

BOARD OF COUNTY COMMISSIONERS

MAY 17, 2016

A Board Workshop was held at the Murdock Administration Complex in Room B-106, Port Charlotte, Florida.

The following members were present: Chair Truex, Commissioner Constance, Commissioner Deutsch, Commissioner Doherty, and Commissioner Duffy. Also in attendance were: County Administrator Sandrock, Deputy County Administrator Shoemaker, Assistant County Administrator Flores, County Attorney Knowlton, Minutes Secretary Russo, Minutes Trainee Cash, and various County staff members. The following members were absent: None

The Meeting was called to order at 9:00 am, followed by the Pledge of Allegiance.

County Administrator Sandrock gave a brief overview of the Agenda.

1. Justice Center Project Development discussion

Judge Paul Alessandrone thanked the Board and staff for the high priority given to the Justice Center Project and introduced Jon Embury, Charlotte County Justice Center Administrative Services Manager.

Mr. Embury spoke to the Request for Proposal (RFP), Vendors, Architects, Dan L. Wiley & Associates, Inc., Wiley Report update, existing space issues, layouts, space maximization, pointed out experts that have worked with court security nationally and internationally, past workshops, future planned workshops, and the thorough process Mr. Wiley has examined.

Judge Alessandrone gave a brief description of the past and current capacity, criminal, civil 40% increase, data driven process by Wiley & Associates, projections, sources, unused actual space, filing projections, data changes, assessments of current needs, exploration of all existing resources, phase 1, reduction in State Attorney's office due to staff relocation to Lee County, Public Defender office at max capacity, available space in the Clerk's office, 5 to 7 years before renovation or relocation needs are necessary, rate increase for filings, increase in felony dockets, decrease in civil dockets, increase in family and probate dockets, need for one less Judge per Wiley & Associates, surrounding County arrest considerations, digitizing files, records center at the Justice Center, reduction in paper needs, verification of files, suggestions of offsite locations for non-judicial functions, and relocation of the State Attorney's office to records room aka file farm.

Chair Truex commented on the status of the file farm room at the Justice Center and the permitting process moving forward electronically will produce paper reduction. **Commissioner Constance** requested a report from County Administrator Sandrock showing impact fee collection and an estimation of records being processed currently and for future accommodations. **Commissioner Doherty** thanked Judge Alessandrone and Mr. Embury for the updated Justice Center information, commented on the positive feedback, challenges ahead of staff, substantial cost savings, options to help the Clerk accomplish space reduction, and requested a summary of new developments to be posted on County website. **Commissioner Duffy** expressed appreciation for new Justice Center updates, requested clarification for verified files, floors the Clerk's office occupies, space given to the Public Defender's office, suggested volunteers help with the scanning process and pointed out old human resource files.

County Administrator Sandrock mentioned several trips to the Justice Center, past conversations with the Clerk to accomplish scanning paper to electronic files, permitting file options for scanning, and commented on an offsite location for scanning capabilities. Gordon Burger, Budget & Administrative Services Director commented on records management job description.

~~2. Countywide Infrastructure Funding Wrap-Up~~

(Taken out of Order)

4. Review of South County Library Costs and Design Development

Travis Mortimer, Capital Projects Manager gave a brief description of Shreve Street View, spoke to elements, analysis, engineering design standards, revenue sources, turnkey pricing, and features of the facility.

Chair Truex suggested 3D Printer options with informational material distributed, commented on base floods, flood prevention, budgets, amenities, and stakeholder involvement. **Commissioner Constance** requested the total square footage requested by voters, budget report of building, materials, and equipment costs, internal floor plan, commented on window options, roof options, and base flood elevation. **Commissioner Deutsch** commented on design options, functional, operational determinations, cosmetic aspects, and pointed out Sales Tax Project projections. **Commissioner Doherty** spoke to schematics, pricing, budget process, Construction Manager (CM) needs, guaranteed maximum price (GMP), requested a written program of the project, and a spreadsheet of Tier 1 Projects with latest estimate status for budget review. **Commissioner Duffy** requested clarification on square footage of other county facilities, spoke to variations, color, roof types, window expenses, and past fund contribution from the City of Punta Gorda for the Event Center.

County Administrator Sandrock mentioned Sales Tax Project figures, funding, allocations and targets. David Milligan, Facilities Construction & Maintenance Director spoke to interior and exterior concepts, budgets, and roof options. Jennifer Buccieri, Project Manager/Energy Efficiency commented on base flood elevation levels.

3. Inventory of Master Plans

Mr. Mortimer gave a brief overview of the Master Plan Inventory, detailed Plans in Hand, Plans in Development, and Plans Needed.

Commissioner Constance requested clarification for project policies, facility reports, Hot Topic section on the BCC website for project updates, and suggested a link be inserted on the Agenda for the projects that have status changes. **Commissioner Doherty** spoke to the Request for Proposal (RFP) status.

