

# Charlotte County

Commission Chambers, Room 119  
18500 Murdock Circle  
Port Charlotte, FL 33948  
CharlotteCountyFL.gov



## Regular Meeting

Tuesday, September 22, 2020  
9 a.m.

### Board of County Commissioners

#### **COUNTY COMMISSIONERS**

*Bill Truex, District 3, Chairman*  
*Christopher Constance, District 2, Vice Chairman*  
*Ken Doherty, District 1*  
*Stephen R. Deutsch, District 4*  
*Joseph Tiseo, District 5*

#### **COUNTY ADMINISTRATOR**

*Hector Flores*

#### **COUNTY ATTORNEY**

*Janette S. Knowlton*

#### **CLERK OF THE CIRCUIT COURT**

*Roger D. Eaton*

Charlotte County Board of County Commissioners does not discriminate on the basis of disability. This nondiscrimination policy involves every aspect of the County's functions, including access to and participation in meetings, programs and activities. FM Sound Enhancement Units for the Hearing Impaired are available at the Front Security Desk, Building A of the Murdock Administration Complex. Anyone needing other reasonable accommodation or auxiliary aids and services please contact our office at 941.743.1381, TDD/TTY 941.743.1234, or by email to David.Lyles@charlottecountyfl.gov.

Should any agency or person decide to appeal any decision made by the board with respect to any matter considered at such meeting, a record of the proceeding, and for such purpose, a verbatim record of the proceeding is required, which record includes the testimony and evidence upon which the appeal is to be based.

**9:00 A.M.**

## **Call to Order and Roll Call**

### **Invocation**

If you wish, please rise for the invocation

[Pastor John Boutchia](#)  
[Calvary Baptist Church](#)

### **Pledge of Allegiance**

### **Changes to the Agenda**

See separate sheet

### **Proclamations - Commissioner Ken Doherty**

[Adverse Childhood Experiences Awareness and Action Month](#)  
[Child Passenger Safety Week](#)  
[Community Development Month](#)

### **Employee Recognition**

### **Award Presentations**

[Commissioners' Award for Customer Service - Commissioner Tiseo](#)

Third Quarter Commissioners' Award FY 2019/20  
Colleen Turner - Human Services

## **PUBLIC INPUT - AGENDA ITEMS ONLY**

Anyone wishing to address the Board during this portion of the meeting must fill out a card, state their name for the record, and state which agenda item(s) will be addressed. Remarks shall be limited to 3 minutes (max) and shall be addressed to the Commission as a body, and not to individual members.

## COMMITTEE VACANCIES

The committee vacancy list below is for informational purposes only. It is not part of the County Commission agenda upon which action is to be taken, and therefore not a topic on which public input is allowed during this meeting.

\* [Agricultural and Natural Resources Advisory Committee](#)

The Agricultural and Natural Resources Advisory Committee is searching for (1) one member with expertise in Commodity Production. The term begins immediately and will expire December 31, 2023. Please contact Diane.Clim@charlottecountyfl.gov or phone at 941.743.1956.

\* [Affordable Housing Advisory Committee](#)

The Affordable Housing Advisory Committee is searching for one (1) citizen-at-large and one (1) citizen to serve in any of the following capacities:

1. Who is actively engaged in the residential home building industry,
2. Who is actively engaged in the banking or mortgage banking industry,
3. Who is a representative of those areas of labor actively engaged in home building,
4. Who is actively engaged as an advocate for low-income persons,
5. Who is actively engaged as a for-profit provider of affordable housing,
6. Who is actively engaged as a not-for-profit provider of affordable housing,
7. Who represents employers within the jurisdiction, or
8. Who represents essential services personnel, as defined in the local housing assistance plan.

Please contact Colleen.Turner@charlottecountyfl.gov or  
Doreen.Stoquert@charlottecountyfl.gov or call 941-205-2161.

