) City Manager Lear recommends removing the F-250 all-wheel drive request; (40) it was suggested that in the future the City Manager review the budget prior to coming before the Commission; (41) it was noted the purpose of coming to the Commission is to set the not-to-exceed (NTE) rate; (42) a suggestion was made that the Commission address all NTE rates in one meeting; (43) there will not be an NTE meeting for Road and Drainage this year because they recently updated their methodology and will be doing individual mailings.

#### NEIGHBORHOOD DEVELOPMENT SERVICES - PROPERTY STANDARDS

Discussion ensued: (1) GPS on vehicles for Property Standards will be part of the larger discussion on vehicles; (2) it was suggested that Property Maintenance repurpose the F-150 to Property Standards rather than purchase a new one; (3) Property Standards is requesting F-250s because last year they ordered 14,000-pound trailers; (4) this division of Property Standards will be under Public Works and the new trailers were already ordered and received.

#### NEIGHBORHOOD DEVELOPMENT SERVICES - BUILDING FUND

Discussion ensued: (1) a new Development Tech II is requested to help streamline the inspection and permit process; (2) space at City Hall is being utilized to expedite smaller permit requests; (3) the inspector for West Villages can be utilized in other locations in the City; (4) an additional \$871,000 has been added to the revenue balance and it was suggested to review the Building fees again for possible modification to make them cost neutral; (5) it was noted that during a workshop the Commission gave direction to eliminate business taxes and it should come back to the Commission as an ordinance; (6) Staff is working on the fee schedule and will bring the City Fee Ordinance to the Commission in July, there will be other fees eliminated in addition to the business tax which will reduce general fund revenue by \$125,000; (7) when the City Fee Ordinance is brought back, Staff will include requiring businesses to register with the City and a small administrative fee may be addressed; (8) a few permits can be obtained online, the new TrackIt system will allow for more online permitting, scanning plans and other electronic features, the new system will be used by Building, Planning and other departments; (9) even with software to streamline processes, employees are still needed to handle paperwork and to assist residents that prefer to come in; (10) inspections also require employees to physically go to locations, some inspections can be done via skype; (11) it was suggested the City's website should be more user friendly to search for permits and information; (12) adjustments are being made to the website, and with TrackIt homeowners will be able to search for professional services; (13) page 148 HTE Other Contracted Services, \$100,000 was for inspectors and \$50,860 is for two project managers at West Villages, and only one project manager position has been filled; (14) it was suggested that the Commission be provided a list of all contracted services,

companies utilized, who the contracted employee is and for which department, their pay and any benefits; (15) the \$100,000 was a one-time budget amendment, and \$12,375 has been paid out through the end of May against the \$50,860; (16) a suggestion was made to have project managers for all City projects in process and pay can be comparable to the Braves Stadium Project Manager.

Recess 2:46 p.m. - 3:06 p.m.

#### GENERAL SERVICES

Discussion ensued: (1) it was suggested that more information is needed regarding the Aquatic Center, and Staff will arrange individual meetings with the Commission prior to July; (2) concerns were expressed regarding the cost of overtime; (3) it was explained that not all administration are salaried, and regular wages are subject to overtime; (4) there were two employees that moved between departments incurring administrative overtime.

#### NON-DEPARTMENTAL

Discussion ensued: (1) the \$50,000 contingency fund is monies set aside for unexpected, non-departmental costs, and must be authorized by the Commission to utilize the funds; (2) it was noted that Warm Mineral Springs is now tax exempt because it is park owned by the City; (3) the Professional/Contracted Services are management fees regarding investments of City monies; (4) it was explained that the City pays its own unemployment, costs are set aside as non-departmental because it's not known which, if any, department would have the expense; (5) concern was expressed that the Capital Acquisition Fund is too high.

