

BOARD OF COUNTY COMMISSIONERS

November 10, 2011

A Strategic Planning Workshop was held on November 10, 2011 at the Port Charlotte Beach Complex. The following members were present: Chairman Starr, Commissioner Constance, Commissioner Deutsch, Commissioner Duffy, Commissioner Skidmore (arrived at the meeting at 1:40 PM), County Administrator Sandrock, and County Attorney Knowlton. Also in attendance were HR Generalist Kathryn Ranson and Deputy Clerk Carleton.

(Facilitators/Presenters: Ray Sandrock, Kelly Shoemaker (County Administration), Gordon Burger (Budget and Administrative Services), Tom Patton (Economic Development), Roger Lescrynski (Environmental Extension Services), and Hector Flores (County Administration)).

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

Chairman Starr opened the meeting, noted he would be attending events at the Promenades Mall at 3:00 PM, and encouraged the other Commissioners to attend. Mr. Sandrock provided an overview of the Agenda and indicated Items 6 and 7 would be time consuming to discuss.

I. Economic Development

1. Incubators

Tom Patton distributed a handout of the IMPAC Center in Punta Gorda, provided details related to an Economic Development Authority (EDA) Grant, mentioned Florida Gulf Coast University, discussed the possible creation of a technology center, and responded to inquiries. **Commissioner Constance** commented on issues at the Center. **Chairman Starr** expressed concern with costs to taxpayers, agreed with the need for an incubator, questioned the rate of return, and requested the exact cost of the project. **Commissioner Deutsch** opined there should be written commitments (**Board Consensus for Mr. Patton to go forward with a proposal to include specific information.**)

II. BCC Topics

1. Green Energy Composting (Update and Expectations)

Roger Lescrynski gave an update on the status of negotiations and responded to inquiries. **Commissioner Constance** expressed concern with the length of the term, opined the County should be partnered in the composting business, and stated the partnership should be focused on profit sharing.

2. USF Polytechnic (Algae to Bio-fuels Pilot Project)

Mr. Lescrynski provided an update and responded to inquiries. **Commissioner Constance** thanked Mr. Patton for his efforts, applauded Mr. Lescrynski, discussed the algae growing process, and mentioned conversations with Terri Couture. **Commissioner Duffy** gave detail related to recent meetings. Mr. Patton commented further.

3. Tire Repository Project

Hector Flores provided an overview of the project. **Commissioner Constance** gave additional detail.

4. Pre-Agenda

There was Board discussion related to the need for Pre-Agenda Meetings at the request of **Commissioner Skidmore (Board Consensus to continue conducting Pre-Agenda Meetings.)**

5. Proclamations

Commissioner Duffy opined the receipt of Proclamations is an honor and questioned why certain Proclamations are issued. **Commissioner Deutsch** expressed concern with Artists of the Month. Board discussion ensued. Attorney Knowlton suggested limiting the number of Proclamations per meeting, mentioned only issuing Proclamations when someone is present to accept them, and pointed out issues related to Agenda deadlines. **Commissioner Duffy** proposed establishing a seven (7) day timeline (**Board Consensus to enforce the Novus Agenda deadline**). **Commissioner Deutsch** requested a copy of the Guidelines. **Commissioner Duffy** commented on issues related to adding Agenda items beyond the deadline. Attorney Knowlton advised legalities related to the Charter Amendment and mentioned the Change Memo. Board discussion continued related to hiring a State Lobbyist. Mr. Sandrock clarified direction is to continue on with the present process but with stricter enforcement.

6. Road Projects Funding and Funding Liabilities/Sales Tax Extension/Placida Road (what elements of project to fund)

Mr. Sandrock provided a detailed explanation of a spreadsheet contained in the packet and asked for direction relative to re-directing funds. **Commissioner Skidmore** inquired about the 2008 list of sales tax projects. Kelly Shoemaker and Dan Quick responded to inquiries. **Commissioner Duffy** gave related detail. Board discussion ensued. **Commissioner Deutsch** opined there is an urgency to do Burnt Store Road. **Commissioner Skidmore** suggested doing a workshop on Placida Road. Mr. Quick discussed available funding options. **Chairman Starr** suggested the Board review the information and discuss the issue at a future Meeting. Ms. Shoemaker recommended they schedule a workshop to discuss road projects on December 13, 2011. Attorney Knowlton commented further (**Board Consensus to hold a Workshop with Public Input on December 13, 2011**). Mr. Quick read the proposed projects into the record.

7. Parkside Funding

Mr. Sandrock provided an overview detailing the Plan for Parkside. Ms. Shoemaker and Gordon Burger responded to inquiries. **Commissioner Skidmore** commented further and explained reasons not to spend Capital Improvement Program (CIP) funds on parks. Board discussion ensued. Mr. Sandrock indicated park impact fees had been suspended, gave related detail, and responded to further inquiries. **Commissioner Duffy** commented on fundraising activities by Team Port Charlotte. Mr. Sandrock suggested options for funding the Parkside Project. **Commissioner Skidmore** asked if there are projects that a value can be assigned to in order to increase the collection of the Tax Increment Financing (TIF). Mr. Burger explained the process of jumpstarting the TIF value. **Commissioner Constance** questioned how maintenance costs would be covered in the CIP for Parkside. Board discussion continued. Mr. Sandrock indicated Parkside would be included when Mr. Quick brings back a discussion on road projects and asked if there was interest in using other funding sources. **Chairman Starr** responded affirmatively and commented further. Mr. Sandrock pointed out the importance of keeping funds in the CIP. **Commissioner Skidmore** suggested directing Staff to run a financial model with the unfunded liability at three levels, expressed concerns, and offered an alternative option on Murdock Village Community Redevelopment Agency (CRA). **Chairman Starr** inquired if the CRA itself could be responsible for its own operations and maintenance of parks. Mr. Sandrock clarified Board direction and proposed waiting four to six months before bringing up the discussion again. **Chairman Starr** opined the financial models should be run so that the Board can review them. **Commissioner Constance** spoke in support of infrastructure improvements and requested a breakdown of options in the future.

