

**BOARD OF COUNTY COMMISSIONERS**

**October 17, 2011**

A Strategic Planning Workshop was held at the Port Charlotte Beach Complex. The following members were present: Chairman Starr, Commissioner Constance, Commissioner Deutsch, Commissioner Duffy, Commissioner Skidmore, County Administrator Sandrock, and County Attorney Knowlton. Also in attendance was Deputy Clerk Lansing.

Facilitators/Presenters: Ray Sandrock, Kelly Shoemaker, (County Administration), Gordon Burger (Budget and Administrative Services), Tom Patton (Economic Development), Jeff Reese (Information Technology), and Jackie Stevens (Human Resources Specialist).

The meeting was called to order at **1:05 PM**.

**Chairman Starr** opened the meeting. Mr. Sandrock discussed meeting ground rules to be followed.

**1. Update from February 7, 2011 Strategic Planning Workshop**

Mr. Sandrock paralleled the Spring Lake Pilot Program handout and provided detail related to Water Resources. Board discussion ensued. Mr. Sandrock and Ms. Shoemaker responded to Board inquiries. County Attorney Knowlton commented on voting legalities.

**Water Resources  
Efficient and Effective Government**

Mr. Sandrock discussed the Employee Survey and responded to Board inquiries. Ms. Shoemaker provided additional detail. Board discussion ensued. **Commissioner Skidmore** commended Mr. Sandrock for his efforts. Mr. Sandrock thanked the Board for their participation.

Jeff Reese provided an update on overall web presence improvements, explained criteria used to update the County Web page, noted the list of hyperlinks, mentioned the changing banner, commented on legalities related to advertising, indicated departments would be able to update their individual sites, described popular links, gave detail related to the new site name and user names, and fielded Board inquiries. Ms. Shoemaker commented further. **Commissioner Constance** offered suggestions for the website.

Gordon Burger discussed the Purchasing process for the new website, described the Efficient & Effective Government webpage, summarized the Economic Development site, asked for Board Consensus to approve the concept of the website, suggested having area experts provide feedback, and responded to inquiries. **Chairman Starr** spoke in support. **Commissioner Constance** requested the Board be allowed into the site prior to it going live to the public.

**RECESS: Ten (10) Minutes**

**Quality of Life**

Mr. Sandrock distributed scorecards to the Board related to the County Mission, Vision, and Values, provided descriptions, commented on the "Open for Business" concept, and mentioned other

enhancements. Board discussion ensued. **Commissioner Deutsch** commented on Government's role in the "Open for Business" process. **Commissioner Duffy** provided a timeline of the phrase and opined it should be retained. **Commissioner Constance** suggested the phrase be changed and explained why. **Chairman Starr** described how Charlotte County should be marketed to businesses. Tom Patton gave detail related to marketing brands for the County. **Commissioner Deutsch** agreed with **Chairman Starr** and **Commissioner Constance**. Attorney Knowlton commented further. **Commissioner Constance** suggested Economic Development take the lead and work with the Tourism Department to redefine the branding of the County. Board comments ensued. Dan Quick responded to Board inquiries. Tom Patton commented on the Economic Development Action Plan.

### **Fiscal/Financial Planning**

Mr. Sandrock provided an overview on records retention and space issues for Fleet Management, distributed a GIS map of 855 Elizabeth Street in Punta Gorda, discussed the possibility of utilizing the building for a fleet facility, and indicated options would be reviewed by staff and brought back to the Board. Mr. Burger and Mr. Patton responded to inquiries. Mr. Sandrock updated the Board on the health insurance benefit structure and costs, mentioned the County's move to self insurance as of August 1<sup>st</sup>, gave a timeline of related issues, and responded to further inquiries. Board discussion ensued.

### **Growth Management**

Mr. Sandrock discussed mining regulation fees, distributed a handout displaying related pricing, and responded to inquiries. **Chairman Starr** suggested returning to the previous mine staffing levels. **Commissioner Constance** recommended building up reserves. Board discussion ensued. Mr. Quick clarified the purpose of the item and gave additional detail. Mr. Sandrock requested Board Consensus to look at the third option. **(Board Consensus)** **Commissioner Constance** suggested a base rate of \$2,000 per mine, proposed increasing the per acre fee, and inquired about the status of the Highlands County Mine. Mr. Sandrock responded in detail. Attorney Knowlton commented further.