#### GENERAL SERVICES - INFORMATION TECHNOLOGY (IT)

Discussion ensued: (1) microphones need to be adjusted, Staff is working on refining the levels; (2) Commission meetings are recorded, and live stream through Granicus and YouTube, there is no cost for YouTube; (3) Granicus streams to Access-19 and replays Commission meetings to the public; (4) the Audio Visual (A/V) Technician requested would be in-house staff and would replace contracting with a vendor to provide A/V recording services; (5) concern was expressed that creating a position for A/V services will cost more than contracting; (6) in addition to Commission meetings and Advisory Board recordings, this position would be utilized for technical services at off-site events and assist with setting-up tech enabled meeting rooms; (7) with additional Commission meetings, having an in-house A/V technician may be a savings of costs currently paid to a vendor; (8) information of various meetings was provided by the City Clerk's Office and that data was used in calculating the cost of hiring an A/V Technician; (9) concern was expressed for the cost of Staff training requested; (10) the need for a Business Applications Manager was explained; (11) it was noted there are numerous requests for IT positions in different departments and concern was expressed about hiring at this time; (12) the A/V Equipment and maintenance request is for a three-year maintenance agreement for the equipment in Chambers and Room 244; (13) the need for replacing the Ford Van with a Ford Explorer was discussed; (14) it was suggested to research a comparable vehicle and not a Ford Explorer; (15) this request should be taken in consideration with the Police Department request for Ford Explorers and computer equipment; (16) it was noted that the Commission should be provided comparables of the operational costs of all requested vehicles and all vehicles that are in use; (17) concern was expressed that each department is using different tracking software and a single-source management software should be used by all; (18) the SmartSheet Project

software is similar to a spreadsheet, and allows Staff to work simultaneously on the same document across departments; (19) the software was purchased this fiscal year with savings and the CIP request is for the renewal; (20) the request for wi-fi at the Aquatic Center is not supported in this budget because the pool won't open until 2020; (21) there is an agreement regarding the lightning strike that is coming to the Commission for approval; (22) the lightning strike system will be considered for the Aquatic Center after it is tested at the Morgan Center area; (23) when the Aquatic Center is built, consideration should be given to outlets, monitors and a sound system for a possible movie night; (24) the wi-fi requested for the Police Department has CJIS requirements, and wi-fi at the Morgan Center is too far away to be utilized at the Aquatic Center; (25) the Shoretel phone system was installed three years ago, the cost request is to update software providing for more functionality, and to continue maintenance by Shoretel; (26) it was noted that SLAs are not provided for small changes; (27) the A/V upgrades at the Morgan Center should be able to record Youth Council Meetings similar to City Hall; (28) the white board will remain after the A/V upgrades in Rooms 302 and 351; (29) concerns were expressed regarding the subscription renewal fee for the GovQA application because the new software hasn't been implemented yet; (30) Staff will research the effective date for the subscription renewal; (31) the Office 365 Backup and Recovery purchase will allow file storage on the cloud; (32) files will still be traditionally stored, the City has redundant connections to the internet so the cloud can always be accessed and files retrieved; (33) the firewall for the City's disaster recovery center in Sarasota County will allow the public to access resources and the City to access applications, both in a secure manner; (34) Staff will work together to ensure that the requested firewall will work with the Fire Department's equipment.