RECESS: 10:46 am 10:59 am

5. Working Discussion of Morningstar Waterway Utility Crossing

Gary Hubbard, Utilities Director spoke to Morningstar Waterway Utility Crossing and introduced David Trouteaud, P.E. Johnson Engineering.

Mr. Trouteaud gave a brief description of the Parkside 24 inch Force Main, Morningstar Waterway Crossing Options, Spring Lake North Crossing, Goals, Parkside Force Main – Supplemental Alignment Analysis, Original Alignment, Existing Conditions, Supplemental Alignment – Crossing #1, WaWa Proposed Easement, Proposed Locations for Crossing Location #1, Crossing Location #2, Crossing Location #3, Proposed Types of Crossing Options Crossing Option #1, Crossing Option #2, Crossing Option #3, Pros and Cons Crossing Option #1, Crossing Option #2, Crossing Option #3, Proposed Types of Crossing Options Location #3, Relative Cost Estimates, Basis of Relative Costs, Original Alignment, Supplemental Alignment Analysis Crossing #2 – Spring Lake North.

Chair Truex asked for cost estimate calculations, Spring Lake lineal footage, spoke to sidewalks, and Florida Department of Transportation (FDOT) requirements. **Commissioner Constance** requested clarifications for bridge widths, traffic statistics, past injuries on the bridge if any, safety, high costs for modifications, aerial crossings, and requested a pedestrian bicycle count report. **Commissioner Doherty** spoke to directional drills, subaqueous concept, and mentioned scheduling a sit down with Johnson Engineering and Utilities Department. **Commissioner Duffy** requested clarification for WaWa store location and business sewer systems.

Mr. Hubbard commented on transmission of raw sewage, solid deposits, clogging factors, expressed support for above ground options, and detailed WaWa store opportunities offered. Joanne Vernon, County Engineer spoke to further research with FDOT support for safety and funding. Dan Quick, Public Works Director noted further research for a pedestrian bicycle study. Mr. Mortimer, Capital Projects Manager pointed out the need for the WaWa project status.

6. BCC Event Funding Policy

Commissioner Constance spoke to past conversation about 1st or 2nd year event applicants, Tourist Development Council (TDC) Policy, contribution percentages, TDC Process, Presentations, and Budgets.

Chair Truex pointed out partial funding, cost of service requests, and utilization of staff time for events. **Commissioner Doherty** mentioned excitement for having a TDC policy in place, suggested an evaluation format revision with Board review, and a final policy review be presented to the Board after all departments required have made changes. **Commissioner Duffy** requested clarification for County employees submitting charges for event services.

County Attorney Knowlton suggested verbiage changes needed. Assistant County Attorney Tetreault requested clarification for funding.

Lorah Steiner, Tourism Development Director requested process clarification, language parameters for BCC funding, volunteers, spoke to sponsorship program guidelines, strength of leadership, specification of funding priority, suggested Tommy Scott, Community Services Director create a standard pricing list for services provided.

7. Beaches and Shores Committee

Commissioner Deutsch provided a brief overview of a future Beaches and Shores meeting.

County Attorney Knowlton commented on future schedule.

Chair Truex spoke to committee attendance for July. Commissioner Constance expressed the need to have a Beaches and Shores meeting in June not July, commented on the lack of election of officers, violation status, committee policy, suggested review of audio tapes of past meetings, requested an Administration staff member be present for all Beaches and Shores Committee meetings, and announced the meetings need to be held monthly. Commissioner Deutsch noted Advisory Board standards and suggested a workshop to be scheduled for further discussion. Commissioner Doherty commented on committee bylaws and cleanup of non-participating members. Commissioner Duffy mentioned volunteer involvement on committees and flexibility.

AA. County Administrator:

County Administrator Sandrock spoke to El Jobean East and West issues, and introduced Gary Hubbard, Utilities Director to provide detailed information to the Board.

Mr. Hubbard gave a brief description of First Time Assessment – Phase 2, Assessments for years 1 & 2 only, Sewer MSBU, Utilities Cost, Assessment for Construction to follow, mentioned reclaimed water options, interest loans, line extensions, and MSBU's.

Chair Truex commented on lots. Commissioner Constance thanked Mr. Hubbard for the information provided. Commissioner Doherty noted the east side being a priority for water quality, and density, mentioned the west side a priority once developers come into that area. Commissioner Duffy spoke to Equivalent Residential Units (ERU's).

BB. County Attorney - No Items

CC. Commissioner Comments - No Items

ADJOURNED: 12:12 pm



Christopher Constance, Vice Chair


DATE ADOPTED: June 14, 2016

ATTEST:

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

By: Michelle DiBernardino
Deputy Clerk

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