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\* [MSBU-MSTU Advisory Board Vacancies](#)

The following **MSBU/TU Advisory Boards** are seeking volunteers who must be both a property owner within and reside within the Unit. Submit applications to Public Works Department, 7000 Florida Street, Punta Gorda, Florida 33950; call 941.575.3600 or e-mail [MSBU-TU@CharlotteCountyFL.gov](mailto:MSBU-TU@CharlotteCountyFL.gov).

- **Alligator Creek Waterway Unit** is seeking one member to fill a vacant unexpired term through October 31, 2023.
- **Boca Grande Street & Drainage Unit** is seeking three members to fill vacant unexpired terms through October 31, 2021 and October 31, 2023.
- **Buena Vista Waterway Unit** is seeking two members to fill vacant unexpired terms through October 31, 2021 and October 31, 2023.
- **Burnt Store Village Street & Drainage Unit** is seeking two members to fill vacant unexpired terms through October 31, 2022 and October 31, 2023.
- **Charlotte Ranchettes Street & Drainage Unit** is seeking one member to fill a vacant unexpired term through October 31, 2023.
- **Deep Creek Street & Drainage Unit** is seeking one member to fill a vacant unexpired term through October 31, 2023.
- **Don Pedro & Knight Islands Street & Drainage Unit** is seeking one member to fill a vacant unexpired term through October 31, 2023.
- **Edgewater North Waterway Unit** is seeking two members to fill vacant unexpired terms through October 31, 2021 and October 31, 2023.
- **Englewood East Street & Drainage Unit** is seeking one member to fill a vacant unexpired term through October 31, 2023.
- **Gardens of Gulf Cove Street & Drainage Unit** is seeking two members to fill vacant unexpired terms through October 31, 2022 and October 31, 2023.
- **Greater Port Charlotte Street & Drainage Unit** is seeking one member to fill a vacant unexpired term through October 31, 2023.
- **Grove City Street & Drainage Unit** is seeking one member to fill a vacant unexpired term through October 31, 2023.
- **Gulf Cove Street & Drainage Unit** is seeking one member to fill a vacant unexpired term through October 31, 2023.
- **Gulf Cove Waterway Unit** is seeking two members to fill vacant unexpired terms through October 31, 2022 and October 31, 2023.
- **Harbour Heights Street & Drainage Unit** is seeking one member to fill a vacant unexpired term through October 31, 2023.
- **Harbour Heights Waterway Unit** is seeking three members to fill vacant unexpired terms through October 31, 2021, October 31, 2022 and October 31, 2023.
- **Manasota Key Street & Drainage Unit** is seeking one member to fill a vacant unexpired term through October 31, 2023.
- **Manchester Waterway Unit** is seeking one member to fill a vacant unexpired term through October 31, 2023.
- **Mid-Charlotte Stormwater Unit** is seeking one member to fill a vacant unexpired term through October 31, 2023.
- **Northwest Port Charlotte Street & Drainage Unit** is seeking two members to fill vacant unexpired terms through October 31, 2022 and October 31, 2023.

- **Northwest Port Charlotte Waterway Unit** is seeking two members to fill vacant unexpired terms through October 31, 2022, and October 31, 2023.
- **Pirate Harbor Street & Drainage Unit** is seeking two members to fill vacant unexpired terms through October 31, 2022 and October 31, 2023.
- **Pirate Harbor Waterway Unit** is seeking one member to fill a vacant unexpired term through October 31, 2023.
- **Placida Area Street & Drainage Unit** is seeking one member to fill a vacant unexpired term through October 31, 2023.
- **Rotonda Heights Street & Drainage Unit** is seeking two members to fill vacant unexpired terms through October 31, 2021 and October 31, 2023.
- **Rotonda Lakes Street & Drainage Unit** is seeking five members to fill vacant unexpired terms through October 31, 2021, October 31, 2022, and October 31, 2023.
- **Rotonda Sands North Street & Drainage Unit** is seeking three members to fill vacant unexpired terms through October 31, 2021 and October 31, 2023.
- **Rotonda West Street & Drainage Unit** is seeking one member to fill a vacant unexpired term through October 31, 2023.
- **South Burnt Store Street & Drainage Unit** is seeking one member to fill a vacant unexpired term through October 31, 2023.
- **South Charlotte Stormwater Unit** is seeking five members to fill vacant unexpired terms through October 31, 2021, October 31, 2022, and October 31, 2023.
- **South Gulf Cove Street & Drainage Unit** is seeking one member to fill a vacant unexpired term through October 31, 2023.
- **South Gulf Cove Waterway Unit** is seeking one member to fill a vacant unexpired term through October 31, 2023.
- **West Charlotte Stormwater Unit** is seeking one member to fill a vacant unexpired term through October 31, 2023.