#### GENERAL SERVICES - SOCIAL SERVICES

Discussion ensued: (1) two Case Managers are sufficient for Social Services at this time, the need for an additional case worker may be discussed when state and federal funding comes to the Commission for approval; (2) the Florida Affordable Housing conference will provide awareness of different housing assistance and grants that are available; (3) North Port Social Services has two funded assistance programs, Season of Sharing (SOS) and Emergency Food and Shelter (EFS); (4) the Community Development Block Grant (CDBG) from Sarasota County offsets the two case workers salaries and nothing is received for direct services; (5) it was suggested that additional Staff, possibly from Planning and Zoning, also attend the conference for a different perspective of housing and grant opportunities; (6) it was suggested to reach out to the Sarasota County Homeless Coalition for funding assistance to attend the conference; (7) the 2006 Jeep Liberty has had few repairs and only 43,000 miles making it ineligible for replacement, due to the outer condition the request is to have the vehicle repainted and replace the City decal; (8) it was suggested to wrap the vehicle rather than repaint; (9) it was noted that the wayfinding signage for the Family Service Center is critical; (10) the Senior Giving Tree is a program that operates by donation and sponsorships, the budget request is to offset funding and donations will still be pursued; (11) revenue of \$2,000 is included for the program on page 6 HTE Social Services Donations; (12) costs for the Senior Giving Tree program is based on maximum capacity at the Community Education Center; (13) previously Emergency Home Energy Assistance for the Elderly Program (EHEAP) funds were entered in the general fund, this is the first year it is designated for Seniors.

It was suggested to minimize the discussion and address priorities for the remainder of topics, and whoever is heard last today will be heard first when the Commission has a larger conversation in July.

Recess: 4:42 p.m. - 5:01 p.m.



**GENERAL SERVICES - PARKS AND RECREATION**

Discussion ensued: (1) page 227, need to be careful selecting items for promotional giveaways so they are not thrown away; (2) page 233, the ADA Transition Plan is specific to parks; (3) it was suggested to use an expression swing rather than a baby swing at Dallas White Park; (4) page 221 use more signage and advertising; (5) it was suggested to change the date for the Firecracker 5K and don't eliminate it, and have a "turkey trot" the weekend prior to Thanksgiving; (6) the Concerts in the Park should be held one time this year and not three, and more private entity partnerships are needed to help sponsor events; (7) Commissioners should be turning on the lights for the tree lighting ceremony at the Poinsettia Festival; (8) Christmas decorations are a low priority and all departments should review their budget requests; (9) Fitness Center equipment should be re-evaluated for useful life spans, it's not necessary to replace equipment every five years; (10) due to the cost, exercise equipment should be considered for a capital expenditure (CapEx) fund; (11) concern was expressed for expanding the timeframe for winter camp because people are away during that time; (12) it was noted that families had opted to use another winter camp that offered expanded dates; (13) Staff is reviewing program dates to encourage families to use both summer and winter camp; (13) summer camp is well received and revenue neutral, last year there were 116 children attending the first week, and this year the count was 172; (14) a suggestion was made to review the request for a \$20,000 swing on page 235; (15) ASCAP and BMI licensing are separate, both copyright permissions are necessary; (16) the wind screens at the pickleball courts were requested by the users, and seldom do they last five - ten years, making this request a low priority; (17) bushes could be used for screening at the pickleball courts but cleaning up the debris requires staff resources; (18) a grant has been received in the amount of \$6,700 for improvements to Marina Park and is waiting on Commission approval; (19) a suggestion was made that the \$10,000 request for the Morgan Center teen room be reallocated toward establishing the youth council.

**PUBLIC UTILITIES**

Discussion ensued: (1) it was suggested to research the possibility of the City having their own Engineering Department based on multiple requests for engineering services; (2) a better online bill pay system is needed, residents should be able to make partial payments, set up future payments and services should not be shut-off for partial payment; (3) a suggestion was made to opt-out of the Backflow Program; (4) concern was expressed that it is unfair to pay for water that isn't used, and a larger discussion is necessary; (5) the last rate analysis was completed in 2015, a rate analysis should be done every three-five years; (6) when the rate analysis is done, payments going to the general fund should be evaluated so that customers are not overpaying; (7) the rate analysis consultant will be coming to the Commission for approval and the project will start the beginning of the next fiscal year; (8) it was suggested that the Water Treatability study should have a larger discussion due to the amount of the budget request; (9) the study is to determine if the buildings are structurally sound and to determine if there is a better method of treatment, the buildings and methods are 60 years old; (10) the price variance of the pipe projects for Lift Station 47, Lazy River water main and force main, are due to the different pipe sizes and directional drilling.