8. Commissioner Roles – Related to Parkside

Commissioner Duffy commented on her role in Parkside and expressed concerns. Board discussion continued.

(Chairman Starr left the meeting at 3:10 PM.)

RECESS: 3:10 PM to 3:25 PM

7. Parkside Funding (continued) – Painting lighting poles – Define process and benefits

Mr. Quick discussed the painting of light poles relative to Department of Transportation (DOT) regulations, provided recommendations, and responded to inquiries. **Commissioner Deutsch** gave his understanding of the process, spoke in support of the \$17,000 expenditure, and mentioned the renting of billboards. **Commissioner Skidmore** commented further. **Commissioner Duffy** made reference to pictures of Parkside included in the packet. Board discussion ensued. **Commissioner Constance** indicated the item would be brought back at the November 15, 2011 Land Use Meeting and that Jim Fendrick would be presenting “before” and “after” pictures of the mast arms. **Commissioner Duffy** commented further.

III. Attorney’s Office

Commissioner Deutsch discussed an office situation that had occurred related to gift cards and expressed concerns. **Commissioner Skidmore** responded to related concerns. Board discussion ensued. Mr. Burger provided additional detail. Attorney Knowlton advised legalities.

19. BCC/Staff Monthly Meetings (Chairman Starr returned to the meeting at 4:00 PM.)

Attorney Knowlton provided an overview of related survey results and responded to inquiries.

Commissioner Skidmore gave related detail. Attorney Knowlton pointed out the purpose of the item is to discuss Board assistant evaluations, stated they have to be completed under Sunshine, and suggested following the recommendation to have the assistants report to Administration. **Chairman Starr** asked for clarification on a Resolution passed by the previous Board related to Commissioners being responsible for their own expenses. **Commissioner Skidmore** pointed out the majority of the department budget is personnel. Mr. Sandrock explained how the travel budgets are put together. Board discussion ensued. **Chairman Starr** opined Commissioner expenses should not be in the Board’s budget and commented further. **Commissioner Skidmore** spoke in support of having a travel budget. There was discussion related to public perception and the Sunshine Law.

Attorney Knowlton asked for direction related to keeping the reporting structure for evaluations as is and provided her recommendations. **Chairman Starr** requested the Commissioners review the draft evaluation forms in their packets, along with a list of duties. Ms. Shoemaker advised additional evaluations were included. Attorney Knowlton opened discussion about monthly meetings, stated they would be inappropriate, and asked the Board to bring up related issues under Commissioners’ Comments. **Chairman Starr** gave detail related to the function of the Board. **Commissioner Constance** provided his understanding of the role of the Administrative Assistants and expressed concern with office coverage. Board discussion continued. **Commissioner Skidmore** pointed out the amount of combined experience between the three assistants. Attorney Knowlton clarified direction to update the 2003 job description, to not have monthly staff meetings, that Administrative Assistant evaluations be completed in the same manner as other evaluations directly reporting to the BCC, and advised legalities. **Commissioner Constance** expressed concern with doing evaluations publicly. **Commissioner Duffy** suggested scheduling a public meeting in B-106 in the next two weeks to have a discussion with the Assistants. Ms. Shoemaker pointed out the reason why the Assistants do not come down to Meetings. **Chairman Starr** commented on the development of the evaluation form, stated the budget is the Chairman’s responsibility, and requested a calendar of vacations (**Board Consensus to talk to the**

Assistants regarding evaluations). Mr. Sandrock recommended going to a temporary part-time model when there are less than two Assistants available. Board discussion continued.

18. Ordinance Procedures

Attorney Knowlton requested direction on Ordinance procedures, mentioned the Taxi Ordinance, asked if the Board wanted to criminalize the activity (**Board Consensus to criminalize Taxi Ordinance activity**), inquired about further details such as the inclusion of limousines, background checks, and identification cards, and asked for further direction on stakeholder meetings for Ordinances. **Commissioner Deutsch** spoke in support of having lettering and identification cards appearing on the taxicabs. **Commissioner Duffy** requested taxicabs not be included with limousines. **Commissioner Constance** commented further. **Commissioner Deutsch** asked about the cost for licenses. **Commissioner Duffy** expressed concern with theft issues related to copper and wire, asked about the need for a County Ordinance with more restrictions, and mentioned Sarasota County. Board discussion ensued.

Mr. Sandrock commented on attending the Administrators' Water Meeting and noted Manatee County holds strategic planning meetings twice a month. **Commissioner Deutsch** suggested bringing up items at the end of the Pre-Agenda Meetings. **Commissioner Duffy** spoke in support of holding the strategic planning meetings once a month either in Room B-106 or at the Beach Complex. Mr. Sandrock pointed out Room B-106 is more accessible to the public. **Chairman Starr** opined consensus is needed on the Agenda (**Board Consensus to have two items per Commissioner**).

Commissioner Constance suggested putting one of the assistants in the front office. **Chairman Starr** indicated consensus was taken by a prior Commission not to put an assistant in the front office. Mr. Sandrock stated Board direction for a strategic planning meeting to be held once a month.

ADJOURNED: 5:00 PM

Chairman

ATTEST:

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

By: _____
Deputy Clerk

sfc