## REPORTS RECEIVED AND FILED

### CONSENT AGENDA

#### Clerk of the Circuit Court

##### A. Comptroller Division

##### 1. [Finance](#)

**Recommended Action:**

Approve the Clerk's Finance Memorandum.

**Budgeted Action:**

No action needed.

##### B. Minutes Division

1. [Minutes](#)**Recommended Action:**

Approve the following Minutes:  
September 3, 2020 BCC Pre-Agenda

**Budgeted Action:**

No action needed.

**Board of County Commissioners****C. Commission Office**1. [Appointment - Marine Advisory Committee](#)**Recommended Action:**

Approve the appointment of Edward J. Nowak to fill an unexpired Marine Advisory Committee term as representative for the Burnt Store Isles Boat Club, replacing James Ellsworth, term will expire on December 31, 2020. Nominee was approved by the Marine Advisory Committee meeting on September 10, 2020.

**Budgeted Action:**

No action needed.

**D. County Administration**1. [Tourism Director](#)**Recommended Action:**

Approve the appointment of Sean Doherty as Tourism Director, effective September 23, 2020.

**Budgeted Action:**

No action needed.

2. [Community Development Director](#)**Recommended Action:**

Approve the appointment of Ben Bailey as Community Development Director, effective September 23, 2020.

**Budgeted Action:**

No action needed.

3. [Administrative Code](#)**Recommended Action:**

Approve revised Administrative Code.

**Budgeted Action:**

No action needed.

**E. County Attorney**

1. [Extension 27 of Local State of Emergency - COVID-19](#)

**Recommended Action:**

Approve Resolution extending the Local State of Emergency related to the Novel Coronavirus Disease 2019 (COVID-19).

**Budgeted Action:**

No action needed.

2. [Amendment 1 Virginia B. Andes Coronavirus Aid, Relief, and Economic Security Act Subrecipient Agreement](#)

**Recommended Action:**

a) Approve Amendment 1 to the Virginia B. Andes Subrecipient Agreement; and  
b) Authorize the Chairman to execute the amendment.

**Budgeted Action:**

No action needed.

**F. Budget and Administrative Services**

**Fiscal Services**

1. [Health Department Contract FY21](#)

**Recommended Action:**

Approve and authorize the Chairman to execute the FY21 Charlotte County/State of Florida Department of Health contract for the operation of the Charlotte County Health Department.

**Budgeted Action:**

No action needed. Budgeted in the Health Department Fund - Health Department budget to be approved in the FY2021 budget process. Funding for the expenditure comes from Health Department Fund.

**Information Technology**

**Purchasing**

2. [20-633, Award, Dump Truck \(Community Services\)](#)

**Recommended Action:**

Approve award of File #20-633, Dump Truck for Community Services, as a "Piggyback" off of the Florida Sheriff's Association Contract #FSA 18-VEH 16.0, Cab and Chassis Trucks and Heavy Equipment, Specification #13 as awarded to Palm Peterbilt Truck Centers of Fort Lauderdale, Florida in the total amount of \$157,925.

**Budgeted Action:**

No action needed. Approved by budget adjustment BA20-007 on January 28, 2020, in the Natural Resources Habitat Conservation Fund. Funding is supplied from Habitat Conservation fees.

