

**CITY OF PUNTA GORDA, FLORIDA  
LOCAL OPTION SALES TAX COMMITTEE MEETING MINUTES  
CHARLOTTE COMMUNITY FOUNDATION  
MONDAY, SEPTEMBER 30, 2019 10:00 A.M.**

**MEMBERS PRESENT:** Mary Boeringer, Burnt Store Isles; Julia Bowser, District 3; Tom Cavanaugh, Team Punta Gorda; Kelly Gaylord, District 2; Jay Gile, Burnt Store Meadows; Mary Harbour, Visual Arts Center; Melissa Lockhart, District 5; Ashley Maher, Charlotte Community Foundation; John Miller, Punta Gorda Isles Civic Association; Gene Murtha, History Center; John Peterman, District 1; Don Sabatini, District 4; Jim Sanders, Economic Development Partnership; Bob Sifrit, Historic District Homeowners Association; Robert Toth, Seminole Lakes; John Welsh, Boaters Alliance; John Wright, Punta Gorda Chamber

**CITY EMPLOYEES PRESENT:** Debby Carey, City Councilmember; Melissa Reichert, Communications Manager; Kristin Simeone, Finance Director; Mitchell Austin, Chief Planner; Mark Gering, City Engineer

**CALL TO ORDER/ANNOUNCEMENTS**

- Ms. Melissa Reichert, Communications Manager, requested members provide a brief introduction.

**WORKSHOP TOPICS**

- A. Citizens' Comments
  - Ms. Kelley Frohlich spoke in favor of considering installation of a crosswalk and sidewalk connector for streets on the south side of West Henry Street between Garvin Street and Maude Street.
  - Ms. Melissa Reichert, Communications Manager, stated a process for recommendation of projects to the Committee would be presented later this date.
- B. Approval of Minutes
  - Mr. Wright MOVED, Ms. Gaylord SECONDED approval of the September 30, 2019 minutes. MOTION CARRIED UNANIMOUSLY.
- C. RFP Forms
  - Ms. Reichert drew attention to the proposed Request For Proposal (RFP) Form included in the agenda material. She provided a brief overview of the process which would be used for non-profit organizations and governmental agencies to submit projects for the Committee's consideration, explaining ideas from citizens would require the backing of such organizations or agencies.

- Ms. Gaylord confirmed an example of a completed Capital Improvement Program Project Detail Sheet could be provided with the RFP Form.
- Mr. Wright confirmed City Council would consider the RFP process on October 2, 2019, inquiring how the community would be informed of the process.
- Ms. Reichert replied information would be provided in the City's Weekly Highlights Report, on City social media accounts and perhaps a newspaper article.
- Ms. Gaylord requested organization names be included on the Project Information Sheet.
- Mr. Wright MOVED, Mr. Welsh SECONDED approval of the RFP Form as amended. MOTION CARRIED UNANIMOUSLY.

D. Ongoing Projects Requesting 1% Sales Tax Funding

- Ms. Reichert announced members would submit scoring sheets for each project at the end of the meeting, explaining factors other than the scoring criteria could be discussed at a later date.
- Mr. Murtha confirmed the proposed projects to be reviewed this date were part of the current sales tax program, inquiring if staff could determine the ad valorem tax impact of the projects' ongoing operating costs.
- Ms. Kristin Simeone, Finance Director, replied affirmatively, noting the impact could change based on the taxable value of the City.
- Mr. Sabatini questioned if an action register could be created to facilitate timely completion of tasks, inquiring if information requested at the previous meeting had been compiled.
- Ms. Reichert replied same was included in the agenda material. She stated an action register could be provided in the future.
- Discussion ensued regarding the information members had requested for sales tax projects in progress, which included official project names, previous cost estimates, new cost estimates and details regarding any shortfalls, with members expressing desire for a list which used names consistent with the proposed projects and which clarified the nature and costs of the sales tax projects from the current program.
- Mr. Wright questioned if members should write their names on their scoring sheets.
- Ms. Reichert replied in the negative, stating she would coordinate with absent members to obtain scoring sheets for each project. She reiterated her request for members to return their completed scoring sheets when the meeting adjourned. She then confirmed a project list would be included on the action register, stating same would be included on the next meeting's agenda.

- Mr. Mitchell Austin, Urban Design Planner, and Mr. Mark Gering, City Engineer, then proceeded with presentations on proposed local sales tax program projects.

### **Shreve Street Complete Street Improvements Project**

- Part of the Punta Gorda Pathways system. Project to provide lighting for the existing pathway on Shreve Street and widen the pathway along Pompano Terrace between Shreve Street and US 41. Costs had increased due to increased construction costs; cost estimate was current. Operating costs would fund repairs and electricity for the lighting. Type of lighting not yet determined.
- Ms. Gaylord noted the corner at Pompano Terrace experienced flooding, questioning if installation of additional pavement would worsen drainage.
- Mr. Gering replied he was unaware of flooding at that location, stating staff would investigate the matter.
- Project's alignment with the scoring criteria reviewed.
- Scoring sheets completed.