Mr. Sandrock gave an update on Code Compliance expectations and responded to further inquiries. Board comments ensued. **Chairman Starr** suggested utilizing volunteers. **Commissioner Duffy** expressed concerns related to violations. **Commissioner Constance** questioned the possibility of deputizing volunteer code enforcement officers and commented on holding heavy traffic areas to a higher standard. **Chairman Starr** asked about the Ordinance related to liability fees for mowing violations. Mr. Sandrock read costs to mow lawns into the record. Attorney Knowlton provided legalities. **Commissioner Duffy** requested a workshop to discuss violations and their penalties. **Chairman Starr** asked if the Health Department could assist with properties in violation. **Commissioner Duffy** suggested shortening the Code Enforcement process. Mr. Quick answered additional questions related to Code Compliance and the Code Enforcement Board. Ms. Shoemaker read violations information into the record. Attorney Knowlton gave detail related to conversations with attorneys involved with the Code Enforcement Board and the Construction Industry Licensing Board (CILB). Mr. Sandrock commented further. **Commissioner Duffy** noted recommendations by Team Punta Gorda relative to utilizing a Special Magistrate for Parkside. **Commissioner Skidmore** expressed concern with Code Enforcement Officers performing administrative functions, proposed adding administrative help, and suggested doing a Management Review of time and productivity.

## **Economic Development**

Mr. Patton discussed ten (10) points related to the Economic Development Action Plan, distributed a handout to the Board, provided an update on the Study completed by John Rhodes, and responded to Board inquiries. **Commissioner Constance** expressed concern with curriculums in Florida Schools relative to the economy in Southwest Florida. Mr. Patton agreed, explained his efforts in that area, noted meetings with local college presidents, asked for direction to adopt his Action Plan (**Board Consensus**), gave a presentation on Incubators, and explained the procedures to build an incubator in Charlotte County. **Commissioner Constance** opined the City of Punta Gorda should be asked to participate in the Incubator process.

## **2. Commissioner Topics:**

### **Employee Compensation**

Mr. Sandrock opened the discussion. **Commissioner Skidmore** pointed out there have been no cost of living raises for five years and suggested the Board consider offering a three percent (3%) increase next year.

### **Commission Office Administrative Staff**

Mr. Sandrock indicated Board Members had requested a discussion on the Administrative Staff since the number of staff had been reduced from five to three people and asked if there were any issues. **Commissioner Duffy** stated she had no concerns. **Commissioner Skidmore** mentioned issues the staff may have and suggested having periodic staff meetings. **Chairman Starr** agreed and opined the situation has improved since the staff was consolidated into offices. **Commissioner Constance** expressed concern with lack of accountability within the Commission Office and requested having work schedules of each of the administrative assistants. Board discussion ensued. Mr. Sandrock gave detail related to coverage in the Administration Office. **Chairman Starr** suggested holding monthly staff meetings. Attorney Knowlton suggested posting calendar schedules for everyone's benefit. **Commissioner Constance** questioned the possibility of cross-training in case of emergencies or unexpected events. **Commissioner Deutsch** gave related detail. Ms. Shoemaker indicated the position description has not changed since the number of staff was reduced. **Chairman Starr** mentioned being in the process of developing a new evaluation for the Administrative staff and requested the involvement of the Commissioners. **Commissioner Deutsch** requested a copy of the job description. (**Board Consensus to begin having monthly staff meetings**) Attorney Knowlton and **Commissioner Constance** made additional suggestions.

### **Ribbon Cutting and Projects within the District**

Mr. Sandrock opened the discussion as to who should take the lead in the event of ribbon cutting projects. **Commissioner Duffy** suggested rotating Commissioners at projects. Board discussion ensued related to the Sunshine Law. Attorney Knowlton commented further and advised legalities. It was decided that all can speak at ribbon cutting ceremonies.

### **Administration Topics**

(**Board Consensus to discuss Administration Topics after the October 18, 2011 Land Use Meeting.**) Ms. Shoemaker gave a brief update on each topic.

**BCC Meeting Schedule**

Mr. Sandrock requested direction to cancel the December 27, 2011 Regular Meeting and the December 20, 2011 Land Use Meeting (**Board Consensus**) and noted future Meetings. **Commissioner Constance** requested Joint Meetings with Lee County and the City of Cape Coral to discuss Burnt Store Road. Ms. Shoemaker suggested meeting individually due to there being only one topic to be discussed. **Commissioner Skidmore** suggested individuals to meet with. Board discussion ensued.

**Funding Priorities**

Mr. Sandrock gave an update on road projects and commented on research completed by Assistant County Attorney Dan Gallagher relative to sales tax funds. Ms. Shoemaker read Sales Tax voter approval percentages into the record and commented further. **Commissioner Skidmore** opined Burnt Store Road needs to be a funding priority. **Commissioner Duffy** inquired about Sandhill Boulevard. Board discussion ensued. Mr. Sandrock discussed the status of the funding plan for Parkside using gas tax and capital projects funds. **Chairman Starr** requested trestles be taken off the list of future liabilities. **Commissioner Constance** suggested that large private sector companies and hospitals in the Parkside District donate to the project in order to receive tax benefits.

**ADJOURNED: 5:30 PM**

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Chairman

**ATTEST:**

**BARBARA T. SCOTT, CLERK  
OF THE CIRCUIT COURT AND  
EX-OFFICIO TO THE BOARD  
OF COUNTY COMMISSIONERS**

By: \_\_\_\_\_  
Deputy Clerk

sfc