3. [20-576, Award, Gasoline and Diesel Fuel, Supply and Deliver - Annual Contract \(Fleet Management\)](#)

**Recommended Action:**

- a) Approve award of Bid #20-576, Gasoline and Diesel Fuel, Supply and Deliver - Annual Contract to the lowest responsive, responsible bidder for Group A: Tankwagon Lots - Edison Oil Company of Fort Myers, Florida and Group B: Transport Lots - Pro Energy LLC of Medley, Florida at the firm differential prices bid with an initial contract term beginning October 1, 2020 through and including September 30, 2021; and
- b) Authorize the County Administrator, or his designee, to approve renewal options for up to two (2) additional one-year terms at the same prices, terms and conditions, by mutual consent.

**Budgeted Action:**

No action needed. Fuel is stored in inventory and charged out to the Departments/Other Users. Funding for this expenditure comes from various Departments and Other Fuel System Users.

4. [20-578, Award, Sod and HydroSeeding - Annual Contract \(Public Works\)](#)

**Recommended Action:**

- a) Approve award of Bid #20-578, Sod and Hydroseeding - Annual Contract as a multi-award by line item to Ground Level, Inc. of Bowling Green, Florida and Lira and Son Sod Inc. of Lake Placid, Florida at the unit prices indicated on the bid tabulation; and
- b) Authorize the County Administrator to approve renewal options of up to two (2) additional one-year terms, at the same prices, terms and conditions, by mutual consent. The Contract will be effective from October 1, 2020 through and including September 30, 2021. This is an annual Contract for the supply, delivery, and installation of sod and hydroseeding for various County departments.

**Budgeted Action:**

No action needed. Items are charged out to the appropriate MSBU/TU or Road & Bridge as used. Budgets/workplans to be approved in the 2021 Budget Process.

5. [Approve, Change Order 6, Burnt Store Road Widening Phase II \(Public Works\)](#)

**Recommended Action:**

Approve Change Order #6, File No. 19-403 Burnt Store Road Widening Phase II in the amount of \$155,620.12. to Wright Construction Group Inc. of Fort Myers, Florida for the required median opening, turn lanes and driveway for Burnt Store Road Fire Station 5.

**Budgeted Action:**

No action needed. Budgeted in the Capital Improvements Project "Station 5 Replacement" approved in the FY20 budget process. Funding is supplied from Capital Projects, ad valorem.

6. [Approve 10-281, Renewal, Property & Casualty Insurance Coverage \(Risk Management\)](#)

**Recommended Action:**

Approve renewal of Contract #10-281 Property & Casualty Insurance Coverage with Florida League of Cities located in Orlando, Florida, for the term October 1, 2020 up to and including September 30, 2021 in the amount of \$3,413,708. This is an annual contract for a comprehensive program of self-insurance.

**Budgeted Action:**

No action needed. Budgeted in the FY21 budget process. Funding for this expenditure comes from the Self Insurance Fund.

**Real Estate Services**

7. [Beach Restoration Easement Release \(Public Works\)](#)

**Recommended Action:**

Approve Resolution authorizing Real Estate Services to release Beach Restoration Easements on properties where no Erosion Control Line has been established.

**Budgeted Action:**

No action needed.

**Risk Management**

**Transit**

G. **Community Development**

H. **Community Services**

1. [Addendum to the Punta Gorda Historical Center Agreement](#)

**Recommended Action:**

Approve addendum to Lease Agreement between Charlotte County and the Punta Gorda Historical Society ~~Society~~ **Center** for a portion of the Grace Street Annex, for the use as the Punta Gorda History Center.

**\*\*Change, Updated title and wording, 9/21/2020\*\***

**Budgeted Action:**

No action needed. Budgeted in the General Fund - Library budget as approved in the FY2020 budget process. Funding for this expenditure comes from ad valorem.

**2. [Carmalita Park Improvements](#)****Recommended Action:**

Approve a Memorandum of Understanding between Charlotte County and Charlotte County Chamber of Commerce regarding the funding and construction of a new press box at Carmalita Park.