### **Shreve Street Trail Head Project**

- Restroom and picnic facilities would be constructed immediately adjacent to the community garden and History Park. Previously submitted Florida Recreation Development Assistance Program (FRDAP) grant application had been successful but no State funding that year. FRDAP grant no longer a 50/50 matching grant. City Council to determine whether to reduce the scope or allocate the funds to another project (if not funded through the proposed sales tax program).
- Project's alignment with the scoring criteria reviewed.
- Discussion ensued regarding hours of operation for the proposed restroom, the possibility of providing proposed amenities through neighboring facilities and the process to modify the project's scope.
- Scoring sheets completed.

### **Harborwalk West – Area 3 Project**

- Part of the Punta Gorda Pathways system. Allows for design and construction of the final portion of the Harborwalk from Barry Street to the edge of the Fisherman's Village property. Would provide street improvements along West Retta Esplanade such as creation of a conforming cul-de-sac, intersection improvements and on-street parking. Amount and location of parking not yet determined. Estimated costs reflecting construction of the maximum amount of parking possible along West Retta Esplanade did not preclude proceeding with less parking.
- Project's alignment with the scoring criteria reviewed.

- Scoring sheets completed.

### **Drainage Improvements – Boca Grande Area Project**

- Encompasses an area from the railroad tracks east to Cooper Street, north to Taylor Street and South to the mobile home park. City currently negotiating the purchase of properties for construction of a retention pond - project design to be completed following purchase. Cost estimates produced approximately a year and a half prior using the most current construction costs. Grant funding of \$50,000 being pursued. All required permits obtained. Anticipated operating costs would be minimal.
- Mr. Jim Sanders inquired as to the number of vacant properties in and the total acreage of the project area.
- Mr. Gering replied he was uncertain but could provide such information at a later date.
- Project's alignment with the scoring criteria reviewed.
- Scoring sheets completed.

### **Complete Street Improvements – Cooper Street and Airport Road Project**

- Multi-use recreational trail to Airport Road and Cooper Street. Completes a loop in the Punta Gorda Pathways system. Included in the previous sales tax program. Cost estimates were current. Would connect to the Shreve Street Complete Street Improvements Project and the Harborwalk. Root barriers would be installed to protect the sidewalks.
- Discussion ensued with members clarifying the project areas which currently lacked sidewalks and the potential need for existing sidewalk to be brought into compliance with the Americans with Disabilities Act (ADA).
- Project's alignment with the scoring criteria reviewed.
- Scoring sheets completed.

### **ADA Improvements – Citywide Project**

- Would help fund implementation of the City's ADA Transition Plan. Overview of current compliance issues provided. No deadline for compliance; however, if the City did not progress toward implementation of its ADA Transition Plan the City could lose federal grant funding and be open to lawsuits
- Project's alignment with the scoring criteria reviewed.
- Scoring sheets completed.

### **Baynard/Vasco Sidewalk Improvements Project**

- Five-foot sidewalk connection along Shreve Street and Aqui Esta Road. Project mostly within City limits. City accepted responsibility for maintenance of the roadways concerned.
- Project's alignment with the scoring criteria reviewed.
- Scoring sheets completed.

**Virginia Avenue Complete Street Improvements Project**

- Streetscape improvements related to parking, gaps in the sidewalks and usability of the roadway. Project's scope might be altered due to degradation of the area east of US 41. Staff desired to widen existing sidewalks where possible. Parking would be focused on the east side of the street.
- Project's alignment with the scoring criteria reviewed.

**Harborwalk – US 41 Bridge Approach Lighting Project**

- Decorative lighting installation on northbound US 41 and southbound US 41. Involves Florida Department of Transportation (FDOT) right-of-ways; therefore, potential for local match funds. Lighting would require operating costs.
- Project's alignment with the scoring criteria reviewed.
- Scoring sheets completed.

**MEMBER COMMENTS**

- Ms. Gaylord requested the agenda material be provided in color.
- Mr. Cavanaugh questioned if a method could be devised for members to present a project for consideration. He also inquired if a process could be created for members to identify alternate funding sources for projects which were not recommended for the sales tax program.
- Mr. Peterman confirmed Mr. Gering was available to meet with members individually to answer questions about the proposed projects.
- Mr. Murtha inquired as to provisions for consistency in lighting installations.
- Mr. Austin replied both decorative and mast lighting were installed along US 41 between Aqui Esta Drive and Airport Road pursuant to FDOT's requests and requirements.
- Councilmember Debby Carey thanked members for their questions and comments.

**ADJOURNMENT**

- The meeting was adjourned at 11:27 a.m.

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Communications Manager

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Recording Secretary