**CITY ATTORNEY**

Discussion ensued: (1) concern was expressed regarding the request to hire an additional Assistant City Attorney, and it was suggested that more information is needed; (2) previously City Attorney Staff would submit mileage for reimbursement of travel to

hearings, conferences and training, and creating the fuel account for this department utilizes the City's fuel; (3) last year the City Attorney's Office had 189 open files, this year there are 267 files; (4) to date the City Attorney's Office has responded as asked, it is time to move to a proactive approach; (5) the new Assistant City Attorney would be assigned part of the workload and a large percentage of the proactive assignments, the request is reasonable when compared to other similar municipalities.

#### CITY CLERK

Discussion ensued: (1) concern was expressed that the cost of travel, training and education is excessive; (2) it was suggested using temporary rather than full-time employees could save on training expenses; (3) the election budget includes the cost of the Charter revision on the November ballot; (4) the uniform request should be granted; (5) window covering for the records room will be discussed with Staff.

#### CITY COMMISSION

Discussion ensued: (1) subscriptions City-wide need to be looked at and reduce magazine subscriptions; (2) it was noted that the Commission needs to remove inactive subscriptions from their budget.

#### CITY MANAGER

Discussion ensued: (1) it was suggested to remove the budget for the Economic Development (ED) program with Sarasota County as noted on page 55 HTE; (2) the ED program cost, based on population, is currently \$64,000 and will continue to go up; (3) more information should be requested from the Economic Development Corporation (EDC) when they provide their presentation in July; (4) the City's ED Manager should be present, she may have access to software available with her membership; (5) it was suggested more information be provided regarding discontinuation of the GIS-based property listing tool; (6) it was suggested that a Grant Writer is needed; (7) a suggestion was made to keep travel within the United States and remove international travel; (8) only one aerial tour is needed and it can be used for one or two years, or take the aerial out and have an audio tour; (9) more information is requested regarding the billboard on I-75; (10) consulting for the Certificate of Need title should be changed to Hospital Recruitment and reduce the funding to \$25,000-\$50,000; (11) general social media alone isn't sufficient for marketing, signs and advertisement are still needed; (12) a suggestion was made to consolidate the Economic Development Strategic Plan on page 107 and the Marketing Firm on page 109; (13) it was suggested more information is needed to understand the difference between the two marketing plans before consolidating; (14) support was expressed for the Business Recognition Plaque, and it was noted that a showcase or display area at City Hall should be considered; (15) a suggestion was made to review welcome signs, one at I-75 and Sumter Boulevard for beautification, and to create one for civic groups; (16) information was requested for how the "Business of the Year" will be determined; (17) it was suggested the Commission send a personalized welcome letter to each new business in the City.

#### HUMAN RESOURCES

Discussion ensued: (1) support was expressed for Recruiting and Marketing; (2) longevity awards to be given out at the banquet will be submitted to the Commission for approval; (3) communicating with employment applicants needs to be better, once they apply they need to be notified of the status and when the position has been filled; (4) support was given for the new employee meet and greet, and it was suggested to reduce the budget

for this item; (5) the quarterly newsletter for employees will be reintroduced.

#### FINANCE

Discussion ensued: (1) the department currently has one temporary personnel for administrative support until January 2019, and would like to continue with this position through 2019; (2) the additional \$5,000 requested for annual auditing will bring the total to \$71,000; (3) forensic audits are conducted when there is a problem, financial audits are done annually.

### **3. CONSENT AGENDA:**

There were no Consent Agenda items.

### **4. PUBLIC COMMENT:**

There was no public comment.

### **5. COMMISSION COMMUNICATIONS:**

There were no Commission Communications.

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

There were no Administrative or Legal Reports.

### **7. ADJOURNMENT:**

Mayor Carusone adjourned the North Port City Commission Budget Workshop at 5:59 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.