**Budgeted Action:**

No action needed.

**3. [2020-2021 US Department of Agriculture Service Agreement](#)****Recommended Action:**

Approve the Cooperative Service Agreement with United States Department of Agriculture Animal and Plant Health Inspection Services for the control of iguanas on Boca Grande ~~the~~ **the Charlotte County portion of Gasparilla Island.**

**\*\*Change, Updated wording, 9/16/2020\*\***

**Budgeted Action:**

Funding is from the Boca Grande Street & Drainage MSBU Unit as approved in the FY20 budget process. Funding for this expenditure will come from Boca Grande Street & Drainage assessments

**4. [2020-2021-US Department of Agriculture Agreement](#)****Recommended Action:**

Approve the Cooperative Service Agreement with United States Department of Agriculture Animal and Plant Health Inspection Service Wildlife Services for the control of hogs on County conservation lands.

**Budgeted Action:**

No action needed. Budgeted in the General-Fund - Natural Resources budget as approved in the FY2021 budget process. Funding for this expenditure comes from ad valorem.

**5. [Charlotte Sports Park Stadium Improvements](#)****Recommended Action:**

Approve the Charlotte County Sports Park improvements list for a total estimated cost of \$101,589.00. This is an annual process between the County and the Tampa Bay Rays per the Charlotte Sports Park Agreement.

**Budgeted Action:**

No action needed. Budgeted in the Stadium Improvement Fund - Recreation budget as proposed in the FY2021 budget process. Funding for this expenditure comes from ad valorem and contributions.

**I. Economic Development**

1. [Set a Charlotte Harbor Community Redevelopment Agency meeting on October 13, 2020](#)

**Recommended Action:**

Set a Charlotte Harbor Community Redevelopment Agency meeting on October 13, 2020 at 10:00 a.m., or as soon thereafter as may be heard, in Room 119 at 18500 Murdock Circle, Port Charlotte, Florida.

**Budgeted Action:**

No action needed.

**J. Facilities Construction and Maintenance**

**K. Human Resources**

**L. Human Services**

1. [Lease Agreement for Boys and Girls Club at Family Services Center](#)

**Recommended Action:**

- a) Approve Resolution for new 12-month lease agreement to add Rooms 120 and 203 to Boys and Girls Club tenancy at the Family Services Center; and
- b) Authorize the Board Chairman to execute the 12-month lease agreement.

**Budgeted Action:**

No action needed. Budgeted in the Family Services FY 20/21 budget.

2. [Disposition of County Surplus Properties to Nonprofit Organizations to Create and Maintain Affordable Housing](#)

**Recommended Action:**

- a) Approve Resolution to authorize Real Estate Services to convey surplus properties to Bright Community Trust and to execute related Land Use Restriction Agreements (LURA) for each parcel; and
- b) Approve Resolution to authorize Real Estate Services to convey surplus properties to Habitat for Humanity and to execute related Land Use Restriction Agreements (LURA) for each parcel; and
- c) Approve Resolution to authorize Real Estate Services to convey surplus properties to Lee County Housing Development Corporation and to execute related Land Use Restriction Agreements (LURA) for each parcel.

**Budgeted Action:**

No action needed.

**3. [CARES Act Subrecipient Agreement with Harry Chapin Food Bank](#)****Recommended Action:**

- a) Approve the Subrecipient Agreement with the Harry Chapin Food Bank allocating an initial payment of \$125,000 plus a subsequent payment of up to \$125,000 on a reimbursement basis for a total NTE \$250,000; and
- b) Upon receipt of eligible expenditure plan authorize the Chairman, or his designee, to sign the Subrecipient Agreement.

**Budgeted Action:**

No action needed. Funding is provided through the CARES Act allocation.

**M. Public Safety****N. Public Works****O. Tourism Development****P. Utilities****Q. Other Agencies**

## REGULAR AGENDA

**R. Regular Agenda****1. [COVID-19 Response Update](#)****County Administration**

Update on Charlotte County's COVID-19 response.

**\*\*Change, Added attachments - Presentation, Human Services and Presentation, Economic Development, 9/21/2020\*\***

**2. [Water Authority Agenda - September 30, 2020](#)****Utilities**

Discussion and direction on the Peace River Manasota Regional Water Supply Authority (Authority) Board agenda for the upcoming September 30, 2020 Meeting.

**\*\*Change, Added attachment - Draft Agenda Summary, 9/21/2020\*\***

**3. [Performance Evaluation - County Attorney, Janette Knowlton](#)****County Attorney**

Discussion of County Attorney, Janette Knowlton's annual performance evaluation.

**\*\*Change, Added attachment - Knowlton, J - Annual Evaluation, 9/21/2020\*\***

4. [Performance Evaluation - County Administrator, Hector Flores](#)  
**County Administration**  
Discussion of County Administrator, Hector Flores's annual performance evaluation.  
**\*\*Change, Added attachment - Flores, H - Annual Evaluation, 9/21/2020\*\***
5. [Performance Evaluation - Economic Development Director, Dave Gammon](#)  
**Economic Development**  
Discussion of Economic Development Director, Dave Gammon's annual performance evaluation.  
**\*\*Change, Added attachment - Gammon, D - Annual Evaluation, 9/21/2020\*\***
6. [Authorize Execution of a Continuing Disclosure Certificate Form](#)  
**Utilities**  
Approve Resolution authorizing execution of the Form of Continuing Disclosure Certificate for the upcoming Peace/River Water Supply Authority's 2020 Utility System Refunding Revenue Bonds.  
**\*\*Added, 9/17/2020\*\***
7. [Emergency Medical Transportation Program Letter of Agreement - Supplemental Managed Care Organization Program for SFY 20-21](#)  
**Public Safety**  
Authorize participation in the Public Emergency Medical Transportation (PEMT) supplemental program for Medicaid managed care organizations (MCOs); authorize the Chairman to execute the Intergovernmental Transfers Questionnaire from the Agency for Health Care Administration (AHCA); and Authorize the Chairman to execute the Letter of Agreement (LOA) with AHCA relating to intergovernmental transfers to the State.  
**\*\*Added, 9/17/2020\*\***

## PUBLIC HEARING AGENDA

### S. 10:00 A.M. Public Hearing

#### 1. [Adoption of the 2021 Capital Improvement Program](#)

##### **Budget & Admin Services**

Conduct a public hearing to consider adopting an Ordinance updating and modifying the Capital Improvements Program Schedule FY20/21 through FY25/26. Approve the FY20/21 Capital Improvement Program Schedule. Funding for adopted projects is provided from various funds, as outlined by the Capital Improvement documents.

## PRESENTATION AGENDA

### T. 10:00 A.M. Presentations

1. [Harborview Road Update](#)

Harborview Road Update presented by the Florida Department of Transportation .

2. [Punta Gorda Septic to Sewer Presentation](#)

Punta Gorda City Manager, Howard Kunik to present to Septic to Sewer Implementation Plan.

**\*\*Change, Added attachment - REVISED Septic to Sewer Implementation Plan, 9/16/2020\*\***

## **PUBLIC INPUT - ANY SUBJECT**

Anyone wishing to address the Board during this portion of the meeting must state their name for the record. Remarks on any County related subject, shall be limited to 3 minutes (max) and shall be addressed to the Commission as a body, and not to individual members. There will not be any discussion.

**AA. County Administrator Comments**

**BB. County Attorney Comments**

**CC. Economic Development Director Comments**

**DD. County Commissioner Comments**

**County Commissioners**

Bill Truex, District 3, Chairman

Christopher Constance, District 2, Vice Chairman

Ken Doherty, District 1

Stephen R. Deutsch, District 4

Joseph Tiseo, District 5

**Board of County Commissioners**

**Schedule of Future Closures/Hearings/Workshops**

[Schedule](#)